Troop 82 Life to Eagle Process Checklist rev 9/20

	Action	Notes
1.	Verify with your Company Scoutmaster (CSM) that you have met, or will soon meet, the following requirements: • Six months active as Life scout (Eagle Requirement 1) • Demonstrate Scout Spirit (Eagle Requirement 2) • Six months in an approved Position of Responsibility (Eagle Requirement 4)	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" found 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 at least 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 so that you have a total of at least 21 (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 a service project helpful to any religious institution, any school, or your community (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 a scheduled Board of Review date, send out requests for Letters of Recommendation (Eagle Requirement 2)	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.

	Action	Notes
6.	Print your Individual Advancement Record from Scoutbook and verify its accuracy. You will need this for your Scoutmaster Conference. If you earned 26 or more merit badges, you are eligible for one or more Palm awards. Notify the Data Team to initiate this process.	Login to Scoutbook.com and click "My Dashboard". Then select your scout record and scroll down to "Reports". Choose the "Individual Advancement Record" and print the downloaded report. Questions? Please email troop82@hptroop82.org.
7.	Under "Reports" in Scoutbook (see step 6 above), choose "Eagle Application". After application downloads, please fill in any missing information and print in color. **Important:** See "Guidelines for completing Eagle application" on Troop 82's website and also linked here.	If the scout was 10 when he became a Boy Scout and was NOT Arrow of Light in Cub Scouts, then "Date became a Boy Scout" should be on or after his 11th birthday. For Requirement 4 on the application, list only those positions of responsibility held while a Life Scout.
8.	Write an Ambitions and Life Purpose Statement	See examples in the Eagle Dropbox folder.
9.	Write your Bio for the Court of Honor program including positions held in scouting, school, religious institutions, camp, community, and other organizations, during which you demonstrated leadership	See examples in the Eagle Dropbox folder. Please include any honors and awards received during this service positions.
10.	Request a Scoutmaster Conference with your CSM and obtain his signature on your Eagle Scout Project Report and on your Eagle Scout Rank Application as "Unit Leader" (Eagle Requirement 6)	Bring the following to your Scoutmaster Conference: • This checklist and your Eagle Project checklist • Eagle Project Binder with all signatures completed (other CSM's on Eagle Project report) • Eagle Scout Rank Application (printed in color)

Action	Notes
	• Individual Advancement Report from Scoutbook • Verification that reference requests have been submitted • Ambitions and Life Purpose Statement • Bio for Court of Honor Program Your Eagle binder should be in its final form and ready for the Board of Review! Wear your full uniform, including merit badge sash, to the Scoutmaster Conference. Your CSM should sign off on all of the items in #10 above, including this checklist.
11.	Contact the Troop 82 Committee Chair for his signature on your Eagle Scout Rank Application as "Unit Committee Chair"	Bring the same materials you brought to your Scoutmaster Conference.
12.	Send a scanned, color copy of the signed Eagle Scout Rank Application to the Troop 82 Eagle Coordinator	Send an email with the scanned file attached to Eagle@hptroop82.org. Once your application has been approved, the Coordinator will contact you to schedule a Board of Review.