Mountain Valley District Eagle Scout Checklist

Part 1: Before You Start Your Project

Step 1: Understand the requirements & get your forms

First, download and save the Eagle Project Workbook to your computer so you can type directly into it, save it, and keep it updated. You'll need to submit this completed workbook with your Eagle application.

> *Important reminder! You need to show two things at your Eagle Board of Review: That you did the planning and development of the project, and that you showed leadership to scouts and adults during the process.*

Step 2: Set up your binder

Start a three-ring binder to keep all project-related sketches, notes, photos, and other documents. You will present this binder at your Board of Review.

Step 3: Keep track of your time

Start a time log and record your planning time spent on the project.

> *Important reminder!* ***Do not start your actual project*** *until you have completed all the steps in this first section. The time you spend planning should be recorded, but don't actually start the project until all approvals and signatures have been gathered.*

Step 4: Talk with Your Leader

Talk with your troop Eagle Project Coach or Scoutmaster about your idea.

Step 5: Talk with Your Beneficiary

Talk with the project beneficiary about the project and confirm this is a need for them.

Step 6: Troop Committee Approval

Present your project idea to your Troop Committee for approval.

Step 7: Complete Proposal & Fundraising Application

Now that you have a project that has been approved by your Scoutmaster, your beneficiary, and your Troop Committee, it's time to begin filling out your Eagle Project Workbook that you downloaded in step one.

- Fill in all the contact information on page 5.
- Complete the "Eagle Scout Service Project Proposal" section (pages 6-10).
- Complete the "Eagle Scout Leadership Service Project Fundraising Application" (page 12 and Appendix D). Fill this out and get it signed when you get your proposal signatures*.
- Sign the Candidate's Promise and get both the Unit Leader signature and Unit Committee signature.

> ** You are not **required** to fill out the application and get signatures if you don't expect to need to raise funds, however getting the signatures just in case while you're getting your proposal signed will save you a step in the event you end up needing to raise funds after all. Be prepared!*

Step 8: Meet with the Beneficiary

Meet with the beneficiary, provide them with a copy of the 'Information for Project Beneficiaries' (Appendix B of the Eagle Scout Workbook). and be able to answer any questions they have about the project, the process, or the information sheet.

- Bring both your completed proposal and fundraising application.
- Get the beneficiary's signature on both documents.

Step 9: Choose a District Representative

Select a district representative for your project approval from the list below.

- **Mr. Frank Dougher**, Bozeman - (406) 522-0941 (voice only, no texting)
- **Mr. Chad Vaughn**, Bozeman - (406) 599-1935 (voice or text)
- **Mr. Gene Kuntz**, Bozeman - (406) 585-3542 (voice or text)
- **Mr. Drew Burkenpas**, Belgrade - (406) 600-4911 (voice or text)
- **Ms. Lori Wilkinson**, Gardiner - (406) 599-9731 (voice or text) or loriwilkinsonmt@gmail.com

District Eagle Scout Advancement Representative (for questions at any step): **Mr. JP Pendleton** — Phone: (406) 697-9860, Email: jpradio@gmail.com

> *Important reminder! For two-deep leadership, always include a parent or other scout leader to any communication with scout leaders during your project. This includes phone calls, texts, or emails.*

Step 10: Meet with the District Representative

Contact and meet with the district representative where they will provide the fifth and final dated signature on the "Eagle Scout Service Project Proposal" section. *(By following this outline, this will be the last dated signature on the Project Proposal.)*

Also bring the Eagle Scout Service Project Fundraising Application to be signed by the representative.

Part 2: Executing the Project Plan

Congratulations, you're now ready to begin your project!

Step 11: Prepare the Project Plan

- Meet with your Scoutmaster, Eagle Scout advisor, beneficiary, and others about your project, and ask their advice on how to succeed with your plan. Check in with them as needed throughout the process.
- Fill out the "Project Plan" section of the Eagle Workbook (beginning on page 13).
- Collect materials, and coordinate labor
- Be sure to keep paperwork for your three-ring binder, including drawings (preliminary sketches, detailed drawings with dimensions), permits, materials lists and orders, and "before" photos if appropriate.

> *Remember that **you're the project leader**, and it's **your responsibility** to schedule time for the project, recruit help, assign duties, and keep records of the process. Use a time log to record all participants' time, and have someone take photos before, during, and after the project. See it through to completion.*

Part 3: After the Project (Review, Application & Board)

Step 12: Project Report

- Complete the "Eagle Scout Service Project Report" section of the Eagle Workbook (beginning on page 19).
- Fill in all sections of the report, sign the Candidate's Promise, and get the Beneficiary signature and Scoutmaster's / Unit Leader's signature. **You must complete, sign, and date the Project Report before your 18th birthday.**

Step 13: Eagle Scout Application

Fill out the Eagle Scout Application. You can automatically fill it out using Scoutbook, and it will populate all of your information including dates and contact information.

Step 14: Reference Letters

Send out at least 4 requests for reference letters to the people listed on your application. You may request letters from more people if you choose.

- **Electronic Option:** Have the recipient send a Word document or scan of the paper copy to jpradio@gmail.com. Download a copy of the letter and instructions from the same location as this checklist.
- **Paper Option:** Make four copies of the reference letter form, fill in your name and troop number, and put them into four stamped envelopes addressed to **Mountain Valley District Scout Office, Att: JP Pendleton/Eagle Review Coordinator, 1902 Dickerson St., Bozeman, MT 59718** (or deliver them to the 4 references, keeping in mind they can also email a scan to jpradio@gmail.com).

Step 15: Download Advancement Report and Verify Dates

Download your advancement report from Scoutbook. Make sure all rank advancement and merit badge dates in your paper records (blue cards, scout handbook) match the Scoutbook record (which is also the council record).

Step 16: Finalize Your Three-Ring Binder

Ensure your binder includes:

- Your completed Eagle Scout application with applicant and unit approval signatures. (Local Council verification will happen after your Board of Review)
- A letter from you with your future life ambitions and leadership outside scouting
- Your Eagle Scout Project Workbook with all signatures completed
    - Eagle Scout Service Proposal
    - Eagle Scout Service Project Plan
    - Eagle Scout Service Project Fundraising Application
    - Eagle Scout Service Project Report
- All project photos, time logs, notes, drawings, receipts, thank-you letters, etc.
- All merit badge blue cards
- Your advancement report from Scoutbook

Step 17: Scoutmaster Conference

Once all your other requirements are complete, conduct your Scoutmaster Conference and make sure the Scoutmaster signs your Scout handbook and records it in Scoutbook.

Step 18: Schedule a Paperwork Review

Call/text Mr. JP Pendleton at (406) 697-9860 or email jpradio@gmail.com to schedule a final meeting to review the Board of Review checklist.

Email copies of the following documents to Mr. Pendleton:

- Completed Eagle Scout Application
- Scoutbook Advancement Report
- Letter of Future Ambition
- Eagle Scout Project Workbook and project photos

Step 19: Eagle Board of Review

Once everything is complete, coordinate with Mr. Pendleton to schedule your Board of Review.

Useful Links and References

- Eagle Scout Project Workbook: https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/
- Mountain Valley District Eagle Scout Resources: https://scoutingmontana.org/mountain-valley/ and select the 'Eagle Scout Resources' tab about halfway down the page.
- **US Scouts** has a lengthy list of ideas about requesting congratulatory letters. The names aren't current for many of the government officials, but it gives you a good idea of places to send requests. Visit http://usscouts.org/eagle/eaglecongrats.asp to learn more.

This document was last updated in October 2026 and reflects the 2026 Eagle Workbook updates.