

**Great Lakes Field Service Council, BSA
Council Advancement Committee**

Eagle Scout Rank Application and Eagle Board of Review Check Sheet—Revised 4/21/13

- ☐ All Rank requirements including Eagle Scout Service Project and Merit Badges have been completed and information is properly entered on the application.
- ☐ Statement of Ambitions and Life Purpose has been written.
- ☐ Unit leader conference has been held and date is entered on the application.
- ☐ Signature and telephone number of applicant are entered and dated.
- ☐ Signature and telephone number of unit leader are entered and dated.
- ☐ Signature and telephone number of unit committee chair are entered and dated.
- ☐ Eagle Scout Rank Application Verification Process form has been completed (can be downloaded from the GLFSC Advancement Committee webpage).
- ☐ Application has been faxed, taken in, mailed, or scanned and emailed to the Eagle Processor at the Council Service Center. (Always keep the original for the Board of Review.)
- ☐ The Eagle Processor's signature has been affixed to the Eagle Scout Rank Application and it has been received back by the unit contact.
- ☐ Letters of Reference have been received by the unit adult responsible for advancement (unopened).
- ☐ District Advancement Team representative has been contacted by the adult responsible for advancement in the unit requesting a board or review date.
- ☐ Board of Review is conducted. A unanimous decision is required for approval. (Note: Every Board of Review is a closed meeting and the discussions (even if approval is given) are not to be shared outside that board.)
- ☐ If approval is given, board chairperson and district representative sign the Eagle Scout Rank Application.
- ☐ Reference letters are given to the district representative for destruction. (Reference letters are **NOT** to be shown or given to the Eagle Scout candidate. They are retained by the district representative until final approval is received, then destroyed.)
- ☐ If approval is NOT given:
 - If it is thought that a Scout, before his 18th birthday, can benefit from an opportunity to properly complete the requirements, the board may **adjourn** and reconvene at a later date. If the candidate agrees to this, then if possible, the same members should reassemble.
 - If he does not agree, then the board must make its decision at that point.
 - In any case, a follow-up letter must be promptly sent to a Scout who is turned down. It must include actions advised that may lead to advancement, and also an explanation of appeal procedures.
- ☐ If approval is given, a unit representative will take the original and verified copies of the Eagle Scout Rank Application to the council service center. All signatures except the council verification must be on the original application. The page with the verification signature must be attached to the original application. (Note: the Advancement Report Form is no longer required.)
- ☐ Allow 6-8 weeks for credentials to return from the national office. Credentials will be sent to the unit leader upon receipt on the Council Service Center.