CHECK LIST FOR EAGLE PROJECTS AND EAGLE BOARD REQUESTS

1. Project Ideas – Starting - Scout, parents, Scoutmaster – In the search for projects many Scouting and non-Scouting resources are available. District Advancement Committees may also have a list of projects looking to be done or projects done in the past by others. (Note: Asking the District Committee does not guarantee a pre-approval of any project suggested.)

LINK FOR Eagle Scout Project Workbook: 
http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx

4. District Advancement Committee Representative – The project work book requires these four signatures. While approvals 2 and 3 may be done concurrently, signature 1 should be obtained before 2 and 3; and the fourth signature cannot be obtained without the first three. (Note: If a Scoutmaster is unsure about whether a project is worthwhile he should contact the District Advancement Committee. Do not send the Scout with an unsigned project to see if it is approved.) While the District Representatives prefer to meet with each Scout to discuss the project, such contact is not required to receive approval.

3. Approval package – Project Workbook parts “Service Project Proposal” and “Service Project Fund Raising Application” – The parts of the Workbook that constitute the approval package are the Proposal and, if applicable, the fund raising application. Scoutmasters should make sure the Scout has the completed Fund Raising Application along with his Proposal to avoid a delay in District approval. (The Council has delegated responsibility for approval of Eagle Project Fund Raising Applications only to the District Advancement Committees.)

NOTE: Unless there is a significant change to the project requiring a re-approval of the project, the District Advancement Committee is no longer involved until an Eagle Board is requested.

4. At Project completion – Sign Off Signatures – At the completion of the project the Scout, the Beneficiary of the project, and the Scoutmaster must sign that they are satisfied with the completion of the project. The Troop Committee Representative and/or District Advancement Committee representative are not part of the final approval.

5. At completion of all Eagle requirements - Download the EAGLE SCOUT RANK APPLICATION NO. 513-728. Fill out the first page up through “Requirement 6” and the Candidate signs and dates the application.
6. After filling out the Application – **Scoutmaster’s Conference and Troop Committee Representative’s Conference** - The Scout will arrange for conferences with his Scoutmaster and Troop Committee Representative. These conferences can occur concurrently or separately, depending on the practice of the Troop. After the conferences the leaders sign and date page 2 under the section “Unit Approval”.

**NOTE: ALL REQUIREMENTS FOR THE EAGLE RANK INCLUDING CONFERENCES AND SIGNATURES MUST BE COMPLETED BEFORE THE SCOUT’S 18TH BIRTHDAY. ONLY THE EAGLE BOARD MAY OCCUR AFTER THE BIRTHDAY AND ONLY WITHIN A VERY NARROW TIME PERIOD.**

7. Submission – **Application Submission** – Submit the Eagle Application by mail, FAX, or e-mail to the Eagle Scout Registrar, Ms. Samula Jackson, at the Scout Office, who will sign on page 2 in the space for “Local Council Verification”.

8. Eagle Board – **Scheduling the Eagle Board** – Either the Scout or Scoutmaster, depending on the custom of the unit, will contact the District Advancement Committee and request the calling of an Eagle Board. The time, place, number on the Board, and who will be present during what portions of the Board is the responsibility of the District Advancement Committee only, in accordance with established District practices. (Note: at least two members of the District Advancement Committee will serve on each Eagle board. However, the District Advancement Committee should make every effort to accommodate special requests of Scoutmasters as appropriate.)

9. **Eagle Scout Candidates are Responsible for making arrangements for the submission of their Eagle Applications and Project Workbook to the Scout Office.**

District Advancement Committees stand as a source of assistance, information and guidance throughout the advancement to Eagle process. However, because the Committee represents the final local review in that process and is charged to be an independent judge apart from the Scout and/or Troop, the Committee and its representatives should not be an intimate part of the Scout’s process in order to retain the independent/objective final review expected by our Council.