

**TROOP 497**  
**EAGLE SCOUT CHECKLIST**

Edition #6

The following provides guidance to obtain information and to complete the basic steps to advance from Life to Eagle Scout

Step 1 Gather Required Information from the Troop

- A. By contacting Mr. Walt Anderson, the Troop will supply "Advancement Reports" and photocopies of Merit Badge Cards to the Eagle Applicant
- B. Mr. Anderson will check, along with the Eagle Applicant, the applicant's Scout Book pages for advancement (Scout, Tenderfoot, 2nd Class, 1st Class, Star, and Life)  
Each applicant must provide two (2) copies of the pages that have been initialed for completion/advancement to Mr. Anderson.

Step 2 Gather Checklists and Forms from the Baltimore Area Council Website

- A.. Go to the Baltimore Area Council Website <http://www.baltimorebsa.org>  
Click "Eagle Scouts" on the Toolbar  
Click "Life to Eagle Procedures" on the sidebar  
Print "The BAC Guide to the Life-to-Eagle Trail" (Guide)  
This guide is an excellent, in-depth explanation of the steps, achievement requirements, required documentation, forms and checklists available to the Eagle Applicant.  
It is highly recommended that the Eagle Applicant use this Guide throughout his quest for the Eagle Rank. It may appear daunting in length at first. But the steps to Eagle are broken down into segments in the Guide. You will use separate sections as you progress.
- B. Return to the "Life to Eagle Procedures" Page  
Click "Eagle Scout Forms"
- C. Print the following and retain for future use  
"Eagle Scout Rank Application"  
"Life Ambition and Purpose Statement" (Requirement 6 of Eagle Application)  
"Eagle Scout Leadership Service Project Workbook" (Also available on Troop 497 website)  
"Eagle Scout Rank Award Confidential Reference Request" (instructions are included)  
"Project Description Form Document" (Also available on Troop 497 website)

Step 3 Post-Life Scout Leadership and Merit Badges

Leadership and Merit Badge Requirements are explained in the "Eagle Scout Rank Application"

Step 4 Eagle Applicant's Proposal for Leadership Service Project

- A. Review "The BAC Guide to the Life-to-Eagle Trail" Sections 2, 3 & 4 (Step 2, Item A above)  
There are also Checklists in the Appendix to prepare for the project and to complete the project
- B. Use the "Eagle Scout Leadership Service Project Workbook" (Step 2, Item C)  
The workbook is divided into two major sections. The first section is used for developing a plan

Step 4 (Continued)

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for your project. The second major section is used for reporting on your completed project

- C. The proposed leadership project must be presented to the Troop Committee  
The Troop Committee meets the first Tuesday of each month and will schedule no more than two (2) presentations at any committee meeting. As many Scouts desire to complete their projects over the summer, the late spring/early summer Troop Committee meetings tend to fill quickly. Once a Scout has a firm idea of the meeting at which he desires to present his project, he should immediately contact Mr. Krach to reserve a space. Note, the Scout must be dressed in full "A" uniform or he will not be allowed to present his proposal.
- D. After the project is approved by the Troop Committee, it must be approved and signed off by the District Advancement Chairman **before** the project begins. Ask the Troop Committee for the person to contact. (Currently, Mr. Jim Lavey 410 252-5688)
- E. Complete your leadership project
- F. Complete the report of your leadership project using the second section of the "Eagle Scout Leadership Service Project Workbook" (Step 2, Item C). The report of your project must be signed by a Troop Representative and a Representative of the organization for which the project was completed.

**For Troop 497 only**

- G. *Prepare a list of the names of troop members and the hours they worked on the project. Give the list to the troop advancement leader (Mr. Anderson) in order for the scouts to be given service hours credit for advancement.*

Step 5 Complete the "Eagle Scout Rank Application" (Step 2, Item C)

- A. Review "The BAC Guide to the Life-to-Eagle Trail" Section 5 (Step 2, Item A above)  
There is also a Checklist in the Appendix to help complete the application
- B. Requirement #2 requires the Eagle Applicants to obtain 5 reference letters (6 if there is an employer. Use "Eagle Scout Rank Award Confidential Reference Request" (Step 2, Item C)  
The "Guide" has suggestions "Who should be used as references".

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*Ask each person from whom you request a reference to prepare duplicate copies of their reference letter. Give each person two (2) stamped envelopes. Both envelopes should be addressed to Mr. Ramon Palmer, Jr. 16 Trojan Horse Drive, Phoenix, MD 21131*

*Both envelopes should be labeled in the lower left corner "SM" for the Scoutmaster or "Board" for the Eagle Review Board **and** include a number for the person making the recommendation. For example: The two envelopes given to the first person from whom you request a reference should be labeled "SM-1" and "Board-1" The two envelopes given to the second person from whom you request a reference should be labeled "SM-2" and "Board-2". Continue the numbering up to 5 or 6 for each person from whom you request a reference.*

*All reference letters must be received prior to The Scoutmaster Conference (Step 7)*

Step 6 The Troop advancement leaders review and approve the records of the Eagle Applicant

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- A. Records are reviewed for completeness  
In a case where the requirements may be in question (leadership, service, spirit, etc.), the leaders will make a recommendation to the Scoutmaster for his review.
- B. The application is signed

Step 7 The Scoutmaster Conference

- A. The Eagle Applicant must schedule a conference with the Scoutmaster
- B. Bring a copy of the "Unit Leader Comments" Form to the conference

**For Troop 497 only**

*Mr. Palmer will not meet with Eagle Applicants during the last two weeks in December*

*Mr. Palmer will supply the "Unit Leader Comments" Form. It is not necessary for the applicant to bring a copy to the meeting.*

*Mr. Palmer requires that each Eagle Applicant bring his Eagle paper work placed in a **three ring binder** in good order with dividers. The information contained in the binder should be (at the minimum): Eagle Application; Essay required with Eagle Application, merit badge and advancements documentation, Eagle Project Workbook and Summary*

Step 8 Documentation to be Forwarded to the District Advancement Chair.**For Troop 497 only**

- A. Applicant documentation is forwarded to the District Advancement Chair. Currently, this is Jim Lavey. (For other troops, the documentation is also sent to the District Eagle Processor).
- B. After the application has been verified, the District Advancement Chair will contact the Troop and a Board of Review may be scheduled. (For other troops, the District Eagle Processor verifies the application and notifies the District Advancement Chair)

Step 9 Eagle Board of Review

- A. Review the "Guide" Section 7 (Step 2, Item A) "The Eagle Scout Board of Review"  
This section of the "Guide" gives the Eagle Applicant tips on what to bring, how to dress and how the prepare for the Board of Review.
- B. Complete and bring to the Board of Review a "Project Description Form Document" (Step 2, Item C)

Step 10 Eagle Court of Honor