

JK District Eagle Advancement Committee- Checklist for Troop Eagle Advisers				
				JK Eagle Advancement Chairman: Mr. Tim Burman (timburman@gmail.com)
		Version - 2012APR24		JK Advancement Chairman: Mr. Mike Sabanos (flguy28451@aol.com)
		Eagle Advancement Requirement	Responsible Person	Instruction / Comment / Adviser Notes
Important Adviser Note-->				<i>ADVISER NOTE: All of the Eagle Scout Advancement requirements must be completed no later than the Scout's 18th birthday - NO EXCEPTIONS.</i>
1	A	<input type="checkbox"/> Eagle Scout Rank Application	Troop Eagle Adviser	Requirement 1 Fill out all of the information at the beginning of the form, including the date of the Life Scout board of review. <i>ADVISER NOTE: Use the most recent version of the Eagle Scout Rank Application.</i>
	B	<input type="checkbox"/>	Troop Eagle Adviser	Requirement 2 Enter the name and contact information for those individuals that the Scout has solicited Letters of Recommendation . See Item 2 below for additional information.
	C	<input type="checkbox"/>	Troop Eagle Adviser	Requirement 3 Fill in merit badge information received from Troop Advancement Chairperson or the Troop record-keeper. <i>ADVISER NOTE: If Scout earned any of the 21 merit badges listed while active in a Troop outside of our Council, please make copies of the blue cards for each and submit with the Eagle Scout Rank Application.</i>
	D	<input type="checkbox"/>	Troop Eagle Adviser	Requirement 4 Fill in the information indicating the leadership position(s) of the Scout while a Life Scout.
	E	<input type="checkbox"/>	Troop Eagle Adviser	Requirement 5 Enter the information (project name, grand total hours, completion date) for the Scout's Eagle Service Project . See Item 3 below for additional information.
	F	<input type="checkbox"/>	Troop Eagle Adviser	Requirement 6 Enter the date of the Scoutmaster Conference. Obtain from the Scout his Statement of Ambitions and Life Purpose . Submit with paperwork to schedule Eagle Board of Review (see Item 5A). See Item 4 below for additional information. <i>ADVISER NOTE: Every Scout is entitled to a Scoutmaster Conference. There is no "Pass/Fail" for this type of interaction. A Scoutmaster cannot deny a Scoutmaster Conference to a Scout.</i>
	G	<input type="checkbox"/>	Troop Eagle Adviser	Signatures Have the Scout sign and date the form. Obtain signatures from Unit Leader and Committee Chair.
	H	<input type="checkbox"/>	Troop Eagle Adviser	Submission Troop Eagle Adviser takes Eagle Scout Rank Application and copies of merit badge blue cards (if applicable), to the Central NJ Council Service Center. Turn in paperwork and receive a receipt from the Front Desk Administrator. <i>ADVISER NOTE: Copies of all paperwork submitted should be kept by the Troop Eagle Adviser.</i>
	I	<input type="checkbox"/>	Council Registrar	Application Review The Council Registrar, Dottie Rosenbaum, will review the Merit Badges listed to ensure that each has been reported to Council appropriately. When all have been certified, Dottie, or her representative, will sign the back of the Eagle Scout Rank Application, paragraph titled "BSA LOCAL COUNCIL CERTIFICATION". Council will contact person that initially delivered the paperwork to the Council indicating that the Eagle application can be picked up. <i>ADVISER NOTE: A Scout's Merit Badges should be certified by Council at the earliest possible time to allow for corrections and resolution of any issues.</i>

JK District Eagle Advancement Committee- Checklist for Troop Eagle Advisers					
					JK Eagle Advancement Chairman: Mr. Tim Burman (timburman@gmail.com)
		Version - 2012APR24			JK Advancement Chairman: Mr. Mike Sabanos (flguy28451@aol.com)
		Eagle Advancement Requirement	Responsible Person		Instruction / Comment / Adviser Notes
2	A	<input type="checkbox"/> Letters of Recommendation	Scout + Troop Eagle Adviser	See Requirement 2 of Eagle Scout Rank Application	The Scout is required, at a minimum, to solicit and obtain 5 letters of recommendation. Letters should come from <u>1 - Parent(s)/Guardian(s), 2 - Religious, 3 - Educational, 4 - Employer (optional), 5 - Other adult, 6 - Other adult.</u> Letters should be sent directly to the Troop Eagle Adviser or person responsible for collecting such letters. Sample letters are available from the JK District Advancement Chairperson if needed. As received, the Troop Eagle Adviser should update the Eagle Application, Requirement 2, with the names, addresses, and telephone numbers of the individuals providing a letter of reference.
					ADVISER NOTE: Recommendation Letters should be solicited early so that they can be received well before the Eagle Scout Rank Application is to be submitted.
					ADVISER NOTE: Recommendation Letters should not be sent back to the Scout directly.
3	A	<input type="checkbox"/> Eagle Service Project	Scout + Troop Eagle Adviser	See Requirement 5 of Eagle Scout Rank Application	Scout should use the most recent version of the Eagle Scout Service Project Workbook (#512-927). Enter name on the first page of the workbook. Enter Contact Information on page 6 of the workbook. Initially, you do not have to enter a Project Coach since an Eagle Mentor has not been assigned to the Scout at this point.
	B	<input type="checkbox"/>	Scout + Troop Eagle Adviser		Scout should complete the Eagle Scout Service Project Proposal section of the workbook. The Scout should address every item in the proposal and should include "before pictures", maps, drawings, and/or any other documentation to clearly describe the intent of the project to the District Eagle Advancement Committee.
	C	<input type="checkbox"/>	Scout + Troop Eagle Adviser		Although not required, it is advisable that the Scout fill in as much as possible the information in the Eagle Scout Service Project Final Plan section of the workbook. For example, a more detailed list of Materials, Supplies, Tools, etc. This may help to answer any questions that the Eagle Mentor may have when reviewing the proposal.
	D	<input type="checkbox"/>	Scout + Troop Eagle Adviser		When the Troop Eagle Adviser is satisfied with the proposal, obtain all of the necessary signatures in the Eagle Scout Service Project Proposal section of the workbook.
	E	<input type="checkbox"/>	Scout		Scout should make three copies of the workbook and any other initial project documentation. Do not make copies of "information pages" (e.g. pages 2 - 5) of the workbook. Scout should keep one copy.
	F	<input type="checkbox"/>	Troop Eagle Adviser		Deliver originals and two copies of initial project documentation to: Mr. Tim Burman, 21 Rochelle Drive, Kendall Park, NJ, 08824-1405 (email timburman@gmail.com)
		Important Adviser Note-->			ADVISER NOTE: DO NOT DELIVER the initial Eagle Service Project write-up to the Central NJ Council Service Center.
	G	<input type="checkbox"/>	Eagle Advancement Chair		The Eagle Advancement Chairman will review the project and then assign an Eagle Mentor to the Scout.
	H	<input type="checkbox"/>	Eagle Mentor		The Eagle Mentor will review the project and contact the Scout. Usually the mentor will meet with the Scout, go over any deficient areas of the write-up and help the Scout finalize the Project.
	I	<input type="checkbox"/>	Eagle Mentor		The Eagle Mentor will sign the signature page.

JK District Eagle Advancement Committee- Checklist for Troop Eagle Advisers				
				JK Eagle Advancement Chairman: Mr. Tim Burman (timburman@gmail.com)
		Version - 2012APR24		JK Advancement Chairman: Mr. Mike Sabanos (flguy28451@aol.com)
		Eagle Advancement Requirement	Responsible Person	Instruction / Comment / Adviser Notes
Important Adviser Note-->				ADVISER NOTE: The Scout may NOT start his project until the Eagle Mentor has officially signed the signature page and has returned the original form back to the Scout.
J	<input type="checkbox"/>		Scout + Troop Eagle Adviser	If the Scout plans to raise funds for his project by selling a product (candy, candles, etc.) or a service (in certain instances, see ADVISER NOTE below) to a consumer, then he must complete and submit the Eagle Scout Service Project Fundraising Application found in the workbook.
			Fundraising	ADVISER NOTE: For example, if the Scout plans to hold a car wash (a service) at the Project Beneficiary's location, a fundraising application is NOT needed. But if the car wash is to be held at another location, a fundraising application IS needed.
			Fundraising	ADVISER NOTE: Asking for donations from family and friends, soliciting for donations and/or discounts from businesses DOES NOT require a fundraising application.
			Fundraising	ADVISER NOTE: The fundraising application is sent to Council for approval, not to the District Eagle Committee. It is sent AFTER the project proposal is approved by the Eagle Mentor.
K	<input type="checkbox"/>		Scout	The Scout continues planning out the project, updating the Eagle Scout Service Project Final Plan section of the workbook.
Important Adviser Note-->				ADVISER NOTE: It is up to the Unit to ensure that the Scout receives guidance when completing the Final Plan. District Eagle Mentors do not review and approve this section. It is likely that no one from the District Eagle Committee will see this section until the Scout's Eagle Board of Review, so it is important that the Unit ensures the Scout has completed this section accurately.
L	<input type="checkbox"/>		Scout	The Scout carries out the project.
M	<input type="checkbox"/>		Scout	The Scout completes the Eagle Scout Service Project Report section of the workbook.
N	<input type="checkbox"/>		Scout	Include a list of volunteers that worked on the project, along with the dates and hours worked. Assemble any other project documentation as noted in the workbook.
O	<input type="checkbox"/>		Scout + Troop Eagle Adviser	When the Troop Eagle Adviser is satisfied with the final write-up, obtain all of the necessary signatures in the Eagle Scout Service Project Final Plan section of the workbook.
P	<input type="checkbox"/>		Scout + Troop Eagle Adviser	Gather the completed Eagle Scout Service Project Workbook , including all other project documentation.
4	A	<input type="checkbox"/> Statement of Ambitions and Life Purpose	Scout	See Requirement 6 of Eagle Scout Rank Application
				Scout should write a statement of his ambitions and life purpose. Include a listing of positions held in any religious institution, school, camp, community or other organizations where the Scout demonstrated Leadership.
5	A	<input type="checkbox"/> Preparing for Eagle Board of Review	Scout + Troop Eagle Adviser	Gather the Eagle Scout Rank Application (after receiving back from Council), Scout's Statement of Ambitions and Life Purpose , 5 (or 6) Letters of Recommendation , and the completed Eagle Service Project write-up.

JK District Eagle Advancement Committee- Checklist for Troop Eagle Advisers				
				JK Eagle Advancement Chairman: Mr. Tim Burman (timburman@gmail.com)
		Version - 2012APR24		JK Advancement Chairman: Mr. Mike Sabanos (flguy28451@aol.com)
		Eagle Advancement Requirement	Responsible Person	Instruction / Comment / Adviser Notes
	B	<input type="checkbox"/>	Troop Eagle Adviser	Make three copies of all paperwork. One copy should be kept by the Troop Eagle Adviser. An Adult should deliver originals and two copies to: Mr. Tim Burman, 21 Rochelle Drive, Kendall Park, NJ, 08824-1405 (email timburman@gmail.com)
Important Adviser Note-->				ADVISER NOTE: DO NOT DELIVER the final paperwork to the Central NJ Council Service Center.
6	A	<input type="checkbox"/> Eagle Board of Review	Troop Advancement Chair	Contact Mr. Tim Burman notifying the Eagle Advancement Committee of the date selected for the Scout's Eagle Board of Review. Please provide two possible dates to make scheduling easier.
	B	<input type="checkbox"/>	Troop Advancement Chair	Upon a successful completion of the Eagle BOR, the Eagle application will be signed by the Board Chairman and a Council/District representative, if applicable. An Adult should take all original paperwork to the Central NJ Council Service Center and turn in for submittal to National. Receive a receipt from the Front Desk administrator. Approximately four to eight weeks later, Council will contact the person that delivered the final paperwork to the Council indicating that the Eagle paperwork can be picked up.
				ADVISER NOTE: Copies of all paperwork submitted should be kept by the Unit.