

## Troop 810 Eagle Scout Checklist

Troop 810 has developed this checklist as a guide for Life Scouts who wish to obtain the rank of Eagle Scout:

### Eagle Process:

- Attend a Harford District Life to Eagle Seminar
- Brainstorm a few Eagle Project ideas
- Take a look at your Merit Badges. How many do you have left to complete? You should be working on this while planning and completing your project.
- Select an Eagle Coach. (Eagle Scout Coaches are listed in the Troop handbook) This is not required but **highly** recommended as the Coach will help guide you through the Eagle process. Plan to meet with this Coach at least once per month while you are working on your Project. You can do this from 5-6 pm prior to a Troop meeting or at an agreed upon time with your Coach. You and your Coach should send a monthly update to the Scoutmaster and Advancement Chair to let them know the status of your project.
- Download the Eagle Scout Service Project Workbook from the Council or National Website so that you have the most current workbook)
- Meet with the Scoutmaster to discuss your Eagle Project (Tip: Make sure what you are thinking will constitute an Eagle Project).
- Meet with the Advancement Chair to review the Eagle Scout process.
- Complete the Eagle Scout Service Project Proposal (Question: Are there any merit badges that you can incorporate into your project?)
- Present your Eagle Scout Service Project Proposal to your beneficiary for approval. Obtain their signature on the Proposal and Fundraising Form.
- Meet with the Scoutmaster to review your Eagle Scout Service Project Proposal and obtain the SM signature (Tip: Have the SM sign your Fundraising applications, one per planned fundraiser).
- Contact the Committee Chair to schedule a date to present your Project Proposal to the Troop Committee
- Contact the Harford District Eagle Chairperson to schedule a time for District review of your Project Proposal (Tip: Take the Fundraising Application with you. If your project is approved they will sign this on site.)
- Contact the Troop Treasurer to open an account with the Troop to manage your eagle scout project fundraising and expenses. All donations, including cash, must be deposited to this account. You should not spend the cash on your project.
- Complete your Fundraising. Your flyers and advertisements should use the following language: Fundraiser for "**BENEFICIARY** by Eagle Scout Candidate **YOUR NAME.**" This is very important when it comes time for your Eagle Board of Review. Be sure to take pictures to include in your final report.
- View your TroopMaster Individual History Report for accuracy. You will need this when you turn in your Eagle application. Discuss any discrepancies with the Advancement Chair.
- Work with your Eagle Scout Coach to complete your Project Final Plan. This should be completed **before** you start your project.
- Complete your Eagle Project. Be sure to take pictures to include in your final report.
- Complete the Project Report.
- Make a spreadsheet which outlines donations and expenses. This sheet is different from the accounting sheet in your plan. There is a suggested format on ScoutLander.
- Review the Completed Project Report with your Eagle Coach
- Print and sign the Eagle Project Release Form and Life Goals and Ambitions forms.
- Schedule a Scoutmaster Conference with the Scoutmaster.

After your Scoutmaster Conference:

- Following your Scoutmaster Conference your Eagle Project Book will be held by the Advancement Chair until your Eagle Board of Review is complete.
- Turn in your paperwork downtown as soon as possible
- Forward a copy of your Eagle Application to the Advancement Chair so that your reference letters can be mailed out
- Email the total Eagle Scout and Troop member service hours to the Scoutmaster and Advancement Chair
- Once your postcard has been received email the Advancement Chair with dates that you are available to complete your Eagle Board of Review in the next 60 days

After your Board of Review:

- Contact the Committee Chair with the dates that you would like to schedule your Eagle Court of Honor
- Once the date has been approved by the Committee Chair, if you are holding the event at SFDS, contact the Chartered Organization Representative to reserve the main Worship Hall and Kilduff Hall
- Contact the Court of Honor Coordinator for assistance with your ECOH
- Refer to the Eagle Scout Court of Honor Guide as a reference