

## Top Twelve Common Errors on Eagle Scout Rank Application

1. Use a current **Eagle Scout Rank Application** form from the website. Do not use old printed forms (prior to 2019). The current *Eagle Scout Rank Application* is available on line through the council website with a link to the national website. The application can be filled out on line and printed off for signatures.
2. Entries must be legible. **Do not use pencil.** Messy corrections, unreadable handwriting, or too much white-out will not be accepted. Applications completed in pencil will be returned to the Scout.
3. Date Joined a Boy Scout Troop. This is usually not the Scout Badge date. No official date is recorded at the council office. It **MUST** be **BEFORE** you earn a merit badge. It could be the Blue & Gold Banquet date or Arrow of Light date, or March 1 is a good date to use.
4. Webelos Scout and Arrow of Light questions answered. Most Scouts have **NOT** completed 5<sup>th</sup> grade when they join. Typically the 4<sup>th</sup> “Yes/No” question should be answered **NO**.
5. Check to make sure that at least 4 months for 1<sup>st</sup> Class to Star and at least 6 months for Star to Life and Life to Eagle are listed. Not one day short of 4 or 6 months. If reaching age 17, do the math and make sure you have enough time to complete the necessary timing requirements.
6. At least 4 required merit badges must be listed by the Star rank date. A total of at least 7 required merit badges must be listed by Life rank date. There are now 17 required merit badges to choose from.
7. **Confidential Reference Letter:** the Scout must list a name and contact information on every line; exception –“Employer” (if any). The only line that can be left blank on the application is “Employer” (if any). If you do not have a Religious reference, the parent(s) should be listed. There must be two “Other” references listed. The confidential letters are submitted with the Eagle Application to the Scout Office.
8. List **mm/dd/yy** for each merit badge. All merit badges listed on the application need to be submitted through **Scoutbook or INTERNET ADVANCEMENT** to be on the Scout’s record at the council office. Do not wait for the next court of honor. Submit the merit badges before turning in the application. If a Scout has transferred to Northern Star Council from another council, make sure to get a copy of the advancement records and put a copy on file at the council office. If you don’t do it right away, you’ll need to do it when submitting Eagle paperwork.
9. Life Scout leadership position(s) and dates listed must be **WHILE A LIFE SCOUT**. At least 6 months of leadership must be listed **AFTER** Life Scout date and **PRIOR** to the 18<sup>th</sup> birthday. Use only the positions listed on the application. *ASSISTANT PATROL LEADER and BUGLER* are not acceptable leadership positions to use for this requirement. More than one position can be listed and more than six months can be listed.
10. Service Project: list date the physical project was completed. List the project name: what was done and the beneficiary organization. List the **TOTAL** number of worker hours; number should include planning hours. See “Service Project Report” page “Entering Service Project Data”.
11. Unit Leader (Scoutmaster/Venturing Advisor) Conference Date needs to be done **PRIOR** to the 18<sup>th</sup> birthday.
12. The Scout writes up their statement of ambitions and life purposes, leadership positions, honors and awards and includes it with the application. (*See Certification by Applicant and signature*)

### **What HAS to be done before 18<sup>th</sup> birthday?**

1. All merit badges
2. 6 months of leadership while a Life Scout
3. Eagle Scout Service Project
4. Unit Leader Conference

### **What can be done AFTER 18<sup>th</sup> birthday?**

1. Signatures of Scout, Committee Chair, Unit Leader
2. Delivery to the council office
3. District Board of Review

# EAGLE SCOUT APPLICATION CHECK SHEET

You are ready to submit your Eagle Scout Application if you can check off each of the items listed below.

- \_\_\_\_\_ Current Application (**Use forms dated 2019 or later. Current fillable form is available on council website**)
- \_\_\_\_\_ All information legible; (Pencil copies will not be accepted)
- \_\_\_\_\_ Blue Box: (To be completed by Eagle Registrar: Council number, type of unit, national number)
- \_\_\_\_\_ Applicant's **FULL LEGAL NAME** spelled correct and legible.
- \_\_\_\_\_ Applicant's address and phone number. No abbreviations.
- \_\_\_\_\_ Unit type, local number, locations. No abbreviations.
- \_\_\_\_\_ Dates of entry in Scouting, First Class and Star Board of Review Dates **(mm/dd/yy)**  
Date became Boy Scout is NOT Scout Badge date. No merit badges earned prior to "Date became a Boy Scout".
- \_\_\_\_\_ At least four (4) months between 1st Class and Star Board of Review
- \_\_\_\_\_ Webelos Scout and Arrow of Light questions answered (Most Scouts have **NOT** finished 5<sup>th</sup> grade when they join)
- \_\_\_\_\_ Date of birth. \_\_\_\_\_ (Merit Badges, leadership, service project, and SM Conference before 18<sup>th</sup> birthday)
- \_\_\_\_\_ At least six (6) months between Star Scout and Life Scout Board of Review dates
- \_\_\_\_\_ At least six (6) months between Life Scout and Eagle Scout Board of Review
- \_\_\_\_\_ References checked. Letters submitted match names listed on application. List address, phone #, email. Must have Religious Reference. List parent(s) name if none. All lines filled in. (Only Employer line optional, if any)
- \_\_\_\_\_ 21 Merit Badges earned **(mm/dd/yy)** in boxes. Please list in order they were earned.
- \_\_\_\_\_ Four (4) required Merit Badges earned prior to Star rank. Star Board of Review date \_\_\_\_\_  
Merit Badges: \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_
- \_\_\_\_\_ Three (3) additional required merit badges (7 total) prior to Life rank. Life Board of Review date \_\_\_\_\_  
Merit Badges: \_\_\_\_, \_\_\_\_, \_\_\_\_  
(Credit may be given for these ranks if applicant has earned any of the following: Emergency Preparedness, Lifesaving, Swimming, Cycling, Hiking, Environmental Science, Sustainability)
- \_\_\_\_\_ Must serve at least six months in a position of responsibility while a Life Scout and prior to 18<sup>th</sup> birthday. See application for list of positions. Do NOT list leadership dates prior to Life Scout Board of Review date.
- \_\_\_\_\_ Service Project physically completed while a Life Scout and before 18th birthday. **Project name: what was done and beneficiary. Total number of hours from grid in project workbook report. Entire workbook and list of workers turned in with Eagle Scout Rank Application.** (Proposal, Plan, Report pages)
- \_\_\_\_\_ Requirement #6: Scoutmaster or Crew Advisor Conference date (Must be held prior to 18<sup>th</sup> birthday)
- \_\_\_\_\_ Statement of life purpose, ambitions, leadership, and awards by applicant is attached. Please put name and troop # on personal statement.
- \_\_\_\_\_ Applicant's signature, phone number and date
- \_\_\_\_\_ Unit Leader's signature, phone number and date
- \_\_\_\_\_ Unit Committee Chair's signature, phone number and date



**PLEASE DO NOT SUBMIT PAPERWORK IN 3-RING BINDERS OR SHEET PROTECTORS. NO STAPLES.**

Note: If Board of Review is three (3) months or more after applicant's 18th birthday, submit documentation stating reason for delay. If Board of Review is to be conducted **more than six (6) months** after applicant's 18th birthday, Northern Star Council will need approval from the Boy Scout Division at the national office prior to scheduling the Eagle Board of Review.