



# **EAGLE SCOUT CANDIDATE CHECKLIST**

## **Eagle Scout Leadership and Service Project**

- ⇒ Candidate obtains Eagle Scout Service Project Workbook when he/she earns Life Scout
- ⇒ Candidate reads the entire workbook
- ⇒ Candidate requests Personal Profile from Council Registrar to verify and add to workbook.
- ⇒ Candidate provides a write-up of his/her Eagle Scout Service Project plans, using the Project Workbook, including a “5-Ws” presentation to brief the Beneficiary and Committee (see workbook for details)
- ⇒ Prior to starting work on the Project, candidate obtains Concept approval for the Project from:
  - o Beneficiary
  - o Scoutmaster
  - o Committee
  - o District/Council: Scout turns in workbook with the other three signatures to the Midnight Sun Council Office. MSC requires the workbook to be turned in to the Council Office at least 1 week prior to upcoming Board of Review date\*. *Approval criteria are Leadership, Service, Project feasibility, Health and Safety considerations, Nonroutine labor, fundraising issues, Action steps for further detailed planning*
- ⇒ Scout will be informed by the Council via phone or email when to appear before the Council Board of Review for project approval\*.
- ⇒ Scout appears before Board of Review on appointed day and time.
- ⇒ After concept is approved, candidate steps into the detailed planning phase (fundraising if necessary) as outlined in the workbook.

## **The Fundraising Application**

- ⇒ If fundraising involves contributions only from the beneficiary, the candidate, the candidates parents or relatives, his/her unit or its chartered organization, or parents/members of the candidates unit, the fundraising application is not needed.
- ⇒ If money, materials, supplies, or donations from other sources are obtained, then a fundraising application needs to be submitted with the completed Eagle Book (see “Procedures and Limitations on Eagle Scout Service Project Fundraising” on Page B of the fundraising application)

## **Candidate may now start the project**

- ⇒ Complete the Project
- ⇒ Candidate completes the write-up and obtains all signatures in the Project Workbook certifying completion.

## **Before the Eagle Scout Board of Review**

- ⇒ Candidate begins completing the Eagle Scout Rank Application Form.
- ⇒ Candidate completes Ambitions & Life Purpose Statement (Eagle Scout Rank Application Form requirement 6).
- ⇒ Candidate or Troop Advancement Coordinator requests Letters of Recommendation to be mailed to the Midnight Sun Council Office Registrar to be placed Eagle Scout Book for the Board at the Board of Review.\*
- ⇒ Troop’s Committee Chair, Scoutmaster and Scout sign the completed Eagle Scout Rank Application Form. Scoutmaster and candidate complete Scoutmaster Leadership Conference (*cont. on page 2*)



### **Before the Eagle Scout Board of Review (cont. from page 1)**

- ⇒ Midnight Sun Council Eagle Board of Review requires the following to be turned in to the Council Office at least 1 week prior to upcoming Board of Review date.\*
  - o Completed/signed Eagle Scout Rank Application Form, including
  - o Ambitions & Life Purpose Statement
  - o Completed/signed Eagle Scout Service Project Workbook
  - o Letters of Recommendation
- ⇒ Candidate will be informed by the Council via phone or email when to appear before the MSC Eagle Board of Review.\*
- ⇒ Board of Review will review candidate's Eagle Scout book at the Board of Review with candidate present and candidate will be informed of the Board's decision.

\*View Service Project Workbook/Eagle Book due dates and Board of Review dates at <https://www.midnightsunbsa.org/events/upcoming-events.html>

### **The Eagle Scout Board of Review**

- ⇒ Candidate presents himself, if possible in full uniform. Board of Review will be reviewing:
  - o Completed/signed Eagle Scout Service Project Workbook
  - o Completed/signed Eagle Scout Rank Application Form
  - o Ambitions & Life Purpose Statement
  - o Boy Scout Handbook
  - o MSC Advancements Report/Scout Profile
  - o Letters of Recommendations
- ⇒ Candidate does not need to present Merit Badges or Rank Certificates, these will be on the Advancements Report and already approved by MSC prior to the board.
- ⇒ Candidate himself/herself or Scoutmaster/designee will introduce the Candidate to the Eagle Scout Board of Review. *"The unit leader may remain in the room, but only to observe, not to participate unless called upon. The number of "observers" at a board of review should otherwise be minimized. The members of the board of review, however, have the authority to exclude the unit leader or any other observers if they believe their presence will inhibit open and forthright discussion. Youth observers are not permitted in boards of review for Boy Scouting advancement. The Scout's parents, relatives, or guardians should not be in attendance in any capacity—not as members of the board, as observers, or even as the unit leader."* (Guide to Advancement)
- ⇒ Boards should last between 30-45 minutes.

### **After the Eagle Scout Board of Review**

- ⇒ Once the Eagle Scout Board of Review is completed, District Advancements Chair secures signatures of all Board Members on Advancement Form and Eagle Scout Rank Application Form and submit to Midnight Sun Council:
  - o Completed/signed Eagle Scout Rank Application Form
  - o Completed/signed Advancement Report
  - o Address where the Eagle Scout Certificate and Medal should be sent to
  - o An email of contact person in case of any problems, questions, etc.
- ⇒ Midnight Sun Council will send Eagle application to the National Headquarter for approval. Approval and Eagle Credentials from National Headquarters might take up to three months.
- ⇒ Once Eagle credentials arrive from National at Midnight Sun Council office the Unit Advancement Chair or Unit Point of Contact will be informed to come to pick up Certificate, Card, and Packet from MSC Service Center.
- ⇒ Once the Eagle Scout credentials are received by the Unit, the Scout and Parents can begin coordinating and scheduling an Eagle Court of Honor with Troop Committee.
- ⇒ Conduct an Eagle Court of Honor. Consider inviting Charter Partner Representative, Scout Executive, District Executive, ranking military and civilian community members; maybe coordinate with local Public Affairs Officers.