



Eagle Scout Project and Application Checklist

As you prepare for the final part of your journey to Eagle Scout, please use the following checklist as a guide. You will also find resources at <http://www.oldsouthcouncil.org/Eagle>. Please note that all requirements must be completed prior to your 18th birthday except for the Board of Review, which can be held after. Also, a reminder that electronic communication, such as email or text, must include two adults to maintain two deep leadership.

_____ Download the Eagle Scout Service Project Workbook from <http://www.oldsouthcouncil.org/Eagle>. This workbook includes the following documents:

- Eagle Scout Service Project Proposal
- Eagle Scout Service Project Plan
- Eagle Scout Service Project Report

_____ Fill out the Eagle Scout Project Plan. Resources are available on the website to help you. Remember that you must receive the approvals below prior to the start of your project. Any project that begins prior to obtaining these signatures will not be approved per the *Guide to Advancement*.

- Unit Leader
- Unit Committee
- Project Beneficiary
- District Eagle Project Approval Representative

_____ Contact your District's Eagle Project Representative who will set up a time or share the process to review your Eagle Project and give their approval. ** Wachovia District Scouts should take your Project Proposal to the Service Center/Council Office in a 3 Ring Binder. Projects are reviewed weekly, and you will be emailed when your project is approved and ready to be picked back up. A list of District Eagle Contacts is on page 2 of this checklist.

_____ Start your project once it has been approved! If your project will require fundraising, be sure to complete the Eagle Scout Service Project Fundraising Application in the workbook and get the appropriate signatures.

_____ After you have completed your project, write the Project Report and obtain final signatures.

_____ When ALL the Eagle Requirements are complete including the Project, Merit Badges and Leadership, do the following:

- Download and fill out the Eagle Scout Rank Application from the OHC Trail to Eagle website resources.
- Obtain letters of reference from four adults other than your parents. These should be submitted in sealed envelopes and placed in your Eagle binder. A reference form is available for your use on the OHC Trail to Eagle resources but is not required.

_____ Prepare a 3 Ring Binder with the following:

- Your complete Eagle Project workbook with all signatures
- Completed copy of the Eagle Scout Rank Application
- Four *sealed* Reference letters
- A statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, and/or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service. This is in preparation for your Board of Review.
- Photos of the *before* and *after* of your Eagle Service Project

_____ Submit your complete Eagle Binder for verification to the Scouting Service Center at 6600 Silas Creek Parkway W-S, NC 27106. You may also give it to your District Executive at a local Roundtable and they will bring it to the Service Center.



_____The District Eagle Board Chairman will send out information regarding the date and time of your Eagle Board of Review. Upon successful completion of your Board of Review you will have finished your Trail to Eagle!

_____The signed Eagle Application will be returned to the Scout Service Center by the Eagle Board Chair. The Council Registrar will record receipt of the application and send it to the National Office for processing. *** Please note that it can take up to 6 weeks for Old Hickory to get the processed application, certificate, and card back from National.

_____When the Application, Certificate, and Card come back from National, the Council Registrar will contact the Scoutmaster to come in and pick up the packet.

_____Plan the Eagle Scout Court of Honor with your Scoutmaster! Items for the Court of Honor may be purchased at the Scout Shop. Consult with your Scoutmaster regarding what is needed.

_____The Council Advancement Committee will send requests for a congratulatory letter/certificate on a quarterly basis to various officials in our state as well as the President of the US. When received, these items will be sent to the Scoutmaster for presentation to the Eagle Scout.

Eagle Scout Contacts

Blue Ridge District

Eagle Board Chair and Project Approval Representative – Scott Smith Scosmith@charter.net

Seven Rivers District

Surry County Eagle Board Chair and Project Approval Representative – Danny Ledford Danny@robbyssales.com

Stokes County Eagle Board Chair and Project Approval Representative – Paul Tombleson BSA@paultombleson.com

Yadkin/Alleghany County Eagle Board Chair and Project Approval Representative – Travis Gentry travisgentry118@gmail.com

Wilkes District

Eagle Board Chair and Project Approval Representative – Drew Bennett fightingirish45r@gmail.com

Wachovia District

Eagle Board Chair – Jimmy Holder Opiejah@gmail.com

Project Approval Representative – Scott Binkley bink_352000@yahoo.com

General Help and Resources

Council Advancement Chair – Dr. Barbara Todd barbaratodd@yadtel.net

Council Registrar – Lisa Bodenheimer lisa.bodenheimer@scouting.org

Elected Representative Letters – Diane Clinard – kdclinard@gmail.com

Additional Eagle Letters - <http://usscouts.org/eagle/eaglecongrats.asp>

Guide to Advancement - <https://filestore.scouting.org/filestore/pdf/33088.pdf>

BSA Advancement Resources- www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/

To see a list of the 2025 Old Hickory Council Eagle Scouts visit <https://www.OLDHICKORYCOUNCIL.ORG/EagleScouts>