

Gateway BSA Checklist for doing an Eagle Project

1. Discuss your idea for an eagle project with your parents or Troop Leaders. You must get your Scoutmaster's approval. For Ideas, see note #1 below.
 - 1.1. From this point you need to keep track of all hours you and others put into this project. That includes talking about the project, working and writing the project.
2. Write Proposal - Get the Eagle Scout Workbook from the Gateway Council website <https://www.gatewayscouting.org/life-to-eagle>, (Scouts BSA, Life to Eagle, Click on Eagle Scout Service Project Workbook, No. 512-927) then "SAVE AS" to save your working document to your computer. Follow the directions including the basic steps of your plan.
 - 2.1. Sign and date, then get approval signature from Beneficiary and Scout Leader
3. Get approval signature from Eagle Board at the Scout Office (by sending your completed project proposal workbook section)
4. Once approved proceed to do the following:
 - 4.1. Before starting the work, write up your Project Plan section of the Eagle Project Booklet and use this to guide your work days.
 - 4.2. Arrange for materials if required
 - 4.3. Plan a work day or days
 - 4.4. Keep track of all hours for your report; remember to take pictures!
5. Once project is complete write up the Project Report section of the Eagle Project Booklet.
 - 5.1. Get Approval Signature from Beneficiary and Scout Leader.
6. Fill out the Eagle Application
 - 6.1. You can get the dates from your Scoutmaster for merit badges for other dates you need.
 - 6.2. You will need references on the application, so you will need to contact them and ask if they would be your reference and explain to them what this is for. Prepare forms, envelopes, and postage for the references.
 - 6.3. Get Approval Signature from Scoutmaster & Committee Chair.
7. Complete the Eagle Project Report for the council Website (see form for Eagle Project Map). Include project photograph and a photo of yourself in uniform. You will also need to write up your ambitions, purpose of life and a list of positions you have held in religious, community, school and other organizations you are involved in. Include a list of awards (see Application Attachments).

Notes and References:

1. Ideas for types of projects can come from examples on the council website:
 - a. <https://www.gatewayscouting.org/EagleProjectMap>
2. Be sure to have your contact information, Life Board of Review date, and birthdate, and other reference information complete on that page. Read the notes and directions included with the form.
3. All proposal approval signatures are required before council approval may be granted.
4. All Project work MUST be complete before your 18th birthday. If you have special circumstances work with your scout leader to check with the council for possible exceptions.
5. The letters of reference, rank application form with attachments, and project workbook with report are all required before your eagle board of review. The information for the council Eagle Project Map shows your leadership within our council and helps other scouts with project ideas.

The Eagle Rank Application Attachments are your written personal ambitions, purpose of life and a list of positions you have held in religious, community, school and other organizations all help you with your board of review. This information helps the board see not only your project, but your character as a scout and member of the community.

Present yourself with pride and confidence!