



## Unit Leader's Checklist for Eagle Scout Advancement

Indian Prairie District, Three Fires Council



### Advancement through the lower ranks

- Scout must complete all Eagle requirements by his 18<sup>th</sup> birthday.
- Scout needs 6 months at Star rank and 6 months at Life rank, therefore he must be Star by age 17.
- Scout must serve in positions of leadership within his troop, team, or crew during both Star rank and Life rank.
  - Advise Senior Patrol Leader on Scout's need for leadership positions.

### Merit Badges

- Scout should earn merit badges at an appropriate rate to complete before his 18<sup>th</sup> birthday.
- When approving a blue card, the unit leader is also approving the selected counselor.
- Remember both Personal Management and Family Life take at least 3 months to complete, therefore these badges must be started before age 17 3/4.

### Service Project

- The scout must demonstrate leadership throughout project planning and execution.
- Scout must decide on his own project, but the unit should offer encouragement and suggestions/guidance in choosing an appropriate project.
- Scout can contact a District Advancement Committee Project Approver as to the appropriateness of the project. A scout should know if there are service projects his unit does not consider worthy eagle projects.
- Scout must approach the beneficiary organization about sponsoring his project, but moral support is from his parents, Unit Leader or eagle coach is welcome.
- Scout fills in the Project Proposal Section of the Eagle Service Project Workbook
- Scout must contact Unit Committee Chairperson (or designated committee eagle representative), Unit Leader and beneficiary organization representative for approval signatures.
- Scout **MUST** get approval from a District Advancement Committee Project Approver **BEFORE** starting work on his Eagle project.
- If the project involves soliciting funds or materials from anyone other than the unit, beneficiary, or his relatives, he **MUST** fill out and get approval (from the Beneficiary, Unit Leader, and a District Advancement Committee Eagle Project Approver) of the Eagle Service Project Fundraising Application at least 2 weeks **BEFORE** soliciting.
- After receiving project approval, the scout completes the Project Final plan with the assistance of a unit eagle coach.
- Day(s) of the Eagle project-
  - **Scout must be the leader, not his parents or the Unit Leaders**
  - If the Scout asks for help, offer him counsel and then let him lead.
- Scout or his designate should take pictures as his Eagle project progresses.
- The scout completes the Eagle Service Project Report Section of the Eagle Service Project workbook soon after completing the project, even if he will not be applying for the Eagle rank immediately.

## Reference Letters

- Letters of reference should be sent out so that there is sufficient time – at least 1 month – for their return prior to turning in the eagle application.
- Use the Three Fires Council Reference Letter form.
- Scout should give his references a definite return date.
- Set up a return envelope format so the Unit Leader (or designate) knows whose letters have been received.
- References should be sealed and returned to the Unit Leader or other designate – never to the scout or his parents.
- Letters must remain unopened until the board of review.

## Application for Eagle Scout

- Scout must complete the application including reference contact information, merit badges, ranks, position(s) of responsibility, and project name and service hours.
- Scout must write a life purpose statement and attach a list of leadership positions held outside his unit.
- Scout must have a Unit Leader's conference
- The Unit Leader signs the Eagle application when all requirements are complete.
- Scout must also have the Unit Committee Chairperson sign the application.
- The Eagle Service Project Workbook, application, and letters of reference must be taken by the Unit Leader or committee member, **NOT** the Scout or his parents, to Diecke or Norris Service Center **BEFORE** the scout's 18<sup>th</sup> birthday. Get a receipt.
- Council staff verifies dates of ranks and merit badges then contacts the District Eagle Board of Review Coordinator. This process takes time – often a month or more – due to workloads, vacations, and accuracy of records.

## Board of Review

- After being contacted by a member of the District Advancement Committee, the Committee Advancement Chair or other designate arranges the Board of Review.
- Scoutmaster, Assistant Scoutmasters, Team leaders, and parents/guardians of the prospective Eagle Scout cannot be on the Board of Review, although the Unit Leader may attend.
- Unit Leader introduces the Scout to the members of the Board of Review.
- The Board of Review Determines if the level of planning and leadership is sufficient.
- Submit the completed Eagle application and official Advancement Report form to Diecke or Norris Service Center after the Scout passes his Board of Review.

## Court of Honor

- The paper work returns from National headquarters in 6-8 weeks (an expedited procedure is available at extra cost.)
- **DO NOT** plan or set a date until Council notifies you that the paperwork is back.
- There are several books available from Norris and Diecke Service centers for Court of Honor resources & ideas.

## **Note:** For a Unit Leader whose son is advancing to the rank of Eagle:

- To give the scout the broadest possible learning experience, we recommend fathers play the father role throughout the process, **NOT** the Unit Leader role.
- Designate an Assistant Unit Leader to do the Unit Leader role.