# Mr. Eric's Handy-Dandy
# Eagle Scout Process Checklist

| ✓ | Step | Description |
|---|---|---|
| | | **Steps 1 - 4 can be completed in any order before turning 18** |
| | 1 | Be active in your Troop for six months after achieving Life rank<br>- Typical requirements: attend 50% of meetings and 3 activities in a 6 month period |
| | 2 | Live by the Scout Oath and Law |
| | 3 | Earn at least 21 Merit Badges, including the 14 required for Eagle (note the acceptable combinations) |
| | 4 | Serve in leadership position(s) for 6 months since becoming a Life Scout |
| | | **Steps 5 - 6 MUST be completed in THIS order before turning 18, Step 7 can be completed after turning 18** |
| | **5** | **Complete an Eagle Scout Service Project** |
| | 5.1 | Discuss your project idea with the Troop Eagle Committee, Scoutmaster, Beneficiary, and Project Coach |
| | 5.2 | Read District Reviewer's Eagle Candidate letter, make sure you understand it |
| | 5.3 | Complete the Project Proposal and Fundraising Application in your Eagle Workbook<br>- Give your Beneficiary the "Navigating the Eagle Scout Service Project" handout, discuss with them<br>- At this point, start carefully tracking your time spent on the project moving forward |
| | 5.4 | Email (5.3) to your Troop Eagle Committee (or designated reviewer) for Troop review |
| | 5.5 | Revise your Project Proposal per comments, and collect all signatures on your Proposal and Fundraising App |
| | 5.6 | With Scoutmaster permission, email (5.5) to your District Reviewer for approval: |
| | 5.7 | **STOP** - Wait for District Reviewer approval before doing ANYTHING else |
| | 5.8 | Start fundraising for your project - use email, GoFundMe's, and social media to ask for donations to cover your costs<br>- Note that Home Depot and Lowes both offer Eagle material discounts and donation programs to consider! |
| | 5.9 | Complete the Project Plan in your Eagle Workbook to help you have a successful, well thought-out work-day(s)<br>- Work with an Eagle Project Coach who can give you expert advice and guidance |
| | 5.10 | Work with your Scoutmaster to schedule work days that do not conflict with other Troop events, announce them |
| | 5.11 | Hold your work days, remember the goal is for you to show LEADERSHIP - you should direct, NOT do the actual work<br>- Have all required materials, safety gear, supplies and snacks/water on hand<br>- Keep a check-in/check-out sheet and calculate hours afterwards (needed for next step), remember your time too! |
| | 5.12 | Complete the Project Report in your Eagle Workbook, and have it signed by your Scoutmaster and Beneficiary |
| | **6** | **Prepare for, and take part in a Scoutmaster Conference** |
| | 6.1 | Make sure your Eagle Workbook is COMPLETE - Project Proposal, Project Plan, Project Report, with ALL signatures |
| | 6.2 | Complete your Eagle Rank Application, list optional Merit Badges in chronological order |
| | 6.3 | Write your Life Purpose Paper, keeping the Scout Oath and Law in mind as your guide:<br>- Think carefully about how to present yourself to give a good impression to someone who does not know you at all.<br>- Think about your future – plus, how do you plan to give back to Scouting per the Eagle Scout charge? |
| | 6.4 | Schedule your Scoutmaster Conference with your Scoutmaster, and complete it<br>- Scoutmaster will sign your Eagle Rank Application, you must also sign and get your Committee Chair to sign as well |
| | 6.5 | Scan your Eagle Rank Application and have it verified and signed by emailing it the Council office:<br>Terry.Michael@scouting.org Note that this step is now done via email instead of requiring in-person delivery. |
| | **7** | **Prepare for, and take part in an Eagle Scout Board of Review (BOR)** |
| | 7.1 | Ask contributors for Letters of Reference using standard Troop template, to be sent directly to the Advancement Chair. |
| | 7.2 | Provide electronic copy of Eagle Workbook, Life Purpose Paper, and scan of final signed Eagle Rank Application to Troop's Advancement Chair and ask for your BOR to be scheduled! |
| | 7.3 | Review typical Eagle Board of Review Questions. Be sure to look these over and think about how you would answer these questions if they are posed to you at the BOR. Be prepared with multiple examples of how you showed leadership, both during your Eagle project and since you earned the rank of Life Scout.<br>http://www.eaglescout.org/finale/bor.html<br>https://soapboxie.com/activism/Eagle-Scout-BOR<br>Once you schedule your BOR, be sure to let your Scoutmaster know the date so they can be there to introduce you. |
| | 7.4 | If you pass your Eagle BOR, the BOR members will sign your Eagle Rank Application.<br>- Your Application must next be approved by Council and by National before you are an official Eagle Scout |
| | 7.5 | After your Eagle BOR, scan your final Eagle Rank Application and have it verified and signed by emailing it the Council office: Terry.Michael@scouting.org who will then submit to National. Note that this step is now done via email instead of requiring in-person delivery of the Eagle Rank Application and all supporting materials. |
| | 7.6 | Council will contact your Scoutmaster when the Eagle award packet arrives.<br>- Do NOT schedule a Court of Honor until you have the award packet in hand. |
| | | **Hold your Court of Honor - Congratulations Eagle Scout!** |