



## Checklist

You will find this checklist useful as you proceed on your trail to Eagle. You should follow the order of the items on the checklist unless it states otherwise. If you have any questions you can always call the Council Service Center at 423-952-6961.

Step	Procedure	Completed	Date																
1	Make sure that you are currently registered in your Unit.	<input type="checkbox"/>																	
2	<p>Complete your Life Board of Review</p> <p>Download, read and make sure you understand the Eagle Service Project Workbook. If you have questions, call the Council Service Center at 423-952-6961. (can be done anytime after board of review)</p> <p><a href="https://www.scouting.org/resources/forms">https://www.scouting.org/resources/forms</a></p>	<input type="checkbox"/>																	
3	Be active in your unit for a period of at least six months after you have achieved the rank of Life Scout.	<input type="checkbox"/>																	
4	<p>Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. You will need name, address, phone and email of 5 individuals other than family that will be willing to provide a recommendation for you. They should include (1) religious, (1) educational, (1) employer* and (2) others.</p> <p><i>*if you do not have an employer you should mark that as N/A on the application.</i>  <i>Letter to references is available on the Life to Eagle page on sequoyahcouncil.org</i></p>	<input type="checkbox"/>																	
5	Earn a total of 21 merit badges (14 required and 7 elective.)	<input type="checkbox"/>																	
6	<p>While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Patrol Leader</td> <td style="width: 50%;">Assistant Senior Patrol Leader</td> </tr> <tr> <td>Senior Patrol Leader</td> <td>Troop Guide</td> </tr> <tr> <td>Den Chief</td> <td>Order of the Arrow Troop Representative</td> </tr> <tr> <td>Scribe</td> <td>Librarian</td> </tr> <tr> <td>Historian</td> <td>Quartermaster</td> </tr> <tr> <td>Chaplain Aide</td> <td>Junior Assistant Scoutmaster</td> </tr> <tr> <td>Instructor</td> <td>Outdoor Ethics Guide</td> </tr> <tr> <td>Webmaster</td> <td></td> </tr> </table>	Patrol Leader	Assistant Senior Patrol Leader	Senior Patrol Leader	Troop Guide	Den Chief	Order of the Arrow Troop Representative	Scribe	Librarian	Historian	Quartermaster	Chaplain Aide	Junior Assistant Scoutmaster	Instructor	Outdoor Ethics Guide	Webmaster		<input type="checkbox"/>	
Patrol Leader	Assistant Senior Patrol Leader																		
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8	Fill in all the information on the contacts page.	<input type="checkbox"/>	
9	Start keeping a log of the time you and others invest in the project, starting with the time spent exploring different project ideas.	<input type="checkbox"/>	
10	Talk with your unit leaders about the project idea you have. Incorporate their feedback.	<input type="checkbox"/>	
11	Fill out the Project Proposal portion of the Eagle Scout Service Project Workbook.	<input type="checkbox"/>	
12	Meet with your project beneficiary and discuss your project idea. Once they agree on the Project Proposal, have them sign your Eagle Scout Service Project Workbook. <i>provide a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries"</i>	<input type="checkbox"/>	
13	Discuss your project proposal with your unit leader and get their signature in your Eagle Scout Project Workbook.	<input type="checkbox"/>	
14	Talk with your unit's Committee Chair and get their signature in your Eagle Scout Project Workbook.	<input type="checkbox"/>	
15	Contact one of your District's Eagle Representatives to discuss your Project Proposal. Once they agree, get them to sign your Eagle Scout Project Workbook.	<input type="checkbox"/>	
<b>DO NOT START ACTUAL WORK ON YOUR PROJECT UNTIL YOU HAVE ALL FOUR SIGNATURES ON YOUR PROJECT PROPOSAL IN YOUR EAGLE SCOUT PROJECT WORKBOOK.</b>			
16	Complete the Project Plan portion of the Eagle Scout Project Workbook.	<input type="checkbox"/>	
17	Check with your beneficiary to confirm that they have all permits and permissions needed.	<input type="checkbox"/>	
18	Recruit people to help you (scouts, family members and friends).	<input type="checkbox"/>	
19	Make sure the work processes are organized in a way that you can give leadership on the project.	<input type="checkbox"/>	
20	If you need to raise money for your project, make sure you go to the Eagle Scout Fundraising section of the Eagle Scout Project Workbook. Fill out the Fundraising Application if needed.	<input type="checkbox"/>	
21	Complete your project.	<input type="checkbox"/>	
22	Fill out the project report using the records you have been keeping.	<input type="checkbox"/>	
23	Get the beneficiary to sign your project report signifying they accept completion of your project.	<input type="checkbox"/>	
24	Get your unit leader to sign your project report signifying they accept completion of your project.	<input type="checkbox"/>	
25	Download and use the most current Eagle Scout Rank Application. <a href="https://www.scouting.org/resources/forms/">https://www.scouting.org/resources/forms/</a>	<input type="checkbox"/>	



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26	Start filling out the application (on computer if possible).	<input type="checkbox"/>	
27	Call the Council Service Center at 423-952-6961 to request a person profile and to request the date you joined Scouts BSA.	<input type="checkbox"/>	
28	Use the dates on your person profile for your merit badges and ranks. (if there are discrepancies of dates or something is missing have your unit leader contact the Council Service center.	<input type="checkbox"/>	
29	Participate in a Unit Leader (Scoutmaster) Conference.	<input type="checkbox"/>	
30	Write a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community or other organizations during which you demonstrated leadership skills. Include honor and awards received.	<input type="checkbox"/>	
<b>ALL STEPS ABOVE MUST BE COMPLETED BEFORE YOUR 18TH BIRTHDAY.</b>			
31	Sign your Eagle Scout Rank Application, enter your telephone and date.	<input type="checkbox"/>	
32	Get your unit leader's signature, telephone and date.	<input type="checkbox"/>	
33	Get your unit's Committee Chair's signature, telephone and date.	<input type="checkbox"/>	
34	Bring your Eagle Scout Rank Application completed through the Signature of the Unit Committee Chair along with your statement of ambitions and life purpose including your honors and awards to the Council Service Center (129 Boone Ridge Drive, Johnson City, TN) for Verification.  Note: This process should take about 20 minutes and you should arrive at least 45 minutes before the Council Service Center closes.	<input type="checkbox"/>	
35	Schedule your Board of Review with one of your District's Eagle Representatives.	<input type="checkbox"/>	
36	Attend your Board of Review.	<input type="checkbox"/>	
37	Bring completed Eagle Scout Rank Application, completed Eagle Scout Project Workbook and statement of ambitions and life purpose including honors and awards to the Council Service Center.	<input type="checkbox"/>	
38	Your unit leader will receive an email letting them know that someone can come to the Council Service Center and pick up your Eagle Scout Project Workbook, Eagle Certificate and presentation kit.	<input type="checkbox"/>	
39	Attend your Eagle Scout Court of Honor.	<input type="checkbox"/>	

