Troop 766
Life to Eagle Checklist

If questions, contact:
Dennis Walker
319-393-4940
djw1998v@gmail.com
Eagle Coordinator
Troop 766

Work on items 1 – 3 must be completed prior to 18th birthday.

1. Continue to work on BSA Eagle Scout requirements after achieving the rank of Life Scout.
2. Select an Eagle Scout project:
   - Download the Eagle Project Workbook (instructions for PC and Mac users are listed): http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx
   - Complete portions up to the Proposal Page "E" (signature page).
   - Present to Scoutmaster, Committee Chair and project beneficiary representative for approval and signatures.
   - Complete the Eagle Scout Project Cover Sheet http://www.hawkeyebsa.org/files/d/usr/8/Eagle_Project_Cover_Sheet.pdf.
   - Contact Red Cedar District Eagle Chairs for appointment to obtain district approval to start your project:
     i. Bruce Lyon (319-393-5357 or chrisbrucelyon@hotmail.com) – Bruce is preferred for Troop 766
     ii. Jeff O'Leary (319-360-8094 or jeff.oleary@troop5200bsa.com)
   - Complete your project and send the Scout's service hours to djw1998v@gmail.com. Round hours to nearest ½ hour.
   - Send Eagle Project pictures via www.WeTransfer.com to djw1998v@gmail.com.
   - Complete the balance of the project workbook, including completion signatures at the back of the book.
3. Complete all of the Eagle Scout requirements (position of responsibility, Merit Badges, Eagle project, etc.).
4. Contact Dennis Walker (djw1998v@gmail.com or 319-393-4940) to schedule a Scoutmaster Conference. Also have Dennis validate your Merit Badges and positions of responsibility in TroopMaster versus ScoutNet (BSA's national database). After Dennis successfully validates this Merit Badge information, you need to complete the Hawkeye Area Council Eagle Information Form http://www.hawkeyebsa.org/files/d/usr/12/EagleForms/Eagle%20Information%20Form.pdf.
5. Complete the interactive form and print the Eagle Information Form. At the bottom of the form, indicate that you want to send the Verified Eagle Application to: Dennis Walker, djw1998v@gmail.com, 319-393-4940. After printing and validating all of the information, have the Eagle candidate sign and date near the top of the form. Then scan the document (with the signature) and e-mail it to Tammy Erickson (Tammy.Erickson@scouting.org) and carbon copy (CC) Dennis Walker (djw1998v@gmail.com). The description of the Eagle project on this form will be used for the Troop's website.
6. Prior to the Troop and District Board of Review (BOR) write 2 reports:
   - **Eagle Project Summary Report** – prepare a typed, one-page summary of your Eagle Scout Project including what was the project, when was it conducted, how many service hours were performed in the completion of the project, who received the benefit of the project, the location of the project and which groups of people helped (e.g.; Troop 766, church group, family, etc.). This document should be no more than ¾ of a page long.
   - **Life Goals and Ambitions Report** – prepare a typed report, which includes the following three paragraphs:
     i. High School goals and ambitions (extracurricular activities, grades, sports, band, etc.).
     ii. College goals and ambitions (college choices, area of study, extracurricular, grades, etc.).
     iii. Job and family goals and ambitions.
   - **Both reports** – include a header title at the top of each report: include your name, Hawkeye Area Council, Red Cedar District and Troop 766.
7. While the Eagle Information Form is being processed by Tammy Erickson, send your reference letters:
   - Use the following reference letter http://www.hawkeyebsa.org/files/d/usr/8/Eagle_Scout_Ref_Letter.pdf to submit reference letters to six people:
     i. 1 Parent/guardian
     ii. 1 Religious (pastor, priest)
     iii. 1 Educational (teacher)
     iv. 1 Employer (if any)
     v. 2 or 3 other references (Scout leader, mentor, neighbor, friend, relative, etc.)
   - Keep a side journal of the six reference letters names and addresses. You will need this in future steps and may want to follow up after a week after delivery to make sure the reference letters have been completed.
   - Personalize the reference letter by adding today's date, the person's name, a due date of a week from today's date - and the Eagle Coordinator's address (see below).
   - In your envelope, include both pages of the personalized reference letter and a folded self-addressed stamped envelope (SASE) addressed to the Eagle Advancement Chair. On the back of the SASE, write your name and "KEEP SEALED – DO NOT OPEN". The District BOR will require at least five reference letters.

     Dennis Walker
     Troop 766 – Eagle Reference Letter
     345 N 18th Ave
     Hiawatha, Iowa 52233

8. Tammy Erickson, from the Scout Office, will send the Verified Eagle Scout Rank Application (VESRA) PDF document back to the Dennis Walker. There may be errors to clarify or additional information to provide. Continue to the next step if no errors are found on page 3 of the VESRA form. Dennis Walker will forward VESRA to Eagle candidate.
9. Print the VESRA form and neatly record the six reference letter names, addresses and phone numbers from step #7. On page 2 of the VESRA form, the Eagle candidate should sign and print their telephone number and today's date.
10. Contact Dennis Walker (319-393-4940) to see if at least 5 reference letters have been received. If at least 5 reference letters have been received, then Dennis will coordinate a practice Troop 766 BOR. At the Troop BOR, obtain signatures from Levi Gritton (Scoutmaster) and Dennis Walker (Committee Chair) on page 2 of the VESRA form. The Eagle candidate will need to bring everything that is needed at the District BOR (see #11 below).
11. If all steps have been completed, then the Eagle candidate will contact the District Eagle Chair to schedule a District Eagle BOR. Contact Judy Brewer at 319-355-7088 and/or Judy.Brewer@Transamerica.com to schedule the District BOR.
    - Judy will validate that all items in #12 (below) are ready for the District BOR.
    - Reservation must be made by the second Thursday of the month so that the Eagle candidate can make the third Thursday District BOR date.
    - The District BOR is held on the third Thursday of each month between 6:00-8:00pm at the Scout Office.
12. The following uniform and paperwork is to be taken to the District BOR:
    - Prospective Eagle Scout should be properly attired in his Class "A" (Field) uniform including his Merit Badge sash and other awards (e.g.; Arrow of Light, Order of the Arrow, special awards/patches, etc.). An Order of the Arrow sash should not be worn. Ensure that all patches are up-to-date. If there has been 28 Merit Badges earned, then there should be 28 Merit Badges sewn on the sash.
    - Dress or khaki pants, leather shoes, belt, hair combed and hands washed.
    - The Eagle Scout Project Book, including additional pictures.
    - VESRA form complete with all required signatures.
    - At least five unopened envelopes containing the Eagle Reference letters (Scoutmaster should have these).
    - Eagle Scout Project Summary.
    - Life Goal and Ambitions Report.
    - Your Scout book to obtain BOR signatures.
    - Merit Badge and Rank cards in a notebook.
    - Scrapbooks, pictures, and other pertinent information regarding your Scouting career or your Eagle project.
13. After a successful Eagle BOR, the signed VESRA form will be submitted by the BOR team to the Council Office for processing, along with Life Goals and Ambitions page and Eagle Project Summary page.
14. **CONGRATULATIONS!!**
15. The paperwork will be processed by the Council Office to the National Office, and Dennis Walker will be notified when the paperwork has been returned from the National Office and ready for pickup. This typically takes 3-4 weeks from the time your Eagle Board of Review was held. When Tammy Erickson notifies Dennis, he will pick up your Eagle Kit and Eagle Certificate. Dennis will award your Eagle Rank Patch at the next possible Troop activity.
16. **Plan and enjoy your Eagle Court of Honor – but that's a whole different checklist.** ☺