

M E M O

TO: All Eagle Scout Candidates
FROM: Warren J. Klein
Troop 433 Eagle Coach
Cell #: 631-987-8797
DATE: Revised November 2020

Below is a list of the steps needed to prepare and submit your full Eagle Application to Council:

1. Have your Project Proposal approved by Mr. Klein. Have plans, diagrams and sketches to review and discuss.
2. Determine whether or not fundraising will be required. Mr. Klein will review this at meeting he will have with you and a parent. You are required to be in full uniform for this meeting. No meeting will be conducted if you are not in a full complete uniform. You will need a flash drive for this meeting.
3. Prepare Written Project Proposal for review and editing with Mr. Klein. (This may be several drafts). Please ensure you are using the most current version of the Eagle Scout Workbook.
4. Prepare donation letters and material list broken down by description, quantity, price extended and totaled.
5. Once Project Proposal has been finalized and approved by Mr. Klein obtain Beneficiary Signature.
6. Have your Project Proposal approved by and obtain Scoutmaster signature.
7. Present and have your Project Proposal approved by Troop Committee. Bring several copies of your proposal for circulation amongst the Committee Members. Make note of any suggestions offered.

8. Make appointment with Mr. Brian Bindert to present your Proposal for Council approval. Mr. Bindert may be reached at 631-361-6024
9. Attend meeting with Mr. Bindert in full uniform with parent. Obtain his blessing and signature. Make note of any suggestions offered. Bring your original fully-signed approved Project Proposal, draft donation letters, Fundraising Application (Mr. Bindert can approve fundraising values up to \$1,200.00) a blank current year Eagle Rank Application and a blank Eagle Scout Letter of Recommendation Form with you.
10. If necessary, submit Fundraising Application(s) to Council for approval. You may not obtain materials or start Project without fundraising approval.
11. Prepare the Project Plan portion of your Workbook and get to work.
12. Once Project is completed you can complete your Project Report portion of your Workbook.
13. Obtain your advancement report from Mr. Bailey.
14. Prepare your character reference requests for which you were provided a form by Mr. Klein or obtained by you from Troop website.
15. Complete your Life Statement (there may be revisions with Mr. Klein).
16. Make appointment with Mr. Klein to review Project Plan and Project Report for revisions and finalizations.
17. Complete your Eagle Rank Application.
18. Once workbook is finalized and approved by Mr. Klein submit to Beneficiary for signature.

19. Meet with Mr. Klein to review and package up Workbook (including time logs and material lists) inclusive of Proposal, Project Plan, Project Report, Advancement Sheet, Eagle Application, Life Statement, photos and sketches. This is the “Eagle Package”. The Eagle Scout Letter of Recommendation Form will be confidentially completed by the persons you requested provide you with character references and directly mailed to the Troop Committee Chairperson in a stamped self-addressed envelope that you provided.
20. Contact Scoutmaster for Scoutmaster Conference.
21. At Scoutmaster Conference present Eagle Package for Scoutmaster to sign off on Eagle Application and final Project approval. Scoutmaster and Committee Chair will not sign off on your Eagle Application until they are advised by Eagle Coach that Eagle Package is ready to be submitted to Council.
22. Submit Eagle Package for Committee Chairman to sign off on Eagle Application and Project approval.
23. Original and eight copies of Eagle Package to be made.
24. Original and two copies to be brought to Council for submission.
25. Original bearing original signature and two copies, each in a separate plastic binder, go to Council to be date stamped. Original and one copy stays, you receive back one copy for your records.

Note: Forms can be found on our Troop Website: troop433ny.com
Your fastest response will be received by text (631-987-8797) or email to your Eagle Coach wjklein101@gmail.com. Please ensure you include a parent or guardian on any email or text to your Eagle Coach or other Adult Leader otherwise your communication will not be answered.