

EAGLE ROADMAP CHECKLIST

<input checked="" type="checkbox"/>	ACTION	WHEN?	RESPONSIBILITY
<input type="checkbox"/>	Determine Eagle service project.	ASAP after advancing to Life rank	Scout, with advice from Scoutmaster
<input type="checkbox"/>	Prepare and obtain approval of Eagle service project proposal from Scoutmaster, Troop Committee, and District Advancement Chairman.	ASAP after advancing to Life rank	Scout
<input type="checkbox"/>	Schedule Eagle service project work sessions and complete project and written report of completion.	ASAP after project approval	Scout with advice from Scoutmaster. DO NOT SCHEDULE WORK SESSIONS WITHOUT COORDINATING WITH SCOUTMASTER.
<input type="checkbox"/>	Complete other Eagle advancement requirements.	Concurrently with planning and execution of service project	Scout
<input type="checkbox"/>	Complete draft Eagle application and submit for review to Troop committee	Not later than four weeks prior to desired District Eagle Board of Review (second Thursday each month)	Scout
<input type="checkbox"/>	Review draft Eagle application and return to Scout.	Within one week of receipt from Scout	Troop Committee

<input type="checkbox"/>	Complete final Eagle application and arrange for Scoutmaster conference.	Immediately after review of application by Troop Committee	Scout
<input type="checkbox"/>	Arrange for District Eagle Board of Review and deliver application to District Advancement Chairman	Not later than two weeks prior to District Board of Review	Scoutmaster
<input type="checkbox"/>	Attend District Eagle Board of Review	As directed.	Scout, accompanied by Troop Committee member
<input type="checkbox"/>	Deliver District approved Eagle application to NCAC Program Department, inform Scoutmaster.	ASAP after District Eagle Board of Review	Troop Committee
<input type="checkbox"/>	Order plaque for Troop Eagle Honor Roll	ASAP after District Eagle Board of Review	Troop Committee
<input type="checkbox"/>	Request recognition items (letters, certificates, plaques, flags, etc.) from President, state and local officials, and/or military officials.	ASAP after District Eagle Board of Review	Troop Committee. Cost of flag flown over US Capitol will be paid by parents. Officials who will make personal presentations will be informed of ceremony date later.
<input type="checkbox"/>	Determine date of Court of Honor	ASAP after District Eagle Board of Review--allowing at least 6 weeks to plan.	Scouts and parents, in coordination with Scoutmaster. Scoutmaster will inform Troop Advancement Chairman of date.

<input type="checkbox"/>	Reserve site for Court of Honor.	Done in conjunction with determining date of the Court of Honor	Scout and Parents
<input type="checkbox"/>	Develop Court of Honor ceremony materials (script and program).	ASAP after District Eagle Board of Review	Scout, with input from the Parents, Scoutmaster, and Troop Committee
<input type="checkbox"/>	Secure participants for Court of Honor.	Two weeks prior to the Court of Honor	Scoutmaster usually will be the Master of Ceremonies and SPL usually will be in charge of opening and closing ceremonies.
<input type="checkbox"/>	Notify officials making personal presentations	ASAP after date of Court of Honor is determined	Troop Committee. Scout and Parents responsible for personal guests.
<input type="checkbox"/>	Purchase, prepare, and mail invitations	To arrive no later than two weeks before Court of Honor	Scout and Parents
<input type="checkbox"/>	Arrange for reception, if parents desire (cake, other refreshments, decorations, cups, plates, etc.).	As necessary	Parents
<input type="checkbox"/>	Set up site for Court of Honor (flags, chairs, Eagle light box, podium, candles, etc.)	Not later than two hours prior to the Court of Honor	Scout and Troop Committee
<input type="checkbox"/>	Conduct rehearsal.	Not later than one hour prior to the Court of Honor	Scout and Troop Committee
<input type="checkbox"/>	Clean up site and secure Troop items	Immediately after reception	Troop members

<input type="checkbox"/>	Send Thank You notes	No later than one week after ceremony	Scout