

It is critical that you follow the directions listed below exactly as written. Any deviation could result in your application being returned for correction and delay your award. The official eagle scout rank application is attached as Appendix A for reference only. Use the application file provided by council when completing.

Check boxes are provided next to each requirement entry so a member of your unit can review your application before sending it to council for approval. Examples are provided in curly brackets {} where applicable.

General Requirements

- Use only the Eagle Scout Rank Application version and file provided by Council Eagle Registrar.
- Print one-sided Eagle Scout Rank Application. Do not print two-sided Eagle Scout Rank Application. If you make a mistake on page 1 and need to re-do it, you will have to re-obtain page 2 signatures if you print a 2-sided Eagle Scout Rank Application.
- Type (if possible) or print in ink all information.
- All information must be legible.
- You may capitalize proper nouns but do not enter any field with all CAPS.
- The Life Scout Position(s) of Responsibility that you enter on your Eagle Scout Rank Application must be entered in Scoutbook by your Unit's Advancement Chair before you turn in your Eagle Scout Rank Application for BSA Local Council Verification.
- It is helpful to have the person profile file provided to you by the Council Eagle Registrar available for accurate information and dates.
- Completed Eagle Scout Service Project Workbook is not to be turned in with the Eagle Scout Rank Application.
- Personal signatures only (i.e., no electronic signatures on the Eagle Scout Rank Application).

Specific Requirements

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- Council No.** – Central Florida Council is 083 **{083}**
- Type of Unit** – Type of Unit must be “Troop”, “Crew”, “Team”, “Ship”, or “Lone Scout” **{Troop}**
- NST** – Councils are grouped into National Service Territory (NST) maps. As of the date of this document, Central Florida Council is in NST 16. For the latest information regarding Central Florida's NST map number, visit: <https://www.scouting.org/outdoor-programs/properties/territory-maps/> **{16}**
- Unit No.** – This entry requires both the unit number as well as the district number. The unit number must be four digits (padded by preceding zeros if less than four digits). Troop 373 would be entered as “0373” while Troop 4373 would be entered as “4373”. Each district is assigned a district code. Riverside District is D-9. **{4373 D-9}**

- PID No. (Required)** – This is your BSA Personal Identification Number. This number can be found in your Scoutbook profile, in your profile on the troop website, or in the person profile provided to you by the Council Eagle Registrar. **{1234567}**
- Posthumous** – This is only checked if someone is completing your Eagle Scout Application following your death. Leave this blank.
- Male/Female** – Select a gender.
- Full Legal Name** – Applicant’s full legal name (including middle name and any applicable suffix such as “Jr.”, “III”, etc.). Do not write your name in CAPS. Please capitalize the first letter only of your First name, the first letter of your Middle name and the first letter of your Last Name. Include only one (1) space between your first name and your middle name and only one (1) space between your middle name and your last name, etc. **{Mary Rose Smith}**
- Street Address or P.O. Box** - Applicant’s mailing street address or P.O. Box. Do not write in CAPS. **{123 Main Street}**
- City, State, Zip Code** - Applicant’s city, state, zip code. Zip code must include the five (5) digit zip code and the four (4) digits following the five (5) digit zip code. You can look up your nine-digit zip code here: <https://tools.usps.com/zip-code-lookup.htm?byaddress>. **{Melbourne, FL 32940-1411}**
- Telephone** - Applicant’s telephone number (including area code) written in the format XXX-XXX-XXXX. **{321-123-4567}**
- Email** - Applicant’s email address (not the parent(s) email address). Leave blank if applicant has no email address. Do not write in CAPS. **{mary.r.smith@hmail.com}**
- Troop, Crew, Ship, or Lone Scout Unit No.** - Applicant’s unit type: “Troop”, “Crew”, “Team”, “Ship”, or “Lone Scout” preceding the four-digit unit number. Do not write in CAPS. **{Troop 4373}**
- Unit City, State Zip Code** - Applicant’s unit’s city, state, and zip code. **{Melbourne, FL 32935}**
- Date Joined Scouts BSA** - Date you became a Scout in a Scouts BSA troop. This date must be earlier than the dates of any of your rank or merit badge dates. Your Scouts BSA start date can be found in the person profile provided to you by the Council Eagle Registrar. The date format is MMDDYY where YY is the last two digits of the year. **{020119}**
- Date Joined a Venturing Crew** - Date became a Venturer is entered (if applicable).
- Date Joined a Sea Scout Ship** - Date became a Sea Scout is entered (if applicable).
- Date of First Class Scout Board of Review** - Date of First Class Scout board of review. The date format is MMDDYY where YY is the last two digits of the year. This date can be found in the person profile provided to you by the Council Eagle Registrar. **{090619}**

- Date of Star Scout Board of Review** - Date of Star Scout board of review. Star rank requires at least four (4) months membership as a First Class Scout. The date format is MMDDYY where YY is the last two digits of the year. This date can be found in the person profile provided to you by the Council Eagle Registrar. **{020120}**
- Were you a Cub Scout** – Answered yes or no.
- Were you a Webelos Scout** – Answered yes or no.
- Did you earn the Arrow of Light Award** - Answered yes or no.
- Had you completed fifth grade upon joining** - Answered yes or no. Usually, if ‘yes’ is answered to being a “Webelos Scout” and ‘yes’ is answered to earning the “Arrow of Light”, then ‘no’ is answered to “Completed 5th grade” since crossover is usually during 5th grade. Also, if “no” is answered to the first three questions then “yes” is answered to “Had you completed fifth grade up on joining”.
- Date of Birth** – Applicant’s date of birth. The date format is MMDDYY where YY is the last two digits of the year. **{011205}**

REQUIREMENT 1. Be active in your troop, crew, or ship for at least six months as a Life Scout.

- Date of Life Scout Board of Review** - Enter the date of your Life Scout board of review. This date must be six months after your Star Scout board of review. Your Life Scout board of review date can be found in the person profile provided to you by the Council Eagle Registrar. The date format is MMDDYY where YY is the last two digits of the year. **{080220}**

REQUIREMENT 2. As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

Parents/Guardians, Religious, Educational, Employer (if any), Two other references

- Name** – Full names of references. Do not write the names of the references in CAPS.
- Address** - Mailing address should include the primary address number, predirectional (N,S,E or W, if applies), the street name, the street suffix (ie.; Avenue, Boulevard, Circle, Street, Trail, etc.), postdirectional, secondary address identifier (N,S, E or W if applies), and the secondary address of City, State and Zip Code. There is a comma between the street address and the city. There is a comma between the city and the state. There is no comma between the state and the zip code.) You do not need the extra four (4) digits on the zip codes for your references.
- Telephone** – Telephone shall include area code – written XXX-XXX-XXXX.
- Email** – Email of your references.

- If the Scout does not go to church and/or cannot provide a religious reference, the parent(s) name and information must be listed on that line.
- If your Educational Reference is a teacher, then please use the address, telephone number and email address at the school. If the Scout is home-schooled, the parent(s) name and information must be listed on the educational reference line.
- If no employer, then enter N/A (for not applicable) in the Name column (once is sufficient). If you do have an employer, please feel free to enter your workplace address, workplace telephone number and email address of your employer at work or website of your employer.
- Two (2) Other References must also be listed.

REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned and the unit number it was earned in.

Merit Badge - Do not type the Optional Merit Badges in CAPS. On merit badge lines 8, 9 and 11, you should draw a line through the merit badges that do not apply. If any of the marked off merit badges are to be counted as part of the 21 total merit badges, the badges must be put in one of the other boxes (15 through 21). **{Snow Sports}**

Date Earned - Make certain that the merit badge dates on your Eagle Scout Rank Application match the dates that are on your person profile (provided by Council Eagle Registrar) identically. **{012420}**

Unit No. - Enter the Unit Number from which the merit badge was earned next to the date earned of each merit badge. **{0373}**

- 21 merit badges are listed with date and unit number on each. Do not enter ditto (“) marks in the unit number boxes.
- Enter your Optional Merit Badges on the Eagle Scout Rank Application in chronological order (date order). Do not skip any merit badges.
- If your advancements have been entered in Scoutbook by your unit’s Advancement Chair, then no other documentation is necessary when submitting your Eagle Scout Rank Application, so long as the dates on your application match those your Scoutbook Advancement Summary.
- A Troopmaster Individual History Report is not an Advancement Report and will not be accepted as such.
- The accepted forms of documentation for merit badges are as follows:
 - Completed Application for Merit Badge (Applicant’s Record side of Merit Badge Blue Card) – No. 34124
 - Completed Merit Badge Award Card – No. 34393
 - Completed Scoutbook Advancement Report – Form 34403 or completed Internet Advancement 2.0 Advancement Report
 - Completed manual Advancement Report Form 34403
- The accepted forms of documentation for ranks are as follows:
 - Completed pocket-size Rank Card – (ie.; 1st Class – No. 33053, Star – No. 33054, Life – No. 33055, etc.)

- Completed Scoutbook Advancement Report – Form 34403 or Completed Internet Advancement 2.0 Advancement Report
- Completed manual Advancement Report Form 34403
- If it is necessary for your Advancement Chair to make corrections and/or additions and/or deletions to your Rank(s) or Merit Badge(s) in the Council Records, then request a new person profile from your unit's Advancement Chair prior to completing and turning in your Eagle Scout Rank Application for BSA Local Council Verification and include this new Advancement Summary with your Eagle Scout Rank Application when submitting it for BSA Local Council Verification.
- Four (4) Eagle required merit badges have a date prior to the Star Scout board of review date. Credit may be given if the Scout earned both Emergency Preparedness and Lifesaving or any combination of Swimming, Hiking, and Cycling.
- Two (2) additional merit badges must have a date prior to the Star Scout board of review date.
- Three (3) Eagle required merit badges have a date prior to the Life Scout board of review. These Eagle required merit badges are in addition to the ones earned for Star Scout rank. Credit may be given if the Scout earned both Emergency Preparedness and Lifesaving or any combination of Swimming, Hiking, and Cycling, as long as they are not used for credit for Star Scout rank.
- Two (2) additional merit badges must have a date prior to the Life Scout board of review date. These merit badges are in addition to those earned for Star Scout rank.

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Name – Applicant's complete legal name (including middle name and any applicable suffix such as "Jr.", "III", etc.) entered at the top of the page.

REQUIREMENT 4. While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. List only those positions served after Life board of review date. Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, outdoor ethics guide.

Date of Life Scout Board of Review - Date of Life Scout board of review entered on second page of the application and matches the Life Scout board of review date on the front page. **{080220}**

Position - Scout must have served in a qualified position of leadership (see Eagle Scout Rank Application for qualified positions) for at least six (6) months between the Life Scout board of review and the Eagle Scout Rank Application date and before the candidate's 18th birthday. List only those positions served after Life board of review date. **{Senior Patrol Leader}**

- Chaplain Aide Qualifications:
 - The chaplain aide must be mature and sensitive and have earned the respect and trust of his fellow Scouts.
 - The chaplain aide must be at least a First Class Scout.

- The chaplain aide must have received or be working on the requirements leading to the age-appropriate religious emblem for his faith.

From - The From date must be on or after the Life Board of Review Date. **{081220}**

To - The To date must be before the Scout's 18th Birthday and cannot be a future date. **{031821}**

REQUIREMENT 5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Name - Enter project name. **{Oyster Mat Construction and Deployment}**

Grand Total of Hours - Total hours from your Eagle Scout Service Project Workbook (for statistical purposes only). **{94}**

Date Project Finished - The project completion date is the last date on the project completion signature page in the Report section of your project workbook. Date must be between Life Scout board of review and Eagle Scout application dates and before applicant's 18th birthday. **{092821}**

- Attach to your Eagle Scout Rank Application copies of your Project Plan Approval Signature Page AND Project Completion Signature page from your Eagle Scout Service Project Workbook.

REQUIREMENT 6. While a Life Scout, participate in a unit leader conference.

Date Conference was Held - Enter your Scoutmaster Conference Date - must be before the Scout's 18th birthday. **{100121}**

CERTIFICATION BY APPLICANT

Statement of Ambitions and Life Purpose - Prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors, and awards received during this service.

Signature of Applicant - Applicant's signature.

Telephone - Applicant's telephone number. **{321-123-4567}**

Date - Date of certification. **{110121}**

UNIT APPROVAL

Signature of Unit Leader - Unit leader's signature.

Telephone - Unit leader's telephone number. **{321-123-5678}**

- ☐ **Date** – Unit leader approval date. **{110121}**
- ☐ **Signature of Committee Chair** - Unit committee chair’s signature.
- ☐ **Telephone** - Unit leader’s telephone number. **{321-123-6789}**
- ☐ **Date** - Unit leader approval date. **{110121}**

BSA LOCAL COUNCIL VERIFICATION

Signed – Signature of Council Eagle Registrar.

Position – Council Eagle Registrar.

Date – Date of signature.

- The Council Service Center is open Monday through Friday, 8:30 am to 5:00 pm.
- A copy should be made of the application and the other attachments for your records. Once copies are in safekeeping, the originals should be delivered promptly to the Council Service Center (the address of which is listed below). Timeliness is especially critical if the Scout is approaching or has already turned 18. Sending materials late can imply the work continued after the applicant’s 18th birthday.
- Due to COVID-19 restrictions your information should be sent by registered or certified mail.
- Please mail your Eagle Scout Rank Applications to the Council Service Center (address listed below). Please do not hand deliver your application package.
- Allow up to two (2) weeks for BSA Local Council Verification approval.
- Submit only the following documents when requesting BSA Local Council Verification:
 - Original Eagle Scout Rank Application – correct printing – 1 sided only – all original signatures on page 2. No scans or copies.
 - Statement of Ambitions & Life Purpose (described on page 2 of the Eagle Scout Rank Application).
 - Copies of the Project Proposal Approval Signature Page and the Project Completion Signature Page.
 - Intake Form – BSA Local Council Verification.
 - Service Hours Reporting Information Page.
- Please do not include your Eagle Scout Leadership Service Project Workbook.

CENTRAL FLORIDA COUNCIL, BSA
Wayne Densch Service Center
ATTENTION: Lynette K. Dukes
1951 S. Orange Blossom Trail
Apopka, Florida 32703-7747

REQUIREMENT 7. Successfully complete your board of review for the Eagle Scout rank.

Date – Date of board of review.

Signature of Eagle Scout Board of Review Chair – Signatures.

Signature of Council/District Board Representative (if applicable) – District representative signature.

Scout Executive – The scout executive will sign here.

Date – Date of scout executive signature.

- Only after you have received BSA Local Council Verification may you proceed and schedule your Eagle Scout Board of Review. Please contact only the District Advancement Chair or District Eagle Chair from your District.
- Complete the Eagle Checklist & Intake Form Following Eagle Board of Review & the NESA Service Project Information Form.
- Immediately following your Eagle Board of Review, return the documents listed on the Eagle Checklist and Intake Form Following Eagle Board of Review to the Central Florida Council Eagle Scout Registrar, no later than one (1) week following your Eagle Board of Review date.
- Effective March 20, 2020, please MAIL your completed Eagle Board of Review Paperwork to the Registrar at the address listed above. DO NOT HAND DELIVER.
- Please do not include your Eagle Scout Leadership Service Project Workbook.
- Please allow six (6) to eight (8) weeks for Eagle Certificates to arrive from National.