

# Troop 82 Life to Eagle Process Checklist

Action		Notes
1.	<p>Verify with your Company Scoutmaster (CSM) that you have met, or there will be no problem meeting, the following requirements:</p> <ul style="list-style-type: none"> <li>• Six months active (Eagle Requirement 1)</li> <li>• Demonstrate Scout Spirit (Eagle Requirement 2)</li> <li>• Six months Position of Responsibility (Eagle Requirement 4)</li> </ul>	Life Scouts are expected to remain active and engaged in the Troop. Please discuss the expectations with your CSM and read “Expectations of Life Scouts Working on Eagle” in the Eagle Dropbox folder.
2.	If there is any urgency to completing the Eagle process, please discuss the feasibility and timeline with your CSM.	Projects must generally be started a <u>minimum</u> of four months before the Court of Honor and must be completed 6-8 weeks before the desired Court of Honor. See the file “Eagle Timeline” in the Eagle Dropbox folder.
3.	Complete any required merit badges (Eagle Requirement 3)	These do <u>not</u> have to be completed before Eagle project work begins.
4.	Plan, develop, and give leadership to others in Eagle Scout service project (Eagle Requirement 5)	See “Getting Started on Your Eagle Project” on Troop 82’s website and the separate Eagle Scout Project Checklist in the Eagle Dropbox folder
5.	At least one month before Board of Review, send out requests for Letters of Recommendation.	Recommendations are needed from parents, a representative from a religious and an educational institution, employer (if any), and two other references. See information in the Eagle Dropbox folder regarding providing information to references.
6.	Print out your Individual Advancement History from TroopMaster and verify its accuracy	
7.	Request that the Data Team verify your TroopMaster data is in sync with ScoutNet data	Send email to <a href="mailto:davidsav@yahoo.com">davidsav@yahoo.com</a> with the subject “Data Verification for Eagle” and request in the body that he

		verify that your TroopMaster data is in sync with the ScoutNet data. Print out his response for your Scoutmaster Conference.
8.	Download and complete Eagle Rank Application ( <a href="https://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf">https://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf</a> )	<p>If the scout was 10 when he joined the Troop and was not Arrow of Light in Cub Scouts, then "Date became a Boy Scout" should be the 11<sup>th</sup> birthday.</p> <p>Please double check all dates on the Application, including merit badge dates. Circle 10 will kick the application back if there are errors.</p> <p>For Requirement 4 on the Application, list only those positions of responsibility held while a Life Scout.</p>
9.	Write an Ambitions and Life Purpose Statement (Eagle Requirement 7)	See examples in the Eagle Dropbox folder
10.	Write bio for Court of Honor Program including positions held in Scouts, school, religious institutions, camp, community, and other organizations, during which you demonstrated leadership. Please include any honors and awards received during this service. (Eagle Requirement 7)	See examples in the Eagle Dropbox folder
11.	Contact your CSM to set up your Scoutmaster Conference (Eagle Requirement 6)	<p>Bring the following to your Scoutmaster Conference:</p> <ul style="list-style-type: none"> <li>• This checklist and your Eagle Project checklist</li> <li>• Eagle Project Binder with <u>all</u> signatures completed (other than CSM's on Eagle Project Report)</li> <li>• Eagle Scout Application</li> <li>• Individual Advancement History Report from TroopMaster</li> <li>• TroopMaster/ScoutNet data verification from Data Team</li> </ul>

		<ul style="list-style-type: none"> <li>• Verification that reference requests have been submitted</li> <li>• Ambitions and Life Purpose Statement</li> <li>• Bio for Court of Honor Program</li> </ul> <p>Your Eagle binder should be in its final form and ready for the Board of Review!</p> <p>Wear your full uniform, including merit badge sash, to Scoutmaster Conference.</p>
12.	Conduct Scoutmaster Conference with your CSM	Your CSM should sign off on all of the items in #11 above, including this checklist
13.	Contact Mr. Crow for his signature on your Eagle Application	Bring the same materials you brought to your Scoutmaster Conference
14.	Send a scanned copy of the signed Eagle Application to Mr. Chapman. Once Mr. Chapman has approved your application, he will coordinate with you to schedule a Board of Review.	<a href="mailto:Tchapman@artisconsulting.com">Tchapman@artisconsulting.com</a>