

# Trail to Eagle Checklist

To the Life Scout:

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



- Letter from the Council Advancement Chairman
- Booklet entitled "Life to Eagle Packet." (This contains your Eagle Project worksheets.)
- Two Eagle Application Forms. (One is a practice sheet. The other is the official sheet you will turn in.)
- Parent's Letter of Recommendation
- Religious Leader's Letter of Recommendation
- School Official's Letter of Recommendation
- Employer's Letter of Recommendation
- Scoutmaster's 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 18th 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 Scout Service Center before your application is approved, so be accurate.

\_\_\_\_\_ Complete the section of your Eagle application entitled "Requirement 1." You have to have been 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:

--The **Parent Letter of Recommendation** is to be given to one or both of your parents.

--The **Religious Leader's Letter of Recommendation** is to be given to a pastor, priest, rabbi, youth minister, or other minister who knows you personally.

--The **School Official's 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.

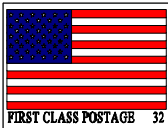
--The **Employer's Letter of Recommendation** is to be used if you are employed. It can be given to your supervisor, manager, foreman, etc. It needs to be given to someone who supervises your work, and not to a co-worker.

--The **Scoutmaster's Letter of Recommendation** is to be given to your Scoutmaster.

--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 your 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 on the next page.

Use standard business-sized 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--your's 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			
School Official			
Employer (if employed)			
Scoutmaster			
1st Reference Letter			
2nd Reference Letter			

Be sure that the letters you have *agree exactly* 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 your troop advancement chairman to help you. All of this information will be verified by the Scout Service Center.
  
- \_\_\_\_\_ Complete "Requirement 4" on the Eagle Application. Remember to list only leadership positions you held for a minimum of six months *after* becoming a Life Scout.

Requirement 5 on your application requires two steps to complete. First you must develop your Eagle Scout Project and have it approved. After it is approved, you must then carry it out. *As a rule of thumb, your project should entail a minimum of 50 hours, to include planning the project, carrying it out and writing the summary.*

Look at the publication entitled "Life to Eagle Packet." Inside you will find a workbook entitled "Eagle Scout Service Project Workbook." You need to write carefully and plainly in this workbook, as it will be part of your Eagle Application. Read the materials regarding the Eagle Scout Service Project. As you develop your project, fill in all information through page 3.

At this point in time you need 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. At this point you or your Scoutmaster will submit your written project to the *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 Advancement Committee Approval. When your materials are returned to you approved, you may begin. After you have carried out your service project you need to "write it up" on pages 4 through 7 and secure the required signatures. Once you have done this, keep these materials in a safe place until you are ready to submit your Eagle Application.

Check off the following as you accomplish them:

- \_\_\_\_\_ Proposed project written up on pages 1-3.
- \_\_\_\_\_ Approval of benefiting organization obtained.
- \_\_\_\_\_ Approval of Scoutmaster obtained.
- \_\_\_\_\_ Approval of Troop Committee obtained.
- \_\_\_\_\_ Approval of Council Advancement Committee obtained.
- \_\_\_\_\_ Project completed.
- \_\_\_\_\_ Project written up.
- \_\_\_\_\_ Final write up signed off by self and Scoutmaster.

Requirement 6 on your application also has two parts. First, you must write an essay on your ambitions and life purpose, according to the directions stated on your 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 National 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 of the items on the checklist, you need to give your Eagle application and life purpose statement to your Scoutmaster, who must sign the application and submit it to the Scout Service Center. Your Scoutmaster will keep your letters of recommendation and your Eagle Project

Worksheet until the time of your Board of Review.

The complete application includes

- Eagle Scout Rank Application
- Life Purpose Statement
- Eagle Service Project Workbook
- Six Letters of Recommendation (Seven letters if you are employed).

The Council Service Center will verify all of the dates on your application. A Council representative will then sign your application if all is in order and return the application to your Scoutmaster.

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 statement, Eagle project worksheet, 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 and is then sent to the Council Service Center for the Scout Executive's approval.

Your application is then forwarded to the National Boy Scout headquarters for review. Approval or disapproval normally takes about two to four weeks. If approved, the process is complete. When your certificate and Eagle kit are received by your troop, you can then plan your Court of Honor according to local custom.

If your application is disapproved either by the local or national council, you will be informed as to the reason for the disapproval and will be told what needs to be done to correct the deficiency.