

EAGLE SCOUT CANDIDATE CHECKLIST

Eagle Scout Leadership and Service Project

- Candidate obtains current Eagle Scout Service Project Workbook when the Scout earns the rank of Life Scout:
<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>
- Candidate reads the entire workbook.
- Candidate provides a write-up of their Eagle Scout Service Project plans, using the Project Workbook, including a “5-Ws” (Who, What, Where, When, and Why) presentation to brief the Beneficiary and Committee (see workbook for details).
- If the Eagle project involves Fundraising, please consider that you have to receive approval **prior** to starting the Fundraising (within TAC such approval has been delegated to the respective district advancement committee.)
 - Carefully read the pages Fundraising Application Page A & B in your Eagle Project Workbook. If you are not sure whether you need to obtain approval for fundraising, contact your district advancement committee. A list of District Advancement Chairs is found at the bottom of this form.
- Consider the additional time required in your approval and startup process for your Eagle project.
- **Prior** to starting work on the Project, the candidate must obtain concept approval for the Project proposal from:
 - Beneficiary
 - Scoutmaster
 - Committee
 - District: Scout sends workbook with the other three signatures to District Advancement Chairman. Note: the district will reply to “all” on the email (this includes all people who should be in the loop). Approval may take up to three weeks. For Youth Protection purposes, the email from the Scout must include another adult’s email address.
- The approval criteria are Leadership, Service, Project Feasibility, Health and Safety considerations, Non-routine labor, Fundraising issues, Action steps for further detailed planning.
- **Only after** the District approves the concept, candidate steps into the detailed planning phase as outlined in the workbook.

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:
https://www.scouting.org/wp-content/uploads/2026/02/512-728_26-Eagle-Scout-Application_WEB.pdf
- Candidate completes Ambitions & Life Purpose Statement.
- Reference letters (requirement #2 of rank application form). The Scout is responsible for requesting references from the four people listed on the application.
- Requested references may be returned to the Scout in a sealed envelope, or sent to a designated unit, district, or council adult for safekeeping until the Eagle Board of Review.

- Troop Committee Chair, Scoutmaster and Scout sign the completed Eagle Scout Rank Application.
- Scoutmaster and candidate complete Scoutmaster Leadership Conference.
- Troop's Advancement Coordinator emails to TAC-advancement-802@scouting.org:
 - Completed/signed Eagle Scout Rank Application Form
 - Ambitions & Life Purpose Statement
 - Completed/**signed** Eagle Scout Service Project Workbook
 - Note: If a Scout has been a member of a Troop in another council, please include the name and location of that council in your email when sending the Eagle package. We are required to request records and registrations from those councils in order to verify the application.
- Transatlantic Council will review the package. This may take up to three weeks.
- Transatlantic Council will send the Eagle Scout Verification letter to the Troop's Advancement Coordinator and District Advancement Chair.

Scheduling the Eagle Scout Board of Review

- After the Troop has received the Eagle Scout Verification, the Troop's Advancement Coordinator works **with** the District Advancement Chair to schedule an Eagle Board of Review.
- Board will be 3-6 members, with **at least one** representative of the District / Council participating.
- Every attempt should be made to enable an in-person EBoR.
- Troop informs all Board Members, Candidate, and Scoutmaster of the date, time, and location of the Board.

The Eagle Scout Board of Review

- Practice Boards of Review are not permitted at any level in Scouting America (Guide to Advancement 8.0.1.0).
- Candidates should present themselves, if possible, in full uniform.
- Scout and Troop provide originals of:
 - Completed/signed Eagle Scout Service Project Workbook
 - Completed/signed Eagle Scout Rank Application Form
 - Ambitions & Life Purpose Statement
 - Eagle Scout Verification Letter (from Transatlantic Council)
 - Letters of Recommendation (carried by Troop's Advancement Coordinator or Scoutmaster)
- Unit leader (Scoutmaster or designee) may 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 Scouts BSA 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 2025)
- Boards of Review should last between 30-45 minutes.

After the Eagle Scout Board of Review

- Once the Eagle Scout Board of Review is completed, the Troop Advancement Coordinator secures signatures of all Board Members on Eagle Scout Rank Application Form
 - All signatures must be either a wet signature or digitally signed with a date stamp.
- The Troop Advancement Coordinator emails to council TAC-Advancement-802@scouting.org:
 - Completed/signed Eagle Scout Rank Application Form
 - Completed TAC Supplement Form (This gives the information needed for mailing the Eagle certificate.) The form is the last page of this checklist.
- Transatlantic Council will have the Eagle application certified and order the Eagle certificate.
- It can take up to three months for Transatlantic Council to receive the Eagle certificate and

credentials.

- The person listed on the TAC Supplement form ("Send To") receives Certificate, Eagle Kit, and Packet from the Transatlantic Council Service Center.
- The Eagle Scout medal or patch must not be sold or otherwise provided to any unit or to the Scout, nor should the court of honor be scheduled until after the Scout executive has signed the application, certifying proper procedures were followed, the rank has been entered into the system and filed locally, and the certificate is received at the council service center.
- Conduct an Eagle Court of Honor. The ECoH is to be scheduled by the family of the Eagle Scout.
 - The ECoH is an important opportunity to recognize the Eagle Scout of his efforts and achievements. It is also an opportunity to showcase the importance and honor of the Eagle Rank to other scouts in the unit and serve as encouragement.
 - Consider inviting representatives from Charter Organization, public offices, ranking military, civilian community members, and other Eagle Scouts to signify the importance of the event.
- Encourage the Eagle Scout to share a story from his/her Eagle journey or Eagle project with the TAC Communications committee. [Use this link](#) to provide details.

Thank you,

Transatlantic Council Advancement Team

District Advancement Chairs Contact List

- **Barbarossa District-** [Bryce Williams](#)
- **Charlemagne District-** [Jerry Sheridan](#)
- **Edelweiss District-** [Knut Sturmhoefel](#)
- **Horizon District-** [Mary Ann Dalton](#)
- **Mayflower District-** [George Johnson](#)
- **Mediterranean District-** [Charles "Chuck" Ciranni](#)



The Eagle Scout Certificate and Medal should be sent to:

Contact Person – Email and Phone number in case of any problems, questions, etc.

**Thank you,
Transatlantic Council Advancements**

Address:

Transatlantic Council, Scouting America
OPC 79, Box 7
APO, AE 09714

Transatlantic Council, Scouting America
Leuvensesteenweg 13
1932 Zaventem, Belgium

tac-advancement-802@scouting.org