Three Fires Council - Eagle Package Contents Checklist

The **completed** Eagle Scout package is turned in at either the Naperville or Norris (St. Charles) Scout Shop by a troop representative (not the candidate or his parents) before the candidate's 18th birthday. The Norris Scout Shop will do an initial verification of the package for completeness, issue a receipt, and forward the package to the Three Fires Council office for verification. The Naperville store, which is a BSA National store, will issue a receipt and forward the package to the Three Fires Council office for verification (e.g., no initial verification).

The TFC office will verify that the package is complete with all appropriate signatures. If not, the unit will be contacted to clarify and/or provide the missing information/signatures. Once verified, the package is forwarded to the TFC district advancement committee to arrange for the Eagle Board of Review.

The Eagle Scout Package consists of:
    A. Eagle Application including letters of reference
    B. Eagle Scout Service Project Proposal
    C. Eagle Scout Service Project Plan
    D. Eagle Scout Fundraising Project Fundraising Report (if applicable)
    E. Eagle Scout Service Project Report
    F. Eagle Scout Time Extension Request Approval Documents (if applicable)

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The following checklist is to be used to assemble and complete the Eagle Scout Package. It is signed by the unit and included when the Eagle Scout Package is submitted.

A. Eagle Scout Application

❒ Your original, Eagle Scout application (*Eagle Scout Application No. 512-728*). All information is typed and legible. Scouts starting the process need to use the latest version.

❒ Use your "full legal name" (including middle). Do not use any initials. If you do not have a middle name, please identify here. ☐ no middle name.

❒ Full dates must be used where requested – month, day, and year.

❒ Date you joined the Scout troop should be the date of your first troop meeting – not the date you earned your Scout badge (unless it happens to be the same).

❒ The dates for your 1st Class, Star and Life ranks must be your actual Board of Review dates, not the dates of your courts of honor.

❒ There must be "at least four months" between First Class and Star rank.

❒ There must be "at least six months" between Star and Life rank.

❒ Submit "sealed" letters of reference from all of the people whose names you wrote on the front of your application as references. Place sealed reference letters inside the front cover of your binder (clipped to the cover or in the pocket).

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These should be added by the troop representative after the rest of the package has been assembled by the candidate (the candidate and his parents should never have access to the letters, even though unopened.) Five reference letters are required:

1. Parent
2. Religious
3. Educational
4. Friend/other
5. Friend/other
6. If the candidate has a job at the time of submission of the Eagle Scout application, a (sixth) letter of reference from an employer is required.

☐ The four "required" merit badges you earned for your Star rank, and the three "required" merit badges you earned for your Life rank, must be among the twenty-one badges you list on your application.

☐ No merit badges should have a date earlier than your joining date.

☐ Make sure you fill in the unit number where you earned each merit badge.

☐ For merit badge numbers 7, 8 and 10, cross out the badges not used.

☐ You must have served six months in (one or more) of the listed positions of responsibility since earning your Life rank.

☐ Make sure the Grand Total of Hours on the Eagle Application matches the grand total in the" Entering Service Project Data" section of the Eagle Scout Project Report.

☐ Make sure to obtain all required signatures on the back of your application: yours, unit leader, and unit committee chair.

☐ A statement of your ambitions and life purpose must be included (not a history of your scouting experiences, unless they are related to your goals/ambitions), and a listing of leadership positions held in your religious institution, school, camp, community, or other organizations. Include honors and awards received during this service. A list of leadership positions in the unit is useful, but optional.

☐ Other supporting information (optional but may help if dates on the application are inconsistent with council records)

- unit advancement database summary (Scoutbook or other advancement data program (e.g. Troopmaster, etc.)
- copies of completed merit badge cards

B. The entire **Eagle Scout Service Project Workbook** which includes:

1. Your original "**Eagle Scout Service Project Proposal**" (*Eagle Scout Service Project Workbook,* No. 512-927 cover sheet (with full legal name and project name) and Proposal Pages A through G as well as Page H that includes signatures) Signatures include candidate's promise signature and (4) approval signatures.

2. Your completed "**Eagle Scout Service Project Plan**" (use of *Eagle Scout Service Project Workbook,* No. 512-927 is strongly recommended but similar planning effort is acceptable) and appropriate documents demonstrating the candidates planning. The supporting material should include information demonstrating planning such as diagrams, photos, emails, etc.). A completed "Project Plan" is an easily reviewed record of your planning that you can show your board of review.

3. Your completed and signed "**Eagle Scout Service Project Fundraising Application**," (Fundraising Application Page A) from the *Eagle Scout Service Project Workbook,* No. 512-927) if applicable (i.e., if funds/donations/discounts were solicited from anyone but the beneficiary, unit members, or relatives) with (3) approval signatures.

4. Your completed and signed "**Eagle Scout Service Project Report**" and Project Report Pages A through C) from the *Eagle Scout Service Project Workbook,* No. 512-927, with supporting information or photos that go with it and candidate's promise signature and (2) approval signatures.

    a) sign-in/sign-out sheets

    b) time log/service hour summary

    c) expense summary; donation summary

    d) additional diagrams/plans

    e) congratulatory/thank you letters

    f) fliers

    g) correspondence (letters or copies of email)