

Eagle Scout Project Checklist

- Complete all requirements for the Life Rank.
- Obtain a copy of the “Eagle Scout Service Project Workbook.” **This workbook must be used to document your project and the project must be completed in the order outlined in the workbook.** The workbook may be obtained from the Council Office or downloaded from the Troop Web Site. Scouts are encouraged to use the PDF fill-in version of the workbook.
- Discuss possible projects with your Scoutmaster, Troop Advancement Chair or Troop Eagle Scout Coordinator and determine an appropriate project and course of action. Review the remaining steps in completing the project and its documentation.
- Discuss your chosen project with a representative of the project beneficiary.
- Complete the “Contact Information” section in the workbook.
- Write a description of what you plan to do in the Project Workbook under “Project Description and Benefit”. Your proposal need only be detailed enough to show a reviewer that you can meet the tests that qualify an acceptable project.
- Discuss your project as outlined in the completed Project Proposal with your Scoutmaster, Unit Committee Representative and representative of the project beneficiary and secure their approvals and signatures.
- Complete the “Project Fundraising Application” as necessary.
- Submit your Project Proposal to the District Advancement Committee and obtain their approval and signature. This can be done by taking your Project Workbook to the Council Office. (Please note that the District Advancement Committee meets on the 4th Thursday of each month)
- If your project is approved, you will receive an Approval Letter from the District Advancement Committee. Carefully read the Approval Letter as it will include additional information regarding your specific project.

Note: You must obtain all four signatures before you begin any work on your project. Only the planning outlined above is allowed before these four signatures are obtained.

- Complete the “Eagle Scout Service Project Plan” section in the workbook after your project has been approved by the District Advancement Committee . Your write-up should contain enough detail so that another Scout could carry out the project without further instruction.
- You are ***strongly encouraged*** to share the final plan with a project coach. This might be the council or district person who approved your proposal, or perhaps someone who has agreed to work with you. A coach can help you avoid many problems associated with service projects, and thus improve your chance of passing the Eagle board of review
- Carry out the project. Make sure to keep accurate records of all the people who work on the project, the hours that you and others spend working on the project and the materials used for the project. Also, keep track of any changes that were necessary. Remember that significant changes to your project must be approved by the District Advancement Committee as explained in your Approval Letter.
- Complete the “Eagle Scout Service Project Report” section in the workbook. Include “after” photographs of the completed project.
- Obtain approval of the completed project from a representative of the project beneficiary and obtain his/her signature.
- Obtain approval of the completed project from your unit leader and obtain his/her signature.
- Retain your completed Project Workbook. You will submit your workbook along with a completed Eagle Scout Rank Application after you have completed all the requirements for the Eagle Rank.