Please follow this guideline before submitting your Eagle Application and Workbook.

1. **Eagle Scout Rank Application** – Print your FULL LEGAL NAME which will be used to print your Eagle certificate.

   Make sure your Eagle application is legible and neat. You may use the fillable PDF Eagle Application. You must use June 2022 version found at https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

   * Make sure unit leader, committee chair and you sign and date in the appropriate spaces provided.

2. Check your scout profile with Aloha Council to make sure it is up to date. You may request a copy to check all your merit badges and rank dates were posted.

3. **Eagle Application Requirement #2:** Respectfully request Letters of Recommendation from individuals as listed on the Eagle application in a timely manner and not wait until the last minute. Please make sure to list names and phone numbers. If you are home schooled, you should use your parents for the educational reference. If you do not formally attend a church or any religious organization, you should use your parents, or a close relative such a grandparent, aunt, or uncle for the religious reference. All lines must be filled out except for Employer if you are not currently employed. All references must be in a sealed envelope.

4. **Eagle Application Requirement #4:** Make sure that your leadership position date starts **AFTER** you have earned your Life Rank (the leadership positions are listed on your Eagle Application). Ensure that your time holding the leadership position is at least for six months including corresponding days. Example: If you start your leadership position on 10 January 2022, then 6 months requirement should be until 10 June 2022 or after.

5. **Eagle Application Requirement #5:** Make sure you include your project date, name, and hours. Double check your hours as they may be higher than you think. Your hours should include all the time you have devoted working on your proposal, planning and report section, meeting with your beneficiary, and project day.

6. **Eagle Application Requirement #6:** Date of your unit leader conference _after_ you earned the rank of Life scout. _Many scouts forget to include this part._

7. **Eagle Application "CERTIFICATION BY APPLICANT":** Prepare 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.

8. **Eagle Scout Service Project Workbook** completed copy and make sure to include your Proposal section with all signatures, Plan section and the Report section with all signatures. Use February 2023 updated version Eagle Project Workbook found at

   https://www.scouting.org/wp-content/uploads/2023/01/EagleProjectWorkbook2023a.pdf

9. Eagle Scout Service Project Fundraising Application form must be submitted for approval if there is a fundraiser to be held for more than $500 in cash and/or gift in-kind donations.

10. Contact Information form **must** have ALL CURRENT leaders' names and phone numbers.

11. Merit Badges, Eagle Service Project, Position of Responsibility, and Unit Leader Conference must be completed before your 18th birthday. An Eagle Scout Board of Review may occur, without special approval, up to 24 months after a Scout's 18th birthday.

   Direct any questions regarding Eagle process to Patricia Mariteragi, Patricia.Mariteragi@Scouting.org