

# Eagle Advancement Checklist for Troop Leaders

## Steps in the Process – Who Does What?

		Eagle Candidate	Scoutmaster	Assistant Scoutmaster(s)	Advancement Coordinator	Committee Chair	Committee Member(s)	Merit Badge Counselor(s)	Project Recipient Rep	Project Coach	Eagle Board of Review Chair	District Eagle Board Member	Unit Commissioner	District Executive	Council Eagle Registrar
1	<input type="checkbox"/> If the unit leaders are inexperienced in Eagle advancement, contact Eagle Board members to provide guidance.		◆		◆	◆							◆	◆	
<b>LIFE SCOUT UNIT LEADER CONFERENCE (SCOUTMASTER CONFERENCE)</b>															
2	<input type="checkbox"/> During the Life Scout Unit Leader Conference (Scoutmaster Conference), review the Eagle Scout advancement steps and documents, and discuss the Scout's advancement report. Answer questions about Eagle advancement.	●	★												
3	<input type="checkbox"/> Record and report all merit badges earned while a Life Scout.				◆			★							
4	<input type="checkbox"/> Report the completion of other Eagle Scout requirements to the Advancement Coordinator.		★	◆											
5	<input type="checkbox"/> Generate a report of the Scout's current advancement status, and give it to the Scout and Scoutmaster.				★										
6	<input type="checkbox"/> Assign positions of responsibility and guide the Scout in carrying them out.	●	★	◆											
7	<input type="checkbox"/> Assist the Scout in the selection of an Eagle service project, and guide him in preparation of his project proposal.	●	★												
8	<input type="checkbox"/> Contact the project beneficiary representative and confirm viability of the proposed project.		◆			◆									
9	<input type="checkbox"/> If fundraising will be involved in the project, help the Scout prepare a Fundraising Application for submission.	●	◆		◆	◆									
10	<input type="checkbox"/> Review and sign the Scout's Eagle project proposal in his workbook to approve it.	◆	★						★						
11	<input type="checkbox"/> Contact a district Eagle Board member and schedule a project approval meeting.				◆	◆									
<b>EAGLE SCOUT SERVICE PROJECT APPROVAL MEETING</b>															
12	<input type="checkbox"/> If the project is approved, sign to approve the project proposal, and consider an Eagle project coach.					◆	◆			●		★			
13	<input type="checkbox"/> Coach the Scout in scheduling and planning project work sessions.	●	◆	◆					★	★					
14	<input type="checkbox"/> Assist the Scout in completion of the project workbook during and after completion of the project, including an accurate summary of work hours and his signature in the project report.	●	◆	●	◆				◆	◆					
15	<input type="checkbox"/> Contact the project recipient representative and project coach to confirm that the project is being completed to their satisfaction. Be certain the project recipient rep has signed the project report section of the workbook.		★	●	●	◆			★	◆			◆		
16	<input type="checkbox"/> Assist the Scout in completion of the Eagle rank application form & personal statement.	●	◆		◆										
17	<input type="checkbox"/> Assist the Scout in requesting reference letters.	●	◆	◆	◆	◆									
<b>Meaning of Symbols: ★ = Required or Key Person    ◆ = Alternate or Assisting    ● = Involved or Optional</b>															

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<b>EAGLE SCOUT UNIT LEADER CONFERENCE (SCOUTMASTER CONFERENCE)</b>																
18	<input type="checkbox"/> During the Eagle Scout Unit Leader Conference (Scoutmaster Conference), review and sign the Eagle Project Workbook and the Eagle Rank Application form, and discuss all remaining steps to prepare for Eagle board of review.	●	★													
19	<input type="checkbox"/> Sign the Scout's Eagle rank application form to approve his advancement to Eagle.	◆	★			★										
20	<input type="checkbox"/> Submit Eagle rank application form, personal statement, and project data to the council service center.				◆											
21	<input type="checkbox"/> Verify the the data in the Eagle rank application form and sign it, check the personal statement and project data, and return them to the troop.														★	
22	<input type="checkbox"/> Gather and secure all reference letters – provide follow-up for lagging references, if necessary.		◆		◆											
23	<input type="checkbox"/> Contact a district Eagle Board member (or EB chair) and other board members to schedule the Eagle board of review.				◆	◆										
24	<input type="checkbox"/> Be certain that all needed documents will be taken to the Eagle board of review.	◆	◆		◆						◆					
25	<input type="checkbox"/> Introduce the Scout to his Eagle board of review.		★													
<b>EAGLE SCOUT BOARD OF REVIEW</b>																
26	<input type="checkbox"/> Sign the Scout's Eagle rank application form to approve his advancement to Eagle.										★	★				
27	<input type="checkbox"/> Submit the signed Eagle rank application form and all reference letters to the council service center.		◆		★											
28	<input type="checkbox"/> On receipt of Eagle advancement confirmation, obtain an Eagle presentation set from the Scout Shop.		◆		★						◆					
29	<input type="checkbox"/> On receipt of Eagle advancement confirmation, guide the Scout and his family in planning his Eagle court of honor. Be certain the Eagle certificate is framed, if desired.	●	◆	◆	◆	◆	◆									
30	<input type="checkbox"/> Assist with preparing presentations, displays, invitation lists. Participate in the court of honor ceremony.	●	◆	●	◆	◆	●		●	●						
<b>EAGLE SCOUT COURT OF HONOR</b>																
31	<input type="checkbox"/> Discuss the entire Eagle advancement process with the Eagle Scout, and work to act on his suggestions.	●	◆	◆												
32	<input type="checkbox"/> Encourage the Eagle Scout to remain active in the troop, Order of the Arrow or a Venturing crew. If beyond age 18, invite him to consider registering as an adult member of the troop (ASM) or as a merit badge counselor.	●	◆													
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