TROOP 874 · ELLICOTT CITY, MARYLAND · ADVANCEMENT

LIFE TO EAGLE CHECKLIST

Every step on the trail from Life Scout to Eagle Scout

REVISED JANUARY 9, 2024 · REV. 11 · TROOP874.COM/ADVANCEMENT-INFO

Eagle Scout Candidate: _____ Date of Candidate's 18th Birthday: _____

Note well: this checklist was developed for Eagle Scout Candidates in Troop 874 and is intended to assist Candidates in recognizing the many steps and their sequence along the trail from Life Scout to Eagle Scout. This checklist is unique to Troop 874 and reflects the most common path to Eagle Scout in the Troop.

It is not intended to create additional requirements for the rank of Eagle Scout or to conflict with any policy of Scouts BSA, Baltimore Area Council, National Pike District or any directions given by adult leaders in the Troop. The most current version of the checklist is available on the Troop 874 web site.

SECTION 1 SCOUT RECORD

☐ Date Life Scout Rank Achieved _____

SECTION 2 EAGLE-REQUIRED MERIT BADGES

EAGLE-REQUIRED MERIT BADGES & DATES COMPLETED

First Aid	_____	Swimming (or Hiking or Cycling)	_____
Emergency Prep (or Lifesaving)	_____	Communications	_____
Citizenship in the Community	_____	Camping	_____
Environmental Science (or Sustainability)	_____	Cooking	_____
Citizenship in the Nation	_____	Family Life	_____
Personal Management	_____	Personal Fitness	_____
Citizenship in the World	_____	Citizenship in Society	_____

SECTION 3 ADDITIONAL MERIT BADGES

NON-EAGLE-REQUIRED MERIT BADGES AND DATES COMPLETED

SECTION 4 LIFE TO EAGLE PRESENTATION

- ☐ Attend the Life to Eagle Presentation given by National Pike District.

SECTION 5 EAGLE SCOUT COACH

- ☐ Eagle Scout Coach assigned by the Scoutmaster.

  Work closely with your Coach throughout — they review the Proposal, Plan and Report before each is submitted.

- ☐ Coach Name

- ☐ Contact Information

SECTION 6 INITIAL DEVELOPMENT OF THE PROJECT

- ☐ Identify and review appropriate references, including:

  Scout Life Magazine — "Tips for Getting the Eagle Scout Service Project Done Right." A good overview of the service project.

  Scouting Magazine — "How to help Scouts make an Eagle Scout service project great." What it means to give leadership, or the importance of the clipboard.

  Eagle Scout Service Project Workbook No. 2023a, February 2023.

  Eagle Scout Service Project Workbook — responsibilities of the Eagle Scout Candidate.

  Life to Eagle Seminar PowerPoint by National Pike District (latest version).

  BSA Guide to Safe Scouting.

  BSA Guide to Youth Protection.

  BSA, Troop and Sponsor guidance on coronavirus.

- ☐ Review the Eagle Scout Service Project Workbook with emphasis on the Project Proposal section, and discuss potential Eagle Scout project(s) with your Eagle Coach.

- ☐ Select potential Eagle Scout project(s). Only one project can be selected, but it is good to have a backup project in mind.

- ☐ Meet with the Project Beneficiary and provide the workbook section entitled "Navigating the Eagle Scout Service Project — Information for Project Beneficiaries."

  Also available at scouting.org/advancement.

- ☐ Discuss possible funding for the project with the Beneficiary and other sources of funding.

- ☐ Potential Eagle Scout project confirmed with the Beneficiary.

- ☐ Track time spent in this effort for later reporting as part of Planning Hours.

  See: Eagle Scout Service Project Workbook, Eagle Scout Service Project Report, Service Project Data.

SECTION 7 DEVELOP THE WRITTEN PROJECT PROPOSAL

- ☐ **a.** Begin filling in the written Project Proposal provided in the Eagle Scout Service Project Workbook. Develop the necessary details. Work with your Eagle Coach. Consider the following:
  - Is the project appropriate and feasible given available time and funds?
  - Can the Eagle Candidate muster sufficient volunteers (scouts, friends, etc.)?
  - Conduct research to complete the Proposal (estimated costs, materials, tools, rental equipment, disruption of Beneficiary spaces).
  - Write and re-write (as necessary) the Proposal. Have another person — not the Eagle Coach — read and check grammar, punctuation, style and spelling.
  - Estimate possible delays in approval by the Beneficiary or in receiving permits.
  - Provide the Eagle Coach with a copy to review prior to sending it to the Beneficiary.

- ☐ **b.** Consider potential sources of funding for the project and confirm project funding.

- ☐ **c.** Prepare a fundraising request, if necessary. See the National Pike District Life to Eagle Presentation and review Eagle Scout Workbook pages 23–24, the Eagle Scout Project Fundraising Application and Procedures, and the Procedures and Limitations on Eagle Scout Service Project Funding.

- ☐ **d.** Forward the Project Proposal to the Project Beneficiary for signature. The Eagle Candidate must sign the Proposal before sending it to the Beneficiary for review and signature. (1)

- ☐ **e.** After receiving the Beneficiary's signature, send the written Proposal to the Scoutmaster for review. The Scoutmaster may request changes prior to signing.

- ☐ **f.** Send the written Proposal to the Troop Committee Chair after it is signed by the Scoutmaster. Be prepared to present the project to the Troop Committee; the Chair and Committee may request changes.

- ☐ **g.** Written Project Proposal reviewed and signed by the Troop Committee Chair.

- ☐ **h.** Send the written Proposal to National Pike District for review. Follow the sample email format in the Life to Eagle Seminar PowerPoint — the Scoutmaster or Eagle Coach will provide the email address. Copy the Eagle Coach, Scoutmaster and Troop Committee Chair.

- ☐ **i.** The Proposal is reviewed by the District Advancement Chair or representative, who may request changes prior to signing. The Candidate will receive an email with a formal approval letter. Forward the approving email to the Eagle Coach, Scoutmaster, Committee Chair and Beneficiary.

- ☐ **j.** With the Proposal approved, the Candidate may develop the detailed Project Plan. The project may not be initiated until the Project Plan is complete.

- ☐ **k.** Track time spent in this effort for later reporting as part of Planning Hours.

  See: Eagle Scout Service Project Workbook, Eagle Scout Service Project Report, Service Project Data.

SEE ALSO: EAGLE SCOUT SERVICE PROJECT WORKBOOK, EAGLE SCOUT PROJECT REPORT, SIGNATURE PAGE.

SECTION 8 DEVELOP THE WRITTEN PROJECT PLAN

- ☐ Re-read the Eagle Scout Workbook with emphasis on the Project Plan section, and discuss it with your Eagle Coach. Review the references especially related to safety and COVID. Youth Protection must be incorporated into the Project Plan — all Eagle projects follow Scouts BSA Youth Protection Guidelines. The Candidate must know the guidelines and plan for their implementation, and is responsible for recruiting appropriate adults and Troop leadership.

- ☐ Draft the Project Plan consistent with the Project Proposal. Relevant Proposal information should be incorporated into the Plan with additional detail. As with the Proposal, check grammar, punctuation, style and spelling, and have another person — not the Eagle Coach — review the Plan.

- ☐ Monitor available funds from the designated funding sources identified in the Proposal. Consider whether the project needs revision, or whether additional funding is required.

  Consult with the Eagle Coach and Beneficiary.

  Revisit the need for a fundraising request if necessary (see the District Life to Eagle Presentation and Eagle Scout Workbook pages 23–24).

- ☐ Provide the Project Plan to the Eagle Coach for review and revision where necessary.

- ☐ Forward the Project Plan to the Beneficiary for information and discussion. No formal approval by the Beneficiary is required.

- ☐ Keep a journal or project notebook to capture items and actions to be addressed before and during the project. Have a timeline of actions, steps and tasks to be undertaken and completed (see the list of tasks in the Project Plan).

- ☐ Track time spent in this effort for later reporting as part of Planning Hours.

  See: Eagle Scout Service Project Workbook, Eagle Scout Service Project Report, Service Project Data.

SECTION 9 CONDUCT THE EAGLE SCOUT PROJECT

- ☐ Consult the List of Tasks developed in the Project Plan and work them in the preferred sequence, following the project phases in the Plan. Any similar tool to track events and their sequence further demonstrates the planning element of the project. Similarly, keep a journal or project notebook for items to be addressed during the project or noted when writing the Final Project Report.

- ☐ The project is the opportunity to demonstrate Leadership — the moment the Proposal and Project Plan were focused on. The Candidate must know the Plan and work the Plan.

- ☐ Be prepared to modify the Plan and project on the fly. Changes are not considered detrimental or unusual — they are an opportunity to demonstrate judgement and leadership. Keep notes and be prepared to explain them in the written report and at the Board of Review.

- ☐ Assess the potential presence of underground utilities well in advance (depending on the project).

  If digging or excavation is part of the project, ask the Beneficiary to notify Miss Utility/Utili Quest to survey the area.

  It is not the responsibility of the Eagle Scout Candidate to contact Miss Utility/Utili Quest.

- ☐ Well in advance, confirm project dates with the Scoutmaster to avoid scheduling during other Troop activities. The Troop will support Eagle projects, but advance notice is essential. Keep the Eagle Coach informed.

- ☐ All Eagle projects must follow Scouts BSA Youth Protection Guidelines. The Scoutmaster and Eagle Coach confirm the guidelines are followed; the Candidate recruits appropriate adults and Troop leadership.

- ☐ As the start date draws near, confirm volunteer availability for the specific dates. Ensure individuals trained in Youth Protection are present at all times. Coordinate with the Scoutmaster and Eagle Coach.

- ☐ Confirm the method to transport project materials to the site (where relevant).

- ☐ Prepare the necessary safety and COVID-prevention materials for the workdays, using the latest guidance from government, Scouts BSA, the Troop and the Troop sponsor.

- ☐ Gather the safety and COVID-prevention materials discussed in the Project Plan — first aid materials, protective glasses/goggles, masks, gloves and handwashing materials (soap, water, hand sanitizer).

- ☐ Confirm the availability of water and toilet facilities at the work site.

- ☐ Confirm the scheduled workday(s) with the Beneficiary, including whether they will be present or available on site.

- [ ] Purchase supplies and materials for the project. Save receipts for the final costs in the Project Report, and return any unused items for refund.

- [ ] Arrange transportation of materials and supplies (where relevant).

- [ ] Carry out the Eagle Scout project in accordance with the Project Plan.

  Assign someone to take photos — the candidate will be too busy. A parent or friend is ideal; the photos prove invaluable in the Project Report.

  Direct volunteers to sign in and out and record the times they worked. The Candidate also tracks their own hours (see the Workbook, Service Project Data).

  Conduct safety and COVID briefings, and confirm BSA-registered adults with Youth Protection Training are present.

  Arrange food, water and other items to keep volunteers fed and happy.

  Watch expected weather conditions (hot, cold, wet, wind) and adjust. Make sure volunteers are protected from exposure in hot or wintry conditions.

  Keep track of time and do not overwork volunteers. Schedule a lunch break and other breaks, especially in warm weather.

  Make every attempt to end the workday as scheduled. Working too long risks accidents and injuries on site or on the way home.

- [ ] Keep project notes on what works, what does not, and what changes had to be implemented during the project — invaluable in preparing the Project Report.

- [ ] Track time for later reporting as part of Execution Hours (Eagle Candidate) and Project Hours (other scouts, leaders, adults, other youth).

  See: Eagle Scout Service Project Workbook, Eagle Scout Service Project Report, Service Project Data.

- [ ] Soon after the final workday, acknowledge the efforts of all participants and the Beneficiary — brief thank-you notes by email or otherwise (a Scout is courteous!).

SECTION 10 DEVELOP THE WRITTEN PROJECT REPORT

- ☐ **a.** Start and complete the written report as soon as possible after the project is finished. This is where a list of project notes is invaluable. This may be the easiest report to write — the format is specified and the Candidate reports on what occurred during the project.
- ☐ **b.** Complete all sections of the Project Report provided in the Eagle Scout Service Project Workbook. The Candidate should have reviewed this section before the project began, to know what information to record for the report.
- ☐ **c.** Gather documents such as attendance logs for project volunteers (and time worked) and receipts for purchases. Check your planning and project hours and record them in the Project Report.
- ☐ **d.** Finish a DRAFT report. Take a break and re-read it. Take a critical look: this report summarizes the entire project and will be reviewed by members of the Eagle Board of Review.
- ☐ **e.** Have a parent, friend or other individual read the report for misspellings, grammar and writing style.
- ☐ **f.** Provide photographs in the Project Report or in a separate document. Use photographs to illustrate and explain the project.
- ☐ **g.** Provide a copy of the completed report to the Eagle Coach for review before sending it to the Project Beneficiary. Await feedback before moving to the next step.
- ☐ **h.** Forward the report to the Project Beneficiary for signature. The Eagle Candidate shall sign the report before sending it to the Beneficiary for review and signature. (1)
- ☐ **i.** Safeguard the final Project Report and signature page — they will be reviewed and signed by the Scoutmaster and reviewed by members of the Eagle Board of Review.
- ☐ **j.** Track time spent in this effort for later reporting as part of Execution Hours (Eagle Candidate).

See: Eagle Scout Service Project Workbook, Eagle Scout Service Project Report, Service Project Data.

SEE ALSO: EAGLE SCOUT SERVICE PROJECT WORKBOOK, EAGLE SCOUT PROJECT REPORT, SIGNATURE PAGE.

SECTION 11 PREPARE FOR AND COMPLETE THE SCOUTMASTER CONFERENCE

The goal is for the Scoutmaster to confirm that the Candidate has met all requirements for the rank of Eagle Scout except the Eagle Board of Review, and to provide guidance on preparing for the Board of Review.

☐ **a.** Locate the Scout Handbook and review the Eagle Scout rank requirements (2). Confirm that items 11.b through 11.h are completed and ready for presentation to the Scoutmaster.

☐ **b.** Be active in your troop and patrol for at least six months as a Life Scout (2).

CONFIRMED AND SIGNED BY VENTURE ASM

☐ **c.** Demonstrate Scout Spirit (2). As an Eagle Scout Candidate you may be asked by EBOR members to explain Scout Spirit, living the Scout Oath and Scout Law, and duty to God. Research "Scout Spirit" in the index of the Scout Handbook, read the references for the Star, Life and Eagle ranks, and ask yourself: what are you doing for others? Are you doing your very best to live the Scout Oath and Law?

DISCUSSED, CONFIRMED AND SIGNED BY VENTURE ASM

☐ **d.** Earn a total of 21 merit badges (2). Be prepared with the Troop 874 Individual History Report/Advancement Report, available from the Troop Advancement Chair.

☐ **e.** While a Life Scout, serve actively for six months in one or more appropriate positions in the Troop (2).

CONFIRMED AND SIGNED BY VENTURE ASM

☐ **f.** While a Life Scout, plan, develop and give leadership to others in a service project (2). Provide the Scoutmaster with the Eagle Scout Workbook signed by you and the Project Beneficiary, including the signed Project Proposal and Project Final Report. The Scoutmaster signs the Project Final Report at the Conference. See the signature steps in sections 7.d, 7.e, 7.g, 7.i, 10.h and 10.i.

☐ **g.** Prepare a Life Ambition Statement prior to the Scoutmaster Conference (3). It will be reviewed by members of the Board of Review: 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.

☐ **h.** Prepare the Eagle Scout Application for review by the Scoutmaster. Provide a copy to the Troop Eagle Coordinator for the Board of Review, so requests for letters can be sent to the contacts on the Application. The most current form is on the Troop 874 web site or at baltimorebsa.org/eaglescoutinfo.

☐ **i.** Provide the following to the Scoutmaster at the time of the Conference:

Scout Handbook with signatures from previous ranks and Boards of Review, and the appropriate signatures for the Eagle Scoutmaster Conference.

Troop 874 Individual History Report/Advancement Report (see 11.d), available from the Troop Advancement Chair.

Entire Eagle Scout Service Project Workbook with all signature pages (see 11.f). Consider breaking the Workbook into three segments — Proposal, Project Plan and Final Report — for ease of sending. Include project photos in separate documents if available.

Life Ambition Statement (see 11.g and the link on the troop web site).

Completed Eagle Scout Application (see 11.h).

Completed Baltimore Area Council Eagle Scout Information form.

☐ **j.** The Scoutmaster will discuss what it means to demonstrate a Scout's Duty to God. See the NPD Life to Eagle Presentation, "EBOR — The Religious Question" (3). It is suggested that Candidates review this section and discuss it with their parents or guardian prior to the Scoutmaster Conference and the Board of Review.

☐ **k.** Prepare for the conference. Establish a date and time with the Scoutmaster and confirm what you will be expected to provide. Be in complete uniform unless the Scoutmaster instructs otherwise, and be on time — let the Scoutmaster know if you must reschedule. Talk with other Eagle Scouts who have been through the conference. Be prepared is more than just a catchy motto!

☐ **l.** Take part in a Scoutmaster conference on or before your 18th birthday (2).

SIGNED BY THE SCOUTMASTER AT THE CONCLUSION OF THE CONFERENCE; THE SCOUTMASTER ALSO SIGNS THE PROJECT REPORT CONFIRMING THE PROJECT WAS SUCCESSFULLY COMPLETED.

☐ **m.** Provide the Eagle Scout Application, with the Scoutmaster's signature, to the Troop Committee Chair for signature.

☐ **n.** After the Conference and the Committee Chair's signature, the Candidate is responsible for providing all materials to Baltimore Area Council. The Scoutmaster will provide the current email and point of contact. Do not send materials until instructed to do so by the Troop 874 Scoutmaster! Copy the Troop Eagle Coordinator, Scoutmaster, Committee Chair and Eagle Scout Coach. Include only:

Eagle Scout Application, signed by the Eagle Candidate, Scoutmaster and Committee Chair.

Troop 874 Individual History Report/Advancement Report, initialed by the Troop Advancement Chair.

☐ **o.** When the Council completes its review of the Application (typically one to two weeks) it notifies the Candidate and the National Pike District Committee Chair by email that a Board of Review can be scheduled. National Pike District notifies the Troop Eagle Scout Advisor to coordinate the Board of Review.

SECTION 12 PREPARE FOR AND COMPLETE THE EAGLE SCOUT BOARD OF REVIEW

The goal is to successfully complete an Eagle Scout Board of Review (1) (2). This section assists in assembling documents and preparing for the Board. The Candidate must work closely with the Troop Eagle Scout Advisor, who coordinates and arranges the Board of Review. The items below must be provided in electronic format to the Advisor; when all documents are received they are provided to the members of the Board.

- ☐ Ensure the Troop Eagle Scout Advisor has the most current list of references from the Eagle Scout Application. The Advisor contacts the references for their letters. Confirm with the Advisor that all contact information (mailing address and email) is correct. The Board of Review cannot be scheduled until the Advisor has received documents from the listed references.

- ☐ Provide the Troop Eagle Scout Advisor with copies of the following documents:

  Entire Eagle Scout Service Project Workbook with all signature pages (see 11.f). Break the Workbook into three segments — Proposal, Project Plan and Final Report — for ease of sending. Provide photographs from the project in a separate document if necessary.

  Completed Eagle Scout Application (see 11.h).

  Troop 874 Individual History Report/Advancement Report (see 11.d), available from the Troop Advancement Chair.

  Life Ambition Statement (see 11.g) — form available on the troop web site.

  Eagle Scout Information form from Baltimore Area Council.

- ☐ After all recommendation letters and documents are received, work with the Advisor to determine the date and time of the Board of Review, after they consult with the Board members (District and Troop representatives).

  The Advisor recruits members from the Troop.

  The Advisor provides guidance and all necessary documents for their review.

- ☐ Review any suggestions or recommendations provided by the Advisor and Scoutmaster during the Scoutmaster Conference. Heed their advice!

- ☐ For additional information on the Board of Review, see the EBOR section of the National Pike District Life to Eagle Seminar (3). Talk with other Eagle Candidates from the Troop who have been through a Board, and with the Eagle Scout Advisor and Coach for materials such as possible topics discussed.

- ☐ Scout's Duty to God. See the NPD Life to Eagle Presentation, "EBOR — The Religious Question" (3). Review this section and discuss it with your parents or guardian prior to the Board of Review.

- ☐ Wear a Scout uniform at the Board of Review, optionally with a merit badge sash showing all earned emblems. Candidates are cautioned not to wear their Order of the Arrow sash (3). The uniform should be clean and complete with proper rank and insignia — consider a clean, unwrinkled Troop 874 neckerchief with a slide. A jacket and tie is also appropriate (3).

EAGLE BOARD OF REVIEW

Members meet 15 to 30 minutes prior to convening to review the materials previously provided. The Board is chaired by the

National Pike District representative (District Advancement Chair or representative), with at least two registered adult members of the Troop in attendance.

Join the Board by the Zoom link or conference bridge provided by the Advisor at the established time. Do not be late — or early. The Board is conducted by Zoom or another electronic conferencing method. At least one parent or guardian should be in attendance at the beginning: members are introduced, the purpose of the call is confirmed, and the parent or guardian is asked to leave so the Candidate is alone.

The Board lasts approximately 45 minutes, after which the Candidate is asked to leave so members can deliberate privately. The Candidate and parents return at the conclusion. The Chairperson indicates whether the Candidate has met all requirements; if so, the Board of Review is complete and the Candidate is an Eagle Scout, effective the date of the Board. Congratulations!

Exceptionally, the Chairperson may suspend the Board and indicate that additional discussion is necessary. This is very rare and is not covered in this checklist.

☐ After the Board of Review — what is next? See this section in the NPD Life to Eagle Presentation (3).

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(2) See details in Handbook or current list of Scouts BSA Requirements for Eagle Scout Rank.

(3) Consult the National Pike District Life to Eagle Presentation, section entitled “The EBOR”.

DETAILED LIST OF REFERENCES

Scout Life Magazine. "Tips for Getting the Eagle Scout Service Project Done Right." A good article to read — it provides a great overview of the service project.

BOYSLIFE.ORG/ABOUT-SCOUTS/SCOUTING-AROUND/162179/TIPS-FOR-GETTING-AN-EAGLE-SCOUT-SERVICE-PROJECT-DONE-RIGHT/

Scouting Magazine. "How to help Scouts make an Eagle Scout service project great." What it means to give leadership to an Eagle Scout project — the importance of the clipboard.

SCOUTINGMAGAZINE.ORG/2017/08/HELP-SCOUTS-MAKE-EAGLE-SCOUT-SERVICE-PROJECT-GREAT/

Troop 874 web site. Eagle Scout information and guidance, plus links to current forms.

TROOP874.COM/ADVANCEMENT-INFO

Baltimore Area Council. Many references in this checklist are available on the troop website or through the council website. Use current documents: Scouts are dissuaded from simply searching the internet for Scouting materials, as the latest documents may not be found.

BALTIMOREBSA.ORG/EAGLESCOUTINFO/

BSA Guide to Youth Protection. Required reading before recruiting adults and volunteers for your project.

WWW.SCOUTING.ORG/TRAINING/YOUTH-PROTECTION/

Guide to Safe Scouting. Check the online version for the latest information.

WWW.SCOUTING.ORG/HEALTH-AND-SAFETY/GSS/TOC/

Age-Appropriate Guidelines for Scouting Activities. What helpers of each age may safely do on your project.

FILESTORE.SCOUTING.ORG/FILESTORE/HEALTHSAFETY/PDF/680-685.PDF

Safe Project Tool Use. Tool safety guidance for service projects.

FILESTORE.SCOUTING.ORG/FILESTORE/HEALTHSAFETY/PDF/680-028.PDF

COVID-19 guidance. Troop guidance on COVID and sponsor guidance on coronavirus — see the troop web site and check with your Eagle Coach.

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EAGLE SCOUT CANDIDATE NOTES