



Troop 257 Eagle Project Checklist

Message to the Scout

This Eagle Project Checklist is a tool to help guide you through the process of completing your Eagle project and preparing you to complete your Eagle Scout rank.

You WILL NOT receive the signatures of the Scoutmaster and the Committee Chairman until this document is complete, as evidenced by Leaders' initials next to each task.

Leader Initials	Scout's Task	Responsible Adult Leader	Time Frame	Form on Web
	Attend a Eagle Project idea meeting	Troop Eagle Coordinator (TEC), currently Mr. Gerrity, Mr. Even or Mr. Fagan	Eagle Project writeup can be started at any time after the Scout receives his Life rank	
	Develop an Eagle Project idea	Discuss it with the TEC	as soon as possible	
	Print and review documents on troop website "Life to Eagle" page, review sample projects		After developing project idea	📄
	Complete the Eagle initial project plan	TEC reviews it and returns to Scout for revisions	After printing Eagle Project Workbook or downloading sample project	📄
	Revise and submit Eagle initial project plan	TEC reviews and signs it	as soon as possible	
	Obtain the signature of TEC or Scoutmaster	TEC or Scoutmaster	One week prior to Roundtable	
	Obtain the signature of Committee Chairman	Committee Chairman	One week prior to Roundtable	
	Dressed in full formal Class "A" uniform, present the Eagle Project Plan to the Trailhead District Eagle Committee @ Roundtable	Trailhead Eagle Committee reviews and approves	1st Thursday of month, 7:00-9:00 pm,	
	Schedule project work dates. Contact SPL & Buffalo leader for time to announce work projects to troop.	Check troop calendar. Notify webmaster of project dates for publication on website (currently g_dyson@yahoo.com)	within 2 weeks of project approval	
	Complete the Eagle Project		within 3 months of project start	
	Write the Eagle Project Final plan	TEC reviews	within 2 weeks of project completion	📄
	Send out reference letters to Scoutmaster, Pastor, Principal & Parents	Have letters addressed to the TEC and stamped, with a note on the outside of the envelope saying "Scoutmaster", "Religious", "Parent" or "Principal" along with the Scout's name	One month before final project review (Roundtable)	📄
	Complete the Eagle Scout Registration Form (Blue Form)	(Print on 2 sides of 1 sheet) -- DON'T ABBREVIATE STATE NAMES	Two weeks prior to Roundtable	📄
	Obtain a copy of the Eagle Assistance Report	Advancement Chair (currently Rita Porter)	Two weeks prior to Roundtable	
	Have a Scoutmaster Conference	Scoutmaster	Two weeks prior to Roundtable	
	Write a "Statement of Ambitions" for requirement 6 on the Blue Form		Two weeks prior to Roundtable	📄
	Revise and submit Eagle project final plan	TEC reviews and signs his approval	One week prior to Roundtable	
	Obtain additional signatures	Committee Chairman	One week prior to Roundtable	
	Dressed in full formal Class "A" uniform, present the Eagle Project Plan to the Trailhead District Eagle Committee @ Roundtable	Trailhead Eagle Committee reviews and approves, keeps project workbook	1st Thursday of month, 7:00-9:00 pm,	
	Contact 3 Troop leaders for the Eagle Board of Review		Immediately after the approval of the Eagle Committee	
	Dressed in full formal Class "A", participate in the Eagle Board of Review	Receive the approval of the Eagle Board of Review and receive Eagle Rank	3rd Thursday of the month (except for July)	
	CONGRATULATIONS Eagle Scout!			