

Eagle Scout Application Process

Eagle Scout applications must be submitted for verification by the council before an Eagle Scout Board of Review is held.

Verifications are now being done electronically, whether submitted remotely or delivered to the council office. If delivered to the council office, a computer and scanner will be available to submit electronically.

The submitter will be notified by an e-mail when the application has been processed.

Before the Eagle Scout Board of Review

1. Use the Eagle Scout Application checklist on the next page to ensure completeness and minimize delays in processing.
2. Download and complete the Eagle Scout Application.
 - a. Preferred Method: Download from ScoutBook Plus by login in to advancements.scouting.org
→ Go to roster → Click on the Life Scout → Click on View More to the right of Eagle Scout Rank → Click on Open Eagle application. The information is automatically populated on the Application.
 - b. Nonpreferred Method: Download the application from scouting.org/resources/forms

Common mistakes to watch for when manually completing application:

- **Signatures** when first made on the application must be in ink or digitally certified (with certificate stamp) – no typed or cut and paste. Subsequently those initial signatures are scans.
 - **Joining Date** is **NOT** the Scout Rank date nor the date joined Cub Scouts; it is the initial registration date when the Scout first joined a ScoutsBSA troop anywhere, and must predate all ranks and merit badges.
 - **Position(s) of Responsibility** dates must begin after the Life BOR date and end prior to the date of verification or 18th birthdate, whichever is first. (There is an exception if a time extension is granted)
 - **Position(s) of Responsibility** dates must span a total of 4+ months for Star and 6+ for Life and Eagle Scout. (e.g., 2/3/xx – 8/1/xx will NOT be counted as 6 months. A month is a month, thus 2/3/xx - 8/3/xx = 6 mon.)
3. Scan the following (*all dates and signatures must be readable*)
 - a. The Eagle Scout application, both sides (2025 version or later), properly signed and dated
 - b. Extension letter, if an extension was requested and granted.
 4. Go to 247scouting.com/forms/576-EBOR, complete the form and upload the documents.
 5. An e-mail with the verified/approved application attached, will be sent to the submitter.
 6. After receiving the verified/approved application use the process in your district to request and schedule the Eagle Board of Review.

After the Eagle Scout Board of Review

When the EBOR is finished, the district advancement representative will provide a pink card and take possession of the letters of recommendation.

1. Scan the following:
 - a. Pink card.
 - b. Eagle Scout application, with signatures
 - c. Extension letter, if an extension was requested and granted.
2. Go to 247scouting.com/forms/576-EBOR, complete the form and upload scanned documents .
3. You will receive an email when the Eagle Scout credentials have been received and are either mailed to you or sent to your preferred Scout Shop for pickup.

Resources

- Learn more at shac.org/life-to-eagle.
- **Questions:** contact your district advancement chair
- Guide to Advancement: scouting.org/resources/guide-to-advancement

Eagle Scout Application Check List

Name(As it will appear on the Eagle Certificate):_____

You are encouraged to utilize ScoutBook plus to generate the Eagle Scout Application.

Before the EBOR

**Items 1-9 are generated automatically if the application is created by ScoutBook Plus*

☐	1.	Correct version of Eagle Scout application used: a. 2025 version or later, generated from Scoutbook or downloaded from scouting.org
☐	2.	Spelling of Scout's name as desired on certificate, checked and legible
☐	3.	Complete and correct address
☐	4.	Date of Birth
☐	5.	Date youth first joined a Scout Troop (MUST precede all merit badge and rank dates)
☐	6.	Date of First Class Board of Review
☐	7.	Date of Star Board of Review (MUST be 4 months between First Class and Star Rank)
☐	8.	Date of Life Board of Review (MUST be 6 months between Star and Life Rank)
☐	9.	21 Total Merit Badges: a. Thirteen (13) required, 8 additional b. The three required badges that have options have the unused options marked out.
☐	10.	Must serve a total of at least 6 months in one or more acceptable leadership position(s): a. Position date(s) cannot start before Life Board of Review date. b. Position date(s) cannot end after the 18 th birthday. (There is an exception if a time extension is granted)
☐	11.	Eagle Service Project: a. Project name b. Grand total of ALL hours of service by ALL volunteers + candidate c. Date completed
☐	12.	Unit Leader Conference date (must be AFTER Life BOR date and prior to 18 th birthday)
☐	13.	Candidate's signature and date on application
☐	14.	Application signed (original ink) and dated by currently registered unit leader
☐	15.	Application signed (original ink) and dated by currently registered unit committee chair
☐	16.	Contact information for references the candidate has <u>personally contacted</u> and who are willing to provide a recommendation. a. Four persons of any relationship, except as per GTA 9.0.1.3: b. Parents and other relatives are <i>strongly discouraged</i> ; c. Unit leader and committee chair are not eligible. <i>All letters must be kept confidential from the parents and candidate.</i>

Items 17 and 18 are for the EBOR and are not submitted to council.

☐	17.	Statement of Ambitions and Life Purpose included with application for the Board of Review
☐	18.	Eagle Service Project workbook (project completion date after Life Board of Review and prior to 18th birthday): a. Project Proposal approval has 5 signatures (ink or certified digital) – Proposal Page H b. Project Report approval has 3 signatures (ink or certified digital) – Project Report Page C <i>Signatures need to be of the leaders who held those positions on the date that they were signed.</i>

How to Scan a Document

Ensure all dates and signatures are legible.

I. Using Copy Machine: Many multifunction copy machines scan documents to your email.

II. Using Printer: Scan from your printer to your computer.

III. Using iPhone or iPad: <https://support.apple.com/en-us/108963>

Method 1: Use iPhone Notes to scan a document

1. Open Notes and select a note or create a new one.
2. Tap the Attachment button , then tap Scan Documents.
3. Place your document in view of the camera. In iOS 26, you can also select options such as flash or an image filter.
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button  or press one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
5. Tap the Done button  or add additional scans to the document.

In an open note, you can also tap the More button , then tap Scan to scan a document.

[Learn how to use the Continuity Camera to scan notes from your iPhone or iPad to your Mac](#)

[Learn how to scan a document in Notes in iOS 17 and earlier](#)

Method 2: Use iPhone Files to scan a document

1. In the Files app, tap the More button .
2. Tap Scan Documents.
3. Place your document in view of the camera. In iOS 26, you can also select options such as flash or an image filter.
4. If your device is in Auto mode, your document will automatically scan. If you need to manually capture a scan, tap the Shutter button or press one of the Volume buttons. Then drag the corners to adjust the scan to fit the page, then tap Keep Scan.
5. Tap the Done button  or add additional scans to the document.
6. Choose a location, then tap Save.

IV. Using Android:

Method 1: Use Google Drive (Most Reliable) *The Google Drive app has a built-in scanner that works on almost all Android phones and automatically crops and enhances your scans.*

1. Open the **Google Drive** app.
2. Tap the "+" (plus) icon in the bottom-right corner.
3. Select **Scan** (the camera icon).
4. Point your camera at the document. It will usually capture the photo automatically once the edges are detected.
5. Adjust the scan by cropping, changing filters (e.g., to grayscale), or using the "Clean" tool to erase smudges.
6. Tap **Done**, choose a file name and save location, and tap **Save** to upload it as a PDF.

Method 2: Use Built-in Camera Apps (Samsung & others) *Many modern Android phones (such as Samsung Galaxy) have AI text and document scanning built right into the default camera app.*

1. Open your native **Camera** app.
2. Hover your camera over a well-lit document.
3. A yellow **Scan** border or button will appear around the document. Tap it.
4. You can then adjust the edges or save the document directly to your Gallery.

Method 3: Use Microsoft Lens or Adobe Scan *If you need advanced features like Optical Character Recognition (OCR) to convert scans into editable text, try a dedicated free app.*

1. Download Microsoft Lens or Adobe Scan from the Google Play Store.
2. Open the app and select the **Document** or **Whiteboard** mode.
3. Take a picture of your paper.
4. The app will auto-crop and straighten the image. You can then save it as a PDF or share it.

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