

Troop 375 Eagle Checklist

From Life to Eagle Steps	Responsible
Advance to the Life rank. Your Eagle Project cannot begin until then	Scout
Complete Eagle Requirements (Participation, Spirit, Leadership, Merit Badges)	Scout
Download the Eagle Scout Service Project Workbook. http://www.scouting.org/scoutsource/boyscouts/advancementandawards/eagleworkbookprocedures.aspx	Scout
Select your Eagle Scout Service project. See the guidelines for projects in the Eagle Scout Service Project Workbook. Talk to your Scoutmaster and Eagle Advisor if you are having trouble deciding on a project.	Scout
Contact and meet with the Eagle Advisor. Conduct a preliminary review of your project idea and get approval from the Eagle Advisor before you begin the workbook.	Scout
Fill out the Eagle Scout Service Project Workbook through the planning phase.	Scout
Contact and meet with the Project Beneficiary (Religious institution, school, or community representative) and have your project plan approved and signed by them.	Project Beneficiary
Contact and meet with the Eagle Advisor (or Scoutmaster) and have your project plan approved and signed by them.	Eagle Advisor, Scoutmaster
Contact and meet with the Committee Chairperson and have your project plan approved and signed by them.	Committee Chair
Contact and meet with the Council or District Advancement Committee Member and have your project plan approved and signed by them. (Your Eagle Advisor can provide the contact information.)	Council or District Advancement Committee Member
Complete your Eagle Scout Service Project and the workbook.	Scout
Contact and meet with the Project Beneficiary (Religious institution, school, or community representative) and have your completed project signed by them.	Project Beneficiary
Contact and meet with the Eagle Advisor (or Scoutmaster) and have your completed project signed by them.	Eagle Advisor
When all Eagle Rank requirements are completed contact the Scoutmaster and set up at time for your Eagle Scoutmaster Conference.	Scout
Download and complete Eagle Scout Rank Application, http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf	Scout

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- Let the references know that you are listing them as references in your application, and that they will be contacted by the Scout Council. - Use the completion dates on your Merit Badge ("Blue") cards. - Prepare a statement of your ambitions and life purpose. Include a listing of positions held in religious, school, or other organizations you have demonstrated leadership skills. (Part of requirement 7)	
Meet with the Scoutmaster and hold your Scoutmaster Conference. - Bring your Scout Book, Eagle Scout Service Project Workbook, Eagle Application including life statement and all your merit badge, service, and award records. - The Scoutmaster will review your application and sign your Scout book and Eagle Scout Rank Application.	Scout, Scoutmaster
Contact and meet with the Committee Chairperson to sign your Eagle Scout Rank Application. - Take your completed Eagle Scout Service Project Workbook and your Eagle Rank Application to the Committee Chair. - Keep a copy of your project and application for yourself.	Scout, Committee Chair
Submit the Eagle Scout Rank Application and all required documentation (including completed Eagle Scout Service Project Workbook and the Advancement Report) to the Tecumseh council for approval.	Committee
Contents of the Eagle packet are verified and the references contacted. The council will not return the packet until all references are contacted and questionnaires returned, so this step can take time. The council will sign the Eagle Scout Rank Application as the BSA Local Council Certification.	Tecumseh Council
The council notifies committee chairperson that Eagle packet is ready. Packet is picked up from council and delivered to the Eagle Advisor.	Tecumseh Council, Committee
Contact Eagle candidate for suggested participants for the Board of Review. Contact council advancement representative to participate in the BOR. Schedule the BOR.	Committee Chairperson, Eagle Advisor
Conduct Eagle Board of Review. Sign the Eagle Scout Rank Application as the "Eagle Scout board of review chair" with the date of the review. Sign the Scout Handbook. All Board members sign the Scout's Boy Scout handbook and the Eagle Scout Rank Application. Destroy/shred the letters of reference.	Eagle BoR is chaired by a rep from the Council. Board members are recommended by the Scout. Board members should be familiar with

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Congratulations, you are now an Eagle Scout.	the principles of Scouting. Troop leaders are not allowed to be on the Board
Return the application, the service project report, references, and a properly completed Advancement Report to the Tecumseh Council.	Committee
The council reviews, signs and forwards to National Eagle Scout Service. They review and, when approved return the Eagle Scout Certificate to the council.	Tecumseh Council
Council notifies committee chairperson that Eagle certificate is ready. Certificate is picked up from council and delivered to the Eagle Advisor	Tecumseh Council, Committee
Request Dignitary Letters. Provide these to the Eagle Advisor to be available at the COH.	Committee
The Troop Committee, Scoutmaster, and the family selects a date for the Court of Honor. Coordinate the date with the Church	Scout, Family, Committee, Scoutmaster
Conduct Court of Honor	Scout, Troop, Family