

# NORTH STAR DISTRICT EAGLE CREDENTIALS CHECKLIST

## **STEP 1: Are all of the documents included?**

- Eagle Scout Rank Application, BSA Form 512-728, May 2014 Printing or later (colored original, either two-sided or two one-sided stapled together).
- Internet Advancement “Member Unit Advancement Summary” report for Eagle candidate.
- Eagle Scout Leadership Service Project Workbook.
- Requirement #7 — Statement of Ambitions & Life Purpose, and a List of Activities and Honors is attached.
- Written statement of recommendation from all references listed on the Eagle Scout Rank Application.
- Were complete and correct credentials submitted to the North District Advancement Committee prior to or on the first day of the month of the requested Eagle Board of Review?

## **STEP 2: Eagle Scout Leadership Service Project Workbook**

- Is the project documentation legible?
- Was the project approved by the district prior to beginning work?
- Is the log of participants and hours complete and accurate?
- Is the list of donations received complete and accurate (see page C, Project Report)?
- Is there a record of changes to the original approved project plan, if any?
- Are “after” photographs included?
- If significant changes were made, did they change the scope of the project?
- Was the project completed? (Completion signatures and dates must be present.)
- Did the Scout adhere completely to all requirements stated in the approval letter?

## **STEP 3: Eagle Scout Rank Application**

- Is the application legible?

### **General Information:**

- Is the Scout’s full name, address, phone number, unit type, unit number, and unit location complete with city, state, and zip-code?
- Dates of joining (the date he joined Boy Scouts, not necessarily his current unit), First Class and Star boards of review are correct?
- Cub Scout/Webelos history is correct, including whether or not he completed the 5th grade before joining?
- Date of birth is correct?
- Date of Life board of review is included and was at least 6 months prior to the requested Eagle board of review date?
- Do the First Class, Star, & Life rank dates match the dates on the Internet Advancement Report?

### **Recommendations:**

- Are all 5 of the recommendations listed (or 6 if the Scout had a job while a Life Scout)?
- If the Scout did not have a job, then the employer recommendation is left blank.
- Are all addresses complete including city, state, and zip-code as well as telephone number and email address?
- Are all of the references qualified (21 or older, having a relationship with the Scout since he achieved the rank of Life)?
- Have all references provided a signed, legible written response?

**Merit Badge Record:**

- Are all merit badge spaces filled in without repetition of badges?
- Are all merit badges correctly named?
- Are the merit badges not earned crossed-out at # 7, 8, & 10? For example, Lifesaving is crossed-out if Emergency Preparedness was earned.
- Are unit numbers entered next to each merit badge indicating where the Scout earned the badge?
- Did the Scout use multiple merit badges from groups 7 and 8 or 10 to earn the Star or Life ranks? If so, are the additional Eagle required merit badges listed in spaces 14, 15, and 16 as needed?
- Do the merit badge dates match the dates on the Internet Advancement Report?

**Verify the Dates:**

- Was the Scout 11 years old, OR did he earn the Arrow of Light and was at least 10½ years old, OR had he completed the 5th grade and was at least 10½ years old before joining?
- Are all Boy Scout ranks and merit badges earned after the date of joining?
- Did at least 4 months pass between his First Class and Star boards of review?
- Did the Scout earn at least 4 Eagle required merit badges and at least 6 total merit badges before his Star board of review?
- Did at least 6 months pass between his Star and Life boards of review?
- Did the Scout earn at least 7 Eagle required merit badges and at least 11 total merit badges before his Life board of review?

**Leadership Record:**

- Is the Life board of review date the same date listed on side 1 of the application?
- Are the positions listed for leadership credit on the approved list of positions appearing at the top of the application on side 2?
- Is there at least 6 full months of leadership time listed after the Scout's Life board of review date?

**Side Two of the Application:**

- Are the Eagle project name and total hours consistent with those in the project workbook?
- Is the date of the final project signature consistent with the date on page 14 in the project workbook?
- Did the Scout participate in a conference with his unit leader while a Life Scout?
- Did the Scout, unit leader, and unit committee chair sign and date the application?
- Are all 3 signatures dated after all of the requirements were completed (merit badges, leadership time, project, and conference)?

**STEP 4: Are there 18 year old considerations?**

- Is the Scout already 18 years old? If no, then skip to step 5.
- Were all merit badges earned before his 18th birthday?
- Was his leadership time complete before his 18th birthday?
- Was his Eagle project completed before his 18th birthday?
- Did his Scoutmaster/Coach/Advisor conference occur before his 18th birthday?
- Has less than 3 months passed since he turned 18 (as of the Eagle board of review date)?

**STEP 5: Are there other special circumstances?**

- Are there any replacement Eagle required merit badges? If so, is the Council approved petition form attached to the application?
- Is the Scout advancing under a disability waiver? If so, is the record of that waiver attached to the application?