**Eagle Project Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Checkmark | Description | Date | Sign. | Sign. |
|  | **Go to this website** [**https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/**](https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/)  **and download and save ‘Eagle Scout Service Project Workbook, No. 512-927” to local drive.** |  |  |  |
|  | **Determine Adult Mentor for your Eagle Project**  \*Can be anyone with knowledge of doing Eagle Projects. |  |  |  |
|  | **Phase 1: Eagle Scout Service Project Proposal**  Instructions for filling out Proposal as well as what guidelines to help develop a good project can be found in this section.  This Proposal is a big picture about the project, who benefits, approx. how many people needed on the project, materials and supplies, and costs. |  |  |  |
|  | Contact information filled out. |  |  |  |
|  | All other information filled out. |  |  |  |
|  | Review the Proposal with Adult Mentor |  |  |  |
|  | **Candidate Signature** |  |  |  |
|  | **Beneficiary Signature** |  |  |  |
|  | **Unit Leader Signature** |  |  |  |
|  | **Unit Committee Signature** |  |  |  |
|  | **Set-up Eagle Project Approval with District Council**  \*Currently Mr. Toups Eagle Board Chairman  \*\*Go to this website for more information  http://www.bacbsa.org/advancement/eagle-scouts/62050 |  |  |  |
|  | **Council or District Approval Signature** |  |  |  |
|  | **Phase 2: Eagle Scout Service Project Plan**  This phase has the Scout lay out in detail the plan and process of completing the project. This includes costs.  \*If planning on doing fundraising you will find (page 17) end of Eagle Scout Service Project Plan the Fundraising Form. This must be filled out. |  |  |  |
|  | Fundraiser Form filled out (if applicable) |  |  |  |
|  | **Beneficiary Signature** (if applicable) |  |  |  |
|  | **Unit Leader Signature** (if applicable) |  |  |  |
|  | **Council Signature (Contact Bay Area Council)** (if applicable) |  |  |  |
|  | **Review the complete Eagle Scout Service Project Plan with Adult Mentor before starting project.** |  |  |  |
|  | **Phase 3: Project Build** |  |  |  |
|  | **Hold on to all receipts and keep track of costs.** |  |  |  |
|  | **Signup Sheet for the day of the build.** |  |  |  |
|  | **Establish workdays to work on the build.** |  |  |  |
|  | **Take plenty of pictures.** |  |  |  |
|  | **Keep a timeline diary or keep track of all the time spent on the project (includes planning, designing, buying, building).** |  |  |  |
|  | **When project is complete must present it to the beneficiary and get his approval that the project you proposed is complete to their satisfaction.** |  |  |  |
|  | **Phase 4: Eagle Scout Service Project Report**  This report is the Scout evaluation of the project. Go in detail with the assessment. The report will include the total cost of the project as well as total manpower on the project.  \*Remember that if all money fundraised must be used.  The report holds photo of the project. Can include more pages or just photos with the report. |  |  |  |
|  | **Candidate Signature** |  |  |  |
|  | **Beneficiary Signature** |  |  |  |
|  | **Unit Leader Signature** |  |  |  |
|  | **Phase 5: Eagle Scout Application**  \*Find 2-page application from this website:  http://www.bacbsa.org/advancement/eagle-scouts/62050 |  |  |  |
|  | Two pages filled out.  \*Uncertainty of the dates, contact Committee Chair and they can help fill that information in. |  |  |  |
|  | List people who would be willing to do a recommendation letter on your behalf.  \*Recommend minimum of 3 letters.  \*\*Recommend writing a general letter to each person giving them instructions, along with the enveloped stamped and address to Committee Chair house and provided that in a bigger envelope. **At no time the Scout will not pickup or review these letters.** These letters will be seen by the Eagle Board members and then shredded. |  |  |  |
|  | List last 2 positions you held in the troop. |  |  |  |
|  | Provide a project name, total hours on the project, and the completion date of the project. |  |  |  |
|  | **Candidate Signature** |  |  |  |
|  | **Statement of your ambitions and life purpose, etc. as listed on page 2 of application.**  **\*Type 1-page essay.** |  |  |  |
|  | **Setup Scout Master Conference.**  **\*Bring Scout Book, Eagle Application, Essay, Eagle Project Notebook and any other information to support the project.** |  |  |  |
|  | **Unit Leader Signature** |  |  |  |
|  | **Unit Committee Signature** |  |  |  |
|  | **Council Signature (Prior to 18th Birthday)** |  |  |  |
|  | **Setup Eagle Board of Review**  **\*Contact Eagle Board Chairman** |  |  |  |
|  | **Eagle Board – Bring Scout Book, Application, Project notebook with pictures.** |  |  |  |
|  | **If pass the board; 2 signatures from the Review Board.** |  |  |  |
|  | **Take application back to the Council after the application is signed.** |  |  |  |