**Troop 666 Life to Eagle Checklist—updated September 16, 2019**

Eagle Project Timeline:

\_\_\_\_\_\_Scout identifies a project.

\_\_\_\_\_\_Scout discusses project with its Beneficiary and his Scoutmaster.

\_\_\_\_\_\_Scout discusses project with his DER (Joan Sharkey) either in person or by phone.

\_\_\_\_\_\_Scout fills out the Proposal section of the Eagle Project Workbook\*\*.

\_\_\_\_\_\_Scout presents project proposal to subset of the Troop Committee (as designated by Committee Chair).

\_\_\_\_\_\_Scout obtains approval signatures of his Scoutmaster, Committee Chair, & Beneficiary.

\_\_\_\_\_\_Scout obtains the signature of the DER (Joan Sharkey).  It must come last.

\_\_\_\_\_\_Scout fills out the second section of the Workbook\*\*, "The Plan," which needs no approvals, but should be discussed with Eagle Coach and/or engineer.

\_\_\_\_\_\_Scout carries out his project.

\_\_\_\_\_\_Scout fills out the "Report" section of the Workbook and obtains approval signatures.

Meanwhile, ensure the following are complete:

\_\_\_\_\_\_Scout finishes his merit badges.

\_\_\_\_\_\_Scout accomplishes 6 months in a leadership position while a Life Scout.

\_\_\_\_\_\_Scout ensures that at some point he has held a leadership position outside of Scouting.

\_\_\_\_\_\_Scout should speak to adults in his life who will be willing to write letters of reference. (See ESRA for required categories).

\_\_\_\_\_\_Scout provides names and email addresses for personal references to Advancement Chair so letters can be requested.

\_\_\_\_\_\_Scout asks the Advancement Chair for a printout of his Individual Advancement Record from Scoutbook with the Advancement syc logo at the bottom.

\_\_\_\_\_\_Scout checks all dates on the report against his scout handbook (advancement dates) and blue cards (merit badges). Any required changed should be communicated to the Advancement Chair.

\_\_\_\_\_\_Scout arranges for and completes his Scoutmaster's Conference.

\_\_\_\_\_\_Scout confirms all requirements for the Eagle Rank are complete and signed off.

When ALL of the above are complete:

\_\_\_\_\_\_Scout fills out the Eagle Scout Rank Application\*\* (ESRA) including the signatures of his Scoutmaster and Troop Committee Chair. Attached to the application must be the statement of his ambitions and goals, and the listing of his outside leadership.

\_\_\_\_\_\_Scout checks (again) all dates on the report against his scout handbook (advancement dates) and blue cards (merit badges). Any required changed should be communicated to the Advancement Chair.

\_\_\_\_\_\_Scout then makes appointment to meet with DER (Joan Sharkey). He brings the complete ESRA (including the goals and leadership statements, the printout from Scoutbook, and his Project Workbook) and, if all is in order, DER will initial the ESRA.

\_\_\_\_\_\_Advancement Chair or Life-to-Eagle Coach requests reference letters for the Scout.

\_\_\_\_\_\_Scout scans the signed ESRA and emails to Advancement Chair for transmission to Council.

\_\_\_\_\_\_Advancement Chair or Life-to-Eagle Coach sends completed ESRA to Council and gets approval (usually emailed).

\_\_\_\_\_\_Advancement Chair or Life-to-Eagle Coach schedules an Eagle Board of Review.

\_\_\_\_\_\_Scout passes Eagle Board of Review.

\_\_\_\_\_\_DER (Joan Sharkey) takes the binder and signed paperwork to the service center.

\_\_\_\_\_\_Service center and Nationals approves/disapproves the Eagle materials.

\_\_\_\_\_\_Only once approval is received should an Eagle Court of Honor be scheduled.

 \*\*The most up-to-date BSA documents must be used. Scouts should obtain these directly from the BSA or Council websites (ncacbsa.org).  Do not Google search for the documents as out of date ones could be retrieved.