

Troop 82 Eagle Scout Project Checklist rev. 08/2026

Phase 1 – Project Selection and Initial Workbook Preparation

- ☐ **Step 1.1** – Congrats on making it to this stage in your Scouting career! To begin your journey, take time to review the Eagle Candidates section on the Troop 82 website <https://hptroop82.org/eagle-candidates/> and review the “**T82 Life to Eagle Orientation**” document. This will give you an overview of the process and will guide you through the steps in your Eagle Project and your overall Life to Eagle journey.

- ☐ **Step 1.2** – Purchase a 3-ring binder to maintain all documents (including photos, spreadsheets and receipts) relating to your Eagle project. Create a cover for your binder using the sample cover in the “**Eagle Materials in DROPBOX**” link using the file called “**Cover of Notebook**”. Add tabbed sections to help keep you organized. The tabbed sections should include the following:
 - ☐ **Project Proposal**
 - ☐ **Project Plan**
 - ☐ **Project Report**
 - ☐ **Photos**
 - ☐ **Receipts**
 - ☐ **Hours Log**
 - ☐ **Fundraising** (if needed)
 - ☐ **Appendix** (include this checklist and the Life to Eagle checklist)

- ☐ **Step 1.3** – Begin to keep a log of the hours you spend on your Eagle project, preferably using an Excel spreadsheet or Google sheet. You will also be tracking hours spent by your volunteers (and parents or other adults if they assist you with the project), including the time spent on the Troop 82 site, preparing your binder in the steps above, meetings with your beneficiary and coach, writing your documents, etc.

- ☐ **Step 1.4** – Research potential beneficiaries for your project. If you need ideas, the “**Getting Started on Your Eagle Project**” link in the Dropbox will be helpful. Meet with potential beneficiaries until you have agreed on a project idea. Remember to log your hours spent on this step researching and discussions you’ve had with beneficiaries.

Be certain to let your beneficiary know it will be likely **several weeks** before you are able to review your project with Scouting leadership, complete the required paperwork, obtain required signatures, and complete your plan before you may begin working on the project.

Do not commit to your beneficiary that you will complete your project on a tight deadline as you have work to complete before you have Troop and District approval to proceed with your project.

If your beneficiary needs additional context on Eagle projects, the Dropbox has a file called “**Navigating the Eagle Scout Service Project for Beneficiary**” you can use.

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- ☐ **Step 1.5** – Once you have selected your potential beneficiary and project, write a brief summary of the project that includes: 1) information on the beneficiary, 2) a short description of the project, and 3) how your project will benefit the beneficiary. Each section should be 3-4 sentences.

Email the summary to the Troop 82 Eagle Team at eagle@hptroop82.org with a copy to your Company Scoutmaster (CSM) and your parent(s) or guardian.

You must get your CSM's written approval of your project summary – email approval is fine.

Once approved, the Eagle Chair will respond in a reasonable amount of time and provide you with the name of your Eagle Coach and his or her contact information.

- ☐ **Step 1.6** – Download the latest version of the **Eagle Scout Service Project Workbook** (“Workbook”) here: <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

Save the **Workbook** to your computer before you begin to fill it out. Do not begin to fill out the Workbook in your browser as changes you make may not save. It is **strongly recommended** that you download Acrobat Reader and use that program when editing the Workbook, as well as save the document with the latest date so you don't accidentally lose your previous work.

- ☐ **Step 1.7** – In the Workbook, fill out the cover pages (page 1 and 7) and **Proposal Page B (Contact Information)**. You will find the details of names and addresses you need to complete this section in the “**Eagle Materials in DROPBOX**” link in the file called “**Information on Signatures Needed in Workbook**”. Fill in all details except for your Council or District Project Approval Representative who will be assigned later in the process.

- ☐ **Step 1.8** – Begin completing the **Proposal** section in your Workbook. Complete **Proposal Pages C through G** to the best of your abilities. If you have met with your beneficiary to review the project, you should take “before” pictures to include as part of your **Proposal**. You can already start to add pages (photos, diagrams, spreadsheet print-outs, and other write-ups) in the Appendix that are part of your Proposal. Once you have completed this step you are ready to meet with your Eagle Coach.

This checklist should be referred to throughout the process. Your Eagle Coach and CSM are always willing to assist and answer questions, but many of your questions will likely to be answered by following this checklist.

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Phase 2 – Completing your Project Proposal

- ☐ **Step 2.1** – Once you have drafted your **Proposal** and completed the steps in Phase 1, email your Coach to schedule a meeting. Per Scouting guidelines, always copy at least two adults on all emails or text messages, including your parent(s), guardians or CSM is sufficient.

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- ☐ **Step 2.2** – At your initial meeting with your coach, bring your Eagle Project Binder with the following completed:
 - ☐ **Binder Cover and tabs labeled**
 - ☐ **Workbook and Proposal Cover Pages and all of Proposal Page B** typed in (except for the Council or District Project Approval Representative).
 - ☐ **Proposal pages C through G** drafted and typed out. If you need additional space for any of the text boxes, you can use Word or Excel to complete that section and add it to the Appendix, just be sure to reference the section and the additional information.
 - ☐ **Pictures, drawings, sketches, maps etc.** that will help you explain your project to your Coach and any other readers of your **Proposal**.
 - ☐ **Fundraising** – If you are going to need to raise funds to offset the cost of your project beyond family and friends then complete **Fundraising Application Page A** (currently page 23 of the Workbook after the Project Plan section) and read Fundraising Application Page B.
 - ☐ **A copy of this checklist in your binder**
- ☐ **Step 2.3** – Your Coach will provide feedback and suggestions regarding your **Proposal**. Continue to meet with your coach and beneficiary as needed. If there are significant changes to your project over the course of these meetings, then you will also need to email your CSM and obtain approval on your revised **Proposal**.
- ☐ **Step 2.4** – Continue to revise and then complete your **Proposal** to your Coach's approval so you may proceed to signatures in Phase 3.

Note: your Service Project Proposal should have sufficient detail so that it could be implemented completely by your volunteers, even if you were unable to attend the actual project. Planning is paramount to the success of your project, so you need to think through your project completely.

As you proceed to the Signatures phase, remember to have at least 2 adults copied on all emails and ask your parent or guardian for assistance if you need help drafting direct, polite, grammatically correct and proofread emails.

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Phase 3 – Project Proposal Signatures



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- ☐ **Step 3.1** – Once your Coach has approved your **Proposal in Step 2.4**, you need to sign and date the Candidate Promise on **Proposal Page H**.

- ☐ **Step 3.2** – Your Coach will then be the first signature you obtain. He or she should sign and date **Proposal Page H** in the **Unit Committee Approval** box (top right).

- ☐ **Step 3.3** – Your Beneficiary will be next signature you obtain. He or she should sign and date **Proposal Page H** in the **Beneficiary Approval** box (bottom left).

If you need to complete the **Fundraising Approval Page A** then your Beneficiary will need to sign that page as well.

- ☐ **Step 3.4** – Your CSM will be the next signature you obtain. You should email your **Proposal** for review ahead of the meeting. He should sign and date **Proposal Page H** in the **Unit Leader Approval** box (top left).

If you need to complete the **Fundraising Approval Page A** then your CSM will need to sign that page as well.

- ☐ **Step 3.5** – At this point, you will need to request a Heart of Dallas District Project Approval Representative. Please submit a request via this link: [Heart of Dallas Eagle Designee Request](#) and send an email to eagle@hptroop82.org, your CSM, your Coach and copy your parent or guardian to let them know you are at this step. It may take up to one to two weeks for a Representative to be assigned to you.

- ☐ **Step 3.6** – Once your Representative is assigned, send him or her a copy of your **Proposal** and request a meeting. He or she will likely provide additional feedback on your **Proposal**. Once approved, your Representative should sign and date **Proposal Page H** in the **Council or District Approval** box (bottom right). If you need to complete the **Fundraising Approval Page A** then your Representative will need to sign that page as well. Make sure you get your Representative's full contact information.

- ☐ **Step 3.7** – Include your Representative's name and contact information on **Proposal Page B (Contact Information)**.

- ☐ **Step 3.8** – Send an email to eagle@hptroop82.org and your CSM, copying your Coach and parent or guardian to inform everyone you've completed Phase 3.

Note: Completing your Proposal signatures Page H does NOT indicate approval to begin your Project. Phase 4 must be completed in its entirety before you may begin your Project. Starting to complete your Project before completing Phase 4 will result in a consultation with your CSM and the Eagle Team and the possibility of having to start over on your Project.

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Phase 4 – Completing the Project Plan and Preparing for Your Project

- ☐ **Step 4.1** – Now that you have approval for your project and obtained feedback, use that input to complete the **Eagle Scout Project Plan**. While there will be some copy and paste from the sections in your **Proposal**, you should now have additional details to incorporate in your **Plan**.

Given you have already met with your Coach on more than one occasion, you should be able to complete this step on your own with minimal additional input. **Complete Project Plan Pages A through F.**

Remember that now your Project Plan represents all the preparation you have gathered to execute your project. As mentioned in Phase 2 above, you should have all relevant details in your Plan so that your volunteers could implement the project without your oversight.

- ☐ **Step 4.2** – If you are needing to Fundraise for your Project, you should begin those efforts if you have not already.



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- ☐ **Step 4.3** – Meet with your Coach to review and approve your completed **Plan**. Once he or she has approved, request their signature and date at the bottom of **Project Plan Page F**.

- ☐ **Step 4.4** – Determine when you will complete your project. Communicate with your Beneficiary and Coach to make sure they are aware of the timing and the contingency planning you have built into your project.

- ☐ **Step 4.5** – If you are requesting volunteers from the Troop, **at least one week in advance of the project date** you must send an email to eagle@hptroop82.org, and copy your CSM. Your email should be a complete draft as if you were sending it yourself to friends and family, and must include the following:

- Your name and Company
- Project Beneficiary, and description of your project
- Date, specific location, drop-off time and estimated amount of time onsite
- How many volunteers needed and what they will be doing for the project
- Whether you will provide lunch or snacks (you should)
- What they will need to bring (hats, gloves, safety glasses, sunscreen etc.)
- Who to contact with any questions (Scout and/or parent email or phone #)

- ☐ **Step 4.6** – Once you have obtained all signatures in Phase 3 and completed all steps in Phase 4 (including your Coach's signoff in step 4.3), send an email to eagle@hptroop82.org and your CSM to inform them you've completed Phase 4. You may now work towards completing your Project in Phase 5.

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Phase 5 – Completing the Project, Report and Next Steps

- ☐ **Step 5.1 – Project day!** Complete your service project according to the **Project Plan**. As you go through your day (or days), be sure to take notes and to document the project. Also take lots of pictures! Note that while you are responsible for executing the project, first and foremost you should be providing **leadership to your team**, using the EDGE method as needed or guiding them, motivating them, giving them morale boosts and breaks. Your team should leave your project with a positive memory of what they accomplished and of you as the leader.
- ☐ **Step 5.2 – Follow-up** with your Beneficiary to let them know you have completed the project and thank them for their assistance if they were not onsite. Let them know you will need to meet with them again to get their signature on the final report.
- ☐ **Step 5.3 –** If you had volunteers from Troop 82, report the volunteer hours by email to eagle@hptroop82.org. Your email should include the date of your project, the beneficiary, a list of the Scouts' first and last names, and how many hours each Scout volunteered for. The Troop will also serve as verification for school service hours. If your volunteers were from another Troop, it is your responsibility to follow up with those Scouts so they can get their credit.
- ☐ **Step 5.4 –** If you had donors as part of your Fundraising, you should write them notes or emails to let them know you completed the project and thank them for their support.
- ☐ **Step 5.5 – Write up your Eagle Scout Service Project Report Pages A through C.** This should include photos of your project day and completion. Sign the Candidate Promise on Page C.
- ☐ **Step 5.6 –** Reach out to your Coach to set up a meeting to get his or her final approval on your **Project Report**. Email your Workbook to your Coach and after your meeting, have him or her sign and date **Project Report Page C** in the space next to your signature.
- ☐ **Step 5.7 –** Secure your beneficiary's approval on the Project Report and have him or her sign and date **Project Report Page C** on the designated line.
- ☐ **Step 5.8 –** Send an email to eagle@hptroop82.org and your CSM to inform them you've completed all the steps for your Eagle project.



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Congratulations! At this point, you need to refer back to the **Life to Eagle Checklist**. You will get your CSM's signature on your Project Report in conjunction with your Scoutmaster Conference.

The **Life to Eagle Checklist** will cover all the additional steps you will need to take before your Scoutmaster Conference. **Note the due dates for your Eagle Application on the Troop calendar as these are firm dates for you to finish all steps for your Board of Review and complete the final steps towards your Eagle Rank.**