STEPS TO EAGLE CHECKLIST | MICHIGAN CROSSROADS COUNCIL

	WHAT	WHO	DONE	HOW/WHY
	PICK A PROJECT			
1	**Ask your Scoutmaster for an Eagle Coach**	**Eagle Candidate/ Scoutmaster**		It is strongly advised that you have your Scoutmaster assign you an adult "Eagle Coach". This person can be any registered adult member of the troop; such as a parent of a previous Eagle. You should work with this person to review your work and get advice as needed. In many Districts, that person will be required to accompany you when you meet for any approvals.
2	**Download the current Service Project Workbook**	**Eagle Candidate**		Use the latest version of the official workbook, available at: https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/. Do not use workbooks obtained from other sources as they are often out of date.
3	**Write up the "Project Proposal" (Project Proposal pages A, B, C, D, E, F, G, H) found in the Workbook and Obtain ALL necessary signatures on page H of the Project Proposal, with the exception of the Council/ District approval.**	**Eagle Candidate**		The work book is a Fillable PDF. It is recommend that you type the text for a clear / professional look. Have your Eagle Coach look at it to make sure it is understandable. Get the required signatures. Make sure the Beneficiary's representative has authority to approve.
4	**Complete a fund-raising application if required (under $1500 – not required).**	**Eagle Candidate**		The Fundraising Application Form is found in the "Project Plan" section of the Workbook. If you've looked ahead, your District project approver can review and sign this when you meet with them.
5	**Get project approval from the Council Advancement Representative for your designated District.**	**Eagle Candidate**		Your Scoutmaster will know who to contact for this process. You will need your project proposal with all signatures.
	STEPS TO DO AFTER YOUR EAGLE PROJECT IS APPROVED			
6	**Complete the "Project Plan" (Project Plan pages A, B, C, D, E, & F) found in the Workbook. This must be done prior to beginning work on your project.**	**Eagle Candidate**		It is recommend that you type the text for a clear / professional look. NOTE: This section does not require any signatures, but must be completed. During your Board of Review it may be reviewed to show that you met the requirement of Planning as part of "Develop, Plan, and Execute" a project.
7	**Start work on your project and complete it.**	**Eagle Candidate and Eagle Candidate's Team**		Be sure to record time for everyone involved in the project. Collect Details and photos as the project progresses. Keep a diary that will help you write the final report.
8	**After the project is complete, write-up the "Project Report" (Project Report pages A, B, & C) in the Workbook.**	**Eagle Candidate**		It is recommend that you type the text for a clear / professional look. It is not required, but a narrative, more detailed, answer to each subject can be included by inserting "See Attached Report". It is a method of recording more detail that you might want to preserve. Include photos to show the people involved, that you provided leadership to. Work with your Eagle Coach to make sure this Report is something you'll be proud of; and want to display at a Court of Honor.
	FINISH ALL EAGLE RANK REQUIREMENTS INCLUDING POSITION OF RESPONSIBILITY AND SCOUTMASTER CONFERENCE BEFORE TURNING 18			
9	**Complete all Eagle Rank Requirements, including required Merit Badges, Position of Responsibility while a Life Scout, and Scoutmaster Conference.**	**Eagle Candidate/ Unit Advancement**		If the Eagle candidate has an extension beyond the age of 18 this becomes the Scouts 18th birthday. This date is the new age reference for processing requirements. Extension paperwork is required to be included in final paperwork and verification paperwork.
	STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED			
10	**Complete the Eagle Scout Rank Application (latest version). It is HIGHLY suggested you start work on the application long before your 18th birthday so that missing items and errors can be corrected.**	**Eagle Candidate/ Unit Advancement**		To generate the Eagle Scout Rank Application, a Scout, parent, or adult leader of the unit can navigate to the Eagle Scout Candidate in Scoutbook, then click Reports and then Eagle Application. Or you can download from: https://www.scouting.org/wp-content/uploads/2025/01/512-72825-Eagle-Scout-Application.pdf. Be sure to use your 'Full Name', including middle names. List those persons who will be providing a 'Letter of Reference' (see 12 below). ScoutBook will choose the list of 7 non-Eagle MB for you to use (First seven non-Eagle earned). These will be verified that they match the national database. (11 below). Two lines are provided for Position of Responsibility in case 2 positions make up the required 6 months. You only need to use one line if the entire 6 months are in one position. For Requirement 5, provide your Project information. The hours should be Man-Hours not just elapsed time.
11	**Access the MCC Eagle Application Verification at https://michiganscouting.org/eaglescoutverification/ where you will be able to submit the necessary documents to verify your rank application. Please provide the following paperwork with your request: Completed Eagle Rank Application, Completed Project Proposal, and Statement of Ambitions and Life Purpose.**	**Eagle Candidate/ Unit Advancement**		The request for verification is the responsibility of the Unit Advancement person. Eagle candidate should contact the Unit Advancement Chair / Eagle Coach to request a verification form be sent to Council. The Candidate should provide them a Scanned PDF copy of Completed Eagle Rank Application, Completed Project Proposal, and Statement of Ambitions and Life Purpose. These scanned forms are emailed to the unit advancement person in your unit who will be submitting the verification information to council. The Eagle Verification form and Processing instructions can be found at https://michiganscouting.org/eaglescoutverification/

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12	Mail reference letter requests and envelopes directly to the references you have listed on your Eagle Application.	Eagle Candidate		Mail or deliver a copy of the Request for Letter of Reference to the people you listed on your Eagle Application. Include a self-addressed, stamped, return envelope addressed to the District Eagle Chair or Unit Advancement person designated by your unit whichever is directed by your District. In an appropriate location on the envelope include "Eagle Candidate: <your name> so the envelope doesn't have to be opened to find out who it's for. Envelopes are not to be addressed to you. These letters will be opened and reviewed by the Eagle Board prior to the candidate being present. These letters will be destroyed after the successful completion of the EBOR by the unit Advancement person or the District Representative. The reference letter request can be found at https://michiganscouting.org/wp-content/uploads/2025/02/2025-02-19_MCC_Eagle_Candidate_Recommendation_Request-Fillable.pdf
13	After your Eagle application is verified, provide the completed Eagle Packet (Eagle Application, Verified Eagle Application, Statement of Life Ambition, Project Workbook with all required signatures to your Unit Advancement person.	Eagle Candidate/ Unit Advancement		Unit Advancement person should make request for a District Representative for a Eagle Board of Review.
	STEPS AFTER ALL EAGLE RANK REQUIREMENTS ARE COMPLETED (2)			
14	Schedule an Eagle Board of Review	Unit Advancement		Scheduling the Eagle Board of Review is usually the responsibility of the Unit Advancement Person. In addition to the Candidate, the Board must consist of no less than 3 and no more than 6 adults, one of which must be the District/Council representative. Parents, siblings, other Scouts, Scoutmaster(s), and Assistant Scoutmaster(s) are not allowed as part of the Board. A current Scoutmaster may attend to introduce the candidate, but does not participate unless asked a specific question by the Board. If conducted in person, check with the District/Council representative as to whether the Eagle Packet is wanted ahead of time or is to be retained by the unit until the Board of Review. If the EBOR is conducted electronically, copies of all paperwork (except the Letters of Reference) should be sent to each Board member ahead of time. If conducted electronically the Letters of Reference should be read by the unit Advancement person prior to the candidate being admitted to the conference, and then shredded upon successful conclusion of the Board.
15	Attend your Eagle Scout Rank Board of Review.	Eagle Candidate/Unit Advancement/ Council Representative		Eagle Candidate should present themselves in Full uniform, if available, or properly attired. Board members should also be properly attired for this important occasion. Although not a requirement, many Boards ask for The Scout Oath, Scout Law, Scout Motto, and/or the Outdoor code. Be prepared to recite each of these. Please note This board is much like the others you have done, it is not a test, it is a conversation about you and your experiences in and outside of Scouting. Try not to be nervous and enjoy the conversation.
16	After the successful completion of your Board of Review, access the MCC Post Eagle Board of Review Rank Submission: https://michiganscouting.org/ebor-documents/. The paperwork should include the signed Eagle Application. If there has been an Extension of Time to complete, or any special considerations like Alternative MBs, the authorizing letter(s) must also accompany the submittal.	Unit Advancement		At the successful conclusion of the Eagle Board of Review the Board Chairperson and the District/Council Representative add their signatures to the Eagle Rank Verification document with the registrar's signature. When the Board is done electronically, arrangements must be made to obtain those signatures. The unit Advancement person sends a scanned pdf of the ink-signed application to the council via the MCC Post Eagle Board of Review Rank Submission along with any necessary documents. The document can be found at https://michiganscouting.org/ebor-documents/. The Council will process the paperwork and send it to National for final processing. When National completes the process they will send the Eagle credentials to the scout.
17	The Application is processed by the Local Council and then the National Council. The Eagle Credentials will be shipped from National to a central MCC processing location for distribution to a local office.	MCC/ National/Unit Advancement		Once the Eagle Credentials have been received, badges, medals, and presentation material can be purchased at a Scout Shop and a Court of Honor can be scheduled.
18	Any questions? Contact your Unit Advancement person, your Eagle Coach, or your Scoutmaster	Eagle Candidate		Scouting America Michigan Crossroads Council last updated 10.27.25