

Scout		Advisor			
✓	#	Task	Target Date	Status	Notes:
<b>CANDIDATE</b>					
<input type="checkbox"/>	1	Email Scoutmaster and Committee Chair and request Eagle Advisor. Please note, for all electronic communication please include your parents. Emails to the district and the council must include the Eagle Coordinators, Scoutmaster and Committee Chair. Here are some important links to review as you start the process:  Life to Eagle Advancement Process: <a href="https://www.armadillo-district.org/boy-scouts/eagle-advancement-process/">https://www.armadillo-district.org/boy-scouts/eagle-advancement-process/</a> Timelines for Eagles: <a href="http://www.armadillo-district.org/boy-scouts/eagle-advancement-process/timelines-for-eagle-candidates/">http://www.armadillo-district.org/boy-scouts/eagle-advancement-process/timelines-for-eagle-candidates/</a> BSA Guide To Advancement Eagle Requirements: <a href="https://www.scouting.org/wp-content/uploads/2020/12/3321621-08-Eagle.pdf">https://www.scouting.org/wp-content/uploads/2020/12/3321621-08-Eagle.pdf</a> Additional Application information: <a href="https://www.bsacac.org/resources/eagle-scouts/">https://www.bsacac.org/resources/eagle-scouts/</a>			
<input type="checkbox"/>	2	Pull the Individual Advancement Report			
<input type="checkbox"/>	3	Baseline Dates: Verify your Dates for the following Eagle Requirements:			
<input type="checkbox"/>	4	#3: Earn a Total of 21 merit badges....			
<input type="checkbox"/>	5	#4: Position of responsibility *Please make sure the dates from Scout Book are a full 6 months (Jan 1-June 30 or June 1 to Dec 1)			
<input type="checkbox"/>		#2: Gather the names, phone numbers and addresses of your references: List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf 1. Parents or Guardians 2. Religious (if not affiliated with an organized religion, then the parent or guardian provides this reference) 3. Educational 4. Employer and (2) other references			
<input type="checkbox"/>	6	Contact your Eagle advisor and set up a meeting to discuss your ideas for a project.			
<b>PROJECT PROPOSAL PHASE</b>					
<input type="checkbox"/>	7	Download the Eagle Project Workbook.			
<input type="checkbox"/>	8	Prepare the proposal and review with advisor. Proposal should provide benefit to community, demonstrate leadership, Cost Estimates, Fundraising Plans, Resource Plan etc.			
<input type="checkbox"/>	9	Scout Signs workbook			
<input type="checkbox"/>	10	Get Signature from Beneficiary <i>Please note you must keep the original signatures of your proposal.</i>			
<input type="checkbox"/>	11	Complete Eagle Scout Service Project Fundraising Application (pg 19 of the workbook) <i>The application is needed if you intend to raise funds from outside the troop or family.</i>			
<input type="checkbox"/>	12	Signature from Scout Master			
<input type="checkbox"/>	13	Email project workbook to District Advancement Chair Jon Graf <a href="mailto:jongrafacc@gmail.com">jongrafacc@gmail.com</a>			
<input type="checkbox"/>	14	Meet with District Representative and get proposal signed. Invite your mentor to the meeting.			
<b>PROJECT</b>					
<input type="checkbox"/>	15	Optional. Complete the Eagle Project Plan. (pages 13-18) Use this to assist with detailed planning for your project. This will help when creating your report.			
<input type="checkbox"/>	16	Request references for letters of recommendation. While this is early on in the process, now is a good time to list the references you will need for your application.			
<input type="checkbox"/>	17	Begin Fundraising			
<input type="checkbox"/>	18	Organize Resources			
<input type="checkbox"/>	19	Send Communication about your project			
<input type="checkbox"/>	20	Schedule Project Dates			
<input type="checkbox"/>	21	Complete project and get beneficiary signature			

<input type="checkbox"/>	22	Scoutmaster signature			
<input type="checkbox"/>	23	Candidate Signature			
<input type="checkbox"/>	24	Send Signed Copy of Completed project workbook and life statement to Jon Graf.			
<input type="checkbox"/>	25	Initiate Application Process. Request letters of recommendation be emailed to Jon Graff. Please note, the Scout is never allowed to see the letters.			
<b>APPLICATION</b>					
<input type="checkbox"/>	26	Request to meet with Scoutmaster Conference. Prepare for the conference by populating the Eagle Application from Scout Book, provide your list of references.			
<input type="checkbox"/>	27	Prepare a life 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			
<input type="checkbox"/>	28	Go to Scoutbook / Reports /Eagle Application and populate the application			
<input type="checkbox"/>	29	Update the application with the remaining fields			
<input type="checkbox"/>	30	Prepare for your Scoutmaster Conference. Application 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			
<input type="checkbox"/>	31	Pull Individual Advancement Report and make sure everything but requirement 7 is completed			
<input type="checkbox"/>	32	Scoutmaster Conference. Include your mentor and an Eagle Coordinator. At the end of the scoutmaster conference, Scoutbook will be updated with everything except for requirement 7.			
<input type="checkbox"/>	33	Signature of Scout			
<input type="checkbox"/>	34	Signature of Scoutmaster			
<input type="checkbox"/>	35	Signature of Committee Chair			
<input type="checkbox"/>	36	Take or email 1. Signed Application. Life Statement, Individual Advancement Report to Kerri Smeaton, at 512-617-8610			
<input type="checkbox"/>	37	Once verified, notification is sent by email to the District Advancement Chair, unit leader or designated Eagle contacts, and the Scout so all parties involved are aware that the application has been council certified, and			
<b>BOARD OF REVIEW</b>					
<input type="checkbox"/>	38	Jon Graf will check that he has final signed Eagle Workbook, sufficient LORs and life statement and notify scout and unit of any missing files.			
<input type="checkbox"/>	39	Provide (4-5) Copies of your project workbook, life statement and application for the board to review.			
<input type="checkbox"/>	40	Prepare for the Board of Review.			
<input type="checkbox"/>	41	Complete BOR and get the Board Representative Signature			
<input type="checkbox"/>	42	Congratulations you are officially an Eagle Scout!			
<input type="checkbox"/>	43	After the board of review, the signed application is returned to the Eagle Processor at the Fickett Center by email, mail, or in person.			
<input type="checkbox"/>	44	The Eagle Processor will obtain the Council Scout Executive's signature and forward the application to the National Advancement Program Team for certification.			
<input type="checkbox"/>	45	When the council receives the Eagle credentials, the unit leader or Eagle coordinator for the unit will be contacted. Once notified, anyone may schedule an appointed time with the Eagle Processor to pick up the			