

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) – webinars offered by Carroll District.
- Contact a Troop Eagle Coach (Mr. Nick, Mr. Gary, Mr. Larry, Mr. Chris) for advice starting.
- 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). Print the proposal and insert in your Eagle binder.
- Present your proposal to your Eagle Coach. Present your binder 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 to be assigned a District Rep.

- Meet with your District Representative for District Approval of your project. Bring your Eagle binder for your District Representative to review.
- Give Mr. Al contact information for your District Representative

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). Put the plan and all documents in your Eagle binder.
- 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 separately. Place the logs in your binder.

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 & Eagle Binder

Completed Eagle Binder includes:

- Eagle Scout Rank Application.
- A copy of your Ambitions and Life Purpose statement for requirement 6. (on troop website)
- Eagle Scout Service Project Workbook with all sections filled in. Recheck each page.
- Verify you have all approval signatures.
- Any additional pages, drawings, printed pictures, time logs for yourself and all volunteers, and other information to complete your project should be filed in your Eagle binder.
- 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 Eagle Binder (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 Eagle Application

Email Your Eagle Application to Baltimore Area Council for Processing: send to Mrs. Denise Shoemaker: Denise.Shoemaker@scouting.org subject: Eagle Scout Application copy Mr. Nick scouts@nickwagman.com, Mr. Chris joneckis@comcast.net, and Mr. Jack Jacklusby9@gmail.com, as well as your parents

- Attach scan of your complete Eagle Scout Rank Application with Unit Approval signatures
- Attach scanned Advancement Reports from Mr. Al

Prepare for your Board of Review:

- Deliver Completed Eagle Binder 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 bring 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.