

Life to Eagle Process

October 10, 2011

Congratulations on earning your Life Scout rank. You have an opportunity to earn something that only a tiny percentage of your peers will achieve; the Eagle Scout rank. This achievement will stay with you for the rest of your life. The steps below are the general steps to take you through the Eagle process. All of the adult leaders in the Troop are there to help you so if at any time you have questions please ask.

General Steps

1. See your Scout Handbook for the requirements for Eagle, in general you will have to earn five additional Eagle required merit badges and have a total of 21, be a member of the Troop for at least six months after earning Life and serve in a position of responsibility among other things.
2. Requirement five reads as follows: “While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project plan must be approved by the organization benefiting from the effort, your Scoutmaster and troop committee, and the council or district before you start. You must use the *Eagle Scout Leadership Service Project Workbook*, BSA publication No. 512-927, in meeting this requirement.”
3. Complete your approved service project.
4. Complete the Carrying out the Project, Materials Required to Complete the Project and Changes sections of the *Eagle Scout Leadership Service Project Workbook*.
5. Obtain approvals for the Completed Project.
6. Complete the Eagle Scout application, including all signatures and accompanying documents.
7. Submit completed *Eagle Scout Leadership Service Project Workbook*, completed Eagle Scout application and accompanying documents to the District Advancement Chairperson.

Eagle Scout Leadership Service Project Workbook

1. Contact an organization that you are interested in helping that meets the standards listed in your project workbook. Meet with them regarding what projects they might have that would meet the standard of an Eagle Scout project. Prepare a short description and discuss with your Scoutmaster and Life to Eagle Advisor.
2. Once you have discussed with your Scoutmaster and Life to Eagle Advisor and they have given you the ok complete the *Eagle Scout Leadership Service Project Workbook* through the section that includes the ‘Before’ photos. Both a Word and pdf version of the application are available for your use.
3. Review your workbook with your Scoutmaster and Life to Eagle Advisor. Make any changes suggested. Review your project with the Troop Committee.
4. Upon completing these reviews, get signatures from a representative of the organization benefitting from your project, Scoutmaster and a member of the Troop Committee.
5. Submit your proposed project to the District Advancement Chairperson.

6. If your project is approved by the District Advancement Committee you can proceed to finalize the planning and execution of your project.
7. If your project is not approved by the District Advancement Committee, either amend the project proposal as suggested by the Committee or complete a new project proposal. Upon completing the amendment or new project proposal start at step #3 above again.
8. DO NOT start your project without all required signatures and approvals

Carrying out your project

1. All the planning, scheduling and execution of your project is your responsibility. You will need to schedule fundraising and/or project workdays around the published Troop schedule.
2. Any fundraising and/or donations required for your project are your responsibility to seek out and plan as necessary.
3. You must keep track of the hours worked on the project in certain phases as outlined in the workbook. Make sure that you do so. An Excel spreadsheet was developed by a Eagle Scout as he went through the process and is available for your use.

After completing your project

1. Complete the balance of the workbook from the section 'Carrying out the Project' to the end. Review these sections with your Scoutmaster and Life to Eagle Advisor.
2. Once reviewed, sign the workbook and obtain the signatures of your Scoutmaster and the representative of the organization that benefitted from your project.

Eagle Scout Rank Application

1. The Eagle Scout Rank Application is available in a fillable, savable pdf. What that means is that you can start on it now. A report can be printed from TroopMaster, Reports/ Awards/Advancement /Eagle Application Assistance to help you with the dates asked for on the application including dates merit badges were earned. The Troop Advancement Chairperson can help you get this form.
2. For Requirements 1, 3 and 4 use the information from the Eagle Application Assistance form.
3. Requirement 2 asks for the names, addresses, telephone numbers and e-mail addresses of those that you have asked to give a letter of recommendation on your behalf. The letters are specific to the type, Parents, Religious, etc. and must be sent directly from the person making the recommendation to the District Advancement Chairperson. The letters are available electronically in Word format.
4. Requirement 5 is information from your workbook for the project that you performed.
5. Sign and date your application.
6. Requirement 6 is very important and you need to read the words of the requirement closely. After you have written your statement review it with your Scoutmaster and Life to Eagle Advisor. Once finalized ask your Scoutmaster for a Scoutmaster Conference and have them sign and date the application in the appropriate places.
7. Have the Troop Committee Chair review, sign and date your application.
8. Once you have obtained all the required signatures, attach your statement required in #6 to your application and along with your completed workbook submit the package to the District Advancement Chairperson.

The District Advancement person will submit your application to the Council office to ensure that the information contained on your application is consistent with the Council records. If so, they will contact the District Advancement Chairperson who will then contact the Scoutmaster to schedule an Eagle Board of Review. If the records don't match you will have to sort out the discrepancies and will likely need the help of the Troop Advancement Chairperson and/or your Scoutmaster.