

Life-to Eagle Checklist for Pawnee Bill District

This checklist is provided as a guide to Scouts in the Pawnee Bill District in earning the rank of Eagle Scout. Three other checklists are also available on the Cimarron Council web site, <http://cimarronbsa.org/eagleresources.asp>, and should be consulted as aids in preparing specific documents. These include:

Cimarron Council Checklist for Eagle Project Approval
Cimarron Council Checklist for Completed Eagle Service Project Workbook
Cimarron Council Final Eagle Application Checklist

If you have questions during any part of the Life-to Eagle Process please contact the District Advancement Committee for help. (Jack Dillwith, 405-743-1514, is currently chair of the committee)

Once a Scout has earned the Life rank he can begin working on the Eagle rank requirements as stated in the current edition of the Boy Scout Requirements Book (#33215). There are seven requirements. Completion of each of the requirements should be recorded in the Scout's Handbook as they are completed. This is the primary record and should be brought to the Eagle board of review. All of the requirements must be completed before the Scout's 18th birthday. (That means all requirements must be met no later than *the day before his birthday*).

_____ After attaining the Life rank the Scout should have his Scoutmaster contact the Cimarron Council Service Center (580-234-3652) and obtain a copy of his ScoutNet report. Any discrepancies that exist in the record should be corrected at this time.

_____ Requirement 1: Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout. **This means be active during the entire time you are working on the Eagle Rank.**

_____ Requirement 2: Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individual who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references. *Note: these are the references you will list on your Eagle Application.*

_____ Requirement 3: Earn a total of 21 merit badges including the 12 Eagle required merit badges. *Make sure merit badges are earned under the direction of a **registered** merit badge counselor.*

_____ Requirement 4: While a Life Scout, serve actively for a period of six months in one or more positions of responsibility. Make sure that your leadership time is recorded in your Scout Handbook and is approved by your Scoutmaster. See the

Boy Scout Requirement Book for a list of positions that may be counted as leadership time.

_____ Requirement 5: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting).

_____ Obtain a copy of the Eagle Scout Leadership Service Project Workbook, BSA publication No. 18-927D. This workbook must be used in completing this requirement. It may be obtained from the District Advancement Chair or downloaded as a file from <http://www.nesa.org/trail/manual.html>. Three computer versions are available: a PDF version to print and fill out, a DOC version that can be filled out on your computer using Microsoft Word, and an RTF version that can also be filled out on your computer.

_____ Discuss possible projects with your Scoutmaster and determine an appropriate project and course of action.

_____ Write a brief description of what you plan to do in the Project Workbook under project description. Details are not necessary at this point. Indicate what group will benefit from the project and how they will benefit.

_____ Discuss the project concept with a representative of the group benefiting from the project and obtain their signature on the second page of the Project Description.

_____ Write the Project Details section. Include all of the information requested in the workbook. Your write-up should contain sufficient detail so that another Scout could carry out the project without further instruction. Include “before” photographs. Remember to record the number of hours spent planning the project in the workbook.

_____ Present your detailed plan to a representative of the benefiting organization and obtain his/her approval and signature.

_____ Present your plan to your unit leader and obtain his/her approval and signature.

_____ Present your plan to your unit committee and obtain their approval and signature.

_____ Present your plan to the District Advancement Committee and obtain their approval and signature. Eagle projects are reviewed once a month on the first Thursday of the month at 6:30 pm at the “Scout Hut” at the First United Methodist Church in Stillwater (located at the corner of 6th and

Duck) . The Scout must be in uniform for this review. In an emergency the Scout can contact the District Advancement Chair (currently Jack Dillwith, 405-743-1514) and make alternate arrangements for a review.

Note: You must obtain all four signatures before you begin work (other than planning) on your project.

_____ Carry out the project. Make sure to keep accurate records of all the people who work on the project, the hours the Scout and others spend working on the project, and the materials used for the project, and record this information in the Workbook.

_____ Record and explain any changes made in the original plan.

Note: If during the completion of your project you find it necessary to deviate significantly from the approved plan, you must take the revised plan back to the four individuals approving the original project for their approval of any revisions. Minor changes do not need approval; however, major changes should be reviewed. Failure to get approval of major changes may result in the project being rejected during an Eagle Board of Review.

_____ Include “after” photographs of the completed project.

_____ Record the Start and Completion dates for the project

Note: The start date must be after all approval signatures were obtained.

_____ Obtain approval of the completed project from a representative of the benefiting organization and obtain his/her signature.

_____ Obtain approval of the completed project from your unit leader and obtain his/her signature.

_____ Once you have completed the first five requirements obtain and fill out your Eagle Scout Rank Application (#58-728A). You can obtain a copy of the form from the District Advancement Chair or it can be downloaded at <http://nesa.org/trail/58-728.pdf>. Make sure you include your goals statement, Item 6.

_____ Have your unit leader contact the Cimarron Council Service Center (580-234-3652) and obtain a copy of your ScoutNet record. This should be used to check dates and entries on your application before your application is submitted. Correct any discrepancies and make sure recently earned merit badges are recorded in your ScoutNet record before submission of your application.

_____ Have your unit leader contact the references you have listed on your Eagle Application and request letters of recommendation. These letters should be sent to your unit leader in sealed envelopes. These letters, still in sealed envelopes, should be included with your application.

_____ Requirement 6: Take part in a Scoutmaster Conference. After you have completed all other requirements schedule a Scoutmaster Conference and record this date on your Eagle application.

Note: The Scoutmaster Conference must take place before the Scout's 18th birthday.

_____ Sign and date the application.

_____ Obtain the approval and signatures of your unit leader and your unit committee chair.

_____ Turn in your completed Eagle packet including your Project Workbook, Eagle Scout Rank Application with your goals statement, and letters of recommendation in sealed envelopes to the District Advancement Committee. Eagle packets may be turned in and checked once a month on the first Thursday of the month at 6:30 pm at the "Scout Hut" at the First United Methodist Church in Stillwater (located at the corner of 6th and Duck). The Scout must be in uniform for his presentation of the Eagle packet. In an emergency the Scout can contact the District Advancement Chair (currently Jack Dillwith, 405-743-1514) and make alternate arrangements for a review.

Once the Eagle packet is turned in it will be taken to the Cimarron Council Service Center for certification. When the application has been certified ready for a Board of Review, the Scout and his unit leader will be notified by the District Advancement Chair and arrangements will be made for an Eagle Board of Review. This will generally occur within 2 weeks of the application being turned in.

_____ Requirement 7: Successfully complete an Eagle Board of Review. The Eagle Board of Review will consist of at least three and not more than six board members including a member of the Scout's unit committee, a member of the community, selected by the Scout, and at least one member of the District Advancement Committee. The Eagle Board of Review usually lasts about 45 minutes.

Once the Eagle Board of Review has been successfully completed the Eagle packet will be returned to the Council Service Center for review by the Council Scout Executive. The application will then be forwarded to National Eagle Service for final approval and certification. The approved application will be returned to the Council Service Center where a packet of certificates and hardware will be prepared. When this process is complete the packet will be delivered to the

Scout's Unit Leader. The Unit Leader will then work with the Scout to set up a Court of Honor.