

ELM FORK DISTRICT EAGLE CREDENTIALS CHECKLIST

STEP 1: Are all of the documents included?

- [Eagle Scout Rank Application, BSA Form 512-728](#), (**colored original**, either two-sided or two one-sided stapled together).
- Internet Advancement “Member Unit Advancement Summary” report for Eagle Scout candidate.
- Eagle Scout Service Project Workbook, completed.
- 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 Scout Board of Review?

STEP 2: Eagle Scout Leadership Service Project Workbook

- Is the Eagle Scout project documentation legible?
- Was the Eagle Scout 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?
- 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 Eagle Scout project completed? (Completion signatures and dates must be present.)
- Did the Eagle Scout candidate adhere completely to all requirements stated in the approval letter?

STEP 3: Eagle Scout Rank Application

- Is the Eagle Scout application legible?

General Information:

- Is the Eagle Scout candidate’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 Eagle Scout candidate had a job while a Life Scout)?
- If the Eagle Scout candidate did not have a job, then the employer recommendation is left blank.
- Are all addresses listed on the Eagle Scout application, 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 Eagle Scout candidate since he achieved the Life rank)?
- 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 Eagle Scout candidate 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 Eagle Scout candidate 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 Eagle Scout candidate 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 Eagle Scout candidate 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 Eagle Scout application on side 2?
- Is there at least 6 full months of leadership time listed after the Eagle Scout Candidate's Life board of review date?

Side Two of the Application:

- Are the Eagle Scout project name and total hours consistent with those in the Eagle Scout Service Project Workbook?
- Is the date of the final project signature consistent with the date on page 14 in the Eagle Scout Service Project Workbook?
- Did the Eagle Scout candidate participate in a conference with his unit leader while a Life Scout?
- Did the Eagle Scout candidate, unit leader, and unit committee chair sign and date the Eagle Scout 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 Eagle Scout candidate already 18-years-old? If no, then skip to step 5.
- Were all merit badges earned before his 18th birthday?
- Was his leadership time completed before his 18th birthday?
- Was his Eagle Scout 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?