

EAGLE PROJECT TIME LOG / SIGN-IN SHEET

Name:	Troop #
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[illegible]



MVD Eagle Scout Check list

(mvdmt.org -Resources-Eagle Scout)

Updated March 5, 2024

- 1) Project Idea – **Keep in mind that you will need to show two things at your Eagle Board of Review:**
 - a. That **you did the planning and development** of the project
 - b. That you **showed leadership** to scouts and/or adults during the process
- 2) Download and **SAVE** To your computer. You may type directly into the forms after you download and **SAVE**.
 - a. Eagle Workbook <http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>
 - b. Eagle Scout application (http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)
- 3) Start a three ring binder to hold keep ALL sketches, notes, photos and other documents in
- 4) **Start time log** and record your planning time spent on project.
DO NOT START THE ACTUAL PROJECT UNTIL YOU HAVE COMPLETED STEP 11.
- 5) Talk with your troop Eagle Project Coach or Scoutmaster about your Idea
- 6) Talk with your Beneficiary about the project
- 7) Present project Idea to Troop Committee for approval
- 8) Complete the **“Eagle Scout Service Project Proposal”** section, and the **“Eagle Scout Service Project Fundraising Application”** (*last page of the Eagle Scout workbook section*).
 - a. Fill in contact information page
 - b. Fill in all sections of Proposal and the Fund Raising Application
 - c. Sign Candidate’s Promise
 - d. Get Unit Leader signature
 - e. Get Unit Committee signature
- 9) Meet with Beneficiary about the project
 - a. Provide Beneficiary with Copy of **NAVIGATING THE EAGLE SCOUT SERVICE PROJECT** (*last page of the Eagle Scout workbook*) and be able to answer any questions they have about it.
 - b. Bring completed **Eagle Scout Service Project Fundraising Application** (*The last page of the Eagle Scout service Project Plan section*)
 - c. Get Beneficiary signature on both **Proposal** and **Fundraising Application**
- 10) Choose a district representative for project approval from the list below: ***For two deep leadership, always add a parent or other scout leader to communications with scout leaders during your project.***

Mr. Frank Dougher	(406) 522-0941 Landline – no texting	(Bozeman)
Mr. Chad Vaughn	(406) 599-1935	(Bozeman)
Mr. Gene Kuntz	(406) 585-3542	(Bozeman)
Mr. Drew Burkenpas	(406) 600-4911	(Belgrade)
Lori Wilkinson	(406) 599-9731 Loriwilkinsonmt@gmail.com	(Gardiner)

If you have questions at any step during the process, please contact the District Eagle Scout Advancement Representative:

Mr. JP Pendleton
Phone: (406) 697-9860
e-mail: jpradio@gmail.com

- 11) Contact and meet with the district representative.
 - a. The district representative will be the fifth and final signature on the “Eagle Scout Service Project Proposal” section of the Eagle Workbook. *(Dates are important!!! By following this outline, this will be the last dated signature on the Project Proposal.)*
 - b. Fill out and bring the Eagle Scout Service Project Fundraising Application (The last page of the Eagle Scout service Project Plan section) It needs to be signed by the representative.
- 12) Fill out the “Eagle Scout Service Project Plan” section of the Eagle Workbook. By taking time to fill this section out in advance, the project WILL go smoother. This is a great time to collect the following materials and paperwork into your three ring binder:
 - c. If you are building something – drawings
 - i. Preliminary sketches
 - ii. Detailed drawings with dimensions
 - d. If “before” photos are appropriate add those.
- 13) You are now ready to start the project
 - e. Schedule time
 - f. Recruit help to work on project
 - g. Create signup log to record all participants time
 - h. Have someone take before, during, and after photos
 - i. Complete project
- 14) Complete the “Eagle Scout Service Project Report” section of the Eagle Workbook
 - j. Be sure to fill in all sections of report
 - k. Sign Candidate’s Promise
 - l. Get beneficiary signature
 - m. Get scoutmaster’s / unit leader’s signature
- 15) Fill out Eagle Scout Application *(See step 7)*
- 16) Send out 6 reference letters to the people listed on application
 - n. Electronic option: Send reference letter as an attachment
 - i. Have recipient send a word doc or scan of paper copy to: **jpradio@gmail.com**
 - o. Paper option: Make 6 copies of the reference letter *(Download from same location as this checklist)*. Fill in Name and troop number
 - i. Put them into 6 stamped envelopes addressed to Mr. Pendleton. Mail them to: Mountain Valley District Scout Office, Att: JP Pendleton/Eagle Review Coordinator, 1902 Dickerson St., Bozeman, MT 59718
 - ii. Deliver them to the 6 people you referenced on Eagle Scout Application *(REQUIREMENT 2.)*
 1. Recipients may also email a scan to: **jpradio@gmail.com**
- 17) Download your advancement report from scoutbook.
- 18) Make sure all rank advancement and merit badge dates match the scoutbook record. This is also the council record.
- 19) Ensure that your three ring binder for your project includes:
 - p. Completed project workbook
 - q. Completed application
 - r. Letter of future life ambitions and leadership outside scouting *(see second page of Eagle Scout Application)*
 - s. All merit badge blue cards and photos of project
 - t. All time logs, notes, drawings, receipts, Thank you letters, etc.

20) If Merit Badges and Eagle Project are complete, conduct Scoutmaster Conference. Make sure that the Scoutmaster signs your Scout book.

21) Call **Mr. JP Pendleton** to schedule a final meeting to review the Interview check list (See next page)

Mr. JP Pendleton

Phone: (406) 697-9860

e-mail: jpradio@gmail.com

22) If everything is complete, we will schedule Eagle Board of Review

Note to Parents: You may find out about requesting congratulatory letters and certificates for your Eagle by going to <http://usscouts.org/eagle/eaglecongrats.asp>

Interview Check List

Troop:

Scout: _____

Parent: _____

Phone:

Phone:

email:

email:

Rank Advancement Report:

___ All requirements entered for Tenderfoot through Eagle, except Board of Review box on Eagle.

Uniform

Right Sleeve:

Left Sleeve:

___ Neckerchief

___ Life Patch

___ American Flag

___ Council Patch

___ Slide

___ World Crest

___ Patrol Emblem

___ Troop Numerals

___ Shirt

___ Sash

___ Badge of Office

Notebook

Application

___ Correct Dates

___ Four or six months between ranks

___ Six recommendations with forms sent to each ___ Parent ___ Educator ___ Religious ___ Employer ___ Other ___ Other

___ Office served after Life date

___ Correct number of hours on project

___ All signatures, except last three lines

___ *Essay or letter on 2nd page of Application*

Eagle Project Workbook

___ Five signatures to start **Proposal**

___ Three signatures at finish **Review**

___ Fund Raising Form

___ All items filled in

___ *Photos of project*

Merit badges

___ Dates on scoutbook advancement report match application

___ Are there additional merit badges for eagle palms.

___ Review BOR Process

___ Observer/Introducer

___ Bring two copies of application to Board of Review

___ Sample Questions