

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 Scouting America 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 Scout Rank Application (No. 512-728) including letters of reference and the candidate's life ambition statement and listing of activities where the Scout has demonstrated leadership.
- B. Eagle Scout Service Project Workbook (No. 512-927) including;
 - Eagle Scout Service Project Proposal
 - Eagle Scout Service Project Plan
 - Eagle Scout Fundraising Project Fundraising Report (if applicable)
 - Eagle Scout Service Project Report
- C. Eagle Scout Time Extension Request Approval Documents (if applicable)

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*). The latest version of the Eagle Scout fillable PDF application should be used. 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.
- 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.
- Be active as a Life Scout for at least six months (*Requirement 1*). There must be "at least six months" between Star and Life rank.

- As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law. (*Requirement 2*). Submit “sealed” letters of reference from all 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).

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.)

Four reference letters are required. The references are meant to display a full picture of the candidate: it is encouraged to request letters from more than one aspect of the candidate’s life and not all be picked from the same (i.e. 1 reference from Scouting, 1 reference from religious institution, 1 reference from youth sports, 1 reference from education, 1 reference from an employer, or 1 reference from another relationship.) **Parents and other relatives are strongly discouraged** from serving as references. The current unit leader and committee chair are **not** eligible to serve as references; their signature on the application is their endorsement.

Earn 21 merit badges (*Requirement 3*).

- 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 8, 9 and 11, 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 (*Requirement 4*). Indicate the position(s) held and complete dates. Do not count time in a leadership position before the date you received Life rank or after the date you sign the Eagle application. You must have served in the position(s) for at least a total of six months while a Life Scout, the time need not be continuous, but overlapping positions may not be double counted.
- Service Project (*Requirement 5*). 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.

Entering Service Project Data
 The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.
 Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked	
The Eagle Scout Candidate – Planning Hours	1	1 x 8	= 8
The Eagle Scout Candidate – Execution Hours	1	1 x 12	= 12
Registered BSA youth members	6	6 x 12	= 72
Other youth (brothers, sisters, friends, etc., who are not BSA members)	2	2 x 8	= 16
Registered BSA adult Scouting volunteers and leaders	2	2 x 12	= 24
Other adults (parents, grandparents, etc., who are not BSA members)	1	1 x 8	= 8
Grand Total of Hours (enter here and on your Eagle Scout Rank Application)			140

*There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project. If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lower number of hours, you should appeal the decision.

REQUIREMENT 5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Project name: _____ Date project finished: _____
Month Day Year

Grand total of hours: 140 (from Eagle Scout Service Project Workbook—for statistical purposes only)

- Unit leader conference (*Requirement 6*).
- Make sure to obtain required signatures on the back of your application: yours, unit leader, and unit committee chair.
 - When you sign and date the Certification by Applicant, you certify that, on your honor as a Scout, that all statements on the application are accurate and that all requirements were completed prior to your 18th birthday. Include your telephone number.
 - Unit Approval: Your Unit Leader and Unit Committee Chairperson signs and dates the application and include their telephone numbers.
- A statement of your ambitions and life purpose should 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).
 - 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 such as:
 - 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)