

Eagle Scout Service Project Steps

We hope to make this process easy to follow but if your Scout has any questions, please have them contact the Scoutmaster, Eagle Scout Advisor, or Eagle Service Project Coach, who can explain the process. We have listed below several steps to help you with your Eagle Scout Process. We have also attached several documents (see troop website www.kelletroop264.com) that will be useful and needed for this process. It is highly suggested that the Scout "right-click" on the documents below and "save" them to your computer or C:/ drive so you use and save any updates you input.

Before Project starts:

- ☐ 1) Download and read the Eagle Scout Service Project Workbook (Section 1)
- ☐ 2) Work with Scoutmaster and Eagle Project Coach/Mentor to go over goals/ideas
- ☐ 3) Meet with the beneficiary and obtain signature (Section 2)
- ☐ 4) Meet with the Eagle Project Advisory Board (Committee Chair and others)
- ☐ 5) Schedule to meet with the Council Eagle Project Chair (after all 3 signatures)

Once the project is completely approved:

- ☐ Bring your Eagle Project Plan (Section 3) to the Scoutmaster and Eagle Coach
- ☐ Let the scouts know by flier or email
- ☐ Begin work on the Eagle Project

After project is done:

- ☐ Bring all Sections with the Project Report (Section 4) to the Scoutmaster and Eagle Coach
- ☐ Meet with the Beneficiary so they can sign off on final project completion
- ☐ Complete all the other Eagle requirements (ex: Merit Badges, Leadership, Active member, etc)

(These items above must be completed before the scouts 18th birthday)

Once all Sections (2, 3, & 4) are completed and all Eagle requirements are met:

- ☐ Download a copy of the Eagle Application and meet with Troop Advancement Chair
- ☐ Meet with the Advancement Chair to get a printout of the Individual History Report (IHR)
- ☐ Review info and have the Troop Advancement Chair sign/date the IHR
- ☐ Complete (type) the Eagle Application form and sign (download form on the troop website)
- ☐ Schedule a Scoutmaster Conference and bring all documents (to include a 3-5 sentence Life Ambition Statement)

(Once you have met with Scoutmaster follow the steps below)

- ☐ Call council office and schedule an Eagle Application meeting with the Council Advancement
- ☐ Submit/Drop off Eagle Application to the Council Service Center Advancement Chair

Note:

- * Council verifies application and will contact references
- * Once completed and requirements met, the Council will schedule the Eagle Board of Review (EBOR)

Scout will be notified of the date and time of the EBOR. Let the Scoutmaster and Committee Chair know

- * After EBOR (and if candidate is approved), application is returned to Council
- * Council sends application to National Advancement Team and Scout Executive
- * National Advancement Team notifies troop (Scoutmaster) and provides credentials and Eagle regalia