

### Troop 375 Eagle Checklist

Links	<p>Leadership Service Project Workbook (LSPW)  <a href="http://www.scouting.org/filestore/pdf/512-927.pdf">http://www.scouting.org/filestore/pdf/512-927.pdf</a></p> <p>Eagle Scout Rank Application  <a href="http://www.scouting.org/filestore/pdf/512-728_web.pdf">http://www.scouting.org/filestore/pdf/512-728_web.pdf</a></p> <p>Guidelines for Eagle Board of Review  <a href="http://www.eaglescout.org/finale/bor.html">http://www.eaglescout.org/finale/bor.html</a></p>	Responsible	Status
Step from LSPW	Description	Responsible	Status
	Advance to Life rank. Eagle project can't begin until Scout attains Life rank	Scout	
1	Complete Eagle Requirements (rank requirements, Eagle merit badges)	Scout	
2	Select Eagle Scout Leadership Service project. See guidelines for project in the Leadership Service Project Workbook (LSPW). Conduct preliminary review and get approval from troop Eagle Advisor before you complete the Workbook.	Scout	
2	Fill out the Leadership Service Project Workbook through the planning phases.	Scout	
2	Approve project plan and sign in LSPW as the "Religious institution, school, or community representative."	Project Beneficiary	
2	Approve project plan and sign in LSPW as the "Scoutmaster/Coach/Advisor".	Eagle Advisor	
2	Approve project plan and sign in LSPW as the "Unit committee member".	Committee Chairperson	
2	Approve project plan and sign in LSPW as the "Council or District Advancement Committee Member"	Council or District Advancement Committee Member	
	Complete Eagle Scout Leadership Service Project and the workbook.	Scout	
	Approve completed project and sign in LSPW as the "Religious institution, school, or community representative".	Project Beneficiary	
	Approve completed project and sign in LSPW as the "Scoutmaster/Coach/Advisor".	Eagle Advisor	
	Conduct Scoutmaster Conference after all Eagle requirements are complete.	Scoutmaster	
3	Complete Eagle Scout Rank Application, which includes listing several references. Request a Troopmaster report from the Advancement Coordinator to verify all information is correct. Let the references know that you are listing them as references in your Eagle Scout application, and they will be contact by the Scout Council. Your name as it appears on this application will be used on your Eagle certificate and any other Eagle awards or correspondence.	Scout	
4	Review the record of the Eagle candidate and sign the Eagle Scout Rank Application as "Scoutmaster/Coach/Advisor". (This can be done at the same time as the Scoutmaster Conference.)	Scoutmaster	
4	Sign Eagle Scout Rank Application as "Unit Committee Chair".	Committee Chairperson	

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Step from LSPW	Description	Responsible	Status
3, 5	Submit the Eagle Scout Rank Application and all required documentation (including completed LSPW and the Advancement Report) to the Tecumseh council for approval. Keep a copy with signatures in case it is lost in transit.	Eagle Advisor (via Troop Courier)	
6	Contents of the Eagle packet are verified and the references contacted. The council will not return the packet until all references are contacted, so this step can take time. Sign Eagle Scout Rank Application as the BSA Local Council Certification.	Tecumseh Council	
7	Council notifies committee chairperson that Eagle packet is ready. Packet is picked up from council and delivered to the Eagle Advisor.	Committee Chairperson (via Troop Courier)	
8	Contact Eagle candidate for suggested participants for the Board of Review. Contact council advancement representative to participate in the BOR. Schedule the BOR.	Committee Chairperson	
9	Conduct Eagle Board of Review. Sign the Eagle Scout Rank Application as the "Eagle Scout board of review chair" with the date of the review. Sign the Scout Handbook. All Board members sign the Scout's Boy Scout handbook and the Eagle Scout Rank Application. Destroy/shred the letters of reference.	Eagle BoR is chaired by a rep from the Council. Board members can be recommended by the Scout or selected from the troop list of potential board members. Board members should be familiar with the principles of Scouting. Troop leaders are not allowed to be on the Board.	
	Update Troopmaster with the Board of Review date. This date will be used on the Eagle Scout Credentials, including awards and dignitary letters.	Advancement Coordinator	
10	Return the application, the service project report, references, and a properly completed Advancement Report to the Tecumseh Council.	Eagle Advisor (via Troop Courier)	
11	Council reviews, signs and forwards to National Eagle Scout Service. They review and, when approved return the Eagle Scout Certificate to the council.	Tecumseh Council	
	Council notifies committee chairperson that Eagle certificate is ready. Certificate is picked up from council and delivered to the Eagle Advisor.	Committee Chairperson (via Troop Courier)	
	Troop Committee selects a date for the Court of Honor. Coordinate the date with the Church.	Troop Committee, Sponsoring Unit Representative	
	Request Dignitary Letters. Provide these to the Eagle Advisor to be available at the COH. Provide the families with local contacts if they are interested in having the Eagle scout honored at a city council meeting.	Dignitary Letter Coordinator	
	Obtain awards for the court of honor. This includes - Name will appear as it was submitted on the Eagle Scout Rank Application. - Eagle memento, currently an Eagle statue. - NESA membership for new Eagle Scouts. This covers the Eagle scout until age 23. This must be purchased within 6 months of the BoR. - Standard Eagle presentation kit available through the council. - Notify local media for announcement.	Eagle Advisor	
	Update Eagle plaque at Hope Church. Name will appear as it was submitted on the Eagle Scout Rank Application.	Scoutmaster	
	Conduct Court of Honor	Scout, Family, Troop	