

Eagle Scout Process Checklist **(Follow the 27 Steps)**

1. ___ Contact your Troop Eagle Advancement Mentor and ask for an “Eagle Application Kit” or The Eagle Scout Project Workbook and the Eagle Application are available electronically at the Alamo Area Council website. You may download both of these documents to your computer and use them instead of using a kit.
2. ___ Before you start, completely read the Eagle Scout Leadership Service Project Workbook and the other instructional pages contained in the “Eagle Application Kit”. When you type the cover page for the Eagle Scout Leadership Service Project Workbook (where you put your name and your Unit), the Unit Leader is your Scoutmaster.
3. ___ A Reminder: This is your project. The main purpose of the Eagle Project is to measure your ability to plan, organize, and **provide leadership** for a project.
4. ___ Start keeping a detailed log book on your activities and the contacts you make while planning, organizing and doing your Eagle Project work. This log will later be the last section of your Eagle Project book.
5. ___ Decide on an Eagle Project. There is a page in the Eagle Application Kit from the Alamo Area Council on Eagle Scout Project Planning.
6. ___ Contact the Representative of the Benefiting Organization for your Eagle Project and get approval from the benefiting organization to do an Eagle Project for their organization. Discuss with the benefiting organization what you will do in your Eagle Project. Get information from them about things they want included in your project and anything they expect from you in completing the project.
7. ___ Contact your Troop Scoutmaster to discuss your proposed Eagle Project with him/her and get approval for your Eagle Project. This will also let your Scoutmaster know you are starting work on your Eagle Project so he/she will be able to support you during the time you are accomplishing your Eagle Rank.
8. ___ Call your Eagle Mentor to discuss your Eagle Project and get his approval for your Eagle Project.
9. ___ Recommend you get a copy of a completed Project Book of one our Eagle Scouts for you to use as a guide in writing and organizing your Eagle Scout Project Book. (Your Eagle Mentor or Scoutmaster can help you get a book to use for your reference.)

NOTE: When completing the pages of the Eagle Scout Leadership Service Project Workbook, under the areas of Project Description, Project Details, and Carrying Out The Project, you may put “See Attached Tab XX” with a one or two sentence brief summary description. Then attach a separate page under this Tab with a very detailed description from your computer about the section being described.

10.____Develop your Project Description form (see Eagle Application Kit Eagle Scout Leadership Service Project Workbook) and list the Benefiting Organization Representative’s name and title on your form that you discussed the project concept with and received approval to do your project for that benefiting organization.

11.____ Call your Troop Committee Chairman and make an appointment to attend a Troop Committee meeting to present your Eagle Project Concept to the Troop Committee approval for your Eagle Project Concept. Have two or three copies of your written Eagle Scout Concept Project Description with the benefiting Organization Representative name for the Committee to review. It is also very helpful if you have pictures of where your Eagle Project will take place. Have as much detail as possible about the materials you will use, how you will do the work, and pay for your Eagle Project to help you explain your project to the Troop Committee and answer their questions about your Eagle Project Concept. (**REMINDER:** Wear your complete Scout uniform and your merit badge sash with all of the merit badges you have received. Have all patches on your uniform including your current rank, patrol, and leadership position.)

12.____Plan, organize, develop, and write your Project Details. **REMINDER:** Before going to the Eagle Board for Concept and Detail approval, you must have Approval Signatures for your Project Plan from the benefiting organization representative, your Scoutmaster, and your Troop Committee representative. **Your details must be very complete. Your details need to be so complete that your details could be given to another Scout and that Scout would be able to do your project without you. You must be able to completely explain your project. Details must contain a safety and first aid statement, a two deep adults present during the project statement, a list of materials and tools you will use, the cost for your project, a time schedule, and methods used to complete the project.** Use the forms for Project Concept and Project Detail in your Eagle Scout Project Workbook.

13.____ Contact your **District Eagle Board Chairman** to make an appointment to attend the next Eagle Board of Review for your Concept and Details approval for your Eagle Project. (**Remember, you must have all three signatures at the end of the Details section in your workbook prior to going for your Concept/Details board of review.**) During your talk with your District Eagle Board Chairman answer any questions he/she may have about your Eagle Project. (**You must have approval from your Eagle Advisor and Scoutmaster that your Details are ready prior to contacting District Eagle Board Chairman.**)

14.____After going to the Eagle Board of Review and receiving approval for your Concept and Details, you may start work on your Eagle Project. **(You may not start work on your Eagle Project until you have Eagle Board approval for your project.)**

15.____ Now, work your plan and complete the work on your Eagle Project.
Reminder: While working on your project, always have a First Aid Kit available at your work site and always have two deep adults present while working on your project with other Scouts. Follow the safety rules when using power tools. Keep a log of all Scouts and adults that work on your project and the days and hours each person worked. **Upon completion of all work, give a copy of this log of names and hours worked to your Scoutmaster so Scouts working on your project can receive credit for Service Hours in their advancement records.** Keep information in your logbook about your work and decisions you make while working on your project. Take lots of pictures while working on your project and the outcome of the completed project. Include these pictures in your Eagle Project Book. Keep a record of all materials and equipment you use with the cost of each item and include this in your final write-up. (Also include in the cost the estimated value of donated materials and equipment.) Keep a record of all changes to your original plan that you made during work on your project.

16.____Following the completion of the physical work on your Eagle Project, it is time to complete the write-up about your project. Using the format and forms in the “Eagle Scout Leadership Service Project Workbook”, complete the sections on Carrying out the Project. **(Note: Upon satisfactory completion of your project, the section of the form on “Approvals for Completed Project” must be signed by you, your Scoutmaster, and the representative of the organization benefiting from your Eagle Project.)**

17.____Write a statement discussing”. **“Your Ambitions and Life Purpose”**
On a second page **“Honors, Awards and Leadership”**, “list positions held in your religious institution, school, high adventure Scout camps, community, or other organizations during which you demonstrated leadership skills. List honors or awards received during the service”.
Attach these two pages to your Eagle Scout Rank Application or immediately following the application in the front of your Eagle Scout Leadership Project Workbook.

18.____Contact your Troop Eagle Advancement Mentor to start reviewing your Eagle Project write-up and discuss the Eagle Scout Rank Application, reference letters, and the rest of completing your Eagle Scout Rank process. Have all of your questions ready.

19,____ **Reference Letters:** Carefully read the instruction letter contained in the Eagle Application Kit about “Guidelines for Obtaining Reference Letters” **Follow these instructions completely.** Make sure all information required on the **outside** of the return envelope is complete (**addressed to your Scoutmaster; the name of the person sending the reference letter; and your name in the lower left hand corner**) so the Scoutmaster can advise you when your reference letters are in without opening them. Your reference letters are opened and read only by members of your board of review. A

suggestion is to request reference letter approximately three months prior to the date you plan to go to the Eagle Board.

20. **EAGLE SCOUT RANK APPLICATION;** Carefully follow directions contained in the letter “Information on filling out your Eagle Application” contained in your Eagle Application Kit. **Your application must contain your full legal name.**

_____ Call your Troop Committee Advancement person and request a list of your Merit Badges and your computer record from TroopMaster. On your application, list non-Eagle merit badges in the order you received them with the earliest date listed first. You may also include in your list of 21 some of the merit badges of which you are especially proud. Line out Eagle merit badges you did not receive where more than one choice is available for that Eagle merit badge.

_____ Check and check again all dates for merit badges and Board of Review dates for Ranks. (The date in your Scout Book is the correct Board of Review date for Rank.)

_____ Each reference you list must match the requirement and have a reference letter to match it. You may not have more reference letters than you have listed on your application.

_____ **Leadership for six months is required following** the date you became a Life Scout. You must show from date and to date for leadership on your application.

21. **Scoutmaster Conference:** A Scoutmaster conference should not be requested until you have completed all requirements listed in your Scout Book for your Eagle Rank. **When you go for your Scoutmaster conference, take your Scout Book, your Eagle Project Book, and your Eagle Scout Rank Application. (Scoutmaster signatures are required on all three.)**

Note: You must complete all requirements for your Eagle Rank and have a Scoutmaster conference prior to your 18th birthday. If you turn 18 following your Scoutmaster conference, you have three months to go for your Eagle Board of Review. You must pass your Eagle Board of Review before you are an Eagle Scout.

22. **SIGNATURES ON YOUR EAGLE SCOUT RANK APPLICATION REQUIRED BEFORE GOING FOR YOUR FINAL BOARD OF REVIEW:**

_____ You will sign your application as correct.

_____ After successfully completing your Scoutmaster Conference, your Scoutmaster will sign your application.

_____ You then need the signature of the (Unit) Troop Committee Chairman.

_____ The last signature needed prior to the Eagle Board is the signature of the Alamo Area Council Representative, Ms. Melissa Moore. (Go to the Council office for her review and signature)

23. **Call your Scoutmaster and confirm that all of your reference letters have been received by him/her and the reference letters match the references on your Eagle Scout Application.**

24. **Contact your Eagle Board of Review Chairman and Schedule a date to go to the District Eagle Board of Review** for your Eagle Scout Rank .Board of Review.

25.____ Make sure a member of your Troop Committee will attend your Eagle Scout Board of Review with you. Your Troop Committee Representative will bring your Reference Letters to give to the Board and will introduce you to your Board of Review.

26.____ Take your **Scout Book**, your **Eagle Project book**, and your **Eagle Scout Rank Application** to your Board of Review.

____ **Note: Take your original copy of your Eagle application and your Eagle Scout Project book, plus at least three other copies of your application and project book to be used by board of review members during your final Eagle Scout Board of Review.**

____ Wear your complete Class A Scout uniform and Merit Badge Sash when attending your Eagle Scout Rank Board of Review.

27.____ After successfully completing your Board of Review and receiving a letter from the Alamo Area Council that the National Office has reviewed your application and approved your Eagle Scout rank, schedule an Eagle Court of Honor with your Scoutmaster.

The official date of rank that you became an Eagle Scout is the date you successfully completed you final Eagle Scout Board of Review.

Congratulations on achieving the Eagle Scout rank.