



## Trail to Eagle Checklist

To the Life Scout:

This trail to eagle checklist contains the materials you will be working with to complete your Eagle requirements. Check to make sure this packet contains the following items:

- Eagle Scout Project Workbook
- Two eagle applications forms. (One is a practice sheet. The other is the official sheet you will turn in.)
- Essay about your ambitions and life purpose
- Parent/Guardian Letter of Recommendation
- Religious Leader Letter of Recommendation
- Educational Letter of Recommendation
- Employer Letter of Recommendation
- Two additional Letters of Recommendation

This is a checklist of items you must complete in order to qualify for the Eagle Badge. This checklist is designed to help you keep track of your progress. It is *your record*. It is *not submitted* with your Eagle application and materials. All requirements (leadership, merit badges, and service project) must be completed prior to your 18<sup>th</sup> birthday.

- .. \_\_\_\_\_ Complete your Eagle Application down to the words "Requirement 1." Be sure to print neatly or type. You need to verify all the dates with your Troop's advancement chairman. These will be rechecked by the Council Service Center before your application is approved, so be accurate.
- ..... Complete the section of your Eagle application entitled "Requirement 1." You must be a Life Scout for at least six months. Write in the date of your Life Scout Board of Review.
- . .... In "Requirement 2", you must decide who you want to have write letters of recommendation for you. Choose carefully. In your packet you have a letter of recommendation form for each of these people. Please note:
  - **Parent/Guardian Letter of Recommendation** is to be given to one or both of your parents/Guardian.
  - **Religious Leader Letter of Recommendation** is to be given to a pastor, priest, rabbi, youth minister, or other minister who know you personally.
  - **Educational Letter of Recommendation** is to be given to your principal, vice principal, assistant principal, or school counselor. If you have made the transition from one school to another in the past twelve months (such as from middle school to high school), you may select an official from your previous school.
  - **Employer Letter of Recommendation** is to be used if you are employed. It can be given to your supervisor, manager, foreman, etc. It needs to be given to someone who supervises your work, and not to a co-worker.
  - **Two other Letters of Recommendation** are to be completed by adults who know you personally. These could be from teachers, neighbors, church members, community leaders, adult Scout leaders outside of you own Scout troop, etc.

It is your duty to ask each of the people above to write a letter on your behalf. They are not obligated to do so. If a person agrees to write a letter on your behalf, you then need to give him or her the proper form. It is also your duty to give that person an envelope, properly addressed, which you have stamped. You should not give a person an unstamped envelope; After all, this person is doing you a courtesy. You provide the stamp. The envelope should be neatly addressed (preferably typed) in the manner shown below.

Use standard business-size envelopes and address them this way:

Writer's Name Writer's Street Address Writer's City, State, and Zip	Your Scoutmaster's Name Your Scoutmaster's Street Address Your Scoutmaster's City, State, and Zip
CONFIDENTIAL Re: Your Name	

It is important that you write the word "Confidential" in the lower left corner of the envelope. It is also important that you write "Re: (and insert your name)." If your troop has more than one Life Scout, your Scoutmaster will not know whose letter is inside--yours or someone else's. Only your Board of Review will open these letters.

Complete this chart to keep track of your letters:

Title	Name of Person	Date I gave it to him/her to write	Date my Scoutmaster received finished letter
Parent/Guardian			
Religious Leader			
Educational			
Employer (if employed)			
1 <sup>st</sup> Letter			
2 <sup>nd</sup> Letter			

Be sure that the letters you have agree with the references you listed in Requirement 2.

Complete Requirement 3 on the Eagle Application. You must complete the date you earned each badge. This information is on your merit badge certificate. Ask you troop advancement chair to help you. All of this information will be verified by the Council Service Center.

Complete Requirement 4 on the Eagle Application. Remember to only list leadership position(s) you held after the Life Board of Review date. Leadership positions must equal a minimum of six months.

Requirement 5 on the Eagle Application requires two steps to complete. First you must develop your Eagle Scout Project by completing the Eagle Scout Service Project Proposal section of the workbook. Part of the proposal is to secure approval from the religious institution, school or community organization that will benefit from your project. Then the plans must be approved by your Scoutmaster, and Troop Committee. You need to write carefully and plainly in this workbook, as it will be part of your Eagle Application. The proposal must be approved before you start your project. Robidoux District scouts will submit their completed Project Proposal to the Council Service Center. All other Districts may submit it to the Scoutmaster or District Advancement Committee.

The District Advancement Committee will either approve your project or return your materials to you and ask you to rethink your plan. The Committee may offer some suggestions to help you. Do not begin your project until you receive

District Approval. When the approved proposal is returned, you may begin working on the Project Plan section of the workbook, complete the service project, and complete Requirement 5 of the Eagle Application.

Check off the following as you accomplish them:

- \_\_\_\_\_ Completed Project Proposal section of the workbook
- \_\_\_\_\_ Approval of benefiting organization obtained
- \_\_\_\_\_ Approval of the Scoutmaster obtained
- \_\_\_\_\_ Approval of Troop Committee obtained
- \_\_\_\_\_ Approval of Council Advancement Committee obtained
- \_\_\_\_\_ Completed Project Plan section of the workbook
- \_\_\_\_\_ Project completed
- \_\_\_\_\_ Complete Project Report section of the workbook

Requirement 6 on the application has two parts. First, you must write an essay on your ambitions and life purpose, according to the directions stated on the application. This is a very important essay and will be read by the members of your Board of Review. It becomes a permanent part of your Eagle Application on file with the Council. Therefore, give careful time and consideration to what you wish to say. Type it or write neatly, avoiding erasures, cross outs, and strike overs. When completed, sign it and attach it to your application.

The second part of Requirement 6 states that you must take part in a Scoutmaster Conference.

- \_\_\_\_\_ Life Purpose essay written
- \_\_\_\_\_ Scoutmaster Conference completed

After you have completed all the items on the checklist, you must have a unit leader and unit committee chair sign the Eagle Application. Once all signatures have been obtained, the Eagle application, life purpose essay, and the entire workbook (proposal, plan and report) must be submitted to the Council Service Center.

The Council Service Center will verify all of the dates on the application and a Council representative will then sign your application if it is all in order and send it to the Board of Review Chair. The Scoutmaster will be notified if there are any discrepancies.

At this point, you will have a brief wait.

The final step is your Eagle Board of Review. The Eagle Board of Review is conducted under the direction of the District Advancement Committee. It is conducted by members of the District Committee and some members of your Troop Committee.

You will be advised as to when and where your Eagle Board of Review will take place. Your Eagle Application, life purpose essay, Eagle project workbook, and letters of recommendation will be reviewed by the members of your review board. You will not see your letters of recommendation.

Upon successful completion of your Eagle Board of Review, your application is signed by the chairman of the Eagle Board of Review, an appointed representative of the District or Council. It is then sent to the Council Service Center for the Scout Executive's approval.

Your application is then reviewed by the National Boy Scout Headquarters for review. This normally takes about two weeks. If approved, the process is complete. When your certificate and Eagle kit is received, you can then plan your Court of Honor according to local customs.