

# Troop 957

## Eagle Scout Notebook Checklist

### **Main Elements**

- Application (see quality checks on back)
- Letters of Recommendation – all letters must be signed or be contained in the body of an e-mail with to/from and date showing. The name on the letter must match the name on the application.
  - Parent
  - Teacher – must address Scout's education
  - Religious Leader – must address how Scout shows his "Duty to God"
  - Friend #1
  - Friend #2
  - Employer (omit if not employed)
- Life Statement – "Attach to this application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service." This should be specific regarding the Scout's plan for the future. It should not just say that he wants to be a good person, go to church, get married, and have children. (added notes from SHAC checklist)
- Eagle Scout Project Workbook (see quality checks below)
- Eagle Service Project Certificate (previously called Good Turn for America)
- TroopMaster Individual History Printout (for leader reference not for BSA)

### **Project Workbook Quality Checks**

- Correct version of Workbook
- Typed (preferred) or printed legibly (this is a fillable.pdf file so it can be typed and saved)
- All pages filled out
  - Cover – Eagle Applicant's name correct and same as on application
  - Page 6 – All information correct, Scout's name the same here as on application
  - Page 7 - Eagle Applicant's name correct and same as on application
  - Page 10 – Four signatures (if not legible, neatly write name below signature)
  - Page 10 – All dates before start of project
  - Page 11 – Eagle Applicant's name correct and same as on application, dates correct
  - Page 13 – Materials list complete, costs add up correctly
  - Page 14 – Costs are consistent from all pages, check addition
  - Page 17 - All information correct, Scout's name the same here as on application
  - Page 19 - Eagle Applicant's name correct and same as on application, dates correct
  - Page 20 – All hours logged, check addition
  - Page 20 – Three signatures (if not legible, neatly write name below signature)
  - Page 20 – Dates are correct and are before Scoutmaster Conference
  - All – verify all dates are consistent across all pages

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## Eagle Scout Notebook Checklist

### Application Quality Checks

#### Front

- Scout's Name exactly as wanted on Eagle certificate
- Check all dates for a current year oops (used current year and should not have)
- Date Joined Boy Scout Troop (From TroopMaster IH Report)
- Date of First Class BOR (From TroopMaster IH Report)
- Date of Star BOR (From TroopMaster IH Report)
- Cub History completed
- Date of Birth
- Date of Life BOR (From TroopMaster IH Report)
- References are filled out and they match the letters
- Merit Badges
  - Item 6 - Lifesaving and Emergency Prep – date is for first one earned of these two
  - Item 9 – Cycling, Hiking, or Swimming – date is for first one earned of these three
  - Items 6 and 9 – Merit Badges not used for these entries are lined through
  - Item 13 to 21 – used first nine merit badges earned that are not already entered
  - Unit Number filled in (Scout's unit number at time that MB was earned)

#### Back

- Date of Life BOR (From TroopMaster IH Report) – verify it matches front
- POR start date is after Life BOR
- POR end date is 6 months after start date
- If multiple POR's, total is 6-months
- Project final signature date matches final signature date in Workbook
- SMC date is before 18<sup>th</sup> birthday
- Scout, SM, and CC signed and dated (Scout should type in phone numbers)