

Eagle Scout Advancement Checklist

This checklist has been created to assist you in preparing for the rank of Eagle. These items should be completed in the suggested order in which they are listed. Place a checkmark next to items as you complete them.

After earning the rank of Life Scout:

Understanding the Requirements:

- 1: _____ Review pages 446-447 of the Boy Scout Handbook (440-441 of the NEW Boy Scout Handbook).
- 2: _____ Meet with your Troop Advancement Chair or Eagle Mentor to review the process of becoming an Eagle Scout.

The Eagle Scout Project:

- 3: _____ Download a copy of the Eagle Scout Leadership Service Project Workbook at <http://www.scouting.org/filestore/pdf/512-927.pdf>
- 4: _____ After identifying a project, but before you begin the formal write-up, discuss the project idea with:
 - _____ Troop Advancement Chair or Eagle Mentor
 - _____ Your Scoutmaster
 - _____ Benefactor of your project
- 5: _____ The **“Project Description”** just needs to be a brief overview of the project.
- 6: _____ The **“Project Details”** section usually requires more space; Add as many extra sheets as needed to detail your work.

All 9 issues must be addressed. They include:

- _____ **Present condition:** What is the current condition and how do you propose to change it?
- _____ **Method:** What needs to be done, i.e.: caulking, painting, clearing brush from trail and applying mulch, planting bulbs, building benches, etc? Scouts should include as many charts, graphs, schematic diagrams and drawings as needed, to better explain their proposed project.
- _____ **Materials to be used:** What materials, permits, and tools do you need to do the project?
- _____ **Project helpers:** How many people will it take to do the project? List where you will recruit from, i.e. school, scouts, friends, church etc. Also, specify how you will divide them into crews.
- _____ **Time schedule:** This is a timeline or sequence of events. An effective Time Schedule should look something like this:

- 9:00 AM Day 1 Arrive On-Site
- 9:15 AM Gather equipment and materials to work areas
- 9:30 AM Safety Briefing
- 9:35 AM (Team 1) Clear Area, (Team 2) Build Stair Truss
- 9:45 AM Dig Outline
- 10:15 AM Place forms
- 11:00 AM Break
- 11:15 AM Mix & Pour Concrete
- 12:00 PM Lunch (Pizza)

- 1:00 PM Team 1 Joins Team 2 (Add steps to staircase)
- 3:00 PM Break
- 3:15 PM Add railings to staircase
- 4:00 PM Team 1 (destroy existing staircase)
- 4:30 PM Teams 1 & 2 (Attach new staircase to side entrance.)
- 5:00 PM End of Day 1 - Cleanup tools and materials
- 5:30 PM Depart Site

_____ **Estimated Cost:** Include a preliminary budget for materials and any work or services that might be performed for a fee.

_____ **Funding:** How will the project be funded? List any potential donors and how you might approach each.

_____ **Safety hazards:** What are the possible hazards that may come with this type of project? Indicate how you will prepare for, cope with and possibly eliminate these hazards. Typical things to look for are traffic concerns, heavy lifting accidents, use of eye protection/gloves for various tasks, adult supervision for power tools, first aid kit available, 2 deep leadership, water breaks for outside summer hard labor, fumes from painting, ladder falls, etc.

_____ **Before Photographs:** Remember, a picture is worth 1000 words!

- 7: _____ Have your Troop Advancement Chair or Eagle Mentor, review your Workbook.
- 8: _____ Present your Workbook to the Benefitting Agency for review and Sign-off. (If he has to ask questions about any element of the project, your workbook should be revised.)
- 9: _____ Present your Workbook to your Scoutmaster for review and Sign-off. (If he has to ask questions about any element of the project, your workbook should be revised.)
- 10: _____ Present your Workbook to the troop committee for review and Sign-off. (If they have to ask questions about any element of the project, your workbook should be revised.)
- 11: _____ Present your Workbook to the District Advancement Committee for review and Sign-off. (If he has to ask questions about any element of the project, your workbook should be revised.)
- Scan and send as an Adobe *.pdf attachment to your District Advancement Committee Chair. (Preferred)
 - Include e-mail addresses of any Troop Leadership you would like kept informed of your progress.
 - Workbook may also be submitted via. the Council main office. (please attach something to indicate in which District, your Troop resides)
 - **YOU CANNOT BEGIN THE ACTUAL WORK OF YOUR PROJECT UNTIL THE DISTRICT HAS SIGNED-OFF ON YOUR WORKBOOK.**
- 12: _____ Complete the work as detailed in your Workbook. Your completed project should not deviate substantially from the project as it was originally approved by the District Advancement Committee.
- 13: _____ Complete the post project write-up section of the Workbook.
- 14: _____ Sign and date your Workbook. Obtain final Signatures from the benefiting agency, and your Scoutmaster.

The Eagle Application Process:

With all requirements and your Scoutmaster's Conference complete, you are ready to move to the Eagle Application Process.

- 15: _____ Obtain your Council Profile from the front desk at the Council Main Office.
- 16: _____ Download your Eagle Scout Application which is available at:
http://www.scouting.org/filestore/pdf/512-728_web.pdf
- 17: _____ Fill out the Eagle Application: (All requirements must be complete prior to 18th birthday)
- **Requirement 1:** Be active for 6 months as a Life Scout. Active is defined as:
 - Registered in unit with registration fees current.
 - Not dismissed for disciplinary reasons.
 - Engaged by unit leadership on a regular basis.
 - **Requirement 2:** List names that will be willing to write a letter of reference on your behalf confirming that you live your life by the Scout Oath and Law. (References will be contacted privately and responses will be kept confidential.)
 - **Requirement 3:** List the merit badges and dates. For elective (non-required) merit badges, please list in alphabetical order. Ensure dates match dates on the Council Profile obtained in Step 15.
 - **Requirement 4:** Don't use the words "present", "current", or "now" in the spaces designed for dates. Use actual dates.
 - **Requirement 5:** Ensure your Workbook is completely filled out with all dates, signatures and photos.
 - **Requirement 6:** Attend a Scoutmaster's Conference and write a statement telling of your life's (ambitions, life purpose, positions held, honors & awards).
- 18: _____ Sign and Date Application. Have Unit Leader and Committee Chair sign & date.
- 19: _____ Take your Eagle Scout Application to the Council office front desk and ask for a "Verified Eagle Application". Ensure the document you receive says "Verified Application" and not "Work Copy." If you are given a "Work Copy," it means there is an error on your application. Inquire as to where the errors are and then work with your Troop Advancement Chair or Eagle Mentor to have the errors corrected. Once corrected, have your revised application verified.
- 20: _____ Scan the following as an Adobe *.pdf attachment and e-mail it to your District Advancement Chairman. (Preferred)
- Include e-mail addresses of any Troop Leadership you would like kept informed of your progress.
 - Paperwork may also be submitted via. the Council main office. (please attach something to indicate in which District, your Troop resides)
- Eagle Scout Rank Application (512-728, 2009)
 - Verified Eagle Application (obtained from council – Step 19)
 - Response to requirement 6 from Eagle Scout Rank Application
 - Eagle Scout Leadership Service Project Workbook (512-927, 2009)

- 21: _____ A member of the District Advancement Committee will review the submitted paperwork for errors. Then they will contact the references. References will have no more than two weeks to submit their letter. After that, the Board of Review will be scheduled, regardless, if all reference letters have come in, or not.

*****NOTE*****

All completed paperwork shall be submitted and the board of review must be completed within 3 months after turning 18. To submit a board request between 3 and 6 months, an adult needs to write a letter of explanation for the delay. To request an Eagle Board 6 months after turning 18, A Scout must petition National through the local Council Advancement Committee.

- 22: _____ Bring originals of all paperwork in Step 20 (above) plus a properly filled out Council Advancement Report (34403) and your Boy Scout Handbook, to your Board of Review.
- 23: _____ In the event of a Board of Review failure, you will be informed of your options and expectations.
- 24: _____ When complete, ensure the Board of Review members sign and date the following:
- Eagle Scout Rank Application (512-728, 2009)
 - Verified Eagle Application (obtained from council – Step 19)
 - Council Advancement Report (34403)
 - Eagle Scout’s Boy Scout Handbook
- 25: _____ Submit the following to the Council Main Office:
- Signed Eagle Scout Rank Application (512-728, 2009)
 - Signed Verified Eagle Application (obtained from council – Step 19)
 - Signed Council Advancement Report (34403)
 - Response to requirement 6 from Eagle Scout Rank Application
 - Please send 2 digital photos to be used at the Eagle Recognition Ceremony. An action shot and a head and shoulder photo in uniform, are requested. This can be on disk or emailed to the District Publicity Chairperson. The disk will not be returned. (This item is optional)
 - Eagle Scout Press Release Questionnaire (Below) (Optional)

EAGLE SCOUT PRESS RELEASE QUESTIONNAIRE

(Please fill this out and submit to the Council office. This is an optional form but the information is useful to the council)

District: _____ Board of Review Date: _____

Eagle Scout: _____ Phone No. _____

Address: _____ City: _____ ST: ___ Zip: _____

E-Mail Address: _____

Sponsoring Organization: _____ Unit: _____

Scoutmaster: _____ Phone: _____

Unit Address: _____ City: _____ ST: ___ Zip: _____

Father: _____ Occupation: _____

Mother: _____ Occupation: _____

Vocational Interest:

1. _____

2. _____

Scouting Record: Years, Unit, Sponsoring Institution

Cub Scout: _____

Boy Scout: _____

Exploring: _____

Awards: (Order of the Arrow, Hornaday, Trails, Camping, Etc.)

Leadership Positions Held In:

Cub Scouts: _____

Boy Scouts: _____

Exploring: _____

Church: _____

School: _____

List Major Scouting Activities: (Jamboree, Conferences, NYLT, etc.)

Church Record:

Name of Church or Synagogue: _____

Honors Received: _____

Organizations: _____

School Record:

School: _____

Clubs or Organizations: _____

Honors: _____

Letters: _____

Offices: _____

Community Participation:

Club or Organization: _____

Offices: _____

Community Service Projects: _____

Please answer all questions and submit to the Council office after successfully completing your Board of Review.

Signature: _____

Date: _____