

Eagle Candidate Name: _____ Goal End Date: _____

CHECKLIST FOR EAGLE PROJECTS AND EAGLE BOARD REQUESTS

PHASE 1: GETTING STARTED REVISED 08/29/23.

_____ A. 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).

**** PRINT THE HELPERS LOG AND KEEP TRACK OF ALL YOUR HOURS YOU SPEND ON YOUR PROJECT (Planning and Execution)** = the time includes any communications such as emails, text messages, phone calls, meetings, Scoutmaster Conferences, etc. EX: Your parents drive you to Beneficiary. You include driving time for you and your parents, then meeting with the Beneficiary is a separate entry to include all of you in the log.

LINK FOR Eagle Scout Project Workbook:

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

To download the PDF: CLICK on “**DOWNLOAD THE WORKBOOK**”

- **Make sure and Save As, to save your workbook.**

_____ B. Organization – Obtain a binder, and sheet protectors. What to include>> Helpers / Volunteers Log, Individual History Report, Eagle Scout Project Workbook, blank sheets of paper for notes.

Approvals Needed – (1. Beneficiary of project, 2. Scoutmaster, 3. Troop Committee, 4. District Advancement Committee Representative) – The project workbook requires these four signatures.

While Approvals 2 and 3 may be done concurrently, signature 1 should be obtained before 2 and 3; and the 4th 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).

PHASE 2:

_____ A. First, at the Troop level: Meet with the Scoutmaster about your project idea. He/She will then send you to the Troop Eagle Advisor (_____) so he can sit with you and review your idea and help you better prepare to meet with the Beneficiary and the Committee. Type up your project proposal pages which are titled “Service Project Proposal” and “Service Project Fundraising Application”- which is after the Project Plan on Page Fundraising Application Page A and email to Scoutmaster, Troop Eagle Advisor and Committee Chair for review (____); **Print the Service Project Proposal and Service Project Fundraising Application and place them in a binder, in protector sheets. Also print a “Helpers Log” to track your volunteer service hours.**

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MEETING WITH THE BENEFICIARY >>

_____ **B. **If good to go after meeting with the Scoutmaster, obtain Approval Signature from Beneficiary for both the Proposal AND Fundraising Application (Read # 2b1-2 below).**

**** NOTE: You must have selected your Fundraising Venue(s) with a date, time, etc. so you can fill out your “Eagle Scout Service Project Fundraising Application”- page A Fundraising Application located after the “Project Plan” page E.**

- HINT: Scouts may have at least two (2) Fundraisers listed to ensure they will be able to cover the cost of the project.
 1. **Beneficiary of project** – Show Beneficiary your proposal, take “Before” Photos, and show any photos of prototype or examples of what the project will look like.
 2. Provide your Beneficiary a copy of “*Navigating the Eagle Scout Service Project*”, which is at the end of the workbook, to help them understand the process.
 3. Once **Signature is obtained from Beneficiary for BOTH PROPOSAL AND FUNDRAISING APPLICATION**, ask to meet with the Scoutmaster for their signature too.
 4. Email Troop Committee Chair, (See 2c) to request date for Troop Committee to review and approve your PROPOSAL.

_____ **C. Present your Proposal and Fundraising Application to the Troop Committee for approval: (Email Committee Chair) to set up committee review date). Have your Printed Service Project Proposal and Service Project Fundraising Application in a binder, in protector sheets.** Once approved by the Troop Committee, you are ready to contact the Council for approval.

_____ **D. Third**, schedule to meet with the District Advancement Chair for Council Approval. You will email: Council/District Representative (David Russell) dhussell0717@gmail.com for scheduling Approval Signature on your Proposal.

****ALWAYS COPY Scoutmaster; Committee Chair, Troop Eagle Advisor (if the unit has one): , and your parent(s) on all emails. DO NOT TEXT – PLEASE USE EMAIL AS COMMUNICATION.**

Once Approval package completed – (Project Workbook parts “Service Project Proposal” and “Service Project Fundraising Application” – with all Signatures), GO TO PHASE 3.

The parts of the Workbook that constitute the approval package are the Proposal and the fundraising application. Scoutmasters should make sure the Scout has the completed Fundraising Application along with this Proposal to avoid a delay in District Approval. (The Council has delegated responsibility for approval of Eagle Project Fundraising 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.

ON TO PHASE 3 >>> NEXT PAGE >>>

PHASE 3: WORKING YOUR FUNDRAISER AND PROJECT PLAN

READ THE PROJECT PLAN INSTRUCTIONS IN THE EAGLE PROJECT WORKBOOK BEFORE YOU START TYPING IT UP.

****NOTE = The Project Plan MUST be completed and shared with the Mentor or Project Coach BEFORE purchasing items and BEFORE beginning any work on the actual project.**

_____A. Contact your Fundraising Venue to ensure date and times are confirmed AND notify Beneficiary.

_____1. Make sure that your Fundraiser will generate enough money to cover your expenses for your Eagle Project; Keep records of your donors, amounts, etc.

_____2. Complete your Eagle Scout Project Plan in the Workbook. This will give you a better idea as to what you need for the completion of the project. Materials, Supplies, Tools, Any Other Costs (such as transportation, printer supplies, ink, paper, etc.)

- A Scout who is prepared will complete the project plan, and then review it with the designated project coach or adult mentor before carrying out the project.
- You should also show your project plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read *"Navigating the Eagle Scout Service Project"* at the end of this workbook.

_____3. Announce your Fundraiser to Scouts, Family and Friends.

_____4. Fundraisers are tax exempt, but you MUST use the Beneficiary's Tax-Exempt status since the fundraising is for "them"/ "their" use.

_____5. Make sure to have your First Aid Kit available during the Fundraising Activity.

_____6. After raising your Funds, please contact Troop Treasurer so he can deposit your money in the Scout Account designated for your Eagle Project.

_____7. KEEP A LEDGER WITH INCOME AND EXPENSES, DEPOSITS AND WITHDRAWALS. You will print this out at the end and include it in your Eagle Workbook. If you have set up a GoFundMe Account, please remember to list your donors as volunteers for your project.

_____8. If you are using a GoFundMe Account, please remember to include the fee that is charged when you withdraw your money from this account. Include it in "Other" as expenses.

PHASE 4: WORKING YOUR EAGLE PROJECT – TAKE A “BEFORE” AND “AFTER” PICTURE

- _____A. Contact your Beneficiary, troop, family, and friends about your Eagle Project Workday(s).
- _____B. Have your Project Plan in front of you so you follow it and make changes or adjustments needed. ONLY major changes MUST be reported to the District/ Council Representative Grizelda Hess, Richard Luna, or David Russell.
- _____C. Make sure you have your First Aid Kit available during the Eagle Project.
- _____D. Designate a Photographer and make sure they are listed in your Project Plan as “job duty”.
- _____E. Follow your scheduled Eagle Project Workdays. If you have more than one Workday, or need to add more workdays, or change workdays, and it is different from your Project Plan, please contact your Beneficiary to make sure they are aware you are still working on your project. Add the Workday to your Project Plan, then contact your volunteers to ensure they know about any changes.

PHASE 5: SIGN-OFF SIGNATURES -

_____A. At Project Completion – SIGN-OFF SIGNATURES – MUST COMPLETE EAGLE SCOUT SERVICE PROJECT REPORT FIRST!

- _____1. **Beneficiary of the Project must sign** that they are satisfied with the completion of the Project-on-Project Report PAGE C. The Troop Eagle Advisor (_____) will review the Project Report for completion prior to Beneficiary signature. Please contact Committee Chair _____ for additional questions.
- _____2. At the completion of the project the Scout will contact the Scoutmaster for a Scoutmaster Conference. **Eagle Candidate will sign** the Project Report section at the Scoutmaster Conference, and the **Scoutmaster will sign** that they are satisfied with the completion of the Final Report. **Scoutmaster will sign the Scout Handbook** for Eagle Requirements completed. This should be completed within one week of completing the project.
NOTE: Request the updated Individual History Report from your Scoutmaster during the conference.
- _____3. Notify the Project coach or mentor that the Eagle Project and Report are completed.

_____B. At completion of all Eagle Requirements (Merit Badges and Eagle Project and Final Report) – Download and fill out the Eagle Scout Rank Application No. 512-728 –June 2022 Revision - Fill out all the First Page and throughout “Requirement 6” on the Second Page in your Eagle Application. www.scouting.org/advancement

- _____1. ** REQUEST your latest INDIVIDUAL HISTORY REPORT FROM YOUR SCOUTMASTER SO YOU CAN USE THOSE DATES OF THE MERIT BADGES FOR STAR, LIFE AND EAGLE RANK COMPLETION AND LIST CORRECT ELECTIVE MERIT BADGES.

_____ 2. Fill out Requirement 4 on your application, using your Individual History Report given to you by your Scoutmaster.

_____ 3. Prepare a paragraph of the following to bring to your joint Scoutmaster Conference:

In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application: (Please include your name and title)

--- “a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.”

_____ 4. Scoutmaster’s Conference and Troop Committee Chair Conference – AFTER COMPLETING THE EAGLE APPLICATION.

–the Scout will arrange for conferences with his Scoutmaster and Troop Committee Representative (Committee Chair: _____). **PLEASE EMAIL OR TEXT REQUESTING THE SCOUTMASTER AND COMMITTEE CONFERENCE.** These conferences can occur concurrently or separately depending on the practice of the Troop. **Always copy** Scoutmaster _____ at _____ and Committee Chair _____, and Eagle Advisor _____, **and parent(s)** so we know when to request a room at the Troop Church to meet, and to verify availability.

_____ C. Submit the Completed Eagle Scout Application with Signatures of Candidate,

Scoutmaster and Committee Chair – to Ms. Samula Jackson, Eagle Scout Registrar, at the Scout Office, by mail, fax, or e-mail. samula.jackson@scouting.org She will sign page 2 in the space for “BSA Local Council Verification”, and email back to you. You then print it and bring it with you to the Eagle Board of Review. **MUST BE PRINTED, SCANNED IN COLOR!**

As soon as you receive this, contact the District Advancement Committee to request an Eagle Board of Review. SEE PHASE 5 #4 Chair _____, at to request an Eagle Board of Review.

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

D. Eagle Board – Scheduling the Eagle Board – *the Scout, will contact the District Advancement Committee BY EMAIL 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 Scoutmaster as appropriate.)

_____ **1. Eagle Scout Candidate will contact District Eagle Chair (_____ , or Council Advancement Chair David Russell) to request an Eagle Board of Review by email at: _____; or dhrussell0717@gmail.com .**

Copy Scoutmaster: _____; Troop Eagle Advisor: _____; Committee Chair : _____ at _____, and your parents/guardian on your email.

FOR YOUR EAGLE BOARD OF REVIEW, they will ask for the following:

1. **Eagle Scout Project Workbook** (in its entirety) with all signatures. Please make sure it is signed by the beneficiary, Scoutmaster and Scout (yourself) stating the project was completed satisfactorily. Bring one or two copies of the completed workbook.
2. Eagle Application (in color please and two-sided) must be filled out with all signatures including that of the registrar's (Samula Jackson) certifying all dates are correct,
4. **Ambitions and Life Purpose Statement**, --- "a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service."
5. **Also attach photos, before and after, and a couple from each stage of your project phases.**

_____ **2. Bring your Parents (and Siblings) to the Eagle Board of Review. WEAR FULL CLASS A UNIFORM WITH ALL APPROPRIATE PATCHES SEWN ON. UNIFORM IRONED, ETC.**

_____ **E. Eagle Scout Candidates are Responsible for making arrangements for the submission of their Eagle Applications, Statement of Ambitions, complete Workbook with Signatures, Photographs (Before and After is a must) to the Scout Office (by the end of the next business day) after their Eagle Board of Review.**

PHASE 6

_____ **A. Parents will request Congratulatory Letters once the Boy Scouts of America National Office has officially approved the Eagle candidate's Eagle project and rank of Eagle Scout.**

_____ **B. Set up the Eagle Scout's Court of Honor.**

District Eagle Chair:

Council Advancement Chair: David Russell: 361-443-4051: dhrussell0717@gmail.com

Sea Breeze District: Grizelda Lopez-Hess: 361-548-5512 or via email: zeldahess08@yahoo.com

Sea Breeze District: Richard Luna: 361-510-9821: rluna87@sbcglobal.net

Sea Breeze: Ricard Amaya: 361-549-4850: rga0806@aol.com

Venado District: Laura Knippers: 361-455-6262: lknippers@sbcglobal.net

La Salle District: Lonnie Hillin: 361-572-0578: lhillin1x@ecolab.com

Aztec District: Steven Wright: 956-727-8816: stevenw@wrchomes.com

Phoenix District: George Patton: 361-537-7327: gep3330@gmail.com