



# The Eagle Scout Application

When you meet with your Scoutmaster for your Scoutmaster Conference for the Eagle Scout rank, you will need the following complete and ready for review:

- Although the Eagle Application materials should be sent via email to Mrs. Swank at the Council Office, we would like you to make a hard copy to bring to your board. It should be in a binder *without plastic sheet protectors*. It could be a 3-ring or clamp style binder with a good protective cover. **DO NOT DELIVER YOUR BINDER TO THE COUNCIL OFFICE!**
- The binder should have a relevant cover sheet on the outside front that shows the candidate's pride in Scouting. It should include that it is an Eagle Scout Application, your name, troop number, and the date of submission. A nice graphic - the Eagle badge or medal, an image of an eagle, or something to make it attractive.
- Your reference letters should have been received by the SM or Advancement Chair. We like to see at least the four required letters, but if you have more that is fine. These will have come directly to the Scoutmaster from your list of approved references and will be forwarded to the Eagle Board Chair.
- The Eagle Rank Application should be the first thing inside the cover. The Council Office checks all the dates so those need to be double and triple-checked for accuracy.
- The Eagle Rank Application should be filled out electronically, printed, and looking sharp. Please do not hand write. It will need the signatures of the Scoutmaster (who usually signs at the Scoutmaster Conference) and the Troop Committee Chair (who you will have to make arrangements with to get it signed after the Scoutmaster has signed).
- Copies of the Individual Progress, Individual History, and the Individual Participation reports from TroopMaster or Scoutbook. These help the board members become familiar with your records and how you fulfilled requirement #1 before the board even begins. The Advancement Chair or the Scoutmaster can provide these to you prior to the Scoutmaster Conference
- The final project review email you received from the district Eagle board allowing you to proceed. Review this email carefully and make sure you've taken care of all mandatory changes and suggestions provided.
- The complete Eagle Scout Service Project (ESSP) with required signatures. This is usually the most voluminous item in the packet.
- *Statement of Life Ambitions and Goals and Extra-Scouting Leadership and Honors* should follow the project report since it goes along with the last requirement.
- Extra photos, receipts, flyers, thank you letters, and planning documents that you used can and should also be included.
- Don't forget to bring your *Scout Handbook* for the Scoutmaster's signature and to the EBOR.
- Please make sure your sash is up to date with all of your earned merit badges and make sure to wear it to your EBOR. Also, make sure you have your Life rank patch on your uniform!!!