

Chief Solano District Eagle Service Project and Application Checklist

1. Contact your **Scoutmaster / Eagle Project Mentor (to gain verbal approval)** in your troop and tell them of the project that you are thinking of, how it will benefit the community and how you will raise funds for the project.
2. Contact the **Chief Solano District Eagle Project Coordinator (to gain verbal approval) .** Explain to him what project you would like to do. **Jim Patchen- (707) 864-6656**
3. Download the [Eagle Service Project Workbook](#). Fill out the Eagle Scout Service Project Proposal.
4. You will need to obtain the following signatures on the Eagle Scout Service Project Proposal; **Unit Leader Approval and Beneficiary Approval .**
5. Contact your troop's **Committee Chair** and request that you present your project to the Troop Committee for review.
6. Present your project to the Troop Committee and obtain their approval and obtain the **signature from the Unit Committee Chairman . Contact Jim Patchen and get his final signature.**
7. Start and complete your fundraising activity. (Extra signatures are needed for fund raising – see the project workbook.)
8. Start and complete your project (take photos – before and after). Keep your receipts and track the hours for this project – see Eagle Scout Service Project Report
9. Fill out the remaining sections of your Eagle Service Project Workbook and **obtain beneficiaries signature in “completed section” of the work book.**
10. Complete your [Eagle Rank Application](#) which includes **5 letters of reference** and a statement of your **ambitions and life purpose.** Ask your 5 references to mail-in their recommendation letters to the address listed below.
11. Attend **Unit Leader Conference** to review **Eagle Service Project Work Book and Eagle Rank Application** to get final review from **Unit Leaders and signatures** on both documents. **Have Unit Leader Check online Advancement Tool to confirm your advancement records. Contact committee chair person to obtain his final signature on the eagle application.**
12. Take your completed Eagle Rank Application to the Council Office (closed weekends) for their review, **verification and Council final signature. The review turn-around time is about 48 hours.** If you request it, the Council will mail your signed application back to you via the US Postal Service.
13. After you have your Council signed Eagle Rank application and completed Eagle Service Project Workbook and completed Life Purpose letter, contact the Eagle Board of Review Coordinators to schedule your Eagle Board of Review.



Jim and Christine Patchen
707- 864-6656

Send all letters of recommendation to Jim and Christine Patchen
At 4705 Cloverbrook Ct, Fairfield Ca 94534

