



## Eagle Application and Binder Checklist

Once a Scout has completed all the Eagle-required Merit Badges, his Eagle Project and all the Life to Eagle Scout requirements, he is now ready for the final leg of the journey to Eagle Scout.

Here is what a Troop 200 scout should do to prepare for his Eagle Board of Review (EBOR):

- INDIVIDUAL HISTORY REPORT.** Request an Individual History report from the Advancement Committee. This document will include your BSA ID, rank advancement dates and completed merit badges.
  
- EAGLE SCOUT RANK APPLICATION.** Fill out the application. A link to the application may be found in the Members-Only section of the troop's website. Use your full legal name, including your middle name.
  - **Letters of Reference (Requirement 2).** Don't wait to ask for people to write these letters.
    - Scouts need six Letters of Reference: (parent/guardian, religious, educational, employer (if any) and two other references. We recommend that you ask the individuals to submit letters by a specific date and recommend that you write a thank you note to those individuals who wrote the Letters of Reference.
    - Refer to the troop's website for a document that can be provided to these individuals.
    - **Letters of reference are NOT TO BE OPENED OR READ by the Scout.**
    - Scouts should provide these individuals with a pre-addressed (to his Eagle Advisor) stamped envelope, On the bottom left corner of the envelope, write "Letter of Ref for *your name*".) Alternately, a scout can pick up the letter, but make sure it is sealed and DO NOT OPEN IT.
  - **Statement of Ambition (under Certification by Applicant.)** See application for what the letter should include. Visit the troop's website for a "Prompt" on what to write.
  - For merit badges 7, 8 and 10, cross out the badges not used/completed.
  - Sign your name in the designated area.
  - Schedule an appointment for your Scoutmaster Conference to get the application signed off.
  - Schedule an appointment with the Committee Chair to get the application signed off.
  - After getting the required signatures, drop off the application at the council office (800 Ellinwood Way, Pleasant Hill, CA 94523) The council may take up to 2 business days to verify that the data on the application matches the data in their system. You do not need to take the binder to the office, just the Eagle Application.
  
- EAGLE BINDER**
  - Purchase a 1-2 inch three-ring binder with a plastic cover and a pocket on the inside cover.
  - Place a cover sheet in the front the binder (see Eagle candidate section of the website for a cover page that can be used.)
  - Include the completed Eagle Application with all signatures.
  - Include your merit badge blue cards in baseball card holders and take a photo of the blue cards in case they get lost.

- Include the complete Eagle Project Workbook and any accompanying photographs and supporting documentation.
- Other miscellaneous scout information (other cards, awards, documentation)
- Letters of Reference (place them in the front cover pocket.)
- Make sure your binder is neat and presentable. This is the board's first impression of you.

**TURN IN THE BINDER IN ORDER TO SCHEDULE THE EAGLE BOARD OF REVIEW (EBOR).** Once the Eagle Binder is complete, call Herb Lederman at 925-631-0229 (home) or 925-708-5812 (mobile) to let him know that you will be dropping off your Eagle Binder. Mr. Lederman reviews all Eagle binders for Eagle candidates in our area and schedules the Eagle Board of Review. Eagle Boards of Review are conducted on the second Wednesday of each month at the LDS Church, 3776 Via Granada, Moraga, California 94556, generally between 7-9pm.

- Mr. Lederman's address: 1469 Camino Peral, Moraga, CA 94556. There is a Rubbermaid box inside of his gated patio. You'll see the gate to the left of his front door. Open the gate to find the plastic bin.

**CONFIRM THE TIME OF THE EBOR.** Confirm date and time of your EBOR with Mr. Lederman. You will probably have to call him. Advise the Scoutmaster, Committee Chair, and Eagle Advisor as they are present at the BORs.

**PREPARING FOR THE EBOR.** Eagle Candidates should look their best for their final BOR. They should be wearing their CLASS A uniform with their merit badge sash. (A scout only wears one sash at a time so the OA sash should be left at home). All merit badges should be affixed. Review all badges to make sure they are in the "upright" position (hint: there are several MBs that are tricky. Go online to make sure you know which way is right.) Wear scout socks and nice shoes (non-hiking/sports shoes, ones you would wear with a suit are preferable).

Your parents should attend, as they will be introduced to the board at some point. Other family members are welcomed to attend. Photos will be taken. Arrive 15 minutes before your scheduled Board of Review. The actual time of the BOR will be about 30 minutes.