



Troop 766

Life to Eagle Checklist



If questions, contact:
Dennis Walker
319-393-4940
djw1998v@gmail.com
Eagle Coordinator
Troop 766

Life to Eagle Checklist:

1. Continue to work on BSA Eagle Scout requirements after achieving the rank of Life Scout. Items 2-4 must be completed prior to your 18th birthday.
2. Select an Eagle Scout project:
 - Download the Eagle Project Workbook:
<http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>
 - Complete portions up to the Proposal Page "E" (signature page).
 - Present to Scoutmaster, Committee Chair, and project beneficiary representative for approval and signatures.
 - Complete the Eagle Scout Project Cover Sheet <https://hawkeyebsa.org/hac-eagle-project-cover-sheet/>. Bring this form to the meeting with your District Eagle Project Approver.
 - Contact a Northern Lights District Eagle Project Approver for their signature prior to starting your project:
 - i. Bruce Lyon (319-393-5357 or chrisbruce Lyon@hotmail.com) – Bruce is preferred for Troop 766
 - ii. Doug Brewer (319-213-7625 or new2ia@yahoo.com)
 - Complete your project and send your service hours (planning and execution) and the service hours for the Scouts in the Troop to djw1998v@gmail.com. Round all hours to the nearest ½ hour.
 - Send Eagle Project pictures via www.WeTransfer.com or share your Apple/Google Photos album to djw1998v@gmail.com.
 - Complete the balance of the project workbook, including completion signatures toward the back of the workbook.
3. Complete all of the Eagle Scout requirements (position of responsibility, Merit Badges, Eagle project, etc.).
4. Have a Scoutmaster conference at a scheduled Advancement Meeting. Reach out to the Scoutmaster directly if this needs to be expedited.
5. Contact Dennis Walker (djw1998v@gmail.com or 319-393-4940) to schedule a meeting to cover all Eagle paperwork and submit your Eagle Application. Dennis will also validate Merit Badges in TroopMaster versus ScoutBook (BSA's national database). Dennis will email Tammy Erickson (Tammy.Erickson@scouting.org) to collect her approval and signature.
6. Write two required reports:
 - **Eagle Project Summary Report** – prepare a typed, half-page summary of your Eagle Scout Project including what was the project, when was it conducted, how many total service hours were performed, how many volunteers, who received the benefit of the project, the location of the project, and what groups of people helped (e.g.; Troop 766, church group, family, etc.). This document should be no more than a half-page long.
 - **Life Goals and Ambitions Report** – prepare a typed half-page report, which includes the following three paragraphs:
 - i. High School goals and ambitions - extracurricular activities, grades, sports, band, etc.
 - ii. College/trade/military service goals and ambitions - area of study, extracurricular, branch of service, grades, etc.
 - iii. Job and family goals and ambitions.
 - **Both reports** – include a header title at the top of each report: include your name, Hawkeye Area Council, Northern Lights District, and Troop 766.
7. Send four Eagle Reference letters:
 - Use the following reference letter <https://hawkeyebsa.org/wp-content/uploads/2021/08/HAC-Eagle-Scout-Reference-Letter.pdf> to submit reference letters to four people.
 - References may be Scout leaders, teachers, employers, coaches, religious leaders, other Scouts, etc. References can be under 21 years old but only send to one youth (if applicable).
 - Do not send references to parents and other relatives.
 - Do not send references to the Scoutmaster or Committee Chair, as their signature on the Eagle Application is already their endorsement
 - Keep a side journal of the four reference letter names and addresses. You will need this in future steps and may want to follow up after a week after delivery to make sure the reference letters have been completed.
 - Personalize the reference letter by adding today's date, the person's name, a due date of a week from today's date -and the Eagle Coordinator's address (see below). Fill in all of the blanks on the Reference Letters.
 - In your envelope, include both pages of the personalized reference letter and a folded self-addressed stamped envelope (SASE) addressed to the Eagle Advancement Chair. On the back of the SASE, write "KEEP SEALED – DO NOT OPEN" and the name of the person completing the Reference Letter. Use your own return address label so I know whose reference letter is inside. The District BOR will require at least three reference letters.

Dennis Walker
Troop 766 – Eagle Reference Letter
345 N 18th Ave
Hiawatha, Iowa 52233

8. Have the Eagle candidate contact the District Eagle Chair to schedule a District Eagle BOR. Contact Judy Brewer (319-213-7986 or new2ia@yahoo.com) to schedule the District BOR.
 - Judy will validate that all items in #11 (below) are ready for the District BOR.
 - Reservation must be made by the first Thursday of the month.
 - The District BOR is held on the second Thursday of each month between 6:00-8:00 pm at the Scout Office (660 32nd Ave SW, Cedar Rapids).
9. Tammy Erickson, from the Scout Office, should have approved and signed your Eagle Application and sent back to Dennis, who will then forward to the Eagle candidate and family. Print your Eagle Application PDF and neatly record the four reference letter names, addresses and phone numbers from step #7. On page 2 of the Eagle Application, the Eagle candidate should sign and print their telephone number and today's date.
10. After reserving your Eagle BOR, Dennis will schedule a meeting (typically the Sunday before the actual Eagle BOR) with the Eagle candidate, the Scoutmaster, and Dennis to go over the Eagle paperwork. You will also obtain signatures from the Scoutmaster and Committee Chair on page 2 of the Eagle Application. The Eagle candidate will need to bring everything that is needed at the District BOR (see #12 below).
11. The following uniform and paperwork is to be taken to the District BOR:
 - Prospective Eagle Scout should be properly attired in his Class "A" (Field) uniform including his Merit Badge sash and other awards (e.g.; Arrow of Light, Order of the Arrow, special awards/patches, etc.). An Order of the Arrow sash should not be worn. Ensure that all patches are up-to-date. If there have been 28 Merit Badges earned, then there should be 28 Merit Badges sewn on the sash. If you recently earned a Merit Badge, then you don't need it on your sash.
 - Dress pants, leather shoes, belt, hair combed and hands washed.
 - Your printed Eagle Scout Project Workbook, **including pictures**.
 - Eagle Application form complete with all four references filled out.
 - 2 printed reports - Eagle Scout Project Summary and your Life Goal and Ambitions Report.
 - At least three unopened envelopes containing the Eagle Reference letters (Dennis should have these).
 - Your Scout book to obtain BOR signatures.
 - Optional: Merit Badge and Rank cards in a notebook.
 - Optional: Scrapbooks, pictures, and other pertinent information regarding your Scouting career or Eagle project.
12. After a successful Eagle BOR, the signed Eagle Application will be submitted by the BOR team to the Council Office for processing, along with Life Goals and Ambitions page and Eagle Project Summary page.

13. CONGRATULATIONS!!

14. The Council Office will process the paperwork to the National Office, and Dennis Walker will be notified when the paperwork has been returned from the National Office and ready for pickup. This typically takes 6-8 weeks from the time your Eagle Board of Review was held. When Tammy Erickson notifies Dennis, he will pick up your Eagle Kit and Eagle Certificate. Dennis will award the Eagle Kit and certificates at the next possible Monday meeting.

15. Plan and enjoy your Eagle Court of Honor – but that's a whole different [checklist](#). ☺