Unit Leader Check list for Eagle Applicant _____

This is a check list to verify the scout's Eagle packet is complete. All items should be reviewed by the Eagle Applicant and the Unit Leader to ensure each point is confirmed. This check list should be signed by the Unit leader after reviewing the applicant's materials and this form included with Project Binder.

○ **Eagle application**--items are complete, using the fillable form or in pen or Scoutbook generated form. If any type of extension was granted, attach the approved form to the application. Place the application in the binder.

○ **Recommendations**—Provide names and contact info for 4 individuals who know the candidate personally and would provide a recommendation as to how he/she lives according to the Scout Oath and Law and how he/she has done their Duty to God. Unit Leaders are not to be included; avoid listing close relatives.   Some examples of individuals to ask include, but are not limited to, faith leaders, teachers, employers, or coaches.   These individuals mail their letter to the unit leader. Letters remain sealed and are delivered to the Eagle BOR Chair. Add the scout's name to the outside of the envelopes in case they are separated from the scout's binder.

○ **Merit Badges**—the 21 MBs listed on the application are used by the registrar to verify badges earned for each rank. For additional badges earned, include a Scoutbook or other unit advancement record. In addition, include unit records such as OA involvement, nights camped/ miles hiked, if available, as well as other awards or training for the BOR members to reference. Place this printout in the binder.

○ **Leadership position**—List position(s) held for a total of 6 months since the scout's Life BOR.

○ **Eagle Project Workbook**— Complete the 3 parts of the workbook in ink or by using a computer. Proofread for typos or incomplete sentences. Additional sheets with photos, drawings or specifications may be inserted manually into the document. Project Title, Scout's name and unit should be clearly visible on the cover. A picture of the project is a nice addition to the cover, if appropriate.

○ **Signatures/dates for:** Project completion, Unit Leader conference, Leadership position, tenure as a Life Scout and all MBs must be completed before the scout turns 18.

○ **Statement of Ambitions and Life Purpose and the List of Leadership/Awards received outside of scouting** (as requested on the application) is included with the application in the binder. Save files as PDFs.

○ **Make 3 copies and scan documents:** the Project Workbook with all signatures, the signed Eagle Application, Statement of Ambition & List of other Leadership/awards, Scout's Advancement record (and any approved Request for Extension forms, if applicable). Only the workbook pages where information was entered by the scout need to be copied/scanned.   Scans must be saved in PDF format. Do not staple or put these copies into a binder. Simply secure copies with a binder clip. These copies will be used by the BOR members to prepare for the BOR. PDF files are for uploading or emailing to council. Filename format for PDFs: Lastname, First unit# <document>.pdf.
Examples: Smith,Scout T123 Workbook.pdf or Powell, Baden C234 Ambition.pdf

○ **Confirm with the District Eagle BOR Chair, Dave Arnold,** where the items should be delivered when you are finished.   As of May 2023, it is requested that paperwork be submitted as follows:
EMAIL—to Emily Frederick   Emily.Frederick@scouting.org—and cc: David.Arnold1@siemens.com
Or UPLOAD to https://forms.gle/tjhZjnAens25HqXn6 -- Files containing the Eagle Application (and any extensions if applicable), Statement of Ambition, List of Leadership/Awards outside Scouts, and the Eagle Project Workbook.
DELIVER—Contact Dave Arnold (email above); his unit meets at the T84 Scout Cabin, North Wales, Thurs 7:30PM.
✓ Project Binder with originals of Application, Statement of Ambition, List of leadership/awards, Unit Advancement Record (and any approved Request for Extension)
✓ 3 copies of all of the above (secured with binder clips--NOT in folders or binders) and
✓ 4 sealed envelopes with letters of recommendation

The Unit Leader for this Eagle Applicant has carefully reviewed all of the Applicant's submissions to make sure everything is in good order and reflects what would be expected by an Eagle Scout.

Unit Leader_____Unit type/#_____Date_____