

Troop 8 – Path to Eagle Scout from Life Scout – Checklist:

(updated January 15, 2024)

The below is a suggested checklist for Life Scouts seeking to attain the rank of Eagle Scout. Be sure to refer to and follow further guidance, procedures and steps located in your Boy Scout Handbook, the Eagle Scout Service Project Workbook, the Eagle Scout Application, the Guide to Advancement, the Advancement Committee Policies and Procedures as well as seek advice from the Unit Leader and your project coach. All requirements herein (except for the Board of Review) must be completed prior to the Scout's 18th birthday.

List of Steps	Requirements and Additional Information	✓
Step 1:	Be active in Troop 8 for a period of at least 6 months after you have achieved the rank of Life Scout.	
	- Be sure to keep Monday meetings and camping attendances over 60% leading up to your Eagle Scoutmaster Conference. [Eagle Scout Application Requirement #1]	
Step 2:	Request and obtain 5 letters of recommendation from: (a) Parent/Guardian (b) Teacher/Counselor (c) Religious leader (d) 2 other references (e) Employer, if you have one, would make 6 letters of reference	
	- There are no restrictions on who the Eagle candidate may list for his other 2 references. - Requests should include that the people writing the letters include therein information such as how the Eagle candidate lives according to the Scout Oath and the Scout Law. <u>The letter is to remain SEALED in an envelope for opening at the Eagle Board of Review.</u> The Eagle candidate should not see this letter. - When requesting someone to write a letter, the Eagle candidate should explain what the letter of recommendation is for and include a stamped, self-addressed envelope for return. - These unopened letters must be submitted during the Eagle Scoutmaster Conference with the Unit Leader. [Eagle Scout Application Requirement #2]	
Step 3:	Complete all merit badge requirements.	
	- Earn at least 21 merit badges (14 required and 7 elective badges) and fill in the dates on the Eagle Scout Rank Application. - See your Scout handbook or TroopMaster website for dates. - It is not necessary to earn all 21 merit badges before starting your Eagle Scout Service Project. [Eagle Scout Application Requirement #3]	
Step 4:	Complete all leadership requirements.	
	- While a Life Scout, serve actively in your unit for a period of 5 months in 1 or more of the following positions of responsibility: senior patrol leader, assistant senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, instructor, webmaster, outdoor ethics guide, junior assistant scoutmaster, or chaplain aide. - Patrol quartermaster, assistant patrol leader, and patrol scribe DO NOT qualify. - List only those positions served after your Life Board of Review date. [Eagle Scout Application Requirement #4]	

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Step 5:	Download the Eagle Scout Service Project Workbook from the BSA website.	
	<ul style="list-style-type: none"> - The Workbook includes the: (1) Proposal, (2) Plan, and (3) Report. - Be sure to have the most recent version of this form. - https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/ 	
Step 6:	Download the Eagle Scout Rank Application from the BSA website.	
	<ul style="list-style-type: none"> - Be sure to have the most recent version of this form. - https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf 	
Step 7:	Get approval from the Scoutmaster for your Eagle Scout Service Project.	
	<ul style="list-style-type: none"> - Meet with the Scoutmaster before doing much planning to get this approval. - The Project must benefit a non-profit community organization other than Boy scouts. - The Project may not be a fundraiser. - No joint Project with another Scout is allowed. - You may begin immediately after passing your Life Board of Review. 	
Step 8:	Complete your Eagle Scout Service Project Proposal.	
	<ul style="list-style-type: none"> - The Proposal will require you to obtain signatures from the following in this order by calling each and setting up meetings: <ul style="list-style-type: none"> (a) Project Beneficiary – the person for whom you are doing the project (b) Unit Leader – Mr. Paul Calhoun (c) Unit Committee Chair – Dr. Neil Haraway (d) District Board of Review Chairperson – Ms. Sandra Atterberry - Announce your Eagle Scout Service Project date at a Monday meeting (or several) and have a sign-up sheet for volunteers. - Ask Troop 8 Operations Contact (Mr. Jackie Meck) to send an e-mail with your service project information to the Troop. 	
Step 9:	Complete your Eagle Scout Service Project Plan.	
	[Eagle Scout Service Project Fundraising Application – <u>I</u> F you are fundraising for your Project, you must obtain approval from the Project Beneficiary and your Unit Leader and then submit the Fundraising Application to your Council Service Center at least 2 weeks in advance of your fundraising efforts.]	
Step 10:	Complete your Eagle Scout Service Project (the actual work).	
	- Take photos at ALL phases of the Project to be included in your Eagle Scout Service Project Report.	
Step 11:	Complete your Eagle Scout Service Project Report.	
	<ul style="list-style-type: none"> - The Report will require you to obtain signatures from the following by calling each and setting up meetings: <ul style="list-style-type: none"> (a) Project Beneficiary (b) Unit Leader (will sign later at the Scoutmaster Conference) <p>[Eagle Scout Application Requirement #5]</p>	
Step 12:	Report the number of service hours and names of each Scout that participated in your Eagle Scout Service Project to the Troop 8 Operations Contact (Mr. Jackie Meck) for entry in TroopMaster.	

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Step 13:	Prepare the Eagle Candidate’s Statement of Ambitions and Life Purpose	
	<ul style="list-style-type: none"> - This is a straightforward opportunity for you to tell members of your Board of Review Panel what you do outside of Scouting - To be written in paragraph form and include both short-term and long-term goal. - Should be about 2 double-spaced pages long. - It should explain how you plan to stay involved in Scouts after you receive your Eagle Rank. - Do your best to make this a flowing narrative of your life instead of a checklist of items. - Suggested outline: <ul style="list-style-type: none"> o Paragraph 1: an introductory paragraph describing some of the experiences you have had in Scouting, what you have learned from them, your leadership positions and how they have helped you, etc. o Paragraph 2: short-term goals in school- academics, activities in school, activities out of school o Paragraph 3: plans after graduation- work/college/military/other with explanation, etc. o Paragraph 4: long-term goals- career choices and activities after completion of school years o Paragraph 5: a final paragraph on family, long-term involvement in Scouting, community involvement, religion, etc. 	
Step 14:	Complete Eagle Scout Rank Application.	
	- Signatures needed include the Unit Leader (obtained at Scoutmaster Conference, Unit Committee Chair (obtained after Scoutmaster Conference), and Local Council (obtained when the paperwork is turned in at the Scout Office)	
Step 15:	Schedule your Eagle Scoutmaster Conference.	
	<ul style="list-style-type: none"> - Call Unit Leader (Mr. Paul Calhoun) to set up - This is the same thing as a “Unit Leader Conference” 	
Step 16:	Check your uniform for all badges, emblems, and insignias.	
	- includes updated leadership badge, rank, etc.	
Step 17:	Obtain Scout records from Troop verifying camping & meeting percentages are above 60% and completion of 21 merit badges.	
	<ul style="list-style-type: none"> - Updated Individual History Report and Individual Participation Record are the records needed - Can be requested from Troop 8 Leadership on a Monday night 	
Step 18:	Participate in your Eagle Scoutmaster Conference with Unit Leader (Mr. Paul Calhoun).	
	<ul style="list-style-type: none"> - Wear your full Class A uniform and take with you the following: <ul style="list-style-type: none"> o Eagle Scout Rank Application and Statement of Ambition and Life Purpose o Eagle Scout Service Project Proposal, Plan, and Report o Up-to-date attendance and advancement reports o 5 SEALED letters of recommendation - The meeting may take an hour and is mainly about the Eagle Scout Service Project and application details and dates; but be ready to show your knowledge of anything that could be discussed in the Board of Review. The Unit Leader is detailed about every single date and badge, so make sure it all adds up. - The Unit Leader signs the Project Report and the Eagle Scout Application at this conference. <p>[Eagle Scout Application Requirement #6]</p>	

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Step 19:	After the Scoutmaster Conference, meet with the Troop 8 Committee Chair (Dr. Neil Haraway) to get Eagle Rank Application signed.	
Step 20:	Deliver all Eagle Scout paperwork to the Council Service Center for review.	
	<ul style="list-style-type: none"> - BSA local Council will then forward to National BSA Office for approval. - Four Rivers District Advancement Chair (Ms. Sandra Atterberry) will contact you by e-mail with a date and time for your Eagle Board of Review. - Keep a copy of the Eagle Scout Rank Application and Eagle Scout Service Project Proposal/Plan/Report for your records. 	
Step 21:	Complete District Eagle Scout Board of Review.	
	<ul style="list-style-type: none"> - Typically held on the 3rd Saturday of each month. - Paperwork needs to be turned in by approximately the 20th of the month prior to your planned Board of Review month - The Board of Review is conducted by the Four Rivers District Advancement Committee. - Scout should be in FULL Class "A" Scout uniform with merit badge sash. - It is not a re-test of knowledge or skills, but the Scout should know the Scout Oath, Scout Law, Scout Motto, Scout Slogan, and be ready to discuss how they live by them. - The review will last 30 to 45 minutes and will cover these topics: your service project, your overall Scouting experience, your role in your Troop and Scouting now, and your future plans - Upon passing the Board of Review, the Scout will have attained the rank of Eagle Scout (not at the Court of Honor when he receives the badge and medal). This is important if earning Eagle Palms. <p>[Eagle Scout Application Requirement #7]</p>	
Step 22:	Request a Court of Honor.	
	<ul style="list-style-type: none"> - When thinking ahead to which Court of Honor you are planning to be recognized, know that the Eagle Board of Review should be completed a minimum of 4-6 weeks before the upcoming Court of Honor to allow time for the paperwork to be completed through National BSA and for Troop 8 to prepare for the Court of Honor. - This is a slow process, and it takes time to have everything ready for the Court of Honor. - Let the Troop 8 Operations Contact (Mr. Jackie Meck) know when you want to participate in your Eagle Scout Court of Honor by placing a paper requesting a Court of Honor into the wire basket in the Scout room (<u>be sure to include the date of your Board of Review</u>). - Court of Honor dates are listed on the Troop calendar (usually February, May, and October) 	
Step 23:	Receive confirmation of National approval in the mail.	
Step 24:	Be recognized as an Eagle Scout at a Troop 8 Court of Honor.	
	- Eagle Scout candidate parents and the senior patrol leader's mother will meet to plan the Court of Honor.	