

Pre-Board of Review

Checklist for Eagle Project

- Obtain copy of “Eagle Scout Leadership Service Project Workbook” (receive emailed electronic copy from [Eagle Advisor], *download from the Troop website*, or get a hardcopy from the Scout Service Center. Also obtain Project Application Cover Sheet, and a Project Checklist (to assist with planning and presenting your project).
- Meet with the Potential Beneficiary to discuss Project ideas and Project Scope. Fill out Project Workbook through the Proposal section (1st signature page). Fill out a copy of the “Eagle Scout Leadership Project Application Cover Sheet.”
- Present proposed Eagle Project to Parent Committee (Check Troop Calendar for dates when they meet). You must make sure you are on the Meeting Agenda by speaking with the [Troop Comm. Chair].
- Upon approval by Parent Committee, collect required Troop signatures (you should already have Beneficiary signature). Request meeting with [District Representative] to get signature from District Advancement Representative and give him/her a copy of “Eagle Scout Leadership Project Application Cover Sheet.” **You must have the District Representative’s approval/signature before work may begin on the Service Project.** Note: District Representative is the last signature before starting the Project and he/she keeps the cover sheet as a record of the meeting; Project Workbook is returned to Scout after District Rep signs it.
- Conduct, complete, and document the Eagle Project in the Project Workbook. **Turn list of Scouts who participated to [Troop Advancement Chair] so they get credit for their service hours**
- Obtain the necessary signatures in the workbook to approve the completed project.

Other Steps: Note-All project work and Merit Badges MUST be completed before 18th birthday

- Check the Troop website for remaining advancement steps (if any) prior to the filling out the Eagle Scout Rank Application form. Look for inconsistencies between MB’s earned (on your sash) and those remaining. Meet with [Eagle Advisor] and [Advancement Chair] to discuss completeness/inconsistencies.
- Schedule and complete a Scoutmaster Conference for Eagle Rank [Scoutmaster].
- Go to [Advancement Chair] to request a printed copy of your Eagle Scout Rank Application Form **when it appears you completed all necessary requirements.** [Advancement Chair] will print the Eagle Application form directly from Scoutbook. *Alternatively (as a backup), the Scout could complete a fillable pdf Eagle Rank Application (form # 512-728).*
- Verify and complete the form.
- Fill out and turn in Application for Eagle Rank form to the Scout Service Center [Registrar]. Scout Service Center will email a Verified Eagle Scout Rank Application Form to [Advancement Chair].
- [Advancement Chair] will email the Scout a copy of the official Verified Eagle Application when it has been received.
- Create a half-page summary of your Eagle Project—including the number of people who worked on it and the total number of hours needed to complete it. Put your name, Council (*Hawkeye Area*), District name (*Northern Lights*), and Troop number in the header.
- Create a one-page document of your Life’s Goals. (e.g.) what you are currently doing in school, what you want to be doing in 1 year, 5 years, 10 years. Put your name, Council (*Hawkeye Area*), District name (*Northern Lights*), and Troop number in the header.

- Submit a list of 4 names for Letters of Recommendation (the Scout should have already approached each individual on the list and received acknowledgement from each that he/she would write a recommendation) [Submit to Eagle Advisor]. *Note: The Scoutmaster and Unit Committee Chair are ineligible as references because they already signed the Eagle Application form. Parents and other family members are strongly discouraged from writing letters.*
- Scout contacts District Advancement Committee Representative that he/she is seeking an appointment for an Eagle Board of Review [see Eagle Advisor or Council website for the current Rep's contact info]. The Scout will schedule a Board of Review date and time with the District Rep (currently the 2nd Thursday of each month for the Northern Lights District).
- The [Eagle Advisor] will send out a "request for Eagle Scout recommendation" to the individuals on the Scout's Recommendation List approximately 2 weeks before his/her BOR.
- The [Eagle Advisor] will schedule a Mock Board of Review for the Eagle Candidate with Troop Leaders one or two weeks before the Scout's actual Board to review paperwork, do a uniform inspection, ask and answer questions related to the BOR.
- Eagle Candidate will need to bring to BOR: Filled out/signed verified Eagle Scout Application, Completed/signed Project Workbook, one-half page project summary (with header), One-page Life's Goals (with header), Scout Handbook (optional), all returned letters of recommendation (Troop Rep will deliver letters to Review Board).