



Life to Eagle Paperwork

last updated 2/20/24

Now that you have completed your Eagle project, all merit badges, and leadership requirements the following paperwork must be completed **before your Scoutmaster's Conference and Board of Review.**

1. Obtain a copy of your completed advancement report from the Troop's Advancement Chair, Mr. Spence. This should be requested once all merit badges and Eagle Rank requirements have been completed. The only items that should be blank will be the following:

1. Active 6 months
2. Demonstrate Scouting Spirit
4. Position of Responsibility
5. Eagle Project
6. Scoutmaster Conference
7. Board of Review

These items will be completed during your Scoutmaster Conference except the Board of Review.

2. Complete the Eagle Scout Service Workbook with **all necessary signatures**. Both the Eagle Project Proposal and Final Eagle Project Report Approval page should have all signatures completed except the Scoutmaster. The Scoutmaster will sign once reviewed and approved during your Scoutmaster Conference. You don't need to fit all pictures in the space provided. You can add any pictures, receipts, letters, donation forms, etc. as addendums.

3. Complete your Eagle application. Be sure to use the latest version that is found on the Council Website under Resources. <https://baltimorebsa.org/eaglescoutinfo/> Download the one for application after July 1, 2022.

The dates for merit badge completion should be taken from the Advancement Report obtained in Step 1 above.

4. Fill out the BAC Eagle Scout Information Form. You can find this document at <https://baltimorebsa.org/eaglescoutinfo/> under Resources. This document seeks to quantify the amount of money and time that was spent on your Eagle project. You should keep very accurate records of all money donated, money spent, and total hours worked by everyone that volunteered on your project.

5. Complete a "Statement of Ambitions and Life Purpose" essay. The following site has some good information that should guide you on how to complete it. <https://scoutsmarts.com/eagle-scout-statement-of-ambitions-and-life-purpose/>





Scouts BSA Troop 497



6. Send out your Eagle Scout Reference Request. You can find the Eagle Scout Reference Request at the following link under Additional Resources. <https://baltimorebsa.org/eaglescoutinfo/>

You must request 5 reference letters (6 if there is an employer)
These references should match those listed on the Eagle Scout Application.

Ask each person from whom you request a reference to prepare duplicate copies of their reference letter. Give each person two (2) stamped envelopes. Both envelopes should be addressed to the following:

Mr. Brad Boutilier
829 Jamieson Road
Lutherville, MD 21093

Both envelopes should be labeled in the lower left corner "SM" for the Scoutmaster or "Board" for the Eagle Review Board and include a number for the person making the recommendation.

For example: The two envelopes given to the first person from whom you request a reference should be labeled "SM-1" and "Board-1". The two envelopes given to the second person from whom you request a reference should be labeled "SM-2" and "Board-2". Continue the numbering up to 5 or 6 for each person from whom you request a reference.

All reference letters must be received by Mr. Boutilier prior to The Scoutmaster Conference

7. If you have enough merit badges to apply for an Eagle Palm, you can now apply for them at the same time as your Eagle application (instead of waiting 6 months). If you have at least 5 merit badges over the 21 required merit badges use the link below to apply for your palm.
You can find this form at <https://baltimorebsa.org/eaglescoutinfo/> under Congratulatory Letters and Awards.

Important: All Items above must be completed, and with exception of the reference letters, shall be placed in a three ring binder in the following order with dividers:

- ✓ **Eagle Application** (step 3 above)
- ✓ **Completed Advancement Report** (step 1 above)
- ✓ **BAC Eagle Scout Information Form** (step 4 above)
- ✓ **Statement of Ambitions and Life Purpose Essay** (step 5 above)
- ✓ **Eagle Project Workbook with all signatures** (step 2 above)
- ✓ **Eagle Palm Application - if applicable** (step 7 above)

