

### Eagle Project Checklist

| Project Step |  | Required Initials     |             |
|--------------|--|-----------------------|-------------|
| 1            | Get paper copy or electronic copy of Eagle Scout Leadership Service Project Workbook (electronic copy available in documents section of Troop website). Read this from front to back.  |                       |             |
| 2            | Develop idea for project. Discuss with Life-to-Eagle Advisor and Scoutmaster. Be prepared to discuss what the project is, who it will benefit, and how it will benefit them.   | Life-to-Eagle Advisor | Scoutmaster |
| 3            | Write up your project concept. Work with Life-to-Eagle Advisor to get concept approvals.   |                       |             |
| 3a           | Schedule meeting with Scoutmaster for formal project approval  | Life-to-Eagle Advisor | Scoutmaster |
| 3b           | Schedule meeting with Benefited Organization for formal project approval   | Life-to-Eagle Advisor |             |
| 4            | Write up the detailed plans for your project. The detailed plans should include as a minimum: <ol style="list-style-type: none"> <li>1. A description of the existing condition, include photos</li> <li>2. How your project will improve that condition</li> <li>3. Required materials, tools, manpower</li> <li>4. Required approvals (utilities, govt offices, permits, etc)</li> <li>5. Safety plan (eye/ear protection, hazardous materials, etc)</li> <li>6. Approximate timeline</li> <li>7. Estimated costs and source of funds</li> </ol> | Life-to-Eagle Advisor |             |
| 5            | Work with Life-to-Eagle Advisor to schedule meetings to get required Detailed Plan approvals and signatures in Project Workbook  |                       |             |
| 5a           | Detailed plan approval signature from Benefited Organization   | Life-to-Eagle Advisor |             |
| 5b           | Detailed plan approval signature from Scoutmaster  | Life-to-Eagle Advisor |             |
| 5c           | Detailed plan approval signature from Committee  | Life-to-Eagle Advisor |             |
| 6            | Turn plan in to Council Office to get approval to begin project. <b>This is required before any work is started</b> , to include fundraisers.  | Life-to-Eagle Advisor |             |

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| 7   | Work with Life-to-Eagle Advisor to meet with PLC. The PLC will deconflict with Scoutmaster and calendar for work dates. Coordinate time to present a 3 minute briefing on your project to the Troop at a regular meeting. Ensure your project work dates get posted on Troop website.                             | Life-to-Eagle Advisor | SPL         |
| 8   | Brief your plan to the Troop. Your briefing should include the major elements from your detailed plan.  | Life-to-Eagle Advisor |             |
| 9   | Execute your project. Record all time spent on the project including your planning time and the time contributed by helpers. Make sure YOU are the one leading the project. Make sure you get photos of project execution.  |                       |             |
| 10  | Write draft of:<br>"Carrying Out The Project"<br>"Time Spent"<br>"Materials"<br>"Changes"   |                       |             |
| 11  | Review draft with Life-to-Eagle Advisor   | Life-to-Eagle Advisor |             |
| 12  | Write final copy in Project Workbook and sign it  |                       |             |
| 13  | Get signature from the Benefited Organization representative confirming project completion  |                       |             |
| 14  | Fill out Eagle Application form (Red White and Blue form). Life-to-Eagle Advisor will provide datasheet with information. Form is available on Troop website in Documents section.  |                       |             |
| 15  | Draft a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service. (Requirement 6 on Eagle Application) |                       |             |
| 16  | Work with Life-to-Eagle Advisor to get required Completed Project approvals and Eagle Application requirements  |                       |             |
| 16a | Schedule meeting with Scoutmaster for Eagle package approval  | Life-to-Eagle Advisor | Scoutmaster |
| 16b | Schedule Board of Review with Troop Committee   | Life-to-Eagle Advisor | Committee   |

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| 17 | When you are ready for your District Eagle Board of Review, turn in your completed package to the Council office. Do not turn it in until you have had all desired mock boards of review, complete uniform is ready, etc. |                          |  |
| 18 | Arrive for your Board 30 minutes early in full uniform including merit badge sash. Handcarry your OA sash (if applicable) and Scout Handbook  |                          |  |