

Life to Eagle Checklist
(Updated August 2026)

1. Become a Life Scout and be in active status for your troop.
2. Eagle Project Planning:
 - Your project should be significant and must fill a need, not a want. Don't confuse an Eagle Project with a community service project.
 - The project should "outlive" the scout. Who will maintain the project?
 - The scout should find their own project.
 - Ask yourself "Does this project have the potential to allow me to...":
 - Plan
 - Develop
 - Provide Leadership
 - The project must not be performed for Scouting America or its councils, districts, units, camps, etc.
3. Download the latest Eagle Project Workbook.
 - <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook>
 - The latest version is dated February 2023. (BSA Form 512-927)
 - Read Section labeled "Meeting Eagle Scout Requirements"
 - This is the guidebook for your project.
4. Fill out the Project Proposal Section Only.
 - Information for the Contact Sheet:
 - Council Service Center: Jim Demes
1910 Baden Powell Way
Dover, DE 19904
Phone: 302-622-3300
Email: jdemes@delmarvacouncil.org
 - District Information: Christina Paylor
North East, MD 21901
Phone: 443-309-4995
Email: cecileagleboard@gmail.com
 - Obtain your Units approval & beneficiary approval; get all signatures (these need to be actual signatures, not digital signatures).
 - The only signature that should be blank is the block for district approval.
 - Scan the Signature page with necessary signatures.
 - Be as specific as you can in regard to your proposal ideas as it helps the committee understand the project better. Scouts should provide as much detail in each section of the packet as possible.
5. Send the proposal & signature page to cecileagleboard@gmail.com.
 - All communication must have another adult involved. This includes phone calls, texts, e-mails, etc. It is advised that a scout copy at least a scoutmaster on all communication.

- Include any pictures, sketches, or plans that may help the committee review your proposal.
- All communication about an Eagle Scout Project should come from the scout.
- 6. WAIT patiently for your approval. The turnaround time is about 1 week but may be longer depending on when it is received.
- 7. Once you receive approval, you may start working on your project. Take plenty of pictures to document your project progression.
- 8. Fundraising Application
 - Needed for any fundraising effort except for contributions from the beneficiary, the candidate, the chartered organization, and the candidate's parents, guardians, or relatives, as well as the unit or individuals in the unit.
 - Needed for any fundraising efforts in excess of \$500.
 - The Fundraising Application needs to be submitted to Jim Demes at jdemes@delmarvacouncil.org for approval. Please copy Mrs. Paylor on the email for approval.
 - Any funds raised that are in excess of what is needed for the Eagle Project must be returned to the beneficiary once expenses have been paid.
- 9. When the project is completed, fill out the next 2 sections of the workbook.
 - Eagle Scout Service Project Plan
 - Eagle Scout Service Project Report
- 10. BEFORE your 18th birthday (not on it) you must turn in the following to Council via email to jdemes@delmarvacouncil.org.
 - Your completed Eagle Workbook with all 3 parts and signatures:
 - Eagle Scout Project Proposal (with signature page and approval signatures)
 - Eagle Scout Service Project Plan
 - Eagle Scout Service Project Report
 - Eagle Scout Rank application form
 - https://www.scouting.org/wp-content/uploads/2026/02/512-728_26-Eagle-Scout-Application_WEB.pdf
 - "Scout's Life Purpose Statement" - Just below requirement 6 on the Eagle Scout Application is the "Certification by Applicant" where you are required to include a statement of your ambitions and life purpose.
 - Don't be short-winded in sharing your ambitions and life purpose.
 - This is not only what you've done, but what you plan to do.
 - Some questions to think about while writing this:
 - What are your life plans?
 - Where do you see yourself in 5, 10 or 20 years?
 - How will you continue to give back to scouting?
 - Include a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrate leadership skills.
 - Include any honors and awards received during this service.
 - Photos from your project.

- Include any sign-in sheets and copies of receipts.
11. After you complete your Eagle Scout project you can also start collecting letters of recommendation. You should request a letter of recommendation from each person listed as a reference on the Eagle Scout Application.
- Letters of recommendation should not be from a parent or family member.
 - Suggestions for letters are Teachers, Scout Leaders, Pastors/Priests, Coaches, Neighbors, etc. Please note (VERY IMPORTANT) these letters should come directly to cecileagleboard@gmail.com.
 - If someone does not want to email a reference letter, the scout should bring it in a sealed envelope to the Board of Review. Please let the Eagle Coordinator know that you have physical reference letters.
12. Once Council has confirmed your final package, an email will be sent to the Eagle Coordinator and the Board of Review can be scheduled.
- Board of Reviews for units within Cecil County are typically held on the last Wednesday of the month at North East Library. Units in Delaware will have the option to have Board of Reviews conducted during their unit meetings.
13. Prepare for the Board of Review. Each scout should have the following:
- Scout book with all signatures and dates for all ranks.
 - Eagle Project Workbook binder that includes printed copies of:
 - Completed Eagle Scout Project Workbook.
 - Completed Eagle Scout Rank application.
 - Scout's Life Purpose Statement.
 - Pictures from your project. These tell the story of your project.
14. Board of Review
- This is your "interview" for Eagle Scout, so please present yourself in full Class A uniform, complete with Merit Badge sash. This is not an OA event, so an OA sash is not appropriate. Please be sure your uniform is up to date in terms of insignia. Remember, 1st class, and Star scouts do not sit for Eagle Boards of Review. Take pride in how you present yourself.
 - Be prepared to recite the scout oath and law. Please take a breath between the two.
 - Expect to answer questions about your project, your scouting experience, your ongoing commitment to scouting and your life ambitions. You should be prepared to answer questions about any point of the scout law.
 - One word and short responses usually lead to more questions, so provide answers with some substance. We want to have a conversation with the scout, not just have them answer questions.
15. Once the scout is recommended for the rank of Eagle Scout, the Eagle Application will be signed and forwarded to Council for the signature of the Scout Executive.
16. Once signed by the Scout Executive, the Eagle Scout Application will be forwarded to National for the final approval. It can take 8-10 weeks for Eagle documentation to be received from National. This documentation is required to purchase Eagle Scout award packages.