

Pine Tree Council



Guide to the Eagle Scout Award

PTC-ADV July 2011

LIFE TO EAGLE CHECKLIST

Check these off as they are completed:

- _____ Decide on a project and discuss with Scoutmaster/Eagle Advisor. Obtain initial approval.
- _____ Make contact with an official from the group for whom you will be doing your project.
- _____ Complete Front matter (name, contacts), Project Description and Project Detail Sections of your workbook.
- _____ Obtain approval and signature of written project from official of benefiting group
- _____ Obtain approval and signature for written project from Scoutmaster or Eagle advisor.
- _____ Request a Troop Committee review and obtain approval and signature for written project from your Troop Committee

Note: Must have these 3 signatures before submitting project to District Advancement Committee.

- _____ Submit Leadership Service Project Workbook with approval signatures to District Advancement Committee for their review.

Contact your District Advancement Committee for your District's Method of Review. See attached list for contact information.

- _____ Upon return of workbook to you with District approval, you may then start to conduct and complete your project. Do not start prior to obtaining this 4th signature.
- _____ Complete your workbook. Complete "Carrying out the Project" section with hours spent, materials used, changes, photographs and completion approvals signatures. Write a summary of project, which includes details of how your project was carried out. Attach to workbook.
- _____ Complete your Eagle Application and Requirement 6 Ambitions statement.
- _____ Send your application to the Council Service Center for certification of dates. Upon certification of all dates, your Eagle application will be returned to your District Advancement Committee.
- _____ Submit your Service Project Workbook to your District Advancement Committee who will schedule your Board of Review.

Contact your District Advancement Committee Chairman for your District's method.

- _____ Prepare for your Eagle Board of Review

Eagle Scout Leadership Service Project Workbook

The Requirement:

As stated in the *Boy Scout Handbook*: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to your religious institution, school, or your community. (The project should benefit an organization other than the BSA.)

The project plan must be approved by the organization benefiting from the effort, your unit leader (Scoutmaster, Varsity Scout Coach, Venturing crew Advisor), Unit Committee, and by the District Advancement Committee before you start.

You must use the current online version of the Eagle Scout Leadership Service Project Workbook, No. 512-927. This online official workbook can be found at: <http://scouting.org/filestore/pdf/512-927.pdf> This online version can be saved and updated on your own personal computer. Use of this electronic form is recommended and can be helpful if making changes as necessary. Use of unofficial versions of this workbook is not allowed.

Once you have decided on a potential Eagle Scout project, give some thought to who will benefit from this project and how they will benefit. You will then need to contact an official from the group which will benefit and who will guide you in planning the project. That person will describe to you what they need done.

Record everything you do.

If you send a letter to this contact person, keep a copy for your records. If you make phone calls to your contact person, keep track of the dates and a-brief description of

the reason for the phone calls. Also, keep track of any appointments you made with your contact person.

Once you have received preliminary approval from the official from the benefiting group, you may fill out Project Details of your Leadership Service Project Workbook.

Filling Out the Booklet

It is recommended when possible to use the official electronic version. If that is not possible, it is best if the booklet is typed. If that is not possible, print neatly. Use complete sentences and be as specific as possible. Use only black or blue ink. Do not use pencil.

Your Eagle Scout Leadership Service Project Workbook should be bound in a 3 ring binder or notebook.

Remember, **Proper Presentation** counts.

Describe your project

Record the name of your project. This project name will also be listed on your Eagle Application under Requirement 5.

Describe the project you plan to do. This statement may be brief, simple explanation of the work your plan to do as part of your project. Specific details will be listed under Project Details section.

What group will benefit?

Record the official name of group benefiting from your project.

Remember: Projects cannot benefit council property, BSA activities or a business.

My project will be of benefit to the Group because:

How will it benefit the group? Who is going to be aware the project was done? Are you cleaning up an unsafe area, which will make it safe for others to use? Are you helping to make the lives of the handicapped easier? Be specific.

The concept was discussed with my Unit leader on

Record date project discussed with unit leader.

The project was discussed with

Give the name of your "officer or contact person for the project, his/her title, phone number and the group title. Don't forget to enter the date on which the project was discussed with the above named person.

Project Details

The requirement is: Plan your work by describing the present condition, the method, materials to be used, project helpers, a time schedule for carrying out the project, the estimated cost of the project, and how the needed funds will be obtained. Describe any safety hazards you might face, and explain how you will

ensure the safety of those carrying out the project.

If appropriate, include photographs of the area before you begin your project.

Providing before and after photographs of your project area can give a clear example of your effort.

Describe the present condition. If yours is an outside project, tell what the area looks like now and how you plan to change it.

Be certain to answer all the applicable questions concerning your project such as:

What activities or preparations are necessary to complete your project? What materials are going to be used? Lumber, cement; paint, vehicles, etc.

What will this cost? How will your project be financed? If you have donations from people be certain they understand that they are not donating to you or the BSA but are making a donation to the benefiting group. Funds donated should not be given or checks written to your unit or to you, but to the benefiting organization.

How many helpers do you expect to use? What do you plan to have them do?

How long do you expect the project to take?

What steps are to be taken to accomplish your task?

How will you ensure your project helpers safety?

How will you ensure there is 2 deep adult leadership?

Include pictures of existing conditions, location, etc.

Include drawings sketches, permits etc needed to carry out your project.

Include a timeline for accomplishing your project.

Include who will be your project helpers. Remember to use your fellow scouts to assist you in your project. You may also use adults, friends, and relatives, as long as you are the one directing the project and giving instructions. Indicate that in your project details.

Keep in mind that your project should be written such that anyone could carry out your project by simply reading your workbook. They should not need to ask you any questions. All planning should be complete.

Approvals:

Before You Begin Your Project!!

1. Obtain project approval signature from benefiting group official. Be certain they agree with all your plans including financing.
2. Obtain approval from your Scoutmaster or Eagle Advisor.
3. Present your project to your Troop Committee for their review and approval.
4. Submit your Eagle Scout Leadership Service Project Workbook to District Advancement Committee for their review and approval.
(Check with your District Advancement Committee Chairman for their method of submittal and review.
5. **After all 4 approvals have been obtained; you may start your project.**

Carrying Out The Project

Take good notes as you carry out your project. As you take your notes, be sure to record the dates each item was accomplished, including any appointments with your contact person prior to the start of the project. Include the dates worked, give descriptions of what was done each day, who assisted you (names and positions) and the amount of time they spent working.

Record the materials used, how they were obtained, how they were delivered, and their cost.

If you conducted a fundraiser for the money to obtain materials, write how that was accomplished as well. It might be well to note here that you or your troop are **not** to pay for the materials. They may be donated or supplied by the group who will benefit or you may raise the money through a bottle drive or other approved means.

Donors to project must be made aware of what entity is benefiting from the project and that it is not the Boys Scouts of America.

Any funds raised for a project and not used for the purchase of project materials must be returned to the donors.

Once the project is complete and your notes are organized, complete the remainder of the workbook. Be certain to type or print your report neatly

Summary:

From your notes, write a summary of your project describing in detail exactly how you carried out your project. Add this summary to your workbook.

Names, Dates and Hours worked:

- a. Record hours you spent on project, both planning and carrying out project.
- b. Record the Names, each and hours for each individual who assisted you.
- c. Record all the materials and their cost, even if donated, required to complete your project.

Changes:

Record any changes and the reason for them. Be advised, that should major changes from original approved project be required, changes, which affect the scope of your project, you must secure approval before carrying out your project. Contact your District Advancement Committee before proceeding.

Pictures:

You must take pictures of the area before the project begins as well as during and after. Include these pictures in your workbook with a short caption beneath to explain what was happening in each snapshot.

If you create a map, booklets etc for your project, include them it in your notebook.

Approvals for Completed Projects

Record start date and completion date and then sign and date project the completion section.

Submit project to your Scoutmaster or Eagle Advisor and to the benefiting group for their review and approval and signatures.

Project now is ready for submission to your District Advancement Committee in preparation for your Board of Review.

Get Credit for your efforts:

Ask your Troop leader who is in charge of Service projects to submit the service hours involved with your project to the Service Project WEB site to give credit to your Troop and yourself for service to others via the Journey to Excellence Service Hours Information web site :

<http://www.scouting.org/scoutsorce/Awards/JourneyToExcellence.aspx>



EAGLE SCOUT Application Guidelines

Only the current edition of the Eagle application can be used. Current applications can be obtained from WEB site: http://scouting.org/filestore/pdf/512-728_web.pdf . Editions prior to 2010 Edition cannot be used. Before you start filling the application, make sure you have

- a. Earned all merit badges necessary
- b. Served 6 months in a listed leadership position while a Life Scout
- c. Completed a service project and the final write-up in the Life-to-Eagle workbook including a summary.
- d. Prepared a statement of your ambitions and life purposes (Req. #6)

Filling out the form:

- a. Use your full legal name (This will be how it will appear on your Eagle Award)
- b. All sections must be filled out.
- c. All blue date blanks must be filled in - dates presented as 040994, not 4/9/94.

Requirement #1

Must have been active for at least 6 months after your Life Board of Review. Record date of your Life Board of Review.

Requirement #2

References are very important and can really influence a Board of Review.

- a. Choose a variety to show abilities in various areas.
- b. You must list 6 references (5 if you are not employed). If you do have not

religious affiliation to a church, a person who is aware of your beliefs can be listed.

- c. When your application is received by the District Advancement Committee, they will contact the persons listed as references either by letter, form, telephone or alternate methods. (*Contact your District Advancement Committee for variations and specific method to be used.*)
- e. When these reference checks are complete along with all other paperwork, the Board of Review will be scheduled.
- f. Information obtained from these reference checks will then be disclosed to the members of the Board of Review only.

Requirement #3

- a. All dates entered for advancement must be correct as all dates are checked and verified by the Council Registrar. Work with your Troop Advancement Chairman to verify dates. Using Internet Advancement, they can provide you with a copy your current scout advancement record that is on file.

If the Council Registrar can't find an advancement record showing your rank advancement and merit badges, your application will be held up until proof of advancement is shown. Proof of advancement can be Troop records, merit badge cards (blue) or camp merit badge sheets.

Keep all merit badge records in your Life to Eagle Notebook so you always have the proof. If there is no proof available, the merit badges must be earned again.

- b. Cross out any the merit badges not being used as required. These can be listed and used as optional.
- c. In the event some of your merit badges were earned in another troop, make sure you note the troop number where earned. This will help should your records not show all merit badges.

Requirement #4

Only listed positions are acceptable. Never write, “to present” in place of a date. If you are still in the position listed, enter it as “to date”.

Enter only positions held while a Life Scout and do not list dates prior to your Life Board of Review.

Requirement #5

- a. Record the name of your Service Project and total hours worked as recorded in your workbook. Total is hours you and all others worked on project.
- b. Record completion date of your project. This date should be the same as the last completion date listed in your Service Project workbook.

Refer to other sections for instructions on how to complete the workbook.

Requirement #6

- a. This should be carefully thought out. It is suggested you write 2-3 drafts with review by parents, teacher, or scoutmaster, etc.
- b. This should include current goals as well as post-high school career plans and personal -goals.
- c. List any leadership positions outside of scouting as well as honors and awards received. Activities outside of scouting are important because you must show “scout spirit in your everyday life”.

- d. The statement at a minimum should be at least one page typewritten and double-spaced. It is wise to include plans for your future in scouting, especially as a youth, but also as an adult.

Signatures

- a. Your legal signature (include middle Initial if you have one), phone number and the date
- b.. Your Scoutmaster’s signature, phone number and date AFTER the Scoutmaster’s Conference (this is not a Board of Review)
- c. Unit Committee Chairman, phone number and date AFTER they have met with you and reviewed all items in your application package.
- d. Send your Eagle Scout Application to the Council Office for certification.

What you do next — while you wait.

General Procedure:

1. Council Registrar verifies all dates and returns application to District Advancement committee.
2. Submit the your life ambitions statement and original Life-to-Eagle Workbook and supporting documents to the District Advancement Committee.
3. The District Advancement Committee will schedule your Board of Review when all paperwork has been received and is complete including reference checks.

(Check with your District Advancement Committee for variations.)

The Eagle Board of Review

The BOARD is comprised of at least 3 and not more than 6 adults, 21 years of age or older.

District Advancement Committee (at least one member)

Troop Committee (2 members-not your parents). Your troop committee will select members. You do not have an input into selection.

Other adults who understand the significance of Eagle Rank

Scoutmaster/ Asst Scoutmasters or relatives may not participate.

The Board of Review should take approximately 30-60 minutes.

Preparation

Review the following:

1. Scout Spirit Sections of Handbook
2. Scout Oath and Law Sections of Handbook
3. Your Life-to-Eagle Workbook
4. Your Life Ambitions Statement
5. Your Citizenship Badges
6. Fill out your Eagle Yearbook Information Form for the Board of Review

Uniform

Be sure your uniform is correct and complete even if you have to borrow pants. It is expected that you will be in uniform and NEATNESS IS NOTICED. You should wear your merit badge sash but no 0-A sashes. This is not an 0-A event.

Questions

Each Board of Review is different; however, this is not a test of specific scout skills. The review will be directed more toward you and your ability as a leader

1. Your leadership in your unit, service project and daily life
2. - How you see your role as an Eagle Scout and why you deserve to be one.
3. Your service project and your leadership shown to carry to out.
4. Scout spirit and how you live the Scout Oath and Law.
5. Your understanding of the Scout Oath and Law.
6. General questions about the merit badges you earned, i.e. best, hardest, and most helpful.
7. General questions about your scouting experience.
8. General questions about your activities outside of scouting.

Suggested Helps

1. If you don't understand a question, don't be afraid to say so. Most Board members are willing to ask a question another way.
2. Think before you answer.
3. Remember that an Eagle "Is a leader", so most questions come back to your concept of leadership.
4. Remember that a well-organized Life-to-Eagle Notebook is a real help.

What Happens Next?

You are excused from the room and the Board proceeds to evaluate you as a potential Eagle.

A unanimous decision must be reached.

Don't panic if it seems to take awhile.

Some Boards make decisions quickly and others slowly.

You are invited back into the room and informed of their decision. If everything was in order, you will be informed that you have received the Board's recommendation for the Eagle Award.

In rare cases, the Board may determine that additional work is required. You will be included in a discussion of what needs to be done. This is rare but, if you should wait until the day before your 18th birthday to apply, there is no time available for a plan.

You are an Eagle

Your paperwork is returned to the Service Center where it is reviewed and certified by the Scout Executive.

Your paperwork is then forwarded to the National BSA Office Irving, Texas for final approval.

This process takes between 2-4 weeks. Your unit leadership is notified of approval and when Eagle credentials have been received from National. Do not schedule an Eagle Court of Honor until notified.

The Eagle Scout Award

It's Scouting highest award and among its most familiar icons. Men who have earned it count it as their most treasured possession. Those who missed it by a whisker remember exactly which requirement they didn't complete. Americans from all walks of life know that being an Eagle Scout is a great honor, (Quote taken from Eagle Scout Roll of Honor at <http://www.nesa.org/>).

Hints at being successful in achieving the Eagle Rank Requirement:

Start early - Now is never too soon. As soon as you make Life get started. There is much to do and time passes quickly. Planning for success requires getting started early and keeping on track.

Eagle Project: Get hold of the Eagle Leadership Work book and read over the requirements. Getting an Eagle Project written up, reviewed, approved and then carried out can take up to 6 months or more.

Need an idea for a Project? Check with local churches, community groups, rotary clubs, recreational departments, parks, conservation groups and town officials. Read local newspapers. Many times you will read of a need for service or a job that needs to be done in your community. Does not have to be original, Just remember your project must show leadership of others and provide a service to the local community in order to have a successful project.

Keep in mind you can not start your project until you have approval of the Benefiting Group, Your Scout master or Eagle Advisor, your Troop Committee and the District Advancement committee. This process can take a lot of time.

Plan ahead. For example -Outdoor projects are sometimes weather dependant. It's hard to build a hiking trail with snow on ground.

Eagle Application: Get the Eagle Application and read its requirements.

Requirement No. 3: Review the merit badge list and see where you stand. Ensure your official scout record agrees with what you think you have earned. Make a plan to get remaining badges done. Check on availability of registered a Merit Badge counselor for badges you need. Get the ones like Family Life, Personal Management and Personal Fitness done early. They require a minimum of 3 months to complete.

Requirement No. 4: Ensure you are holding a Leadership position in your troop that qualifies for Eagle and that you are doing the job to your Scoutmaster satisfaction. You need his approval.

More than 50,000 Scouts now earn the Eagle Award each year. In 2009, the two millionth Eagle Scout received his badge and stood and repeated the Eagle Pledge.