

JK District Eagle Advancement Committee- Checklist for Troop Eagle Advisers				
			JK Eagle Advancement Chairman - Mr. Tim Burman - email: timburman@gmail.com	
		Version-21OCT09	JK Advancement Chairman - Mr. Mike Sabanos - e-mail: flguy28451@aol.com	
		Eagle Advancement Requirement	Responsible Person	Instruction / Comment / Adviser Notes
1	A	<input type="checkbox"/> Receive Life-to-Eagle packet from Council	Troop Eagle Adviser	All unit advancement reports that contain Scouts earning the Life Rank will receive the Council's Life-to-Eagle Packet. The packet contains important information that should read by both the Troop Eagle Adviser and the Scout. The packet will contain an Eagle Application.
Important Adviser Note-->			<u>ADVISER NOTE: All of the following Eagle Scout Advancement requirements must be completed no later than the Scout's 18th birthday - NO EXCEPTIONS.</u>	
2	A	<input type="checkbox"/> Eagle Application	Troop Eagle Adviser	When Scout has completed 21 Merit Badges, including 12 Eagle Required Merit Badges, fill out name, address, troop information, and First Class, Star, and Life Board of Review dates on the Eagle application.
	B	<input type="checkbox"/>	Troop Eagle Adviser	See Requirement 3 - Eagle Adviser fills in merit badge information received from Troop Advancement Chairperson or the Troop record-keeper. ADVISER NOTE: If Scout earned any of the 21 merit badges while active in a Troop that is not part of our Council, please make copies of blue cards for each Merit badge reported on the Eagle application and earned outside the Central NJ Council.
	C	<input type="checkbox"/>	Troop Eagle Adviser	Troop Eagle Adviser takes Eagle Application, plus merit badge copies of blue cards if applicable, to the Central NJ Council Service Center. Turn in paperwork and receive a receipt from the Front Desk Administrator.
	D	<input type="checkbox"/>	Council Registrar	Dottie Rosenbaum, our Council Registrar will review the Scout's Merit Badges listed to ensure each Merit Badge has been reported to Council appropriately. When all Merit Badges have been certified, Dottie, or her representative, will sign the back of the Eagle 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. 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.
3	A	<input type="checkbox"/> Service Project Requirement 5 of Eagle Application	See Scout + Troop Eagle Adviser	Scout should prepare a well written document answering the questions contained in the Eagle Service Project Workbook #512-927 - most current printing. The Scout's initial writing is the "planning" portion of the project. The Scout should answer the planning questions, provide 'before pictures', include maps, drawings, and any other documentation to clearly describe the intent of the project to the District's Eagle Advancement Committee. Remember to have the Scout write about the Leadership he will show throughout the project. ADVISER NOTE: Make sure the Scout includes a spreadsheet, chart, or table showing an estimated Time Schedule and Materials breakdown.
	B	<input type="checkbox"/>	Scout + Troop Eagle Adviser	The last page of the initial Eagle Service Project write-up is the signature page. At a minimum, the project's Sponsor, Troop Eagle Adviser or Scoutmaster, and Troop Advancement Chairperson or Unit Committee Member should sign the signature page.
	C	<input type="checkbox"/>	Scout	Include a Letter of Approval from the Project Sponsor on the sponsor's official letterhead.

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	D	<input type="checkbox"/>	Troop Eagle Adviser	Gather the initial write-up of the Eagle Service Project Write-up including the signature page, and the Letter of Approval from the Project Sponsor. Make 2 additional copies of all paperwork (1 original, 2 copies). Deliver the 3 copies to: Mr. Tim Burman, 21 Rochelle Avenue, Kendall Park, NJ, 08824-1405 Mr. Burman's e-mail: 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.	
	E	<input type="checkbox"/>	Eagle Advancement Chair	The Eagle Advancement Chairman will review your project, then assign an Eagle Mentor to the Scout.
	F	<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.
	G	<input type="checkbox"/>	Eagle Mentor	The Eagle Mentor will sign the signature page.
Important Adviser Note-->			ADVISER NOTE: THE SCOUT MAY NOT START HIS EAGLE PROJECT UNTIL THE MENTOR HAS OFFICIALLY SIGNED THE SIGNATURE PAGE AND THE MENTOR HAS RETURNED THE INITIAL EAGLE SERVICE PROJECT WRITE-UP TO THE SCOUT.	
	H	<input type="checkbox"/>	Scout	The Scout carries out the project.
	I	<input type="checkbox"/>	Scout	The Scout finishes the Eagle Service Project Write-up by writing his review of how the project went. Follow the format in the Eagle Service Project Workbook #18-927, Carrying out section Include in the write-up, any changes to the project that happened while completing the project. <u>The Scout should include paragraphs explaining how he showed Leadership during each phase, step, or session of the project.</u> Include "after" pictures, and updated spreadsheets, charts, or tables showing actual versus estimated manpower and actual versus estimated Materials. Include a list of volunteers that helped the Scout accomplish the project.
	J	<input type="checkbox"/>	Scout + Troop Eagle Adviser	The last page of the "final" Eagle Service Project Write-up is the signature page. At a minimum, the Scout, the project's Sponsor, and the Troop Eagle Adviser or Scoutmaster must sign the signature page.
	K	<input type="checkbox"/>	Scout	Include a Letter of Completion from the Project Sponsor on the sponsor's official letterhead.
	L	<input type="checkbox"/>	Scout + Troop Eagle Adviser	Gather the completed Eagle Service Project Write-up including the signature pages, the Letters of Approval and Completion from the Project Sponsor.
4	A	<input type="checkbox"/>	Goals/Ambition Statement See Requirement 6 of Eagle 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.

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5	A	<input type="checkbox"/> Letters of Recommendation See Requirement 2 of Eagle Application	Scout	The Scout is required, at a minimum, to solicit and obtain 5 letters of recommendation. Letters should come from <u>1 - Religious</u> , <u>2 - Educational</u> , <u>3 - Parent(s)/Guardian(s)</u> , <u>4 - Other adult</u> , <u>5 - Other adult</u> , <u>6 - Employer (optional)</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 not be sent to the Scout directly.
6	A	<input type="checkbox"/> All of the above has been Completed	Scout + Troop Eagle Adviser	Complete the Eagle Application with all pertinent information, obtain all required signatures. Scoutmaster Conference must be completed.
	B	<input type="checkbox"/>	Scout + Troop Eagle Adviser	Gather the Eagle Application, Scout's Goals/Ambition Statement, 5 (or 6) Letters of Recommendation, and the completed Eagle Service Project write-up.
	C	<input type="checkbox"/>	Troop Eagle Adviser	Make 2 additional copies of all paperwork (1 original, 2 copies). An Adult should deliver the 3 copies to: Mr. Tim Burman, 21 Rochelle Avenue, Kendall Park, NJ, 08824-1405 Mr. Burman's e-mail: timburman@gmail.com
Important Adviser Note-->				ADVISER NOTE: DO NOT DELIVER the final paperwork to the Central NJ Council Service Center.
7	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
	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.