

Eagle Coach Checklist

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Here's a comprehensive Eagle Coach Checklist to help you guide your Scouts from Life to Eagle in a structured and supportive way.

Use this checklist to track your Scout's progress and ensure you're supporting them at each stage of the Eagle process.

1. Initial Meeting with the Life Scout

- * ☐ Review the ****Eagle Rank Requirements**** (including required merit badges, leadership, service project, etc.)
- * ☐ Ensure Scout is currently registered and active in their unit
- * ☐ Confirm all required merit badges are earned or in progress
- * ☐ Confirm the Scout holds or held a qualifying leadership position for the required time
- * ☐ Discuss potential Eagle Project ideas
- * ☐ Review the Eagle Scout Service Project Workbook and how to use it
- * ☐ Set tentative timeline goals and deadlines
- * ☐ Ensure the Scout understands they must complete all Eagle requirements before their 18th birthday

2. Eagle Project Proposal Phase

- * ☐ Coach the Scout on selecting a meaningful and feasible project
- * ☐ Review the project proposal section of the workbook for clarity, leadership, and impact
- * ☐ Ensure the project meets the five tests: Benefit, Planning, Leadership, Safety, and Scope
- * ☐ Guide the Scout in getting all necessary approvals:
 - * ☐ Beneficiary
 - * ☐ Unit Leader
 - * ☐ Unit Committee
 - * ☐ Council/District Advancement Representative
- * ☐ Keep a signed copy of the approved proposal for reference

3. Eagle Project Planning & Execution

- * ☐ Help Scout create a detailed plan (timeline, materials, manpower, budget)
- * ☐ Discuss fundraising rules (if applicable) and help with necessary approvals
- * ☐ Review safety protocols and Youth Protection policies

- * ☐ Encourage delegation and leadership — *do not micromanage*
- * ☐ Check in regularly as Scout executes the project
- * ☐ Encourage good photo documentation and time logs

4. Project Report & Final Touches

- * ☐ Review the Project Report section of the workbook with the Scout
- * ☐ Ensure they reflect on their leadership experience and lessons learned
- * ☐ Confirm the final report is complete, accurate, and signed by the beneficiary and unit leader

5. Eagle Scout Rank Application

- * ☐ Help the Scout fill out the Eagle Scout Rank Application (use the most recent version)
- * ☐ Double-check:
 - * ☐ Dates for ranks and merit badges are accurate
 - * ☐ Leadership position dates are valid and meet the duration requirement
 - * ☐ Project completion date is before 18th birthday
- * ☐ Assist with:
 - * ☐ Eagle Statement/Life Purpose Essay
 - * ☐ Securing recommendation letters
 - * ☐ Collecting signatures (Scoutmaster and Committee Chair)
- * ☐ Help organize the Eagle Binder or presentation folder

6. Submit Application & Project Workbook

- * ☐ Deliver or help Scout submit completed application and workbook to local Council or District Advancement
- * ☐ Confirm receipt and wait for Council verification of records
- * ☐ Stay in touch with District Advancement for scheduling the Board of Review

7. Board of Review Preparation

- * ☐ Conduct a mock Eagle Board of Review with the Scout
- * ☐ Discuss potential questions and encourage personal reflection
- * ☐ Ensure Scout has full Class A uniform with merit badge sash
- * ☐ Make sure Scout brings:
 - * ☐ Eagle Binder (application, project workbook, references, etc.)
 - * ☐ Any additional documentation (photos, thank-you letters, etc.)

8. Post-Board Follow-Up

- * [] Congratulate the Scout (regardless of the outcome — support is key!)
- * [] If passed, guide them on:
 - * [] Submitting paperwork for Eagle Court of Honor
 - * [] Ordering Eagle Scout medal, badge, and other regalia (usually ordered by the unit)
- * [] If not passed, help review feedback and create a plan to address concerns

🧭 Ongoing Coach Tips

- * [] Be accessible but not overbearing
- * [] Let the Scout lead — your role is to coach, not direct
- * [] Encourage growth, not just task completion
- * [] Reinforce Scouting values throughout the journey
- * [] Celebrate milestones, not just the final rank