

# Troop 420 Eagle Scout Checklist

## **Preparation**

- Achieve Life Rank (a scout cannot begin working on his Eagle project until after his Life rank Board of Review).
- Attend a Life to Eagle Seminar (recommended) – offered twice per year by Carroll District.
- Contact our Troop Eagle Coach (Nick Wagman) for advice getting started.
- Read the Eagle Scout Service Project Workbook and complete section 1 (contact info).

## **Develop Your Proposal**

- Prepare your project proposal using the Eagle Scout Service Project Proposal (section 2 of the Eagle Scout Service Project Workbook).
- Present your proposal to your Eagle Coach.

## **Proposal Approval:**

- Obtain Beneficiary Approval
- Make an appointment with Mr. Chris to review your project for Unit Leader Approval
- Present your project for Unit Committee Approval at a Troop Committee Meeting (third Monday of the month at 7 PM). Mr. Jack will sign approval as Troop Committee Chairman.

After you receive the 3 approval signatures above, contact District Advancement Chairman Mr. Mike Endres at (410) 239-3613 or [mikeeneiv144@gmail.com](mailto:mikeeneiv144@gmail.com) to be assigned a District Rep.

- Meet with your District Representative for District Approval of your project

## **Fundraising**

**Note: You may not begin fundraising for your project until you have received all 4 approval signatures for your Eagle Scout Service Project Proposal!**

After receiving all approval signatures you may begin fundraising for your Eagle Project. If your fundraising effort involves contributions only from the beneficiary or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, submitting the fundraising application is not necessary. If you will be obtaining money or materials from any other sources, you must submit a completed Eagle Scout Service Project Fundraising Application.

**If you are planning fundraisers which will require you to submit the Eagle Scout Service Project Fundraising Application, it is recommended that you present that to your District Rep when you are seeking project approval so you don't have to meet with them again.**

## **Develop Your Final Plan**

- Prepare your final project plan using the Eagle Scout Service Project Final Plan (section 3 of the Eagle Scout Service Project Workbook).
- Use the Service Project Planning Guidelines to develop a Safety Plan for your project.
- Review your Final Plan and safety plan with your Eagle Coach **before executing your project** (recommended).

## Execute Your Project

- Take lots of pictures.
- Keep track of your hours and volunteers' hours.

## Write Your Report

- Use the Eagle Scout Service Project Report (section 4 of the Eagle Scout Service Project Workbook) to prepare your final project report.
- Review your report with your Eagle Coach (recommended).
- After your Eagle Coach reviews your report, speak with Mr. Al (Advancement Chairman) to assemble your advancement records to accompany your application.
- Obtain Completion Approvals from the Beneficiary and your Unit Leader (Scoutmaster).

## Prepare Your Paperwork

### Completed Workbook includes:

- Eagle Scout Rank Application.
- A copy of your Ambitions and Life Purpose statement for requirement 6.
- Eagle Scout Service Project Workbook with all sections filled in. Recheck each page.
- Verify you have all approval signatures.
- Any additional pages, drawings, pictures, logs, and other information to complete the Workbook.
- Copies of Advancement Reports from Mr. Al
- It is recommended to include copies of all merit badge blue cards and copies of the Rank pages from your Scout book (make copies; and keep original blue cards in your possession).

## Scoutmaster Conference

- Bring your completed Workbook (see above) with Rank Application, etc.

Mr. Chris will sign off requirement 6 of your Eagle Scout Rank Application and you will certify it.

## Submit Your Paperwork

### Scout Takes to Council Office in Baltimore: (speak with Denise Shoemaker)

- Eagle Scout Rank Application with Unit Approval signatures
- Copies of Advancement Reports from Mr. Al

### Scout's Responsibilities:

- Deliver Completed Workbook to District Representative
- Give Mr. Al contact information for your District Representative
- Mail reference requests to the individuals named on your Eagle Scout Rank Application. Include an envelope with a stamp and addressed to Troop Advancement Chairman Mr. Al, who will deliver them to your Board of Review.

**Very important! Write on the bottom left corner: EAGLE – (Your Name)**

Address recommendations to:

Mr. Al Schultz  
3131 Old Taneytown Rd.  
Westminster, MD 21158

**Once your recommendations are received and Eagle Scout Rank Application is approved by the Council office, your District Representative will schedule your Eagle Board of Review.**