

Eagle Scout Process Checklist (follow the 30 Steps)

1. ___ Contact your Project Coach, Mr./Ms. _____, email address _____ or call him/her at _____ to discuss your concept and talk about how to get started. All necessary forms can be found on the district website. Go to www.alamoareabsa.org/diamondback/eagle On the Diamondback District Eagle Board page can be found *Eagle Scout Project Planning*, *Eagle Scout Rank Application* (fillable pdf), *Eagle Scout Leadership Service Project Workbook* (fillable pdf), and *Information for Filling Out Your Eagle Application*. Note that the fillable pdf workbook can now be saved on your computer. The boxes can be expanded and photos and drawings can be added to the document.
2. ___ Before you start, read the materials that you just printed out. Further down on the website is the *Eagle Scout Project Proposal Approval Checklist*. Print this out and read it as well. After you have read the Eagle Scout Leadership Service Workbook you may fill out the Contact Information (page 6). The Unit Leader is your Scoutmaster and the Unit Advancement Coordinator is Mr./Ms. _____.
3. ___ Remember, 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 a section of your Eagle Project book.
5. ___ Decide on an Eagle Project Concept and discuss this with your Project Coach. Refer to the form *Eagle Scout Project Planning*.
6. ___ Contact the Benefitting Organization Representative for your Eagle Project and ask for approval to do an Eagle Project for their organization. Discuss what you plan to do for 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. ___ Print out and give a copy of *Navigating the Eagle Scout Project: Information for Project Beneficiaries* from the *Eagle Scout Leadership Service Project Workbook* or as a separate document located on the Diamondback District Eagle Board Page (www.alamoareabsa.org/diamondback/eagle) to the benefitting organization. This helps explain the Eagle Scout project process.
8. ___ Contact your Scoutmaster and discuss your proposed Eagle Project with him/her and get your Scoutmaster's 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.

9. ___ Call your Project Coach, _____ (_____) to discuss your Eagle Project and get his/her approval for your Eagle Project Proposal.

10. ___ If possible obtain a completed Project Book of an Eagle Scout from your Troop for you to use as a guide in writing and organizing your Eagle Scout Project Book.

11. ___ Develop your Eagle Scout Service Project Proposal form and list the Benefitting Organization Representative's name and title on your Contact Information form. This indicates that you discussed the project concept with and received approval to do your project for that benefitting organization.

12. ___ Call your Troop Committee Chairman _____ (_____) and make an appointment to attend a Troop Committee meeting to present your Eagle Project Proposal to the Troop Committee and get their approval for your Eagle Project Proposal. Make two or three copies of your written Eagle Scout Service Project Proposal with the benefitting Organization Representative's name for the Committee to review. It is also helpful if you have pictures of where your Eagle Project will take place. Written details are not required for the Troop Committee, however know as much detail as possible about the materials you will use, how you will do the work, and how you will pay for your Eagle Project to help you explain your project to the Troop Committee and answer their questions about your Eagle Project Proposal. (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.)

13. ___ Plan, organize, develop, and write your Eagle Scout Service Project Proposal.

REMINDER: Before going to the Eagle Board for Project Approval, you must have approval signatures from the Benefitting Organization Representative, your Scoutmaster and your Troop Committee Member. All sections of the Eagle Scout Service Project Proposal must be complete. You must be able to completely explain your project. The reviewer will use the "Eagle Scout Project Proposal Approval Checklist" (available on the website) as an aid when your project is reviewed.

14. ___ Call the Diamondback District Eagle Board Chairman, Mr. Joel Albert at 210-342-7710 to make an appointment to attend the next monthly Eagle Boards of Review and Project Approvals. Please leave a message and call back number if you get the answering machine. Do not use email, as it will slow down the process.

15. ___ After you receive approval, you may begin work on the project. (**You may not start work on your project until you have received written approval from a District representative**).

16. ___ If your project involves contributions (money or materials) from the beneficiary or you, your parents or relatives, your unit or chartered organization, or parents or members of your unit, a fund-raising application is not needed. If you will be obtaining money or materials from any

other source, you must submit a completed application to Ed Rogers at the Council Service Center, 2226 NW Military Hwy, SA, TX 78213, or email to erogers@bsamail.org or by fax 210-340-9905.

17. ___If transportation is provided as part of the project, a Tour Plan must be filed. The *Tour Planning Worksheet and Tour Plan* can be found on the district website. This used to be called a *Tour Permit*. The completed form can be dropped off or mailed to the Council Service Center, 2226 NW Military Hwy, SA, TX 78213, emailed to alamo@bsamail.org, or by fax 210-340-9905.

18. ___Now work out your Eagle Scout Service Project Final Plan. This tool is for your use. It does not require approval or a signature. A Scout who is prepared will have his plan reviewed by his Project Coach. This step will help you avoid many problems or mistakes. 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. The *Guide to Safe Scouting* is an important reference in considering safety issues. Keep a log of all Scouts and adults that work on your project and the days and hours that 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 that you make while working on your project. Take lots of photographs while working on your project as well as photographs of the completed project. Include these photos 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 writeup. (Also include in the cost the value of donated materials and equipment). Keep a record of all changes to your original plan that you made during work on your project.

19. ___Following the completion of the physical work on your Eagle Project, it is time to complete the writeup about your project. Complete the Eagle Scout Service Project Report. You will need a Summary as well as a report on Changes you made, Leadership, listing of shortages or overages of materials, supplies, or tools, if any. You will then list hours spent by you and others on the project, and a summary of your Funding for the project. Upon satisfactory completion of your project, Completion Approval signatures must be obtained from **your Scoutmaster and the Representative of the organization benefitting from your Eagle Project**.

20. ___Write a statement about “Your Ambitions and Life Purposes.” On a second page, write about “Honors, Awards, and Leadership” you have received. This is where you list positions held in Scouting, high adventure Scout camps, your religious institution, school, community, or other organizations during which you demonstrated leadership skills. List honors or awards received during the service. **These two statements are Requirement #6 on your Eagle Scout Rank Application.** Attach these two or more pages immediately following the application in front of your Eagle Scout Project Book.

21. **___Eagle Scout Rank Application** – Carefully follow directions found in “Information on Filling Out Your Eagle Application.” Your application must contain your full legal name.
___Call your Unit Advancement person Mr./Ms. _____ and request a list of your Merit Badges and your Troop Master printout. On your application, list non-Eagle required merit badges in the order you received them with the earliest date listed first. Line out Eagle merit badges you did not receive where more than one choice is available for that Eagle merit badge.
___Check all dates for merit badges and Board of Review dates for ranks. (The date in your Scout Handbook is the correct Board of Review date for Rank.
___Leadership for six months is required following the date that you became a Life Scout. You must show from date and to date for leadership on your application.

22. **___Reference Letters** – Carefully read the instructions contained in “Guidelines for Obtaining Reference Letters.” This is found on the district website. Follow these instructions completely. You will need to list references on the application as well as request a reference letter from each. You need a letter from parents or guardians, Religious (minister, Sunday School teacher, etc. If not affiliated with an organized religion, the parent or guardian can write a letter), Educational (Principal, teacher, counselor, coach), Employer (if any), and two other persons. Make sure that those people you list are willing to provide a reference for you. Make sure all information required on the **outside** of the return envelope is complete (addressed to your Scoutmaster, the name and address of the person sending the reference letter in the upper left corner, and the phrase in the lower left corner “Eagle Scout Reference Letter for *your name*) so that your Scoutmaster will know what this letter is about, who it is from, and pertaining to which Scout. Electronic email reference letters are discouraged. Your Scoutmaster will NOT open these letters. Be sure and give your Scoutmaster a list of the people that he should be expecting letters from. Include on the list names, addresses, phone numbers, and email addresses. A form for this use, Guidelines for Obtaining Reference Letters, is available in Life to Eagle Resources The Troop will be responsible to track receipt of your reference letters and to follow up if a letter(s) does not arrive. You may assist in trying to obtain it. Though not required, adding a stamp to each envelope would be a nice gesture. Sometimes it takes awhile for your references to send a letter so request these letters as soon as you obtain project approval.

23. **___Contact your Troop Eagle Advancement Mentor Mr./Ms. _____** to start reviewing your Eagle Project writeup and your Eagle Scout Rank Application.

24. **___Scoutmaster Conference** – When you go for your Scoutmaster conference, take your Scout Handbook, your Eagle Project Book, and your Eagle Scout Rank Application. (Scoutmaster signatures are required on all three). You must complete all requirements and have a Scoutmaster conference for Eagle Rank prior to your 18th birthday. If you turn 18 following your Scoutmaster conference, you have three months to complete your Eagle Board of Review. You do not earn the rank of Eagle Scout until you pass the Eagle Scout Board of Review.

25. ___ Signatures on your Eagle Scout Rank Application Required before going for your final Board of Review –

___ You must sign the application.

___ After successfully completing your Scoutmaster conference, your Scoutmaster will sign your application.

___ You then need the signature of your Troop Committee Chair.

___ The last signature required is the signature of the Alamo Area Council Registrar/Eagle Processor. The application must be submitted to the Scout Service Center at 2226 NW Military Hwy, SA, TX 78213. Please allow TWO WEEKS for the certification to be completed.

Applications without complete information will be returned. You will be contacted by email when certification is complete. Pick up the application from the Service Center and then call to schedule your Eagle Board of Review.

26. ___ Call Mr. Joel Albert at 210-342-7710 to be put on the list for the coming Eagle Scout Boards of Review. Do not email him, as he will reply for you to call him on the land line.

27. ___ Call your Scoutmaster to let him/her know that you have been scheduled for your Board of Review.

28. ___ Ask one or more members of your Troop Committee to attend your Eagle Scout Board of Review and/or a Board of Review for another Scout. Your Scoutmaster will introduce you to your Board of Review and may be asked to sit on a Board as well. Assistant Scoutmasters from your Troop may also be asked to sit on a Board or two as well.

29. ___ Make four copies of your Project Workbook in addition to the original, including copies of your Life Ambition Statement and copies of your Eagle Scout Rank Application. Bring these to the Board of Review, as well as your Scout Handbook with the Eagle rank filled out ready for final signatures. Wear your Class A uniform with the Merit Badge sash. Do NOT wear an OA Sash.

30. ___ The original Eagle Scout Rank Application with signatures from the Board members will be turned in at the Council Service Center. After receiving a letter from the Alamo Area Council that the National Office has reviewed your Eagle Scout Rank Application and has approved your Eagle Scout rank, you may schedule an Eagle Scout Court of Honor. The official date of rank that you became an Eagle Scout is the date you successfully completed your Eagle Scout Board of Review.

Congratulations on achieving the rank of Eagle Scout.

Ver. 061918