

LIFE TO EAGLE CHECKLIST

- ☐ 1. Download and read the *Eagle Scout Service Project Workbook* from www.samoset.org. Pay particular attention to the first six pages. If you do not have internet access, talk with your Eagle Project Coach or Scoutmaster.
- ☐ 2. Work with your Life to Eagle Coach, project beneficiary and/or Scoutmaster (or designee) to identify a project concept.
- ☐ 3. Obtain a project beneficiary representative from the group that will benefit from the project.
- ☐ 4. Complete the *Project Proposal* section of the *Eagle Scout Service Project Workbook*, including your Candidate's Promise signature.
- ☐ **If you are raising funds for your Eagle Project** complete the Service Project Fundraising Application and submit to the Council Service Center along with the project description. You will need to obtain the signatures of the project beneficiary and your Unit Leader. This must be approved and ready for presentation with your project proposal. You do not need a fundraising form if you are planning to raise \$500 or less.
- ☐ 5. Show the *Project Proposal* to your project beneficiary for approval signature.
- ☐ 6. Show the *Project Proposal* to your Eagle Project Coach/Scoutmaster for review and your Scoutmaster for approval signature.
- ☐ 7. Schedule a project review with your Unit Committee and obtain approval signatures.
- ☐ 8. Schedule a project review with a council Eagle Advocate (see list on the back) to present your project. Please bring the original and 2 copies of your *Project Proposal* along.
- ☐ 9. Fill out the *Project Final Plan* in the Eagle Scout Service Project Workbook. (It is recommended you show this to your Eagle Project Coach or Scoutmaster.)
- ☐ 10. Carry out the work portion of the project. Take detailed notes and recordkeeping for filling out the *Project Report* (step 12) as you complete your project. Make sure the Scoutmaster/leadership evaluator is present for the work day(s). Project leadership can be documented using the 'Unit Evaluation of Candidate'. This form is available on the Samoset website.
- ☐ 11. Fill out the *Project Report* and obtain project completion signature from your beneficiary. Then review this report with your Eagle Project Coach or Scoutmaster, have it signed and dated.

Before moving on to the next steps, please ensure that you have completed all requirements for Eagle. If you have merit badges to complete, stop and finish those before proceeding.

- ☐ 12. Download and complete your *Eagle Rank Application* and *Statement of your Ambitions and Life Purpose* (requirement 7) from the Samoset website. Double check the dates of when you received your merit badges and rank advancements.
- ☐ 13. Request your recommendation letters. Give those individuals envelopes addressed to the Council Office and with postage paid. (requirement 2)
- ☐ 14. Schedule and take part in a Scoutmaster Conference. Ensure your *Project Report* and Eagle Scout Rank Application are signed by your Scoutmaster.
- ☐ 15. Obtain the Unit Committee Chair signature on the *Eagle Scout Rank Application*.
- ☐ 16. Complete and turn in all your paperwork (originals), along with your *Eagle Scout Rank Application*, to the Council Office. The council office will verify your paperwork and forward to an area Eagle Advocate to schedule a board of review. Your paperwork is not forwarded until all your reference letters have been received. If you have questions about the status, please contact the Samoset office.

SAMOSET EAGLE ADVOCATES

You may schedule a project review with any of the individuals listed below. Some areas have specific times already allocated, others will set one up with you.

Peter Weber
Wisconsin Rapids, WI
715-459-9795
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Elizabeth Spoelstra
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