



Boy Scouts of America

JPL Troop 509

Est. 1952

La Cañada Flintridge, CA

jpltroop509.org



Eagle Rank Scoutmaster Conference Checklist

This list will help you ensure that you have everything needed before your Eagle scoutmaster conference. Any forms you need are available on the troop's website. Before you schedule your scoutmaster conference, have your binders reviewed by the Eagle Advancement Coordinator.

Eagle Project Binder

- cover page (optional)
- acknowledgement page (optional)
- contact information page (workbook page Proposal A)
- project proposal (workbook pages Proposal A to Proposal E)
- project plan (workbook pages Project Plan A to Project Plan E)
- fundraising page if used (workbook page Fundraising Application A)
- project photos including text describing what is going on in each picture (a few labeled photos showing how the project went, for your board to look over before they talk to you)
- project report (workbook pages Project Report A to Project Report C)
- letter of completion, signed and dated by sponsor organization representative
- project proposal presented to the Troop Committee
- workers sign-in / time log sheets, receipts, and notes taken sheets

Eagle Application Binder

- "This Eagle Application Book belongs to" page
- Eagle Rank Application
 - full names and addresses of six people who agreed to provide letters of reference
 - 21 merit badges earned that are consistent with rank advancement dates & merit badges
 - excess merit badges crossed out (numbers 7, 8 & 10) per instructions at bottom of application
 - troop leadership position(s) served for at least six months after life rank board of review
 - project completion date same as date on letter of completion from sponsor
 - scout's signature with date
- Rose Bowl Eagle Application Tickler List - Eagle Scout Award
- Eagle Resume (example format on the troop's website)
- essay about your life purpose, 2 pages long, double spaced
- critique of your Eagle project leadership, 2 pages long, double spaced, discussing your leadership performance and your experience being responsible for the project and its outcome
- Scouting history reports (get copies from the Advancement Records Coordinator)
- resume, including positions held outside of Scouts (school, religious and other organizations, etc.) that demonstrate leadership skills; list honors and awards received and any other notable accomplishments
- your merit badge blue cards (recommended but optional)
- your rank advancement cards for Scout rank through Life rank (recommended but optional)

Scout Handbook

- active in the troop for at least 6 months (attended meetings, outings, service activities, etc.)

- demonstrates Scout Spirit in everyday life (can give examples of following Scout Oath and Law)
- served at least 6 months in one or more troop leadership positions while Life rank
- have dates of advancement, merit badges and leadership positions

Advancement Dates

Event	M	M	D	D	Y	Y
Birth Date						
Scout						
Tenderfoot						
Second Class						
First Class						
Star						
Life						
18 th Birthday						

Merit Badges (you only need to report 21)

	Merit Badge	M	M	D	D	Y	Y
1	Camping						
2	Citizenship in the Community						
3	Citizenship in the Nation						
4	Citizenship in the World						
5	Communication						
6	Cooking						
7	Emergency Preparedness OR Lifesaving						
8	Environmental Science OR Sustainability						
9	First Aid						
10	Swimming OR Hiking OR Cycling						
11	Personal Management						
12	Personal Fitness						
13	Family Life						
14							
15							
16							
17							
18							
19							
20							
21							