



## Pacifica District - Path to Eagle

### Scouting America - Greater Los Angeles Area Council



The Eagle Scout rank is challenging and rewarding. Working through the requirements to become an Eagle Scout gives you an invaluable experience and will become an important part of your life journey. While this guide does not replace the Guide to Advancement (GTA), it will highlight requirements and layout the Eagle process within the Pacifica District. The Pacifica Advancement website is: <https://greaterlascouting.org/pacifica-advancement-information/>

This is project management that focuses on leadership and communication is a function of leadership. Time management is also valuable tool in the Eagle Scout process. Requirements must be completed **before** the 18<sup>th</sup> birthday; after this date, any discrepancies or missing requirements will be difficult to correct due to Scoutbook access issues which may cause further delays. Submit your Eagle Application to Pacifica Advancement at least two weeks prior to your 18<sup>th</sup> birthday as anything later may imply work continued afterward (GTA 9.0.1.5).

## Six Eagle Scout Requirements

- 1: Active participation for six months
- 2: Request four individuals to provide letter of recommendation
- 3: Earn 21 merit badges (13 required)
- 4: Position of responsibility for six months
- 5: Plan, develop, and give leadership to others in a service project
- 6: Scoutmaster Conference. Ambition & Life Purpose statement. Resume.

**Other** Eagle Scout Rank Application with Scoutmaster & committee chair signatures  
Review Eagle Application and Eagle book with a Pacifica District representative  
Complete Pacifica District Eagle Character Board of Review.

## Merit Badge Basics

Eagle Scouts must earn 21 merit badges, 13 of which are required. Merit badges earned beyond the 21 may qualify for Eagle Palms. Three required merit badges have a three-month duration: Personal Fitness, Family Life, and Personal Management, so plan accordingly **before** you turn 18.

As Scouting America works toward 100% electronic data entry, retain merit badge blue cards and camp sheets for proof in case of a discrepancy. Scouting America promotes the use of Scoutbook Plus and other internet portals for advancement.

When you wear your merit badge sash to your Eagle Board of Review, ensure the merit badges are sewn (oriented) correctly. Badge orientation can be verified on the merit badge book or at: <https://www.scouting.org/skills/merit-badges/all/>



## Eagle Service Project

Proposal & Scope While a Life Scout, plan, develop, and give leadership to others in a service project for a religious institution, school, or community. The project cannot be a fundraiser, nor can it benefit an individual, business, or a Scout organization. Your project need not be original, and two scouts cannot work together on the same project. Routine labor and maintenance projects are not to be considered. Painting or weeding may only be a **portion** of your project.

Use of the **current** Eagle Scout Service Project Workbook, No. 512-927, is required.

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

Provide enough details to explain the project to someone who has no idea what you are doing.

Fundraising must be approved by the beneficiary, unit leader and district **before** any money or materials are collected **outside** of the beneficiary, family, unit or charter organization. “GoFundMe” fundraisers require a Fundraising Application. Obtain District signature for the Fundraising Application at the project approval meeting.

If your project is at a public school, the beneficiary is the school district executive staff or local board of education. The beneficiary representative would be the principal of the school. The public school district must have knowledge of, and give approval to, the project. If your project is at a city property (library, parks & rec, youth center, etc.), the beneficiary would be the city council or city executive staff. Your beneficiary representative is the city employee responsible for the respective department.

Safety Scouts should know all safety hazards associated with each tool. A first aid kit should be available for minor injuries. Read the Guide to Safe Scouting, SAFE and Age-Appropriate Project Tool Use: <https://www.scouting.org/health-and-safety/gss/> and [680-028.pdf \(scouting.org\)](#). If the beneficiary or location requires a Certificate of Insurance, complete the form on the Pacifica website.

District Approval You must obtain project approval **before** you start your project. Obtain approval from the beneficiary, unit leader and committee chair. Contact **Mr. Cortenbach (310) 891-2301** to discuss your project with a district project approver. Present your proposal with photos, drawings, and plans. Bring a parent or other adult to listen to potential suggestions. You should wear as much of the Class A uniform that you own when you meet with anyone regarding your project.

Project Plan Once you obtain district approval, complete the project plan, which goes into more detail and may incorporate suggestions from your district approver. Notify your district approver of significant changes as the project must be **re-approved**. Keep track of your time spent on the project and the time contributed by others in all phases of your project. The Pacifica website has tools to track total project hours and funding summary of fundraising and expenses. The Excel file is named ‘Eagle Templates Time Sign Log Funding Summary.xlsx’

Project Report Complete the Project Report and obtain approval signatures from the beneficiary and unit leader. If the unit leader believes leadership has not been exercised or not up to Eagle Scout standard, the unit leader should not sign the final project report and should explain to the scout. The unit does have a say in this. Request a letter from the beneficiary, on their letterhead, to state that you have completed your project to their satisfaction. If you receive a letter, place it before the workbook.

## Confidential Reference Form

Personally request at least four references from people who know you well to provide additional insight into you as a well-rounded person. This may include Scout leaders (excluding the current Scoutmaster and committee chair), teachers, employers, coaches, other scouts, etc. Parents and relatives are strongly discouraged from serving as references. The confidential form may be mailed or emailed and must be received within six months of your application. These confidential forms are only for the Eagle board members and will be shredded after the Eagle board. Candidate may contact **Ms. Arakawa (310) 703-7180** to verify letters received.

[https://greaterlascouting.org/wp-content/uploads/2026/05/Confidential-Reference-Letter\\_Revised-05.2026.pdf](https://greaterlascouting.org/wp-content/uploads/2026/05/Confidential-Reference-Letter_Revised-05.2026.pdf)

## Eagle Book Review

The following are recommendations to help expedite the review process to verify requirements to sit for the Eagle Board. Organize your Eagle book in a 3-ring binder in the order listed on the Eagle Rank Application. Include a cover sheet with your name, troop, photo of you or your Eagle project, and phone number. Tab dividers with these four sections:

1. Eagle Rank Application [Profile and Advancement report]
2. Rank Advancement / Merit Badges [Requirement #3]
3. Eagle Project Workbook [Requirement #5]
4. Ambitions & Life Purpose, Resume, honors & awards [Requirement #6]

### Section 1 – Eagle Scout Rank Application/Profile/Advancement Report

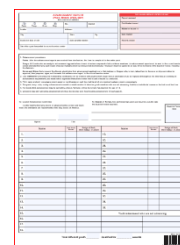
The current Eagle Scout Rank Application form #512-728 dated January 2026 **must** be used. Use the fillable form or the prefilled one from Scoutbook Plus or print and handwrite legibly. Instructions to print your profile or a prefilled Eagle Application in Scoutbook is found [here](#)

[https://www.scouting.org/wp-content/uploads/2026/02/512-728\\_26-Eagle-Scout-Application\\_WEB.pdf](https://www.scouting.org/wp-content/uploads/2026/02/512-728_26-Eagle-Scout-Application_WEB.pdf)

1. Enter PID (BSA member#) in the upper right corner, Unit #, Council: #033, CST: #3.
2. Date joined Scouts BSA from troop advancement chair. Generally the first of the month.
3. List all four references.
4. Ensure all rank advancement dates and merit badge dates on application match dates in Scoutbook (profile). Compare rank cards / blue cards / summer camp sheets.
5. Required merit badges #7, #8, #10, strike out merit badge not done.
6. List **elective** merit badges in the same chronological order as listed on profile report.
7. The start date for all leadership positions should be on or after the date you became a Life Scout. If you currently hold a leadership position, use the later date between your scoutmaster conference and your project completion date as the end date.
8. The project completion date is the date the beneficiary representative signed.
9. Ensure all three signatures: applicant, unit leader, unit committee chair.
10. One copy of the Eagle Application behind Section 1, the other in the inside front pocket.

Print the Advancement Report (see sample to the right) and complete the top left corner with your Scoutmaster's information. The expiration date of the unit is 09/30/YYYY. In the mid-section, type your first and last name and "Eagle" under badge or rank. Place this in the inside front pocket with the Eagle Application.

<http://www.scouting.org/filestore/pdf/34403.pdf>



## Section 2 – Rank Advancement / Merit Badges

Place merit badge blue cards and summer camp blue sheets, preferably in baseball-card-collector-page-protectors, so your “applicant record” blue cards are visible on both sides. Place the merit badge blue cards in the order they appear on the Eagle Scout Application, blue card date-earned facing out, to efficiently verify records in the event of a discrepancy.

Provide proof of all rank changes. This can be the individual advancement cards, Advancement Report, Scout handbook, or a photocopy of your signed scout handbook. Signatures and dates should be legible on any form you submit.

## Section 3 – Eagle Project Workbook

Complete all three sections of the Eagle Project Workbook, including photographs and captions, sign-in sheets, and receipts. Include a photo of the scout at their Eagle project and a before and after photo of the project. Ensure all signature pages are complete to show the project was approved and completed. Insert the beneficiary project completion letter at the front of this section.

## Section 4 – Life Purpose and Ambition Statement and Leadership, Honors and Awards

Write, sign and date a statement regarding your ambitions and life purpose. Indicate the impact Scouting has had on your life and share your achievements. This is generally written in essay format including short- and long-term goals. This essay serves to help the Eagle board members get a sense of who you are as an individual. This can include academics and how it lines up with potential careers, activities at and outside of school, and your plans after graduation. You may consider ending with a paragraph on family, long term involvement in Scouting, community involvement and where you see yourself in 10, 20, 30 years. Include a resume of your leadership roles held, community involvement including any honors and awards to show you are a well-rounded person.

## **Eagle Application and Eagle Book District Approval**

Prior to contacting District, review the Eagle application and Eagle book with your unit advancement chair to confirm your records agree with troop records and your book is complete. Once your Eagle book and application are ready for Pacifica review, call **Ms. Christensen at (310) 283-7197**, who will order your profile and join date from Council and assign a book check person. Make an appointment with assigned person to verify your records for accuracy and completeness.

## **Eagle Scout Character Board of Review and Eagle Palms**

Upon Pacifica book check approval, Ms. Arakawa will email you to arrange an Eagle board, which is generally held during the week at night. It is the scout’s responsibility to communicate the details of your Eagle board to your Scoutmaster and parents. The Scoutmaster will introduce you, your parents may say a few words, they will be excused, then your review will begin. Be prepared to discuss your project, overall scouting experience and future involvement with Scouting.

The board’s decision must be unanimous and will be announced with either a recommendation or reasons for failure to qualify. Eagle application will be sent to Council for review, and the Eagle certificate generally takes six weeks to process. Ms. Arakawa will notify you when the Eagle certificate packet arrives after which you can purchase your Eagle accessories. The unit works with the family to celebrate at an Eagle Court of Honor. Eagle Palms are the number of additional merit badges earned **before** the Eagle board. The unit submits an advancement report to Council and awards it at the unit level. ([link](#) to Eagle palm application)

For questions on any part of the Eagle Rank process, contact **Ms. Alison Arakawa**, Pacifica Advancement Chairperson, at **(310) 703-7180**.

## General Process Flow and Checklist for Trail to Eagle Rank

### Scout Rank

- Keep records organized in a 3-ring binder and in baseball card holder: blue card, camp sheets, rank advancement cards
- Periodically check profile in Scoutbook Plus (unit Advancement chair can print) for accuracy of merit badge dates and rank advancement dates

### First Class Rank

- Four months and # of required MBs
- Start thinking about Eagle project

### Star Rank

- Six months and # of required MBs
- Narrow down Eagle project ideas

### Life Rank

- Ensure position of leadership (6 months)
- Write Eagle **Project Proposal** (use current workbook); paint pictures with words, 5Ws and H.
- Present/get approval of Proposal from Unit (Scoutmaster and committee chair) and Beneficiary
- Call Mr. Cortenbach for Eagle Project Proposal review
- Get **Proposal** (and **Fundraising Application**) **approved** (Project must be approved **before** starting project)
- Complete **Project Plan** section (details, pictures, numbers; paint picture with words).
- Conduct Eagle service project
- Write Eagle **Project Report** with photos, hours, and funding summary
- Get beneficiary representative to sign that project completed
- Get Scoutmaster's signature
- Request four recommendation letters (non-relatives, not current Scoutmaster or committee chair)
- Ask Mrs. Arakawa which letters of recommendation have been received
- Print **Eagle Application** from Scoutbook Plus
- Ask unit Advancement chair to print profile (if under 18)
- Compare rank and merit badge dates to profile and Eagle application
- Request **Eagle book check** from Mrs. Christensen
- Email requested electronic documents to Eagle book check person (ensure it is approved version)
- Respond to email from Mrs. Arakawa for Eagle board date availability
- Receive email from **Eagle Board** Chair
- Inform Scoutmaster and parents of date/time/location of Eagle board
- Drop off Eagle book and handbook at location specified several days before Eagle board date
- Sit for Eagle board
- Apply for Eagle Palm (Unit)
- Wait six to eight weeks for National BSA to process Eagle Application
- Pick up Eagle certificate at Ms. Arakawa's house within two weeks
- Purchase Eagle accessories at Scout Shop
- Plan and celebrate at Eagle Court of Honor with Unit



Scout at  
Life Rank

# Pacifica District Eagle Scout Process Flow



Eagle Project Coordinator

**Winston Cortenbach**  
**(310) 891-2301**

Scout contacts Mr. Cortenbach and is assigned Eagle Project Reviewer



Project Reviewer: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_



Eagle Book Review Coordinator

**Lisa Christensen**  
**(310) 283-7197**

Once scout completes project, merit badges, Eagle application, life purpose statement and list of leadership honors & awards, scout contacts Ms. Christensen and is assigned Eagle Book Reviewer



Book Reviewer: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Location: \_\_\_\_\_



Eagle Board Coordinator

**Alison Arakawa**  
**(310) 703-7180**

Once book approved and letters received, Ms. Arakawa will schedule the Eagle board.

Scout informs Scoutmaster and parents.

Scout drops off Eagle Book/handbook at location determined by Board Chair several days prior to board date.



Board Chairperson: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Book Turn in Date: \_\_\_\_\_

Book Turn in Location: \_\_\_\_\_

Eagle Board Date/Time: \_\_\_\_\_

Eagle Board Location: \_\_\_\_\_