

Eagle Scout Leadership Service Project and Eagle Scout Rank Application

Chronological Checklist for Ojibwa District, Samoset Council

**Read ALL steps carefully *before*
deciding what to do for your project!**

Almost ALL of these steps must be done in order. Those items that are exceptions to the rule are noted with three asterisks (***) and may occur in a slightly different sequence depending on the special situation of an individual project. Before doing ANY step *out of order*, get your Life to Eagle Coach's approval! (All *signatures* MUST be dated in the order this checklist indicates.)

It would be a good idea to check off and DATE each step as you complete it. In addition, RIGHT NOW you should begin a log detailing each minute(!) you spend on any aspect of this project. Columns in your log might be labeled DATE, MINUTES LOGGED, and TASK COMPLETED.

In the steps below, do not confuse Project Description with Project Details. Ojibwa District requires that Scouts should include enough detail in their Project Details section that a different person could pick up the proposal and carry out the project themselves.

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1. Discuss the idea or concept of your project with the Life to Eagle Coach (LEC) in your unit AND with the sponsoring group to determine if it is within the guidelines on page 2 of the *Eagle Scout Leadership Service Project Workbook (ESLSPW)*. As a Life Scout, your Scoutmaster (SM) or LEC should have provided you with the *Samoset Council Life to Eagle Packet* which includes this *ESLSPW*.
2. Develop the Project Description on page 5 of the *ESLSPW* (page 9 of the Samoset Council Life to Eagle Packet). If you don't already have it, or if you need a second copy to use for your rough draft, download the form as a PDF file from [www.scouting.org/ boyscouts/eaglesproject/dload.html](http://www.scouting.org/boyscouts/eaglesproject/dload.html) and complete it neatly(!) in pen. OR you may download a Microsoft Word file at that URL and use it as a *template* from which to complete the Project Description. If you do not have internet access, talk to the LEC.
3. Show the Project Description to the LEC or SM for review and approval. You will **need to record the date** that the LEC approves the Description and state that date in the *final* draft of your Project Description (where it says, "This project was discussed with my unit leader on").

4. Determine who the **Project Advisor** will be. This will be an adult that represents the organization which benefits from your project. This may or may not be the person you talked to in #1, above.
5. Show the Project Description to the Project Advisor for review and approval. (Again, you will **need to record the date** that the Project Advisor approves the Description and indicate that date in the *final* draft of your Project Description.)
6. Develop the Project Details on page 6 of the *ESLSPW* using one of the downloaded forms, above. Be sure to include the *“Before” photos/diagrams at this time* in your form.

At this point, it would be a good idea to purchase one 1/2” 3-ring binder for each of your workbook copies. Include the photos/diagrams in each of these binders. These workbooks will be passed around, handled, added to, and revised many times. Such binders are ideal for this purpose and will save you grief in the long run.

7. Show the completed Project Details to the LEC for review and approval.
8. Make at least 4 copies of the final draft of your Project Description and Details (including photos/drawings, if possible) in preparation for the next several steps. See Step #14, also.

→ CAUTION: *At this point you will also need to make 4 - 6 very important phone calls. Set up times and dates with the appropriate persons so that you can, in order, complete steps 9 – 14 in less than one month. If you do NOT make all of these phone calls ASAP, you might have to wait 2 – 8 weeks or more before beginning your project!*

9. When the LEC has approved your form, present the completed Project Description/Details to the Project Advisor from the beneficiary organization for review and approval.
→ → → SIGNATURE #1: This advisor must *now sign and date* the form under the Project Details signatures section. (Be sure to have all 4 copies signed.)
10. Now present the Project Description/Details form to your SM for review and approval.
→ → → SIGNATURE #2: Once approved, have your SM *sign and date* all 4 copies of the form.
11. Contact your troop’s Committee Chair to schedule the presentation of your project to the *Troop Committee*. Remember, **Troop Committees usually meet once a month at the most!**
12. Present the Project Description/Details to the Troop Committee.
→ → → SIGNATURE #3: Be sure to bring all 4 copies to this meeting and have them all *signed and dated* by the Troop Committee Chair or other designated member of the Committee.
13. If you made *all* the phone calls described under the “Caution” section above AND you have acquired signatures 1 – 3 already, you do not have to do this step. Otherwise, now is the

time when you should schedule your project presentation with the District Advancement Chair so that the District Advancement Committee (which meets twice monthly, generally) can approve your Project Description/Details.

14. Present the Project Description/Details to the District Advancement Committee.
→ → → **SIGNATURE #4:** Be sure to bring all 4 or more copies to this meeting and have them all *signed and dated* by the District Advancement Chair. This committee may wish to keep one copy for their records.

→ **NOW you may begin the actual supervision/work necessary to carry out your service project!**

15. Give the “Unit Evaluation of Candidate’s Service Project Leadership” form to the LEC (or other troop adult who will be present during the project’s leadership portion). This is a form that Samoset Council (not the National office) requires. Make sure this adult understands the purpose of this form and coordinate any future meeting dates between you and this person.
16. Carry out the supervision/work portion of your project. Be sure the person you contacted in step 15, above, is present during your supervision of project helpers. Keep detailed notes, lists, and time and material logs so that you can properly fill out the Carrying out the Project section (pages 7 - 8) of the *ESLSPW* as you proceed with the work. *Remember to get photos and/or diagrams during and after the completion of the project!*
17. When the work portion of your project is completed, send out *Thank You* notes to each of your helpers as soon as possible to show your appreciation.
18. Complete the Carrying out the Project portion of the *ESLSPW*. [Note that that any photos will NOT accompany your Eagle Scout application when it is sent to the *Council* and *National* Offices, so compose your report in a manner that still flows logically *without* the photos, if at all possible.]
19. Samoset Council’s Advancement Committee requires that you complete a narrative report (in essay form) that addresses ***all nine (9) questions below***. Also, make sure that the questions on page 4 of the *ESLSPW* are answered *if they have not previously been answered* in an earlier portion of your workbook. Do not write this essay as answers to a questionnaire (i.e., do not number the questions 1– 9, for example). Simply be sure your narrative *does answer* all of these pertinent questions *somewhere* in the essay (even though some of the questions were addressed elsewhere in your workbook!). If there are any sketches, maps, photos, diagrams, or media storage items that were not included in your Project Details or Carrying Out the Project sections of the workbook, you might include them with this essay portion.
1. Why did you choose your project?
 2. What was or were the values of the project?
 3. Who or what did it help or serve?
 4. What was accomplished?
 5. How were things done and when?
 6. What things did you do for safety purposes? How did you plan to transport any injured workers to the emergency room?
 7. How did you demonstrate leadership?

8. What (list at least 3 items) did you learn from this experience?
9. What recommendations do you have for other Eagle candidates or the benefiting organizations?

20. Show the finished product (*including "After" photos/diagrams*) to the LEC for review and approval.
- → → **SIGNATURES #5, #6, #7:** After you have made any necessary revisions, sign and date **your name** (5) in the "Approvals for Completed Project" section and arrange meetings with your **Scoutmaster** (6) and the **Project Advisor** (7) [see Step #4, above] to get *their* signatures with dates. Be sure these ***three final signatures appear on each copy*** of your workbook.
- When meeting with your SM, go over the oral presentation of the completed project. After approval, call the Troop Committee Chair and schedule a meeting with the Troop Committee.**

→ **CAUTION:** Do NOT complete step #21 unless you are sure you will complete the remaining steps within 60 days! If too much time passes after these forms are completed, you will need to send them out *again*. Also, you would NOT complete steps 21 and 23 – 28 if you do not have the designated merit badges, troop positions served, or active participation since receiving your Life Scout rank.

21. *** Send a "Confidential Recommendation for Eagle Award" form to the six (6) individuals that you will list for Requirement #2 on your "Eagle Scout Rank Application." You *must* get one from your parent (#1), one from your religious advisor (#2), *and* one from a teacher (#3). If you are or were *employed*, you *must* get one from your employer (#4). If not, the fourth one as well as #5 and #6 Recommendation forms should be sent to a neighbor, coach, other teacher, or any other adult (not related to you) who can attest to your character. Fill out the top of EACH form and BE SURE TO INCLUDE A S.A.S.E. (self addressed, stamped envelope) WITH EACH FORM! (See Step 23G for the correct address on the envelope.) Ask the individual to get the form in the mail within 10 days. *Call the Council office in 2 – 3 weeks to see which ones might be missing.*
22. Present your completed project – as shown to your SM in Step #20 – to the Troop Committee for their final approval. Your Eagle Scout Rank Application does not have to be part of the paperwork the Committee reviews at this time. Eventually, however, the Troop Committee and SM will have to approve the Application before it is sent to the Council office.

Completing Your Eagle Scout Rank Application

23. Complete your “Eagle Scout Rank Application.” *This, like your service project, will probably take much longer than you think! Remember -- if you’ve already sent out your Recommendation forms, they have an “expiration” date.*
- A. Use the “Practice Form” in the packet of forms that you received in the Life to Eagle packet that you should have received from your Troop leaders. After you’ve filled *this* form out in pen or pencil, you may use a downloadable PDF file of the Eagle Scout Rank Application *that allows you to enter the information in from your keyboard.* **NOTE:** this form WILL NOT SAVE the information, but you may print out the completed form when you are finished. Don’t attempt to complete this form until you have entered ALL the data in pencil on your practice form and have verified this in Step E below. If you close the file before printing, all your data is lost. (*Warning – a couple of the data fields will automatically change dates/years after you’ve entered your correct data. When you see this happen, just leave the field blank and enter by hand after printing.*) Although the form is a 1999 printing, it appears identical to the latest 2004 printing. It is located at:
www.troop200.com/documents/images/Troop_200_Eagle_Application.pdf
- B. **All dates** must be month, day, year (062205) *and be accurate.* Use the dates that appear on your blue merit badge (MB) cards and your rank advancement cards that you received at various courts of honor while in Scouting. [You can ask Lois at the Council office to do an audit of MB’s and rank advancement for an *approximate* records check prior to filling out the Application. The actual dates on your cards are more accurate.]
- C. The names of the references in **Requirement #2** on the Application must correctly match the names (and position) of those individuals to whom you sent the “Confidential Recommendation for Eagle Award” forms. Be sure that you have sent these forms to the “correct” six individuals as indicated in Step 21, above.
- D. Complete the essay for **Requirement #6**. Be as thorough as possible. This should be *typed* with correct grammar and spelling. Have another individual proofread this for you!
- E. Have the “Practice Form” checked by the troop’s Advancement Chair to verify dates and merit badges.
- F. Present your completed “Practice Form” to the LEC for review and proofreading.
- G. If you have not already done so, make sure the Council office has received all 6 correct “Confidential Recommendation for Eagle Award” forms. They should all be sent to the following address:

**Scout Service Center
3511 Camp Phillips Rd
Weston, WI 54476**

Attn: Lois

- H. Now fill out the final, real version of the Application. If you do not use the text entry PDF file mentioned in Step A, then use a *fine point* pen because the spaces for the MB dates are very small. Write *very* neatly if using a pen!
- I. Sign and date the Application with *your* name and telephone number on the “Applicant” line.
- J. Don’t forget to attach your “Unit Evaluation ...” form (see step #15).
24. Schedule your SM conference and obtain the SM’s signature/date on the “Unit Leader” line of your Application.
25. Contact the Troop Committee Chair to obtain his/her signature/date on the “Unit Committee Chair” line of the Application.
26. Send your completed forms to the Council Office. Include all forms mentioned in this document EXCEPT the “Before” and “After” photos. Double check ALL signatures. It would be a good idea to have the LEC or Troop Committee Chair look over all the paper-work right before you put it in an envelope and seal it! Send the envelope to the address listed above in Step 23G.
27. Call the office in one week to be sure that it arrived. (Remember, you have 3 other identical copies in case that first one never arrives!)
28. Sit back, relax, chill -- you’re now waiting for a phone call from the Eagle Board of Review indicating that everything was in order and letting you know the date of your final Board of Review. If you’re really confident, now might be the time to start planning the date and details for your Eagle Court of Honor.



This document was prepared by R. Lamermayer (T-380, Marshfield, WI) as a revision of similar documents originally prepared by the T-385 Parents Committee and unofficially edited by the Council Advancement Committee. Its purpose is to carefully guide Ojibwa District Scouts, Scouters, and Project Advisors through the procedural jungle leading up to an Eagle Board of Review. The author makes no claim as to its accuracy for any other purpose or in any other Scouting domain. Furthermore, any information is subject to change at any time at the discretion of the District and/or Council Advancement Committees. Remember, *Be Prepared!*

