- Complete the Eagle Scout Service Project Plan, which is the second section of the workbook. Work with your mentor and project beneficiary to ensure the plan is detailed and sound.
- ii. Keep track of all the project related hours for all participants throughout the project. This includes planning, driving, fundraising, shopping, etc.
- iii. Communicate project schedule to the troop and other potential volunteers.
- iv. Execute the project.
- e. Write Project Report and obtain approval
 - i. Complete the Eagle Scout Service Project Report, which is the final section of the workbook.
 - ii. Email a copy to the Troop Advancement Chairman, or meet with them in person. This is the first review for feedback. Continue working with this person until they say it's ready for beneficiary and Troop Committee Review. At that point, proceed to the next step.
 - iii. Obtain approval from the project beneficiary via their signature at the end of the Project Report section.
 - iv. Schedule a Troop Committee Review with the Scoutmaster, Committee Chairman, Troop Advancement Chairman, and anyone else the Scout would like to include. The outcome of this review should be troop approval on completion of the Eagle Project.

2. Complete all 21 merit badges required for the Eagle Rank

- a. The Merit Badge Process may be found here: https://www.scouting.org/skills/merit-badges/
- b. Eagle Required Merit Badges may be found here: https://www.scouting.org/skills/merit-badges/eagle-required/
- c. All merit badges may be found here: https://www.scouting.org/skills/merit-badges/all/
- d. Merit Badge worksheets can help you organize your work to pass off requirements. They may be found here: http://www.usscouts.org/mb/worksheets/list.asp

3. Complete Eagle Scout Rank Application

- a. Download a copy of the Eagle Scout Rank Application from the link available on the council's Eagle Resources page: https://www.utahscouts.org/eagle
- b. Complete the application in full, including the references section.
- c. Ask the references listed on the Eagle application to write a letter of recommendation telling how you live by the principles of the Scout Oath and the Scout Law in your daily life. You must ask the references to email the letter directly to the Troop Advancement Chairman. You (the Eagle applicant) should not receive nor view the letter.
- d. In the merit badge section on the hard copy, follow the instructions on the application: "Cross out badges not earned. If a crossed-out badge in #8, #9, or #11 was earned, it may be reentered in 15 through 21. You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s)."
- e. Email a copy of the completed application to the Troop Advancement Chairman, or meet with them in person. This is to verify the dates on the form are consistent with the dates on your official record in Scoutbook online. Continue working with this person until they say the application is correct. At that point, proceed to the next step.