



Troop 766

Life to Eagle Checklist



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

Work on items 1 – 3 must be completed prior to 18th birthday.

1. Continue to work on BSA Eagle Scout requirements after achieving the rank of Life Scout.
2. Select an Eagle Scout project:
 - Download the Eagle Project Workbook (instructions for PC and Mac users are listed):
<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/wp-content/uploads/2019/09/HAC-Eagle-Project-Cover-Sheet.pdf>. Bring this form to the meeting with your 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 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. Contact Dennis Walker (djw1998v@gmail.com or 319-393-4940) to schedule a Scoutmaster Conference. Also, have Dennis validate your Merit Badges and positions of responsibility in TroopMaster versus ScoutBook (BSA's national database).
5. At the Scoutmaster Conference you will complete the Eagle Scout Rank Application Form https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf. Email the completed document (with the signature) to Tammy Erickson (Tammy.Erickson@scouting.org) and carbon copy (CC) Dennis Walker (djw1998v@gmail.com). The description of the Eagle project on this form will be used for the Troop's website.
6. Prior to the Troop and District Board of Review (BOR) write 2 reports:
 - **Eagle Project Summary Report** – prepare a typed, one-page summary of your Eagle Scout Project including what was the project, when was it conducted, how many service hours were performed in the completion of the project, who received the benefit of the project, the location of the project and which groups of people helped (e.g.; Troop 766, church group, family, etc.). This document should be no more than ¾ of a page long.
 - **Life Goals and Ambitions Report** – prepare a typed report, which includes the following three paragraphs:
 - i. High School goals and ambitions (extracurricular activities, grades, sports, band, etc.).
 - ii. College goals and ambitions (college choices, area of study, extracurricular, 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. While the Eagle Information Form is being processed by Tammy Erickson, send your 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 six people:
 - i. 1 Parent/guardian
 - ii. 1 Religious (pastor, priest)
 - iii. 1 Educational (teacher)
 - iv. 1 Employer (if any)
 - v. 2 or 3 other references (Scout leader, mentor, neighbor, relative, etc.)
 - Keep a side journal of the six 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 five reference letters.

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

8. A practice Troop 766 Eagle BOR will be scheduled (typically the Sunday before the actual Eagle BOR) at the Eagle Scoutmaster Conference. At the practice Troop Eagle BOR, obtain signatures from the Scoutmaster and Committee Chair on page 2 of the VESRA form. The Eagle candidate will need to bring everything that is needed at the District BOR (see #12 below).
9. 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 #12 (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 6:00-8:00pm at the Scout Office (660 32nd Ave SW, Cedar Rapids).
10. Tammy Erickson, from the Scout Office, will send the Verified Eagle Scout Rank Application (VESRA) PDF document back to the Dennis Walker and possibly the family. There may be errors to clarify or additional information to provide. Continue to the next step if no errors are found on page 3 of the VESRA form. Dennis Walker will forward VESRA to Eagle candidate.
11. Print the VESRA form and neatly record the six reference letter names, addresses and phone numbers from step #7. On page 2 of the VESRA form, the Eagle candidate should sign and print their telephone number and today's date.
12. 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 has been 28 Merit Badges earned, then there should be 28 Merit Badges sewn on the sash.
 - Dress or khaki pants, leather shoes, belt, hair combed and hands washed.
 - The Eagle Scout Project Book, including additional pictures.
 - VESRA form complete with all required signatures.
 - At least five unopened envelopes containing the Eagle Reference letters (Scoutmaster should have these).
 - Eagle Scout Project Summary.
 - Life Goal and Ambitions Report.
 - Your Scout book to obtain BOR signatures.
 - Merit Badge and Rank cards in a notebook.
 - Scrapbooks, pictures, and other pertinent information regarding your Scouting career or your Eagle project.
13. After a successful Eagle BOR, the signed VESRA form 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.

14. CONGRATULATIONS!!

15. The paperwork will be processed by the Council Office 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 Troop meeting.

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