

## Eagle Scout Process Checklist

Longhouse Council, 2025

# EAGLE SCOUT Rank Process

1. \_\_\_ Contact your Unit's Eagle Adult Contact/Guide to discuss your concept and talk about how to get started. All Eagle Project planning forms can be found on the Scouting America website. Go to [scouting.org](http://scouting.org) to find the Eagle Scout Project Planning (fillable pdf), Eagle Scout Leadership Service Project Workbook (fillable pdf). Note that the fillable pdf workbook can now be saved on your computer. The boxes can be expanded, and photos and drawings can be added to the document.
2. \_\_\_ Before you start, read the materials that you just printed out. Further down on the website is the *Eagle Scout Project Proposal Approval Checklist*. Print this out and read it as well. After you have read the Eagle Scout Leadership Service Workbook you may fill out the Contact Information (page 6). The Unit Leader is your Scoutmaster, and the Unit Advancement Coordinator is another adult member of the Troop.
3. \_\_\_ Remember, this is **YOUR** project. The main purpose of the Eagle Project is to measure your ability to plan, organize, and **provide leadership** for a project.
4. \_\_\_ Start keeping a detailed log book on your activities and the contacts you make while planning, organizing, and doing your Eagle Project work. This log will later be a section of your Eagle Project book.
5. \_\_\_ Decide on an Eagle Project Concept and discuss this with your Eagle Adult Contact. Refer to the form *Eagle Scout Project Planning*.
6. \_\_\_ Contact the Benefitting Organization Representative for your Eagle Project and ask for approval to do an Eagle Project for their organization. Discuss what you plan to do for your Eagle Project. Get information from them about things they want included in your project and anything they expect from you in completing the project.
7. \_\_\_ Print out and give a copy of *Navigating the Eagle Scout Project: Information for Project Beneficiaries from the Eagle Scout Leadership Service Project Workbook* to the benefitting organization. This helps explain the Eagle Scout project process.
8. \_\_\_ Contact your Scoutmaster and discuss your proposed Eagle Project with them and get your Scoutmaster's approval for your Eagle Project. This will also let your Scoutmaster know you are starting work on your Eagle Project so they will be able to support you during the time you are accomplishing your Eagle Rank.
9. \_\_\_ Contact your Unit Eagle Adult Contact, you will be in frequent contact, to discuss your Eagle Project and get their input for your Eagle Project Proposal.
10. \_\_\_ If possible, obtain a completed Project Book of an Eagle Scout from your Troop for you

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to use as a guide in writing and organizing your Eagle Scout Project Book. (All documents should be put into a 3-ring binder to help with organization. Use sheet protectors to keep them neat)

11. \_\_\_ Develop your Eagle Scout Service Project Proposal form and list the Benefitting Organization Representative's name and title on your Contact Information form. This indicates that you discussed the project concept with and received approval to do your project for that benefitting organization.

12. \_\_\_ Plan, organize, develop, and write your Eagle Scout Service Project Proposal.

**REMINDER: Before going to the Eagle Board for Project Approval, you must have approval signatures from the Benefitting Organization Representative, your Scoutmaster and your Troop Committee Member. All sections of the Eagle Scout Service Project Proposal must be complete. You must be able to completely explain your project.**

13. \_\_\_ Contact your Troop Committee Chairman and make an appointment to attend a Troop Committee meeting to present your Eagle Project Proposal to the Troop Committee and get their approval for your Eagle Project Proposal. Make two or three copies of your written Eagle Scout Service Project Proposal with the benefitting Organization Representative's name for the Committee to review. It is also helpful if you have pictures of where your Eagle Project will take place. Written details are not required for the Troop Committee. However, know as much detail as possible about the materials you will use, how you will do the work, and how you will pay for your Eagle Project to help you explain your project to the Troop Committee and answer their questions about your Eagle Project Proposal. **Diagrams or maps might be appropriate.** (Reminder: Wear your complete Scout uniform and your merit badge sash with all the merit badges you have received. Have all patches on your uniform including your current rank, patrol, and leadership position.)

14. \_\_\_ Contact your District Eagle Board Chairman to make an appointment deliver your Project Proposal, and to make an appointment to attend the next monthly Eagle Board of Review and Project Approvals. Please include all best contact information and **include either a parent or your Scoutmaster in all contact with the Chairman.**

### Crossroads

Dan O'Brien

[crossroadseagleboard@gmail.com](mailto:crossroadseagleboard@gmail.com)

### Towpath

Paul Mickle

[scoutmaster52@yahoo.com](mailto:scoutmaster52@yahoo.com)

### Seaway Trails

Petter Schwerzmann

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15. \_\_\_ After you receive approval, you may begin work on the project. Be sure to make a copy of the signature page of your Proposal. **(You may not start work on your project until you have received written approval from a District representative).**

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16. \_\_\_ If your project involves contributions (money or materials) from the beneficiary or you, your parents or relatives, your unit or chartered organization, or parents or members of your unit, a fund-raising application is not needed. If you will be obtaining money or materials from any other source, you must submit a completed application to the District Eagle Board Chairman.

17. \_\_\_ Now work out your Eagle Scout Service Project Final Plan. This tool is for your use. It does not require approval or a signature. A Scout who is prepared will have their plan reviewed by the Eagle Project Coach/Mentor. This step will help you avoid many problems or mistakes. *You should turn in Part 2 with your completed Workbook.*

*REMINDER: While working on your project, always have a First Aid Kit available at your work site and always have two-deep adults present while working on your project with other Scouts. Follow the safety rules when using power tools. The Guide to Safe Scouting is an important reference in considering safety issues.*

Keep a log of all Scouts and adults that work on your project and the days and hours that each person worked. Upon completion of all work, give a copy of this log of names and hours worked to your Scoutmaster so Scouts working on your project can receive credit for Service Hours in their advancement records. Keep information in your logbook about your work and decisions that you make while working on your project.

18. \_\_\_ Take lots of photographs while working on your project as well as photographs of the completed project. Include these photos in your Eagle Project Book. Keep a record of all materials and equipment you use with the cost of each item and include this in your final writeup. (Also include in the cost the value of donated materials and equipment). Keep a record of all changes to your original plan that you made during work on your project.

19. \_\_\_ Following the completion of the physical work on your Eagle Project, it is time to complete the writeup about your project. Complete the Eagle Scout Service Project Report. You will need a Summary as well as a report on Changes you made, Leadership, listing of shortages or overages of materials, supplies, or tools, if any. You will then list hours spent by you and others on the project, and a summary of your Funding for the project. Upon satisfactory completion of your project, **Completion Approval signatures must be obtained from your Scoutmaster and the Representative of the organization benefitting from your Eagle Project.**

20. \_\_\_ Write a statement about “Your Ambitions and Life Purposes.” This will also include information about “Honors, Awards, and Leadership” you have received. This is where you list positions held in Scouting, high adventure Scout camps, your religious institution, school, community, or other organizations during which you demonstrated leadership skills. List honors or awards received during the service. This statement is part of Requirement #6 on your Eagle Scout Rank Application. This will be included in front of your Eagle Scout Project Book to be turned into the District Eagle Board Committee.

21. \_\_\_ Eagle Scout Rank Application – Use Scoutbook to print this out from. Please verify that all information is correct.

\*Check all dates for merit badges and Board of Review dates for ranks. Remember you need 21 merit badges for Eagle Rank, the 13 Eagle required and 8 of your choice.

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\* Leadership for six months is required following the date that you became a Life Scout. You must show from date and to date for leadership on your application.

**These are the accepted positions:**

**Scout troop:** Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or outdoor ethics guide.

**Venturing crew:** President, vice president, secretary, treasurer, den chief, historian, guide, quartermaster, chaplain aide, or outdoor ethics guide.

**Sea Scout ship.** Boatswain, boatswain's mate, purser, yeoman, storekeeper, crew leader, media specialist, specialist, den chief, or chaplain aide.

**Lone Scout.** Leadership responsibility in your school, religious organization, club, or elsewhere in your community

\* Complete **all** information for individuals that you will be requesting references from. Include on the list- names, addresses, phone numbers, and email addresses.

22. \_\_\_ **Reference Letters** – You will need to list references on the application, as well as request a reference letter from each. Total of 5 individuals.

Make sure that those people you list are willing to provide a reference for you. Use the request for reference document to help those you ask to understand what information is desired for this requirement. Include a self-addressed return envelope with each request and make sure it is addressed to your District Eagle Board Committee, and the phrase in the lower left corner “Eagle Scout Reference Letter for *your name* so the receiver will know what this letter is about and pertaining to which Scout.

The District Eagle Board Committee will be responsible to track receipt of your reference letters and to follow up if a letter(s) does not arrive. Sometimes it takes a while for your references to send a letter so request these letters as soon as you obtain project approval.

23. \_\_\_ Contact your Troop Eagle Advancement Guide to start reviewing your Eagle Project writeup and your Eagle Scout Rank Application.

24. \_\_\_ **Scoutmaster Conference** – When you go for your Scoutmaster conference, take your Scout Handbook, your Eagle Project Book, and your Eagle Scout Rank Application. (Scoutmaster signatures are required on all three). You must complete all requirements and have a Scoutmaster conference for Eagle Rank prior to your 18th birthday. You do not earn the rank of Eagle Scout until you pass the District Eagle Scout Board of Review.

25. \_\_\_ **Signatures on your Eagle Scout Rank Application** – You must sign the application. After successfully completing your Scoutmaster conference, your Scoutmaster will sign your application. Then the Troop Committee Chair will sign the application. Your application must then go to the Council Service Center for approval. This can either be physically dropped off or sent by mail. *For Crossroads, please turn in the application by the 1<sup>st</sup> Friday of the month to make the Eagle Board that month.*

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6712 Brooklawn Parkway  
Syracuse, New York 13211

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26. \_\_\_ Contact the District Eagle Board Chairman to plan for delivery of the completed and signed Eagle Project Workbook and Statement of Ambitions. ***(Remember to include a parent/guardian or Scoutmaster in this communication.)***

Once Council has reviewed your Eagle Rank Application, they will send it to the District Eagle Board Chairman. Your District Eagle Board Chairman will then contact you to give you a date, time, and location for the Final Eagle Board of Review.

27. \_\_\_ Contact your Scoutmaster and let him/her know you have been scheduled for your Final Board of Review.

28. \_\_\_ Attend your Final Eagle Board of Review. Arrive 10 minutes prior to scheduled time. Bring your Scout Handbook (if you use one) and wear your Field Uniform with the Merit Badge Sash.

29. \_\_\_ After the Final Eagle Board of Review, the Eagle Scout Rank Application with signatures from the Board will be turned in at the Council Service Center, this is done by the District Eagle Board Chairman. It is then signed by the Scout Executive and sent to the National Office for review. Once the National Office has reviewed the application, Longhouse Council will notify you of National approval.

30. \_\_\_ You may schedule an Eagle Court of Honor, once Longhouse Council receives National approval. The official date of rank that you became an Eagle Scout is the date you successfully completed your Eagle Scout Board of Review.

*Once you have completed your board of review you will be invited to our annual Eagle Dinner on the 2<sup>nd</sup> Thursday of January. The new Eagle Scout is invited for free.*

<https://forms.gle/HQgn8X54N7d1RGsa6>