

Eagle Scout Checklist and Process

These steps can happen up to 2 weeks before requesting a “Verified Eagle Application” from council.

- Merit Badges
 - Position of Responsibility (if you don't have, you need to coordinate with the SPL/Scoutmaster)
 - Scoutmaster Conference
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Eagle Service Project (in order of occurrence)

- Review Ideas with your Eagle Advisor
 - Settle on project with your Eagle Advisor (may include initial meeting with sponsor organization)
 - Review potential project with your Scoutmaster (and get concurrence)
 - Scope project with your sponsor organization and Eagle Advisor
 - Begin documenting service project in the Eagle Scout Leadership Service Project Book (prefer to use the Word Form Template develop by the Troop so that it can be email friendly and allows spell check and changes)
 - Final review with your Eagle Advisor
 - Final review with Scoutmaster on project scope – Get signature
 - Final review with sponsor organization – Get signature
 - BOR committee is established by Eagle Advisor and Eagle Advisor schedules BOR for Service Project Plan approval
 - The Scout will need to provide in advance of the BOR, copies of the Service Workbook, to all members of the Eagle BOR (yes you will need to hand deliver to each member).
 - BOR – Scout presents his workbook, supporting material, and answers questions on the service project for the BOR. If the BOR approves, Troop 50 - Unit Committee Chair of the BOR will sign and the District Rep will sign the workbook. The scout can now start the Eagle Project. **CLASS A UNIFORM IS REQUIRED FOR ALL BORs!!!!!!!**
 - Scout coordinates Service Project with or without Troop Scout assistance. Project must follow the BSA guidelines for Service Projects. Work with your Eagle Advisor for specific details. **KEEP COPIOUS NOTES AND DOCUMENT AS YOU GO ALONG – IT WILL MAKE YOUR WRITE-UP EASIER AND QUICKER.**
 - Scout works with Eagle Advisor to produce a “Final” document/completion certificate for the sponsor organization. That is presented to the sponsor organization. Upon agreement of completion with the sponsor organization, the scout needs to obtain at a minimum, sponsor organization signature of completion in the workbook, but also very recommended, a letter from the sponsor organization acknowledging the project, completion and any additional commentary they would like to offer.
 - Completed service project workbook is reviewed with the Scoutmaster for their signature that service project is complete. (At this time the Scoutmaster will probably review what else is needed for a Scoutmaster conference).
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Eagle Scoutmasters Conference (in order of occurrence)

- Scout will review with the Eagle Advisor that all requirements for Eagle have been completed.
- Scout Troopmaster records are verified against Scoutnet – this can be done by Advancement Chairperson. Email from the Advancement Chair to the scout/Scoutmaster will be sufficient.
- Schedule a Scoutmaster conference with Scoutmaster. Scoutmaster will pull an advancement report from Troopmaster and will look to see that all requirements are complete (other than Scout Spirit, Scoutmaster Conference, and BOR). **SCOUT SHOULD BE IN CLASS A UNIFORM** for Scoutmaster Conference.

Eagle BOR (in order of occurrence – I suggest that you make copies in advance)

- Scout will solicit and obtain Letter of Recommendations from:
Parents/guardians/Religious/Educational/Employer (optional)/2xNeighbor References
- Scout will complete the Eagle Verification Information Request form.
- Eagle Verification Information Request form will be submitted BY Eagle Advisor
- Eagle Verification Information Request form is received BY Eagle Advisor
- Scout to obtain Scoutmaster signature AND Committee Chairman on the Verified Eagle Application
- BOR is scheduled by Eagle Advisor and the scout must bring to the meeting:
Verified Eagle Application Generated by Council – with signatures.
Complete Eagle Service Workbook with all Original Signatures (include any support material that might be useful during questioning)
A statement of ambitions and life purpose (See requirement 6)
Troop50 Advancement Report (known at the green sheet) – this you will get from the Advancement Chairman.
- The Scout will need to provide in advance of the BOR, copies of the Final Documentation as just listed, to all members of the Eagle BOR (yes you will need to hand deliver to each member).
- If BOR approves your application for Eagle, you will need to get the Chairman of the BOR and the District BOR representative to sign the Eagle Application (both will be in the BOR).
- You will have all of the BOR representatives sign the Advancement Report as members of the BOR.

Submitting the Application (in order of occurrence)

- Scout will provide (usually right after the BOR) the Eagle Advisor with these documents
Verified Eagle Application Generated by Council – with all signatures.
Complete Eagle Service Workbook with all Original Signatures
A statement of ambitions and life purpose (See requirement 6)
Troop50 Advancement Report (known at the green sheet) – this you will get from the Advancement Chairman.
- The Eagle advisor will either coordinate with Committee Advancement Chair and Scoutmaster as to who will be hand delivering the Eagle Application package to Cathy Brown at Council.
- Copies of critical documents (Signatures) will be made before delivery to Council.
- Then we wait.....

When is the Scout “Official”

- Scout is an Eagle Scout as of the day of the BOR (if he is approved, pending certification from Council and National)
- Upon submittal to Council, the application will be reviewed by Council, forwarded to National, and then National will provide certification to Council that the Eagle Application is approved or if they see issues with the application.
- Council will send a postcard to the Scoutmaster notifying the Troop that the Eagle Scout application has been accepted by National and the Troop can pick up all Eagle awards, etc at Council.
- A follow up court of honor is usually held, but is not required as the scout is an Eagle as of the Date of his BOR (after certification from Council/National).