

## Troop 1099 Eagle Scout Rank Completion Checklist

The following checklist is provided to give the Eagle Scout candidate guidance on what he needs to complete to earn the rank of Eagle Scout. The order of these steps is important.

- Complete all requirements for Eagle Rank and have them signed off in your Handbook  
*Includes Participation, Merit Badges, Leadership, and Eagle Project requirements. The Scout Spirit and Scoutmaster requirements will be discussed and signed off at your Eagle Scoutmaster conference. The Eagle Scout board of review will be signed off at your scheduled Eagle Board of Review.*
  
- Complete Eagle Scout Leadership Service Project Report and have signed off by the Project Beneficiary  
*Scoutmaster must also sign off the final Service project report which can be done prior to or at the Eagle Scoutmaster Conference; Life to Eagle Coach is also available to review and comment on this work.*
  
- Complete Statement of Your Ambitions and Life Purpose (examples on-line)
  
- Verify current Scout History Report is up to date and obtain copy from Troop Advancement Chair or Scoutmaster  
*Copy should show all Eagle requirements complete*
  
- Fully, accurately, and neatly complete the current version of the Eagle Scout rank application  
*Scout history report should be used as a reference to accurately record advancement dates. Link: [http://www.scouting.org/filestore/pdf/512-927\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf)*
  
- Eagle Scout Rank Application review by Life to Eagle Coach  
*Allows verification that important document is complete and correct*
  
- Mail out Letter or Recommendation requests to 5 (6 if employed) persons identified on your Eagle Application.
  
- Compile Eagle Scout "Trail to Eagle" Book  
*Include full Eagle Project Report, Eagle Application, Statement of Ambition and Life Purpose, and list of activities/awards/recognition for activities outside of scouting*
  
- Contact Scoutmaster to schedule Scoutmaster Conference
  
- Mail or hand-deliver completed Eagle Application to Scout Service Center in Jefferson, GA for review  
*Your application MUST be received at least two weeks before Eagle Board of Review Date*
  
- Schedule Eagle Scout Board of Review (BOR); Communicate date to Life to Eagle Coach and Scoutmaster
  
- Compile 3 copies of your "Trail to Eagle" books; Verify your full Class A Uniform and MB Sash is up to date and available for the BOR
  
- Eagle Board of Review! (finally)