



Glacier's Edge Council (620), BSA
Advancement Committee

- ♣ Indian Trails
- ♣ Mohawk
- ♣ Wisconsin River
- ♣ Yahara

Eagle Scout Rank Application

Checklist & Responsibilities Matrix



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October 2022

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Definitions used for the Eagle Scout Rank Application Responsibilities Matrix (R, A, C, I, V)

Responsible

The person who **completes** the requirement(s)

Approver

The person who is designated to **certify** that the requirements were completed

Consultant

A person who provides **information or advice** for completing the requirement(s)

Informed

A person who is **provided information** about the completed requirement(s)

Verifier

A person who **confirms** that completion of the requirement(s) is(are) properly documented (i.e., the form was filled out correctly)

18th birthday

18th birthday or the date established by an extension of time granted by the National Council (see *Guide to Advancement*, 9.0.4.0)

The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the *Guide to Advancement*, 10.0.0.0

Eagle Scout Rank Application – Current Version

https://www.scouting.org/wp-content/uploads/2022/07/512-72822c-Eagle-Scout-Application_WEB.pdf

Months – as defined by BSA

months are measured by monthly date (e.g., January 15 to July 15 is six months)

✓	Eagle Application Checklist & Responsibilities Matrix	Scout	Eagle Coach	Life-to-Eagle Advisor/Mentor	Unit Advancement Coordinator	Unit Leader	Unit Committee Chair	Beneficiary	REGISTRAR	District/Council Eagle Representative	Council Advancement Committee	Scout Executive	BSA National			
<input type="radio"/>	Eagle Application: Current Version	R		I	C	I	V		A	I					R	Responsible
															A	Approver
<input type="radio"/>	Date for joining Scouts BSA (or Scout Rank)	R			C	V			V						C	Consulted
<input type="radio"/>	Date for First Class Rank	R			C	V			V						I	Informed
<input type="radio"/>	Date for Star Rank	R			C	V			V						V	Verify
															[R]	delegated responsible
<input type="radio"/>	Four months between First Class and Star	R			C	V			V						[A]	Previous Approval
<input type="radio"/>	Six months between Star and Life	R			C	V			V							
															^	Alternate for C
<input type="radio"/>	Webelos & AOL questions answered	R					V		V							
																Based on Unit preference
<input type="radio"/>	Date of Birth (DOB) entered	R		I		I	I		I	I						
<input type="radio"/>	At least 10 years old when joining Scouts BSA	R					V		V							
<input type="radio"/>	Requirement 1: Life Rank Date	R		I	C	V	I		I	I						
<input type="radio"/>	Six months before 18th birthday	R			C	V			V							
<input type="radio"/>	Six months prior to Board of Review	R			C	I	V		V	V						
<input type="radio"/>	Requirement 2: References	R		C	^	C	V		I	I						
<input type="radio"/>	Parent may be entered for Religious Affiliation	R		C	^	V			V	V						
<input type="radio"/>	Only Employer line may be left blank	R		C	^	C	V		V	V						
<input type="radio"/>	Contacting References	C								I	R					
<input type="radio"/>	Requirement 3: 21 Merit Badges (check all dates)	R		I	C	V	I		V	I						
<input type="radio"/>	14 Eagle Required	R			C	V			V							
<input type="radio"/>	All MBs completed prior to 18th birthday	R			C	V			V							
<input type="radio"/>	Requirement 4: Position of Responsibility	R		I	C	V	I		I	I						
<input type="radio"/>	Position start dates must be after Life Rank date	R			C	V			V							
<input type="radio"/>	Position dates must total at least six months (but do not need to be consecutive)	R			C	V			V							
<input type="radio"/>	Total of 6 months must be completed prior to 18th birthday	R			C	V			V							
<input type="radio"/>	Requirement 5: Service Project	R	C	^	^	^	I	V	I	I						
<input type="radio"/>	Started after Life Rank date and completed prior to 18th Birthday	R	C	^	^	^	V		V	V						
<input type="radio"/>	Contacts page provided (Proposal Page B)	R	C	^	^	^	V		V							
<input type="radio"/>	Proposal approval signature page signed before project start (Proposal Page E)	R [A]	C	^	^	^ [A]	V [A]	[A]	V	[A]						
<input type="radio"/>	Project hours reporting included (Project Report Page C)	R	C	^	^	^	V		V	V						
<input type="radio"/>	Project completion signature page signed (Project Report Page C)	R [A]	C	^	^	^ [A]	V	[A]	V	V						
<input type="radio"/>	Fundraising Application signature page signed [if applicable] (Fundraising Application Page A)	R	C	^	^	^ [A]	V	[A]	V	V		[A]				

√	Eagle Application Checklist & Responsibilities Matrix	Scout	Eagle Coach	Life-to-Eagle Advisor/Mentor	Unit Advancement Coordinator	Unit Leader	Unit Committee Chair	Beneficiary	REGISTRAR	District/Council Eagle Representative	Council Advancement Committee	Scout Executive	BSA National			
<input type="radio"/>	Requirement 6: Scoutmaster Conference	R		I	I	A	I		I							
<input type="radio"/>	Date entered and is after Life Rank date	R				A	V		V	V						
<input type="radio"/>	Certification by Applicant	R					V		I							
<input type="radio"/>	Statement of ambitions and life purpose attached	R		C	^	C	V		V	V						
<input type="radio"/>	Scout Signature & Date	A					V		V	V						
<input type="radio"/>	Unit Certification	C		I		R	R		I							
<input type="radio"/>	Unit Leader Signature	I				A			V	V						
<input type="radio"/>	Unit Committee Chair Signature	I					A		V	V						
<input type="radio"/>	Submit to Council	R							I							
<input type="radio"/>	Council Certification								A	I						
<input type="radio"/>	Requirement 7: Board of Review (BOR) no later than 3 months after 18th birthday	I C			I C	I	I C		I	[R]	R					
<input type="radio"/>	if > 24 months after 18th birthday see <i>Guide to Advancement</i> (8.0.3.1)	R		C	^	C	C		I	I	A	A	A			
<input type="radio"/>	Signatures								V	A						
<input type="radio"/>	Scout Executive Certification								V			A				
<input type="radio"/>	National Certification								I				A			
<input type="radio"/>	Credentials Received					I			C				R			

Responsibilities of the Eagle Scout Candidate related to their Eagle Scout Rank Application

The **Eagle Scout Candidate** is responsible for filling out the Eagle Scout Rank Application completely and accurately. The Eagle Scout Candidate should verify that they are using the current version by downloading it directly from the BSA National website (https://www.scouting.org/wp-content/uploads/2022/07/512-72822c-Eagle-Scout-Application_WEB.pdf).

Before filling out the application, the Eagle Scout Candidate should read the entire application and assemble the required information including:

- Rank Dates
- References
- Merit Badge Dates
- Positions of Responsibility *while a Life Scout*
- Completed Eagle Service Project Workbook
- Statement of Life Ambition and Purpose

Before signing the Application, the **Eagle Scout Candidate** should re-read the entire application and specifically review the following items for completeness and accuracy:

- Correct dates entered for joining Scouts BSA (or Scout Rank), First class Rank, Star Rank
 - A minimum of four (4) months elapsed between First Class and Star
 - A minimum of six (6) months elapsed between Star and Life
- Webelos and AOL questions are answered
- Date of birth (DOB) is entered
 - At least 10 years old when joining Scouts BSA (DOB is prior to joining/Scout Rank date)
- Correct Life Rank date is entered
 - Life Rank date is at least six (6) months before 18th birthday
 - Life Rank date is at least six (6) months before proposed Board of Review date
- At least five references are entered
 - Parent/guardian may be entered under Religions Affiliation ([this line should not be blank](#))
 - [Only employer line may be left blank](#)
- 21 different Merit Badges (MBs) are entered with correct dates (must match the dates submitted to the BSA National database)
 - [14 Eagle Required MBs](#) are entered
 - All MBs were completed prior to 18th birthday
- Correct position(s) of responsibility dates are entered
 - Position start dates must be after Life Rank date
 - Position dates must total at least six (6) months (but does not need to be continuous)
 - Total of six (6) months must be completed prior to 18th birthday

- Service Project completion date is entered (typically completion date signed by Beneficiary)
 - Project was started after Life Rank date and completed prior to 18th birthday
 - Contacts page is filed out and included (Proposal Page B)
 - Proposal approval signature page was signed before project started and all five (5) signatures are included (Proposal Page E)
 - Project hours are entered and included (Project Report Page B)
 - Project completion signature page was signed before 18th birthday and all three (3) signatures are included (Project Report Page C)
 - Fundraising Application was approved before fundraising was started and all three (3) signatures are included, if applicable (Fundraising Application Page A)
 - Either the complete Eagle Scout Service Project Workbook or copies of the above noted pages may be included with the application. If copies of the pages are included, The Eagle Scout Candidate is responsible for having the complete Eagle Scout Service Project Workbook available at their Board of Review.
- Scoutmaster Conference date is entered
 - Scoutmaster Conference date is after Life Rank date and prior to 18th birthday
- Read “Certification by Applicant”
 - Statement of ambitions and life purpose is attached to Application
 - Application was signed prior to 18th birthday

Prior to submitting the application, the **Eagle Scout Candidate** should check the application for accuracy and the **Unit Leader** and **Unit Committee Chair** should both verify the accuracy of the application. Any and all inaccuracies in the application must be corrected by the **Eagle Scout Candidate** before the Council can certify the Application and convene an Eagle Board of Review.

Getting Answers to Questions

If a Scout or their parent has questions about the Eagle application process (or any other aspect of the Life-to-Eagle process), they should first consult the Eagle Resources available on the Council website:

www.glaciersedge.org/advancement

(or from the Council homepage, under the Resources menu, select Advancement)

If the answer cannot be found or questions still remain, then the Scout should ask the following people **in the order listed**, moving to the next person if the role does not exist in their Unit or the answer is not known:

1. Life-to-Eagle Advisor/Mentor/Coach
2. Unit Advancement Coordinator
3. Unit Leader (Scoutmaster)
4. Unit Committee Chair
5. District/Council Eagle Representative assigned to their Unit
6. District Advancement Committee Chair
7. District Director/Executive
8. Council Advancement Committee Chair
9. Council Registrar
10. Council Scout Executive
11. National Advancement Program Office

If an adult leader resource from the Unit has a question about the Eagle application process (or any other aspect of the Life-to-Eagle process) or cannot find the answer to a question posed to them by a Scout, then they should consult the resources provided above **in the order listed** below their position, or refer the Scout to these resources as the Scout is instructed above.

Unit Functional Roles

Every unit has certain advancement responsibilities as listed in the BSA *Guide to Advancement*:

3.0.0.3 Unit Advancement Responsibilities

Unit advancement coordinators and those who assist them have the basic responsibility to support the unit's advancement and award program to maximize achievement, and otherwise facilitate a smooth implementation of the process.

Depending on the Unit organization, the following functional roles may be involved in assisting the Eagle Scout Candidate with their Eagle Scout Rank Application:

- Life-to-Eagle Advisor/Mentor
- Unit Advancement Coordinator

Not every unit has individuals assigned to these functional roles, but every unit should have someone designated to fulfil the duties of the Unit Advancement Coordinator.

If these functional roles are not specifically designated in the Unit, the Unit Leader should be consulted to determine who fulfills these responsibilities in the Unit and can provide additional guidance to the Eagle Scout Candidate as needed.

Life-to-Eagle Advisor/Mentor

The Life-to-Eagle Advisor/Mentor is a Unit assigned Adult Leader who guides, supports, and encourages Life Scout through the Life-to-Eagle process, including providing guidance on the Eagle Scout Service Project process.

The Eagle Advisor/Mentor is a source of information or advice for filling out the Eagle Rank Application including:

- References
- Statement of Ambition and Life Purpose

Often used incorrectly to refer to a Life-to-Eagle Advisor/Mentor, an **Eagle Scout Service Project Coach** is a specific BSA registered position appointed by the District/Council who is responsible for providing guidance to the Eagle Scout Candidate to enable completing their Eagle Scout Service Project, including the Proposal, Plan, Fundraising Application and Report. The Eagle Coach is the subject matter expert on the processes and standards of the service project. (see *Guide to Advancement*, 9.0.2.9.)

Unit Advancement Coordinator

The Unit Advancement Coordinator is responsible for maintaining all scout advancement records in addition to other duties outlined in the *Troop Committee Guidebook*.

The Unit Advancement Coordinator serves as a source of information or advice for filling out the Eagle Rank Application including:

- Rank Dates
- Merit Badge Dates
- Positions of Responsibility while a Life Scout

Prior to the Eagle Scout Candidate submitting an Eagle Rank Application, the **Unit Advancement Coordinator** (or another Adult Leader designated to perform this role) should confirm that the Eagle Scout Candidate advancement records are entered and approved in Scoutbook or Internet Advancement. This is especially important for any Merit Badges that were earned immediately prior to submitting the Eagle Rank Application. If the advancement record for the Eagle Scout Candidate is not current, this will result in a delay before the Council can certify the Application and convene an Eagle Board of Review.

Responsibilities of the Unit Leader for Approval of the Eagle Scout Rank Application

The **Unit Leader** and **Unit Committee Chair** are mutually responsible for Approval of the Eagle Scout Rank Application on behalf of the Unit.

Before signing the Application, the **Unit Leader** should review the following items:

- Correct dates entered for joining Scouts BSA (or Scout Rank), First class Rank, Star Rank
 - A minimum of four (4) months elapsed between First Class and Star
 - A minimum of six (6) months elapsed between Star and Life
- Correct Life Rank date is entered
 - Life Rank date is at least six (6) months before 18th birthday
- At least five references are entered
 - Parent/guardian may be entered under Religions Affiliation (this line cannot be blank)
- 21 different Merit Badges (MBs) are entered with correct dates (must match the dates submitted to the BSA National database)
 - 14 Eagle Required MBs are entered
 - All MBs were completed prior to 18th birthday
- Correct position(s) of responsibility dates are entered
 - Position start dates must be after Life Rank date
 - Position dates must total at least six (6) months (but does not need to be continuous)
 - Total of six (6) months must be completed prior to 18th birthday
- Scoutmaster Conference date is entered
 - Scoutmaster Conference date is after Life Rank date and prior to 18th birthday

Prior to submitting the application, the **Eagle Scout Candidate** should check the application for accuracy and the **Unit Leader** and **Unit Committee Chair** should both verify the accuracy of the application. Any and all inaccuracies in the application must be corrected by the **Eagle Scout Candidate** before the Council can certify the Application and convene an Eagle Board of Review.

Prior to the Eagle Scout Candidate submitting an Eagle Rank Application, the **Unit Advancement Coordinator** (or another Adult Leader designated to perform this role) should confirm that the Eagle Scout Candidate advancement records are entered and approved in Scoutbook or Internet Advancement. This is especially important for any Merit Badges that were earned immediately prior to submitting the Eagle Rank Application. If the advancement record for the Eagle Scout Candidate is not current, this will result in a delay before the Council can certify the Application and convene an Eagle Board of Review.

Responsibilities of the Unit Committee Chair for Approval of the Eagle Scout Rank Application

The **Unit Leader** and **Unit Committee Chair** are mutually responsible for Approval of the Eagle Scout Rank Application on behalf of the Unit.

Before Signing the Application, the **Unit Committee Chair** should review the following items:

- Webelos and AOL questions are answered
- Date of birth (DOB) is entered
 - At least 10 years old when joining Scouts BSA (DOB is prior to joining/Scout Rank date)
- Correct Life Rank date is entered
 - Life Rank date is at least six (6) months before proposed Board of Review date
- At least five references are entered
 - Only employer line may be left blank
- Service Project completion date is entered (typically completion date signed by Beneficiary)
 - Project was started after Life Rank date and completed prior to 18th birthday
 - Contacts page is filed out and included (Proposal Page B)
 - Proposal approval signature page was signed before project started and all five (5) signatures are included (Proposal Page E)
 - Project hours are entered and included (Project Report Page B)
 - Project completion signature page was signed before 18th birthday and all three (3) signatures are included (Project Report Page C)
 - Fundraising Application was approved before fundraising was started and all three (3) signatures are included, if applicable (Fundraising Application Page A)
 - Either the complete Eagle Scout Service Project Workbook or copies of the above noted pages may be included with the application. If copies of the pages are included, The Eagle Scout Candidate is responsible for having the complete Eagle Scout Service Project Workbook available at their Board of Review.
- Scoutmaster Conference date is entered
 - Scoutmaster Conference date is after Life Rank date and prior to 18th birthday
- Certification by Applicant is completed
 - Statement of ambitions and life purpose is attached to Application
 - Application was signed prior to 18th birthday

Prior to submitting the application, the **Eagle Scout Candidate** should check the application for accuracy and the **Unit Leader** and **Unit Committee Chair** should both verify the accuracy of the application. Any and all inaccuracies in the application must be corrected by the **Eagle Scout Candidate** before the Council can certify the Application and convene an Eagle Board of Review.

Prior to the Eagle Scout Candidate submitting an Eagle Rank Application, the **Unit Advancement Coordinator** (or another Adult Leader designated to perform this role) should confirm that the Eagle Scout Candidate advancement records are entered and approved in Scoutbook or Internet Advancement. This is especially important for any Merit Badges that were earned immediately prior to submitting the Eagle Rank Application. If the advancement record for the Eagle Scout Candidate is not current, this will result in a delay before the Council can certify the Application and convene an Eagle Board of Review.

Council Responsibilities for Approval of the Eagle Scout Rank Application

The Council **Registrar** (or designee) is responsible for certifying the Eagle Scout Candidate is currently registered with BSA through the Council and for certifying the accuracy of the application.

Prior to submitting the application, the **Eagle Scout Candidate** should have checked the application for accuracy and the **Unit Leader** and **Unit Committee Chair** should have both verified the accuracy of the application. Any and all inaccuracies in the application must be corrected by the **Eagle Scout Candidate** before the Council can certify the Application and convene an Eagle Board of Review.

The **District/Council Eagle Representative** is designated to serve as a representative of the Council/District Advancement Committees and is responsible for approval of Eagle Service Project Proposals and representing the Council/District at Boards of Review conducted at the Unit level.

The **Council Advancement Committee** is responsible for ensuring a process is in place for collecting references for the Board of Review (see Council Eagle Rank Application Reference Process under Eagle Scout Resources at www.galciersedgecouncil.org/advancement), that Boards of Review are conducted (see District/Council Eagle Representative above), and following BSA procedures for appeals and time-extension requests, in addition to various other responsibilities outlined in the *Guide to Advancement*.

The **Scout Executive** is responsible for certifying that all BSA procedures, as outlined in the *Guide to Advancement*, were followed and final approval of the Eagle Scout Rank Application.

BSA National is responsible for final verification of the fully approved Eagle Scout Rank Application and issuing Eagle Scout Credentials to the local Council. Upon receipt of the Eagle Scout Credentials, the Council **Registrar** is responsible for notifying Unit leadership.

Checklists by Responsibility

Eagle Scout Applicant (Life Scout) Checklist



Eagle Scout Applicant: _____

Unit Type: _____ Unit Number: _____

District: _____

Eagle Coach: _____

Eagle Advisor/Mentor: _____

Unit Advancement Coordinator: _____

Unit Leader: _____

Unit Committee Chair: _____

District/Council Eagle Representative: _____

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<input type="radio"/>	Eagle Application: Current Version	R		I	C	I	V		A	I						R Responsible
																A Approver
<input type="radio"/>	Date for joining Scouts BSA (or Scout Rank)	R			C	V			V							C Consulted
<input type="radio"/>	Date for First Class Rank	R			C	V			V							I Informed
<input type="radio"/>	Date for Star Rank	R			C	V			V							V Verify
																[R] delegated responsible
<input type="radio"/>	Four months between First Class and Star	R			C	V			V							[A] Previous Approval
<input type="radio"/>	Six months between Star and Life	R			C	V			V							
																^ Alternate for C
<input type="radio"/>	Webelos & AOL questions answered	R					V		V							
																Based on Unit preference
<input type="radio"/>	Date of Birth (DOB) entered	R		I		I	I		I	I						
<input type="radio"/>	At least 10 years old when joining Scouts BSA	R					V		V							
<input type="radio"/>	Requirement 1: Life Rank Date	R		I	C	V	I		I	I						
<input type="radio"/>	Six months before 18th birthday	R			C	V			V							
<input type="radio"/>	Six months prior to Board of Review	R			C	I	V		V	V						
<input type="radio"/>	Requirement 2: References	R		C	^	C	V		I	I						
<input type="radio"/>	Parent may be entered for Religious Affiliation	R		C	^	V			V	V						
<input type="radio"/>	Only Employer line may be left blank	R		C	^	C	V		V	V						
<input type="radio"/>	Contacting References	C								I	R					
<input type="radio"/>	Requirement 3: 21 Merit Badges (check all dates)	R		I	C	V	I		V	I						
<input type="radio"/>	14 Eagle Required	R			C	V			V							
<input type="radio"/>	All MBs completed prior to 18th birthday	R			C	V			V							
<input type="radio"/>	Requirement 4: Position of Responsibility	R		I	C	V	I		I	I						
<input type="radio"/>	Position start dates must be after Life Rank date	R			C	V			V							
<input type="radio"/>	Position dates must total at least six months (but do not need to be consecutive)	R			C	V			V							
<input type="radio"/>	Total of 6 months must be completed prior to 18th birthday	R			C	V			V							
<input type="radio"/>	Requirement 5: Service Project	R	C	^	^	^	I	V	I	I						
<input type="radio"/>	Started after Life Rank date and completed prior to 18th Birthday	R	C	^	^	^	V		V	V						
<input type="radio"/>	Contacts page provided (Proposal Page B)	R	C	^	^	^	V		V							
<input type="radio"/>	Proposal approval signature page signed before project start (Proposal Page E)	R [A]	C	^	^	^ [A]	V [A]	[A]	V	[A]						
<input type="radio"/>	Project hours reporting included (Project Report Page C)	R	C	^	^	^	V		V	V						
<input type="radio"/>	Project completion signature page signed (Project Report Page C)	R [A]	C	^	^	^ [A]	V	[A]	V	V						
<input type="radio"/>	Fundraising Application signature page signed [if applicable] (Fundraising Application Page A)	R	C	^	^	^ [A]	V	[A]	V	V		[A]				

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<input type="radio"/>	Requirement 6: Scoutmaster Conference	R		I	I	A	I		I							
<input type="radio"/>	Date entered and is after Life Rank date	R				A	V		V	V						
<input type="radio"/>	Certification by Applicant	R					V		I							
<input type="radio"/>	Statement of ambitions and life purpose attached	R		C	^	C	V		V	V						
<input type="radio"/>	Scout Signature & Date	A					V		V	V						
<input type="radio"/>	Unit Certification	C		I		R	R		I							
<input type="radio"/>	Unit Leader Signature	I				A			V	V						
<input type="radio"/>	Unit Committee Chair Signature	I					A		V	V						
<input type="radio"/>	Submit to Council	R							I							
<input type="radio"/>	Council Certification								A	I						
<input type="radio"/>	Requirement 7: Board of Review (BOR) no later than 3 months after 18th birthday	I C			I C	I	I C		I	[R]	R					
<input type="radio"/>	if > 24 months after 18th birthday see <i>Guide to Advancement</i> (8.0.3.1)	R		C	^	C	C		I	I	A	A	A			
<input type="radio"/>	Signatures								V	A						
<input type="radio"/>	Scout Executive Certification								V			A				
<input type="radio"/>	National Certification								I				A			
<input type="radio"/>	Credentials Received					I			C				R			

Unit Leader Checklist



✓	Eagle Application Checklist & Responsibilities Matrix	Scout	Eagle Coach	Life-to-Eagle Advisor/Mentor	Unit Advancement Coordinator	Unit Leader	Unit Committee Chair	Beneficiary	REGISTRAR	District/Council Eagle Representative	Council Advancement Committee	Scout Executive	BSA National			
<input type="radio"/>	Eagle Application: Current Version	R		I	C	I	V		A	I					R	Responsible
															A	Approver
<input type="radio"/>	Date for joining Scouts BSA (or Scout Rank)	R			C	V			V						C	Consulted
<input type="radio"/>	Date for First Class Rank	R			C	V			V						I	Informed
<input type="radio"/>	Date for Star Rank	R			C	V			V						V	Verify
															[R]	delegated responsible
<input type="radio"/>	Four months between First Class and Star	R			C	V			V						[A]	Previous Approval
<input type="radio"/>	Six months between Star and Life	R			C	V			V							
															^	Alternate for C
<input type="radio"/>	Webelos & AOL questions answered	R					V		V							
																Based on Unit preference
<input type="radio"/>	Date of Birth (DOB) entered	R		I		I	I		I	I						
<input type="radio"/>	At least 10 years old when joining Scouts BSA	R					V		V							
<input type="radio"/>	Requirement 1: Life Rank Date	R		I	C	V	I		I	I						
<input type="radio"/>	Six months before 18th birthday	R			C	V			V							
<input type="radio"/>	Six months prior to Board of Review	R			C	I	V		V	V						
<input type="radio"/>	Requirement 2: References	R		C	^	C	V		I	I						
<input type="radio"/>	Parent may be entered for Religious Affiliation	R		C	^	V			V	V						
<input type="radio"/>	Only Employer line may be left blank	R		C	^	C	V		V	V						
<input type="radio"/>	Contacting References	C				[R] - delegated				I	R					
<input type="radio"/>	Requirement 3: 21 Merit Badges (check all dates)	R		I	C	V	I		V	I						
<input type="radio"/>	14 Eagle Required	R			C	V			V	V						
<input type="radio"/>	All MBs completed prior to 18th birthday	R			C	V			V							
<input type="radio"/>	Requirement 4: Position of Responsibility	R		I	C	V	I		I	I						
<input type="radio"/>	Position start dates must be after Life Rank date	R			C	V			V							
<input type="radio"/>	Position dates must total at least six months (but do not need to be consecutive)	R			C	V			V							
<input type="radio"/>	Total of 6 months must be completed prior to 18th birthday	R			C	V			V							
<input type="radio"/>	Requirement 5: Service Project	R	C	^	^	^	I	V	I	I						
<input type="radio"/>	Started after Life Rank date and completed prior to 18th Birthday	R	C	^	^	^	V		V	V						
<input type="radio"/>	Contacts page provided (Proposal Page B)	R	C	^	^	^	V		V							
<input type="radio"/>	Proposal approval signature page signed before project start (Proposal Page E)	R [A]	C	^	^	^ [A]	V [A]	[A]	V	[A]						
<input type="radio"/>	Project hours reporting included (Project Report Page C)	R	C	^	^	^	V		V	V						
<input type="radio"/>	Project completion signature page signed (Project Report Page C)	R [A]	C	^	^	^ [A]	V	[A]	V	V						
<input type="radio"/>	Fundraising Application signature page signed [if applicable] (Fundraising Application Page A)	R	C	^	^	^ [A]	V	[A]	V	V		[A]				

✓	Eagle Application Checklist & Responsibilities Matrix	Scout	Eagle Coach	Life-to-Eagle Advisor/Mentor	Unit Advancement Coordinator	Unit Leader	Unit Committee Chair	Beneficiary	REGISTRAR	District/Council Eagle Representative	Council Advancement Committee	Scout Executive	BSA National			
<input type="radio"/>	Requirement 6: Scoutmaster Conference	R		I	I	A	I		I							
<input type="radio"/>	Date entered and is after Life Rank date	R				A	V		V	V						
<input type="radio"/>	Certification by Applicant	R					V		I							
<input type="radio"/>	Statement of ambitions and life purpose attached	R		C	^	C	V		V	V						
<input type="radio"/>	Scout Signature & Date	A					V		V	V						
<input type="radio"/>	Unit Certification	C		I		R	R		I							
<input type="radio"/>	Unit Leader Signature	I				A			V	V						
<input type="radio"/>	Unit Committee Chair Signature	I					A		V	V						
<input type="radio"/>	Submit to Council	R							I							
<input type="radio"/>	Council Certification								A	I						
<input type="radio"/>	Requirement 7: Board of Review (BOR) no later than 3 months after 18th birthday	C I			I C	I	I C		I	[R]	R					
<input type="radio"/>	if > 24 months after 18th birthday see <i>Guide to Advancement</i> (8.0.3.1)	R		C	^	C	C		I	I	A	A	A			
<input type="radio"/>	Signatures								V	A						
<input type="radio"/>	Scout Executive Certification								V			A				
<input type="radio"/>	National Certification								I				A			
<input type="radio"/>	Credentials Received					I			C				R			

Unit Committee Chair Checklist



✓	Eagle Application Checklist & Responsibilities Matrix	Scout	Eagle Coach	Life-to-Eagle Advisor/Mentor	Unit Advancement Coordinator	Unit Leader	Unit Committee Chair	Beneficiary	REGISTRAR	District/Council Eagle Representative	Council Advancement Committee	Scout Executive	BSA National			
<input type="radio"/>	Eagle Application: Current Version	R		I	C	I	V		A	I					R	Responsible
															A	Approver
<input type="radio"/>	Date for joining Scouts BSA (or Scout Rank)	R			C	V			V						C	Consulted
<input type="radio"/>	Date for First Class Rank	R			C	V			V						I	Informed
<input type="radio"/>	Date for Star Rank	R			C	V			V						V	Verify
															[R]	delegated responsible
<input type="radio"/>	Four months between First Class and Star	R			C	V			V						[A]	Previous Approval
<input type="radio"/>	Six months between Star and Life	R			C	V			V							
															^	Alternate for C
<input type="radio"/>	Webelos & AOL questions answered	R					V		V							
																Based on Unit preference
<input type="radio"/>	Date of Birth (DOB) entered	R		I		I	I		I	I						
<input type="radio"/>	At least 10 years old when joining Scouts BSA	R					V		V							
<input type="radio"/>	Requirement 1: Life Rank Date	R		I	C	V	I		I	I						
<input type="radio"/>	Six months before 18th birthday	R			C	V			V							
<input type="radio"/>	Six months prior to Board of Review	R			C	I	V		V	V						
<input type="radio"/>	Requirement 2: References	R		C	^	C	V		I	I						
<input type="radio"/>	Parent may be entered for Religious Affiliation	R		C	^	V			V	V						
<input type="radio"/>	Only Employer line may be left blank	R		C	^	C	V		V	V						
<input type="radio"/>	Contacting References	C					[R] - delegated			I	R					
<input type="radio"/>	Requirement 3: 21 Merit Badges (check all dates)	R		I	C	V	I		V	I						
<input type="radio"/>	14 Eagle Required	R			C	V			V	V						
<input type="radio"/>	All MBs completed prior to 18th birthday	R			C	V			V							
<input type="radio"/>	Requirement 4: Position of Responsibility	R		I	C	V	I		I	I						
<input type="radio"/>	Position start dates must be after Life Rank date	R			C	V			V							
<input type="radio"/>	Position dates must total at least six months (but do not need to be consecutive)	R			C	V			V							
<input type="radio"/>	Total of 6 months must be completed prior to 18th birthday	R			C	V			V							
<input type="radio"/>	Requirement 5: Service Project	R	C	^	^	^ I	V		I	I						
<input type="radio"/>	Started after Life Rank date and completed prior to 18th Birthday	R	C	^	^	^	V		V	V						
<input type="radio"/>	Contacts page provided (Proposal Page B)	R	C	^	^	^	V		V							
<input type="radio"/>	Proposal approval signature page signed before project start (Proposal Page E)	R [A]	C	^	^	^ [A]	V [A]	[A]	V	[A]						
<input type="radio"/>	Project hours reporting included (Project Report Page C)	R	C	^	^	^	V		V	V						
<input type="radio"/>	Project completion signature page signed (Project Report Page C)	R [A]	C	^	^	^ [A]	V	[A]	V	V						
<input type="radio"/>	Fundraising Application signature page signed [if applicable] (Fundraising Application Page A)	R	C	^	^	^ [A]	V	[A]	V	V		[A]				

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<input type="radio"/>	Requirement 6: Scoutmaster Conference	R		I	I	A	I		I							
<input type="radio"/>	Date entered and is after Life Rank date	R				A	V		V	V						
<input type="radio"/>	Certification by Applicant	R					V		I							
<input type="radio"/>	Statement of ambitions and life purpose attached	R		C	^	C	V		V	V						
<input type="radio"/>	Scout Signature & Date	A					V		V	V						
<input type="radio"/>	Unit Certification	C		I		R	R		I							
<input type="radio"/>	Unit Leader Signature	I				A			V	V						
<input type="radio"/>	Unit Committee Chair Signature	I					A		V	V						
<input type="radio"/>	Submit to Council	R							I							
<input type="radio"/>	Council Certification								A	I						
<input type="radio"/>	Requirement 7: Board of Review (BOR) no later than 3 months after 18th birthday	C I			I C	I	I C		I	[R]	R					
<input type="radio"/>	if > 24 months after 18th birthday see <i>Guide to Advancement</i> (8.0.3.1)	R		C	^	C	C		I	I	A	A	A			
<input type="radio"/>	Signatures								V	A						
<input type="radio"/>	Scout Executive Certification								V			A				
<input type="radio"/>	National Certification								I				A			
<input type="radio"/>	Credentials Received					I			C				R			