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| --- | --- |
|  | * Print T111 Eagle Scout Checklist & Eagle Project Concept Development Worksheet (optional) from troop website.

**Troop 111 Eagle Scout Checklist****2022*** Read over and complete worksheet.
 |
|  | * Download Eagle Scout Service Project Workbook from troop website
 |
|  | * Start progress log. (A spreadsheet logging your hours worked, tasks completed).
 |
|  | * Develop a concept by discussing your ideas with the organization that you would like to do the project for, using the guidelines in the Project Workbook and the Concept Development Worksheet.
* Be sure the organization approves of your concept.
 |
|  | * Download Eagle Project Proposal from Troop Website
* Complete Eagle Project Proposal
* Schedule a meeting with the Eagle Project Coach, Scoutmaster & Advancement Chair to review the proposal before submitting.
 |
|  | * Have Scoutmaster and Committee Chair sign your Eagle Project Proposal.
 |
|  | * Contact the GSC Eagle Board to schedule a project proposal meeting
* Notify Eagle Coach, Scoutmaster & Committee chair of date
 |
|  | * Attend project proposal meeting.
 |
|  | * Once the proposal has been approved by the Eagle Board, complete the Project Final Plan with as much detail as needed to successfully carry out the project.
 |
|  | * *If the proposal is not approved, contact the Eagle Coach for suggestions for improvement*
 |
|  | * Select date for your project then coordinate with Eagle Project Coach and Scoutmaster.
* Contact Committee Chair to put project date on Troop calendar.
 |
|  | * Order plaque to be displayed on your project.
* Purchase Online or at local shop such as: Stellar Signs & Graphics.
* Here’s an example

 |
|  | * Meet with Eagle Project Coach for comments on your Final Plan –record notes in the Eagle Project Coach comments section.
 |
|  | * Prepare signup sheets
* Request Committee Chair to add project to Scoutpay
* Have Scribe sent out email notification
 |
|  | * Complete project.
* Get final signature from beneficiary.
 |
|  | * Prepare certificates for volunteers
* Write thank you letters
* Finish write up and add photos from your project day.
 |

**Troop 111 Eagle Scout Checklist**

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|  | * Complete any incomplete merit badges
 |
|  | * Prepare your Eagle Scout Application
* Create a power point presentation detailing your project & photos
 |
|  | * Prepare your Eagle Scout Binder including:

1) Requirement 6 on the application – your statement of ambitions and life purpose. 2) Your fully completed Eagle Scout Service Project Workbook. 3) Copies of all honors and awards.  |
|  | * Have Eagle Project Coach review your application and Eagle Scout Binder with you for accuracy.
 |
|  | * Schedule Scoutmaster Conference.
* Bring application, binder, and Scouts BSA Handbook to the conference.
 |
|  | * Obtain all signatures on Eagle Scout Application.
 |
|  | * Submit Eagle Scout Application to the Council Office.
 |
|  | * Schedule a mock / practice Eagle Board of Review with Advancement Chair.
* Wear Class A including merit badge sash.
* Have your scout book, Eagle binder and Power Point Presentation
 |
|  | * Once you receive your Eagle Board of Review date notify your Eagle Coach, Scoutmaster & Advancement Chair.
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