

Eagle Project Completion Checklist

- Get/Have a Complete Scout Class A uniform with Sash and belt
- Attend the Life to Eagle Seminar In complete uniform with a pen, paper & all the next items
- Download and print from <http://www.gec-bsa.org/resources/forms>
 - Eagle Service Project Guide
 - Eagle Scout Leadership Service Project Workbook
 - Eagle Scout Project Questionnaire
 - Eagle Application Instructions
 - Eagle Application (print in color on 1 sided sheet of paper)
 - Obtain the District Advancement Contact information (from your Unit Advancement Chair)
- Decide on/Find an Eagle project (read Eagle Service Project Guide for ideas)
- Read all instructions before you start your project
- Consider several possible Ideas
- Start a Notebook/Binder - A record of all activities related to your project. Organize all project material in a three-ring view binder with a cover of your choice.
- Discuss your main idea with your Scoutmaster and Eagle Advisor
- Be ready with an alternate idea
- Scout Project Workbook write-up your project pages 1 – 9 & 11. Be sure to read “The Details” paragraph really well and write an answer for each comma item. (Use NO abbreviations in any part of your write up or application! Not even CA for California)
- Take “Before” pictures and include in your presentation and write-up
- Have your Scoutmaster and Eagle Adviser look over your write up before your presentation to the Troop Committee.
- Have at least 10 copies of your presentation prepared to hand out. Be prepared to speak for several minutes detailing your project with pictures, drawings, any other visual aides, your write-up and to answer questions.
- Present your project to the troop committee
- Have the Eagle project questionnaire signed and filled out at the committee meeting
- Call and send an email to the District Advancement Chair to set up an appointment to present your project to him for approval and signatures. (Currently the District Chair is Larry Hyde 1-530-676-5957; email lawrence.hyde@hp.com)
- Have your project approved before you start. Obtain all signatures in the project workbook page 9 from:
 - Project Benefactor
 - Unit Leader
 - Unit Committee
 - District Advancement Committee
- Finish your project within 6 months or get extension approvals from the District Advancement Chair
- Obtain funds or donations to complete your project
- Coordinate your schedule with the troop calendar.
- Schedule work dates and assignments
- Notify the Scouts in the troop. (Email, Flier, Announce at the meeting)
- Make a schedule for your volunteers.
- Secure permits, tools arrange for materials and labor.

- Take pictures during your project and of the finished project for your binder
- Be sure to coordinate with the organization's representative.
- If changes are necessary, the Eagle Advisor or District must approve them
- Get Final Project signed off by the Organization Rep.
- When your project is complete, complete your final write-up with the changes. How did your project go? What happened? Did all happen as you thought it would?
- Complete your statement for requirement #6
- Completion of 21 Merit Badges
- Send out request forms for Letters of Recommendation. At a minimum, obtain a letter from your: Parents, School, Current Scoutmaster/Unit Leader. Other letters can be obtained from: Church (recommended), Project Benefactor (recommended), Other ASM's or past Scoutmasters
- Meet with Unit Advancement Chair
- Make sure scout handbook has all dates and initials, Blue cards all match Council Records and Copies of each Advancement Report with the date for each rank earned with BOR signatures.
- Turn in a copy of the Project Hours scout served
- Report total project hours on goodturnforamerica.org
- Fill out Eagle Scout Worksheet
- Fill out Eagle Application (prefer online typed application)
- Assemble your Eagle Binder
 - Your Eagle Application (printed on 1 sheet of paper 2 sided)
 - Your Eagle Scout Worksheet (listing MB Counselors)
 - Your Req #6 Statement from the Eagle Application
 - Your project description and evaluation w/ signatures
 - Your Formal Eagle Project Report w/ photos
 - Copies of your Unit Advancement Reports for 5 Ranks with BOR names
 - Blue Cards and Rank Cards
 - Included at least 3 letters of recommendation in sealed, unread envelopes from: (parents, current SM, teacher or counselor)
- Contact your Scoutmaster for a Scoutmaster Conference and final project signature.
- Contact your District Advancement Chair
- Make an appointment to drop off your binder and scout handbook
- Always arrive at the District Advancement Chair appointments in FULL UNIFORM w/sash
- Wait for a call for your BOR appointment
- Pass your BOR in FULL UNIFORM w/sash
- Paperwork sent to National for final signatures
- Certificate and card will be available for pick-up at Council when they call the SM

Current District Advancement Chair for
 El Dorado District is: Larry Hyde 1-530-676-5957
 Email: lawrence.hyde@hp.com

In the event Mr. Hyde is unavailable,
 Allan Smith is his backup: 1-530-391-0738