

Scoutbook Tools – for Scouts BSA Leaders

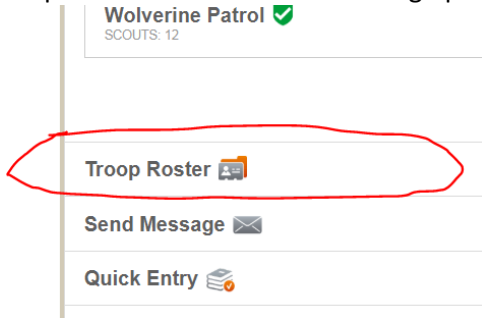
Generating an Eagle Scout Rank Application from Scoutbook.

Note: You need to be assigned the role of Scoutmaster or Advancement Chair (or maybe Committee Chair or Assistant Scoutmaster) to generate an Eagle Scout Rank Application.

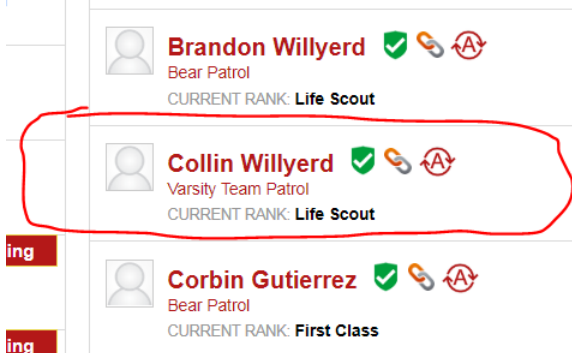
Instructions below to generate an Eagle Scout Rank Application typable PDF:

- (1) Log into Scoutbook.
- (2) Bring up the Roster for the Troop.
- (3) Find the name of the scout you want.
- (4) Click on their name and it will bring up their scout record
- (5) Scroll down to the bottom and click on reports
- (6) If you are an authorized user you will have the option “Eagle Application”
- (7) Click on that option.
- (8) You will get a message about generating the application.
- (9) Depending on your browser and computer you should get the Official Eagle Application pop up.
- (10) The file that comes up with be a ‘Fillable’ PDF document.
- (11) Save the document and send to the scout to complete the application.

Step # 2. Click on below to bring up roster.

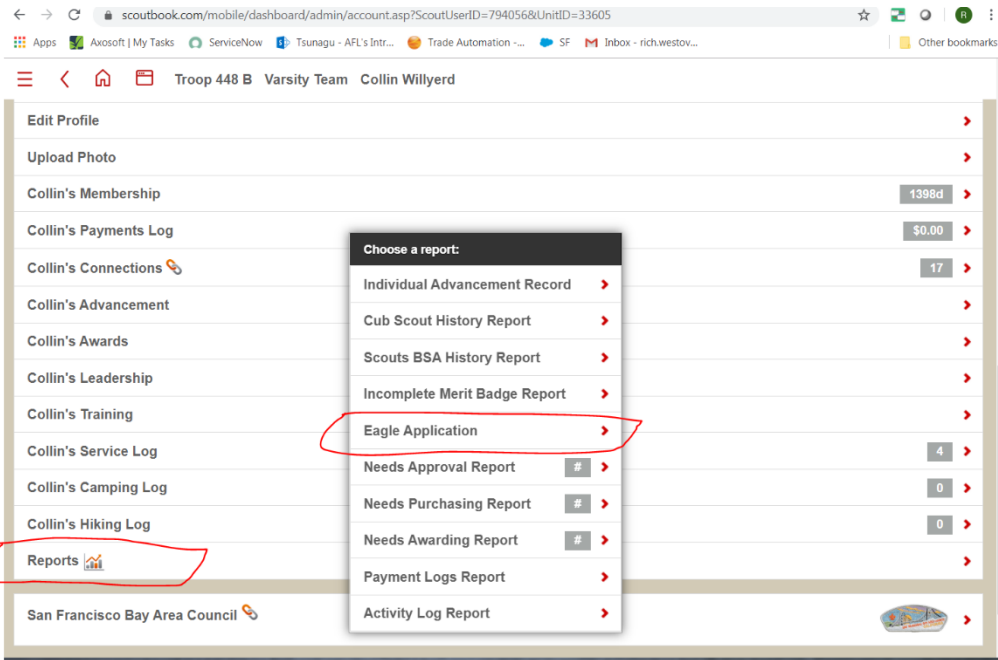


Step # 3. Find the name of the scout you want and click on that scout's name.



Step # 4 - 6 Scroll done on the scout's record and click on reports.

You will get a list of available reports - one is 'Eagle Application'
Assuming you are an authorized user.



Sample of part of the Eagle Application generated.

the 18th birthday.

A Scout, Venturer, or Sea Scout with a disability may work toward rank advancement after their 18th birthday if they meet the criteria for registration beyond the age of eligibility. See the *Guide to Advancement*, section 10.0.0.0, for details.

Date of birth

0	3	1	2	0	2
Month	Day	Year			

REQUIREMENT 1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

Date of Life Scout board of review

0	2	1	4	1	8
Month	Day	Year			

REQUIREMENT 2. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

	Name	Address	Telephone	Email
Parents/guardians	_____	_____	_____	_____
Religious	_____	_____	_____	_____
Educational	_____	_____	_____	_____
Employer (if any)	_____	_____	_____	_____
Two other references	_____	_____	_____	_____

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	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
1 CAMPING			*8 ENVIRONMENTAL SCIENCE OR SUSTAINABILITY	0 7 1 4 1 7	0448	15 WILDERNESS SURV.	0 7 0 4 1 4	
2 CITIZENSHIP IN THE COMMUNITY	0 3 0 5 1 9	0448	9 FIRST AID	0 7 0 4 1 4		16 WOOD CARVING	0 7 0 4 1 4	
3 CITIZENSHIP IN THE NATION	0 7 1 5 1 6	0448	*10 SWIMMING OR HIKING-OR CYCLING	0 1 2 9 1 4		17 RIFLE SHOOTING	0 7 0 4 1 5	
4 CITIZENSHIP IN THE WORLD	0 7 1 2 1 7	0448	11 PERSONAL MANAGEMENT	0 8 2 7 1 8	0448	18 KAYAKING	0 7 0 4 1 5	
5 COMMUNICATION	0 5 0 2 1 4		12 PERSONAL FITNESS	0 6 0 9 1 9	0448	19 CHESS	0 7 0 4 1 5	
6 COOKING			13 FAMILY LIFE			20 PHOTOGRAPHY	0 7 0 4 1 5	
*7 EMERGENCY PREPAREDNESS OR LIFESAVING	0 8 1 0 1 4		14 FINGERPRINTING	0 1 2 9 1 4		21 ART	0 7 0 4 1 5	

*Cross out badges not earned. If a crossed-out badge in #7, #8, and #10 was earned, it may be reentered in 14 through 21. You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s).