

Troop 764 Life to Eagle Checklist for Life Scout:

<https://www.scouting.org/resources/guide-to-advancement/eagle-scout-rank/>

1. Advancement Review Meeting

What you need to do:

- Schedule a meeting with the Troop's Advancement Chair or Life-to-Eagle Coordinator.

What to expect:

We will review your Individual Progress with you so you know what merit badges you have outstanding as well as other requirements needed.

Date Completed: _____

2. Life-to-Eagle Meeting with Scoutmaster

What you need to do:

- Schedule a meeting with the Scoutmaster.
- Prepare for the meeting by thinking of a project idea and researching it.
- Bring your Advancement Individual Progress report to the meeting.

What to expect:

The Scoutmaster will review the Life-to-Eagle process. He will let you know his expectations of you as an Eagle candidate including what it means to "be active". *Read the Scoutmaster's memo included in this folder.* Together, you will create a plan and a timeline to successfully achieve your goals.

Date Completed: _____

3. Getting a Life to Eagle (L2E) Advisor

What you need to do:

- Once the Scoutmaster has given approval that you are ready to move to this step, schedule a meeting with the Life-to-Eagle Coordinator.

What to expect:

The Life-to-Eagle Coordinator, Advancement Chair, ScoutMaster and L2E Advisors are all here to support you. You should discuss your L2E Advisor options with the Life-to-Eagle Coordinator, and/or ScoutMaster before requesting a L2E advisor. Be aware that each L2E advisor can only take on so many candidates and that your first choice may not be available. Achieving the rank of Eagle Scout will be the biggest challenge you have had in Scouting. It is normal to have many questions about the process. Your L2E Advisor is **your** personal coach and mentor during this important time in your Scouting career.

Date Completed: _____

4. Life to Eagle Conference (OR Bi-ANNUAL KICKOFF MEETING)

EITHER:

- Attend a 764 L2E Program kickoff meeting (OR)
- Schedule a Life to Eagle Conference. This should be attended by you, your parents, your L2E Advisor, the Advancement Chair, the Life-to-Eagle coordinator, and the Scoutmaster.

The L2E Team, Scoutmaster or the Advancement Chair will lead the meeting, reviewing the Eagle requirements and the steps for completing them and the roles of everyone in the process.

Date Completed: _____

5. Complete Your Project Proposal Section of the Eagle Project Workbook.

What you need to do:

- Work with your L2E Eagle Advisor to complete your Project Proposal.
- BE SURE YOU ARE USING THE CORRECT VERSION OF THE WORKBOOK!
 - <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-workbook-procedures/>
- Once your L2E Advisor approves the Project Proposal (ONLY the proposal), you will be instructed to get *Approval Signatures* and *Dates for Project* from the Benefactor, the Committee Chair and the Scoutmaster
- Once you have all the required signatures, scan in the original and email it to Mr. Melton, while copying the Scoutmaster, the Advancement Chair, and the Life-to-Eagle Coordinator.

What to expect:

Your L2E Advisor will work with you to answer questions. He or she will proofread your project and give you guidance in writing the synopsis. It will be important to follow directions and keep on the schedule that you have created for yourself.

What you need to do:

- Once Mr. Melton lets you know that the District has approved your project, work with your L2E Advisor on your plan.
- Once your plan is created and approved by your L2E Advisor move on to #6

Date Completed: _____

6. Create your plan BEFORE you start work

Work with your L2E Eagle Advisor to develop the written Plan part of your Workbook.

What you need to do:

- Once your plan is ready to go, use the Troop Calendar to begin to schedule your workdays. Your work days should not conflict with Troop activities.
- Once you have a schedule of workdays, check with the Scoutmaster to be sure that they do not conflict with other Eagle project activity.

What to expect:

You are responsible for all planning and scheduling, for getting necessary approvals to work, for securing materials and tools, for getting helpers and for leading them in doing the work. You are responsible for ensuring 2 deep leadership AT ALL TIMES in your project.

- Once your L2E Advisor approves the plan, implement the plan.
- Keep records of everyone who works on the project (including yourself) and note everything that changes from plan to implementation. (This is one of the big parts of an Eagle Project)
- While working on the project continue to fill out the in progress part of the Workbook.

Date Completed: _____

7. Continue your work days and submit an “in progress” report (pages 11-18)

Work with your L2E Eagle Advisor to develop the written "in progress plan" part of your Workbook.

- Once your L2E Advisor approves the write-up, you will be instructed to get *Approvals for Completed Projects* signatures from You as the Applicant and the Benefactor of the project.
- Fill out your Eagle Scout Application and have it approved by your L2E Advisor
- Decide who you will ask for Letters of Recommendation. Please note these names MUST match the references you list on your Eagle Scout Application.

Date Completed: _____

8. Complete your work days and write your FINAL report (AND attachments)

Work closely with your L2E Eagle Advisor to develop the FINAL written report. INCLUDE Attachments at the end.

- Once your L2E Advisor approves the final write-up, you will be instructed to get *FINAL Approvals for Completed Project* signatures from You as the Applicant and the Benefactor of the project.
- Fill out your Eagle Scout Application and have it approved by your L2E Advisor.
- Call your ScoutMaster and schedule a ScoutMaster's Conference for Eagle. Prepare your best Class A.

Date Completed: _____

9. ScoutMaster's Conference • Be sure your Scout Handbook is up to date and signed off appropriately
Bring your book to the conference along

- Wear your Full Class A Uniform ready for inspection(correct patches and all).
- Bring your Final Project Workbook and your completed Eagle Scout Application.

What to expect:

Upon successful completion of the conference, the Scoutmaster will sign off on your Final

Project Workbook and your Eagle Scout Application. Obtain the Committee Chair's Signature

Date Completed: _____

10. SUBMIT FINAL PAPERWORK TO AAC

- Get the Eagle Scout Application signed by the Troop Committee Chair. • Make three copies of the entire packet. Take the original and two copies to the Advancement Chair who will submit your packet to the Atlanta Area Council. One copy is for you to keep.
- Get your Letters of Recommendation.
 - Note: These letters MUST be written by the same references listed on your Eagle Scout Application.
 - Include a self-addressed stamped envelope with your Scoutmaster's address. It should be labeled clearly to indicate that this is a Letter Of Recommendation.

Once your paperwork has been approved, the Atlanta Area Council will notify the Advancement Chair and the Scoutmaster. The Advancement Chair, Life-to-Eagle Coordinator, and the District Advancement Chair will work with you to schedule your Eagle Scout Board of Review.