

LIFE TO EAGLE CHECKLIST

- Be active in your troop for a period of at least 6 months after receiving the rank of Life
- Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.
- Complete a total of 21 merit badges (*14 eagle required) Citizenship in the Society
Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Cooking, Emergency Preparedness **OR** Lifesaving, Environmental Science **OR** Sustainability, Family Life, First Aid, Personal Fitness, Swimming/Hiking **OR** Cycling, Personal Management
- Obtain a print out from the Council office with dates badges earned and rank advancements.
(Council office will not have your leadership dates or the actual date you joined scouting)
- While a Life Scout, serve actively for a period of six months in a position of responsibility.
Patrol Leader, ASPL, SPL, Troop Guide, OA Troop Rep, Den Chief, Librarian, Historian, Quartermaster, Jr. Asst Scoutmaster, Chaplain Aide, Webmaster
- While a Life Scout, plan, develop, and give leadership to others in a service project. You must use the Eagle Scout Service Project Workbook and **TYPE** the final draft. ***Make sure you get approval and all necessary signatures **BEFORE** starting the project. Take pictures!!
- Call the Council office to schedule your Eagle Service Project Approval. These take place on the third Tuesday of every month at Kitchi Gammi Club. Come prepared to explain your project in detail.
- Upon completing the project, meet with the Beneficiary and Unit Leader to obtain final signatures.
- Complete Eagle Scout Application, including a typed statement of your ambitions and life purpose.
- Meet with project coach or Advancement Chair to review all paperwork.
- Send out six reference/recommendation letters to be sent directly to the Troop Advancement Chair Letters received should be the same as the ones listed on the Eagle Application.
- Take part in a Scoutmaster conference. Obtain his signature in your Scout Handbook and Eagle Application
- Obtain Troop Committee Chair signature on Eagle Application.
- Eagle Application, UNOPENED letters of recommendation, and Eagle Service Project Workbook need to be sent to the Council Office for review (Usually dropped off by the Troop Adv Chair) Eagle Board of Review will be scheduled after the paperwork is reviewed by Adv Chair. These also take place on the third Tuesday of every month at Kitchi Gammi Club. You will be contacted to confirm your scheduled time. Bring your Scout Handbook and wear your Full Class A Uniform. **PLEASE PLAN ACCORDINGLY** within this scheduled timeframe.
- After the Eagle Board of Review takes place, all paperwork is then brought back to the Council office where the Council Executive signs off on the application, and then it is forwarded down to the National Office in Texas for approval It may take anywhere from 4-6 weeks before it is returned. Eagle Ceremony CAN NOT take place until Eagle Certification has been returned.

Note: Requirements 1-6 must be completed, in addition to the Eagle Service Workbook and Application submitted to the District Council office no later than the day before the candidate's 18th birthday. The candidate has up to three months after turning 18 to hold an Eagle Board of Review. After which time, a lengthy process must be submitted to National Headquarters in Texas for approval of any further extension with supporting documentation for the delay.

Any questions, PLEASE email me directly, I would be happy to address anything that needs further explaining.

- Paul Wernke
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**Dear Eagle Scout Candidates, Scoutmasters, District and Unit
Advancement Committees and Parents:**

The Council Advancement Committee has put together this guide to assist you in preparing for the transition from the Life to Eagle rank. Our goal is to provide you with the current procedures and policies to help you to understand the process to make your role in it as smooth as possible.

Please take the time to review the steps and procedures required.

This document was created from B.S.A. policy and it is our expectation that all registered units follow the protocol with no exception. We are available for any questions that you may have and encourage you to ask if you are unsure of how to proceed.

Documents are constantly being updated or modified, please make sure you are using the current version by downloading the forms when you are ready to begin entering your data.

Keep in mind we are here to help, not to hinder.

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To many, achieving Eagle Rank seems larger than life. In reality there are only six requirements. If you plan ahead and are systematic in your approach, nothing can stop you. As you advanced through Scout ranks you were recognized for what you did. The Eagle Rank is different, because it is more a measure of the kind of person you've become, not merely what activities you've completed.

First and foremost, check with your unit, district, or council leadership to ensure you have a complete package to use for working on Eagle Rank. This will include a current application form – the date can be found on the second page (back) of the application, and an “Eagle Scout Service Project Workbook. You can find both the application and the project workbook on the Council website at: www.vac-bsa.org/Resources/Forms/AdvancementForms.

Eagle Candidates please note: First six requirements must be completed **PRIOR** to your 18th birthday.

Getting started seems to be easy for some, difficult for others; either way, it is your desire, not that of your parents or unit leaders that will be the driving force to a fun and rewarding pursuit. But even with great desire, you may not be successful (or have a good time, which you should) if you don't plan properly.

Don't be afraid to ask for help! One of the best leadership traits you can ever develop is to use resources available to you.

Now, about that WHEN. After you determine what needs to be accomplished, you must set deadlines for yourself to get them done. (Timeline) This is your promise and reminder to yourself regarding when things will be completed. It keeps you on track, prioritize your documented steps and this will make your life much easier. If you don't do this, you may find yourself overwhelmed at the final hour with too many tasks to complete. Stay organized!

Eagle Scout Requirement 1:

Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

While this may seem as easy as falling off a log, you should note the operative part of the requirement, which is to be **active**. It goes beyond just being registered. It means that you are an active, contributing member of your unit.

Maybe you are very active in the Order of the Arrow, attending all functions and even serving in a leadership capacity. Likewise, you may be serving on camp staff all summer and busy during the fall with the start of school, sports, and/or a job. If you are not being a participating member, leader and example in your “troop, team, or post,” please have a discussion about your troop participation with your Adult Leader.

Also, keep in mind that this time is your window to accomplish all the other requirements. You may wish to take more than six months to complete requirements, which is all right as long as you have time prior to turning 18. However, at the very least, it is imperative that you do not delay in establishing AND writing down your plan to accomplish all the requirements.

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Eagle Scout Requirement 2:

Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

Simply list those people who know you well. Try to get a varied selection – meaning, don't list four teachers; and select people from different areas of your life.

If you do not have an employer, it is permissible to put a line through that title and use the space to list another reference. Since a Scout is reverent, you should have a religious reference. If your personal religious practices don't include interaction with a pastor, rabbi, priest, or some similar person, list an acquaintance you consider to be a spiritual advisor or inspirational leader.

I have seen Scouts who are home-schooled who don't know what to do with the "Educational" line. If this is the case for you, I suggest you think about other education sources: music lessons, a sports coach, etc. You could use anyone as a reference who has a major role in one of your educational pursuits.

It is important to talk to the people you are listing as references before you put their name on the application. Let them know that they will be expected to actually write a letter of reference for you.

The envelopes should remain **SEALED** until the Board of Review takes place. They should be mailed to the person in your troop who handles this task, most commonly this is done by the Troop Advancement Chair. Please make sure your returned envelope has your name written on the bottom of the envelope so they do not mistakenly open the letter. Any opened recommendation letter is not permissible in the Review. Also, they do not accept email recommendation letters. They need to be signed by the individual and placed in a sealed envelope.

These letters should be requested a minimum of two months prior to your estimated date of your Eagle rank completion. The letters will be turned in with your application, along with your typed Eagle Service project workbook. Recommendation letters will not be returned to the Scout. If you would like a copy of this letter, please ask the person who writing the letter to send you a copy.

Eagle Scout Requirement 3:

Earn a total of 21 merit badges (required badges are listed). List the month, day and year the merit badge was earned, and your Unit No.

The 14 required merit badges are: Camping; Citizenship in the Community; Citizenship in the Nation; Citizenship in the World; Communications; Cooking; Emergency Preparedness **OR** Lifesaving; Environmental Science **OR** Sustainability; First Aid; Cycling **OR** Hiking **OR** Swimming; Personal Management; Personal Fitness, Family Life; and Citizenship in the Society.

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Pre-planning is a must in this area. I can't imagine how it must feel when a Scout realizes he turns 18 in two months and needs Family Life or Personal Management, which require at least three months. Don't put yourself in that position! If you still have merit badges to complete, lay out a plan to get the toughest ones done first (and in time), and plan the fun ones for the last.

Note: Before you fill out this section of your application, save yourself a lot of headaches and delays by doing the following:

Ask for a printout of your rank advancements and merit badges earned from Susan Meyer at the Council Service Center. These are the dates you should records on your Eagle Applications. The Council Office will not have the date recorded of when you became a Boy Scout, please check with your Troop records for this date.

Make sure that your rank dates are correct. For instance, the tenure for first class is at least four months before you can receive star rank. If you received first class on July 15, the earliest you can receive star is November 15. If you list November 14, your application will be rejected because you do not have four months tenure.

Make sure your scoutbook reflects are the necessary signatures on your rank advancements.

Eagle Scout Requirement 4:

While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility. List only those positions served after Life board of review date.

Boy Scout Troop: Patrol Leader, Venture Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Order of the Arrow Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Webmaster, Leave No Trace Trainer. (Note: Assistant patrol leader and Bugler are not an Eagle leadership position.)

Venturing Crew/Ship: President, Vice President, Secretary, Treasurer, Den Chief, Quartermaster, Historian, Guide, Boatswain, Boatswain's Mate, Yeoman, Purser, Storekeeper, Webmaster, Leave No Trace Trainer.

Lone Scout: Leadership responsibility in his school, religious organization, club or elsewhere in his community.

Make sure your plan includes a position of responsibility. If it is not currently possible for you to be in an elected office (for example, your unit elections won't be held for a while), talk to your unit leader. They have positions that can be assigned. Don't overlook being a Den Chief. They are always needed, and it's a very rewarding position. Your Troop should have these dates recorded.

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Eagle Scout Requirement 5:

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 plan must be approved by your unit leader and unit committee, by the council or district and by the organization benefitting from the effort before you start. You must use the *Eagle Scout Leadership Service Project Workbook, No. 512-927*, in meeting this requirement.

It is imperative that you check with your local leadership, at the unit, district, or council level, to ensure you comply with all local requirements for a project. Many portions of BSA (national) policy are written in such a way that there can be variances in the local interpretations and executions.

Requirement 5 - - 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...

There are three very important things to note in the first sentence of this requirement that apply to selecting a project. First, the project is to be done while you are a Life Scout. This means that, if you are still a Star Scout, focus on your merit badges and other things, and don't put yourself in the position of having to explain why you worked on the project prematurely. It is all right to look ahead and identify opportunities that might become available after your Life Scout board of review. However, never begin planning or executing your project prior to achieving Life rank.

Next, note that the service project is to be "...helpful to any religious institution, any school or your community..." which means you need to be discerning while selecting a project. You are looking for a project to do for an organization that is non-profit, meaning they provide services to the community at large for purposes other than making a profit. No projects are allowed for businesses or other profit-making organizations.

Finally, note carefully the word "leadership." The title of the project workbook is the "Eagle Scout **Leadership** Service Project." The word "leadership" precedes the word "service" for a very important reason. The purpose of the project is to give you a personal, direct way to demonstrate to your board of review that you have leadership skills. The service delivered, while important, is sort of a bonus. As you consider project ideas, ask yourself, "How will this allow me to demonstrate leadership?" The answers to that question will require recruiting some helpers, giving them specific tasks to do, providing them with instructions so that they know their jobs, coordinating the preparations and work so that everything gets done, and monitoring the work so that it is done satisfactorily. You could do a service project by yourself, but you can't do an Eagle Leadership Service Project without leading other people.

There are four signatures that **MUST** be acquired before starting your project, and with these signatures there should be a presentation explaining as many details as possible to describe your project. (Scoutmaster, Committee Chair, Beneficiary and Council Representative)

For the Council Representative signature, you will need to contact the Council Office and ask to be placed on the Project Review calendar, you will be given the contact person name to discuss your scheduled time. Presentations will take place **in person** on the third Tuesday of every month at

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Gitchi Gammi Club. Come prepared with all your information to have your project approved, dressed in Full Class A Uniform. Planning for this step is critical, since it only happens once a month. With that being said, provisions will be taken if warranted. Parents are allowed to be present in the project approval process (highly encouraged)

What to avoid:

Blood drives or any kind of collection drive; **why you don't even want to consider a blood drive as an Eagle Leadership Service Project.**

Clothing drives, donations drives and blood drives are worthy service projects. They are particularly troublesome when they are proposed as Eagle Leadership Service Projects. Remember, your goal is to lead others as well as provide some service to the community. You will want to do a project that requires a number of volunteers who will carry out the project under your leadership.

The problem is easiest to describe with blood drives. As one Scouter says, "My secretary can organize a blood drive in 5 minutes – call the blood bank, arrange a date, and they'll provide posters and show up with a crew. How does that show leadership?" Good question and not one you want to try to justify in front of your board of review. But Eagle projects this simple do sometimes get approved. It happens often enough that blood drives have practically become the "poster child" for the bad Eagle project.

Another problem with blood drives and with any collection project is that the results are out of your control. Suppose you imagine collecting a ton of food for the local food bank. Then, on the day you schedule your event, there's a rain storm and you only end up with 100 pounds of food (or ten pints of blood, or 5 coats, or whatever you are collecting). What is your board of review supposed to conclude from this? Was the disappointing result due to your lack of leadership, bad luck, or what? Again, you don't want them to have to debate whether or not you have demonstrated leadership with your project. You want to use your project to deliver a very clear, unambiguous demonstration of leadership.

Sample Eagle Projects:

Below are some ideas for projects. These projects were completed by Eagle Scout from our council.

Designed, built and set out helmet and bat holders for the Lake Park Little League Field. Constructed an outdoor core strengthening facility for Duluth Rowing Club.

Built a three-sided extension of the deer exclusion fence at Hartley Nature Center. Designed, built and installed recycling receptacles at Lake Superior Zoo.

Built two elevated platforms for the tigers at the Duluth Zoo.

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Installed a suspended ceiling in the basement of St. Raphael's Church.

Remodeled the shelter for the Central Chinese Gorats at the Lake Superior Zoo.

Set up a deer enclosure area in Jay Cooks State Park.

Planted trees on the banks of the Uskabwanka River.

Cleared a five-kilometer snowshoe trail at Wolverine Ski Area.

Made a fish cleaning station at Gary's Pond in Hurley.

Built and set up a hiking trail kiosk and cleared an area of trail along the North Country Trail. Built a compost bin and floating dock for Story Book Lodge Christian Camp. Created an interpretive hiking trail at Wake-Um-Up Campground on Lake Vermilion. Created a prayer circle and footings for the bell tower at United Presbyterian Church. Built a Community Garden at Moose Lake Methodist Church.

Cleaned, sized and checked the prescription of glasses that were collected by the Lions Club and will be sent to Honduras.

Recovered the bleachers at Ely Memorial High School Football Stadium.

Created a children's play area and did landscape work for Ausbury United Methodist Church. Created a new flower bed around the sign at North Bay Community Church.

Repaired the fence and deteriorating graves at the Lakeview Cemetery.

Removed multiple beaver dams along the Us-Kab-Wan-Ka River.

Built a stage for the youth room at First Lutheran Church.

Planted approximately 1500 trees/bushes on the green space adjacent to the Cloquet Business Park.

Built a garden shed for St. Joseph's Catholic Church.

Built an eighteen-hole disc golf course for the Lake Superior Disc Golf Club.

Built a protective gazebo over a displayed engine at the Mine View in Hibbing.

Replaced the bleachers at the Poplar Ball Field.

Made signs and posted them on the bridges that cross over the Big Fork River so river users will know their location.

Constructed the helipad for the City of Washburn.

Re-roofed the chapel at Camp Vermilion.

Built a bridge over a creek on the Little Finland Nature Trail.

Built a raised flower bed for the Duluth Heights Garden Club.

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Eagle Scout Requirement 6:

Take Part in a Scoutmaster Conference. Attach to this application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.

Let's look at this single requirement in the two parts it really is. First is the Scoutmaster Conference. You've been through this drill before, but here, of course, it is more significant. You are applying for the highest honor available from the Boy Scouts of America. Walk the walk, talk the talk! You should be prepared beyond your unit leader's expectations.

Make sure you have completed all the requirements and have everything ready for him or her to review. You might want to talk to him/her ahead of time to see what is expected in the way of documentation when you have the conference (such as, are you expected to have everything completely written and ready to turn in). Remember, this conference must occur prior to your 18th birthday.

Next is your statement; this is very straight forward, and an excellent opportunity for you to tell members of your board of review what you do outside Scouting. The statement will reveal who you have become in several ways. Scouts who have been successful in Scouting will find it has spread to other areas of this life. This is especially true of Eagle candidates, since you have actually developed character which demonstrates the Scout Oath and Law in everything you do.

Don't be shy about bragging! List it all! Most Scouts don't consider this well enough to remember all the things they do; and it is key to something that will help you all your life establishing good self-esteem, which is to do good things and remember what you did!

List all the various awards and honors you have achieved along the way. These may be a medal, plaque, or certificate, but could also be a different type of honor. For example, a letter from a principal or volunteer organization recognizing your contributions or maybe a letter from an elected official thanking you for being their assistant (like a Page) for a season. Maybe it's a newspaper article mentioning you. If it made you feel honored, it counts!

Make sure to physically sign your letter, date it and write your Unit, District and Council as follows:

Scout Johnson Oct 8, 2019
Troop 1
Arrowhead District
Voyageurs Area Council

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What Next:

You have completed filling out your Eagle Scout application, now what?

Your application needs to be certified as accurate by the Council. Your Unit Advancement Chair should submit your application, letters of recommendation and the Eagle Service Project workbook binder to the Council Service Center. It will be reviewed and if everything is correct, it will be certified and your Unit Advancement Chair will be notified

Letters should be sent to everyone listed as references on your application requesting a letter of reference. Yes, your parents need to write a letter too! These reference letters should be sent to your Unit Advancement Chair and should not be opened until the board of review.

Make sure your project workbook is complete. Project information needs to be typed, not hand written. Binder, including photographs should be submitted to council office along with your application.

Eagle Boards of Review will be conducted every third Tuesday of the month at the Kitchi Gammi Club in Duluth. You will need to have your application turned into the Council office two weeks prior to assure that everything is in order for you to be placed on that month's calendar. Your review will take place with community leaders and Council representatives.

At your Board of Review, you will be expected to be in Full **Class A** uniform (shirt and either Scout shorts or long pants) and be prepared to answer questions concerning your Scouting experiences. This is not a test. You should be able to describe the work involved with your Eagle Service Project. They will want to hear about your leadership skills and what you learned by doing this project. You should also bring you Scout Handbook. It would be nice if someone could attend your Eagle Board of Review with you. Although, they won't be able to be in attendance during the review process, they will be able to sit with you prior to your review and be able to celebrate with you following the review.

We always invite a committee member from the Scout's Unit to attend the Board of Review.

After you have passed your Board of Review, your application, project workbook and reference letters will be turned in to the Council for review by the Scout Executive. He will sign the application and send it on to the National Office. It will take approximately 4-6 weeks for the National Office to process your application and issue your Eagle Scout credentials.

Again, please plan for this schedule, the date will never change, reviews will always be scheduled on the third Tuesday of the month beginning at 6pm. Four reviews could be scheduled on a particular evening. If provisions to this schedule need to occur, they will made on a case-by-case basis.

Eagle Scout candidates will be notified to the start time of their review and confirmation of their attendance.

EAGLE SCOUT PROJECT CHECKLIST

1. Developing the Idea

- Attend “Life to Eagle Seminar”. Obtain Eagle Scout Service Project Workbook, Eagle Scout Application and Life to Eagle Guide.
- Choose a project you would like to do and meet with a representative of the benefiting organization. Obtain their signature
- Discuss your project idea with your Scoutmaster. IF approved, obtain his signature.
- Discuss your project idea with the Troop Committee. Obtain Troop Committee Chair's signature.
- Contact the Voyageur Area Council to notify Sue Meyer you need to be scheduled for an Eagle Project Approval. She will then give you District Advancement contact information to get scheduled. Please note these approval take place every third Tuesday of the month at the Kitchi Gammi Club.
- Work with an Eagle Project Coach to help you along the way as far as documentation goes and for any questions you may have along the way. (Or a Unit Leader)

2. The Project Proposal

Complete the following sections of the Eagle Scout Service Project Proposal. A brief description will do at this time. See Proposal workbook for details of what to fill in.

- Project Description and Benefit
- Giving Leadership
- Materials
- Supplies
- Tools
- Permits and Permissions
- Preliminary Cost Estimates
- Project Phases
- Logistics
- Safety Issues
- Further Planning
- Candidate's Promise and Approval signatures

3. The Project Final Plan

The Eagle Scout Requirement 5 says you must "plan" and "develop" your service project. Though this final plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. The Eagle Scout Candidate is encouraged to complete a final plan and encouraged to share with a project coach. A Scout who is prepared will complete the final plan and ask a project to review it with him. Having an Eagle Project Coach is optional, but this is an important role and may help you

avoid many problems or mistakes.

Complete the following sections from the Final Plan. Although they are similar to the details contained in the Project Proposal sections, more information will be required to enable you to complete your project according to your proposal. Use the format and questions that are contained in the Final Plan sections.

- Comments from your Proposal Review. Suggestions offered by your Eagle Project Advisor.
- Project Description and Benefit - Changes from the proposal
- Present conditions or situation - make sure to capture before photographs
- Project Phases
- Work Processes
- Permits and Permissions
- Materials. Provide a listing of each item expected to be needed. Use format provided.
- Supplies. Provide a listing of each item expected to be needed. Use format provided.
- Tools. Provide a listing of each item expected to be needed. Use format provided.
- Expenses and Revenue. Use format provided.
- Giving Leadership
- Logistics
- Safety
- Contingency Plans
- Comments from your project coach about your final plan.
- You are now ready to begin working on your Project
- Fundraising Application - Determine if needed and fill out and submit for approval, PRIOR to starting your project!!!

4. Completing the Project

Enter actual beginning and completion dates for your project.

- Summary. What went well, challenges?
- Changes
- Leadership
- Materials, Supplies, Tools. Shortages, overages, effects.
- Funding
- Photos and other Documentations
- Candidates Promise
- Completion Approvals

Eagle Scout Service Project Workbook

Introduction

This informational document has been prepared to provide you with guidance in choosing, planning and completing your project and assist you in completing the Eagle Rank. If at any time you have any questions, ask your Unit Leader, Advancement Chair, or project coach. It is strongly encouraged that you keep them updated and share the final plan with them. You can start planning your Eagle Service Project anytime after receiving the Life Rank.

Choosing a Project

Your Eagle Project must demonstrate planning, leadership and provide service to a religious institution, school, or your community. You must choose a project that is valuable to the community and a challenge for you. The project does not have to be original, but you MUST do all of the planning for your project and may not use someone's plan. The project may not be routine labor (like cutting grass at a church). It may not benefit the Boy Scouts of America, any business or be of a commercial nature. The project may not be a fundraiser by itself. You may need to complete an Eagle Scout Service Project Fundraising Application. You may choose to build something, do a service or present a program. Your support team should include members of your Scout unit.

Project ideas may be found in many places. Get the word out that you are looking for a project. Contact family, friends, chartered organization and religious leaders.

There are many Internet web sites devoted to Eagle Project ideas. Use an Internet search engine to search for "Eagle Scout Project" or "Eagle Scout."

ORGANIZATIONS TO CONTACT ABOUT PROJECTS :

Elementary, Middle and High
Schools
Senior Citizens Organizations
Community Colleges
Wildlife Organizations
(Hartley Field)
Churches
American Indian Services
Libraries, Park & Rec
Departments
Endowment for the Arts
Museums & Zoos
U.S. Forest Service

Community Cemeteries
Bureau of Land Development
City, County & State Gov't
Offices
Disaster Relief Organizations
Non-govt Community
organizations
Animal Shelters
Women, Children's &
Homeless Shelters
Military & Veteran's Service
Groups
Food and Clothes Closets

Project Coordinator

You must work with an official of the benefiting organization in planning the project. Keep notes of all your meetings; write down exactly what was agreed to. Finances are of particular interest. Be sure both you and the organization understand all financial obligations. You should have a complete understanding if materials and other services to be provided by the benefactor.

Project Expert

You may need the assistance of an experienced mentor or expert, perhaps a carpenter or other craftsperson. This person will need to understand what you want to accomplish. They should be willing to help and be a resource but not take over leadership of the project. This includes parents. Leadership is your job.

Beginning your Project

STEP #1: Starting the Process. Get yourself a binder and stay organized! Keep track of all your hours you work on thinking about your project, dates of meetings, and actual service hours. Keep the Eagle Scout Service workbook and application in this binder as well.

The first step is to choose an Eagle Scout Service Project that you would like to do. After you choose a project, discuss your idea with the project benefactor and your Unit Leader (Scoutmaster). If both agree with the concept of your idea, begin writing up your proposal.

STEP #2: Eagle Scout Service Project Proposal

After talking over possible project ideas with your Scout Leaders and choosing one that's right for you, it is now time to begin the write-up of your Project Proposal. Remember, at this stage of your project, you are providing planning details and estimates.

The Eagle Scout Service Project Workbook is now a fillable PDF document. You can enter information and save it in an electronic file and come back to it. This document is the heart of your project planning and will require a great deal of work of your part. You are expected to put forth your best effort. Since there is limited space in the Workbook, you may need to attach extra pages with the details. This document **MUST** be typed. If you prefer to hand write as you go along then type the finished product, that is fine too, just make sure to keep all original signatures. This phase is much easier if you complete as you go along and not try to write it up after the project is complete.

A. Project Description and Benefit: Briefly describe the project. Think of this as a summary of the overall project. Briefly describe how your project will benefit the organization. Provide an estimated timeline for your project.

B. Giving Leadership: Briefly describe who, where and how you will provide the leadership required for your project.

C. Materials: Tell what materials you think you will need to complete your project.

D. Supplies: Tell what supplies you think you will need to complete your project.

E. Tools: Tell what tools (ie., shovels, hammers, etc.) you think you will need to complete the project.

F. Permits & Permission: Tell what kind of permits and permission you will need. (Note: property owners normally secure building permits if needed)

G. Preliminary Cost Estimate: Give an idea of what you think the costs will be, where you will be getting the funds for the project. Such as food, water, gasoline, parking permits, equipment

rental, etc.

H. Project Phases: Tell what steps you will take to complete your project. Remember this is the Project Proposal, so it does not need to be overly complicated, but you should think of all the things you will need to do to complete your project.

I. Logistics: Tell how you will handle transportation of materials, supplies, tools and helpers. You may need to obtain a Tour Permit (check with your unit leader)

J. Safety Issues: Describe the hazards and safety issues you might encounter. Note what the scouts in attendance should wear and bring for protections (gloves, goggles, long pants, boots, etc)

K. Further Planning: List some action steps you will take to complete a FINAL Plan. For example,
"Complete a more detailed set of drawings."

STEP #3: Completing the Project Proposal

At this point, you would sign your name under the Candidate's Promise. You would then ask the Committee Chair if you can make a presentation of your proposal at the next Troop Committee Meeting. Come to meeting prepared to answer questions and share with the adult members your Eagle Service project proposal.

If approved, you will then obtain the signatures from your Scoutmaster and Committee Chair. You will also need to obtain the signature from the Beneficiary approving your project. Once those signatures are in place, you will need to call the Council Office and ask for the District Advancement Chair so you can schedule your project approval. These are performed every third Tuesday of the month. Parents are welcome to attend the Project Approval.

STEP #4: Eagle Scout Service Project Final Plan

Before you start work on your project, you should complete the Eagle Scout Service Project Final Plan, by listing the Project Start Date and projected completion date. **Make sure to take plenty of before, during, and after pictures of your Service project for document. Place them in your binder, and be sure to include photos of youth and adults in attendance helping.**

NEW (Oct 2018) You will need (2 YPT) Youth Protection Trained Adult Leaders in attendance at your project site.

STEP #5 Eagle Scout Service Project Final Plan Details

This tool is beneficial to make sure you are prepared to carry out the project and that all the details have been addressed. It is kind of redundant to the proposal, but the Final Plan should be more detailed. Remember: these are still your best estimates of what is needed to complete your project.

STEP #6 Eagle Scout Service Project Fundraising Application.

If necessary, you **MUST** fill out and submit the Fundraising Application. This should be done **BEFORE** starting on the project, and **DEFINITELY BEFORE** doing any fundraising. Once form is filled out it is turned into our local council office for approval.

STEP #7 Eagle Service Project Report

Complete the project report after the project is completed. Be prepared to discuss your responses at your Eagle Board of Review.

Complete Candidate's Promise signature and date once printed. Obtain Beneficiary and Scoutmaster signature/date. Committee Chair signature is not required on Final write up.

STEP #8 Eagle Scout Rank Application (this can be started anytime, final version must be typed)

Congratulations, you have completed your Eagle Scout Service Project. The next step is to ensure that you have your required merit badges, your 6 months of leadership time and that it has been 6 months since your Life Scout Board of Review.

Contact Sue Meyer at Voyageur Area Council by e-mail, susan.meyer@scouting.org and request a copy of your rank dates and completed merit badges. HER list is the master copy and her dates are what you need to use.

You must list a minimum of five references and those listed must be the ones recommendation letters are sent. They must match. The only one that is not required is the employer. The religious reference **MUST** be listed, if you do not have a pastor or youth director to name, any person who has been an inspiration leader to you can be listed. **ALL** letters must be returned to the Advancement Chair **UNOPENED**. The Advancement Chair is responsible for holding onto the letters until your Eagle Board of Review. They will be invalid if opened or tampered. We must have a minimum of three letters (though five are preferred) to even hold a Board of Review.

Positions: Troop Advancement Chair has records of leadership positions/dates.

On your application, it asks you for an Eagle Service Project Name and grand total hours, your notebook of hours spent will be useful here to answer this question.

You must attach to your Application a statement typed (one full page) of your ambitions and life purposes and a listing of positions held in your religious institution, school, camp, community, etc. Include honors and awards received. This is a snapshot of who you are and where you see yourself ten years from now. The top of this statement should look **EXACTLY** like this.....and don't forget to sign and date it after printing.

Scout Johnson
Troop 15, Duluth Voyageurs Area Council
Arrowhead District

Before scheduling a Scoutmaster conference, meet with your Eagle Project Coach, Unit Leader or Advancement Chair to review all your paperwork and make sure everything is in order. You may be asked to make additions or corrections to your project write up or Application. Then review again with that individual before scheduling your Scoutmaster Conference.

Now you are ready for your Scoutmaster conference, inform your Scoutmaster that you are ready to schedule one, keeping in mind that this will probably take 30 minutes so it most likely will not be able to happen on the spur of the moment and will need to be scheduled. At your conference bring your Application, Eagle Service Project binder and Scout handbook. Make sure to obtain signatures from the Scoutmaster and date of Conference on both the Application and your Scout Handbook. You will also need to sign/date the Application. You will also need to have the Unit Committee Chair's signature.

All that is left to do is to hand over everything to the Advancement Chair (Eagle Scout binder, Application with Statement). It is their responsibility to turn in your Application to the Council office where it will be reviewed. They will notify the Advancement Chair once the District Approved the Application. You will then be contacted to give the dates that you are available in a three week period, and the Advancement Chair will contact the District Advancement Chair to schedule an Eagle Board of Review. Once secured you will be notified of that date.

EAGLE BOARD OF REVIEW: Think of this as a job interview. Be yourself. Parents may come and sit with their scout prior to the Board of Review, since the committee meets for 15 minutes to review his project and recommendation letters without the Scout present. So it would be nice if someone sat with him, this is a special night and you wouldn't want to miss this. Parents are not allowed to be present during the actual Board of Review process.

Scouts should be in FULL Class A uniform (scout pants, shirt, neckerchief, sash) in addition, you MUST have your Scout Handbook and make sure all your signatures for your rank advancements have been entered.

Once you pass your Eagle Board of Review, your Application, Eagle Scout Service Project binder, and recommendation letters are then sent back to the Council Office for a signature by the District Executive. Then the Council sends it to the National Headquarters Office in Texas for approval. This process could take up to 4-8 weeks. The Advancement Chair will be notified by the Council Office once it has been returned.

Eagle Scout Application MUST be turned into the Scout Local Office no later than the day before your 18th birthday. However, your Eagle Scout Board of Review can take place within three months after your 18th birthday. This is NOT the desirably track I want for you, it is very stressful coming down to the wire and a lot needs to happen in a short amount of time, causing your adult leaders much sacrifice. Please, PLEASE, PLEASE, set a goal for yourself, a time table if you will of obtaining the Eagle Rank. Work hard, finish your merit badges, get those leadership positions, think-plan-complete an Eagle Service project and become an Eagle Scout by 17yrs old. Your senior year is filled with scholarship application, college decisions, girlfriends, etc and it is absolutely crazy. Plus, the younger scouts want to see Eagle Scouts at

troop meetings and you can enjoy and proudly wear the Eagle Badge on your uniform.

If you should have ANY questions about the process, project, application or planning the ceremony, please call or email me directly. Paul Wernke: pwernke@gmail.com; 218-349-2563

YOU ARE ALL EAGLE MATERIAL!

INITIATING AN EAGLE BOARD OF REVIEW

Procedure:

1. Advancement Chair or designated Unit representative will be directed to drop off the Eagle Application, along with the Eagle Service Workbook and recommendation letters to the Scout Office two weeks prior to the scheduled review date to be placed on that month's scheduled.
 - a) Sue Meyer will review the Eagle Application and sign off if approved
 - b) Board Chair will review the Eagle Service Project workbook to check for completeness prior to the Board of Review
 - c) If everything is in order, Dena will make a call to the Scout informing him of the upcoming Review Date/Time and answer any questions he may have.
 - d) Unit Advancement Chair will also be notified of upcoming Board of Review and ask that a Unit Representative be present at the Scout's review. Invite them to be on the Board as well.
 - e) IF there is a conflict on the Review date, Option 2 will be offered. A call to the Unit Advancement Chair will be made for them to contact Grant Forsyth directly to schedule the review and then they will need to pick up the binder and Eagle application at the council office and bring to his Board of Review.
 - f) This is NOT an all or nothing process, not everyone will fit into this mold. There will be conflicts and time-sensitive issues that make waiting until the third Tuesday of every month unreasonable. We will work with the Scout to make it happen as smoothly as possible.
 - g) Board of Review from Start to finish should last no more than 1 hour.

INITIATING EAGLE SERVICE PROJECT APPROVALS

Procedure:

1. Scout will contact the Council office when they are ready for the Council Approval on their Eagle Service Project at least one week prior to the scheduled monthly date in order to be placed on the that month's schedule.
 - a) This allows Dena enough time to make sure enough Board members are present.
 - b) Phone call will be placed to Scout to confirm his date/time and that he is indeed ready to proceed with a presentation for Council approval.
2. If Scout is unable to make presentations on the third Tuesday of month, alternative plan will be given to Scout.
 - a) Grant Forsyth (and several other Council Advancement Leaders) will still be available to approve projects as before. His email address will be given to the Scout for the Scout to reach out to Grant for approval as in past practices.
3. Project Presentations should last no longer than 30 minutes (including the questioning)

Dear

(Scout Name), a Life Scout in Troop 15, is a candidate for the rank of Eagle Scout.

As the final step in the process of determining the qualifications for the rank of Eagle Scout, an Eagle Scout Board of Review must be conducted. At that time, members of the Board of Review will discuss with the Scout, his achievements as a Boy Scout, and in his daily life, and determine if he meets the requirements for the high rank of Eagle Scout. Those requirements include a series of advancements, the earning of at least 21 merit badges, and evidence of leadership skills. A candidate for Eagle Scout must serve in one or more leadership positions in the Troop, and must plan, develop, and lead others in a service project helpful to a religious institution, school, camp, or other community organization not affiliated with the Boy Scouts of America

An Eagle Scout candidate must also demonstrate that he lives by the principles of the Scout Oath, and Law in his daily life. In this regard, the candidate has indicated that you would be willing to provide a letter of recommendation on his behalf. I have enclosed a copy of the Scout Oath and Law for your reference in preparing the letter. Please address any of these points with which you feel comfortable.

Please note that the contents of the letter will NOT be shown to or discussed with the candidate nor with anyone not a member of the Eagle Scout Board of Review. Of course, you are free to discuss the information with him, if you desire, but you are under no obligation to do so.

If you are willing to write the recommendation letter, please use the enclosed envelope and return as soon as possible, since Eagle Board of Reviews can't be held until we receive the references.

Thank you for your cooperation.

Yours in Scouting, * Needs Handwritten Signature
Dena Cyr Troop 15 Advancement Chair

LIST OF MOST COMMON ERRORS ON EAGLE SCOUT APPLICATIONS

NOTE: When an Eagle Scout application is turned into the Council Service Center for certification, all requirements must be completed. This means that after certification, the application is ready for the Board of Review. With this in mind, the application must be complete; this includes listing references and having all required signatures.

1. Using an older version of the Eagle application. Scouts must use the most current application. (Latest version asks for a descriptive name of your Eagle Project and the total number of hours to complete the project.) The application is available at www.scouting.org
2. Signatures missing from applications.
3. Dates on application do not match dates from advancement reports.
4. Application beating advancement reports to Service Center.
5. Crossing out mistakes, using arrows to indicate changes instead of filling out new application.
6. References missing or listed on separate sheet of paper. No addresses listed for references.
7. Required merit badges do not line up with Star and Life rank requirements. (Four required merit badges for Star, three additional for Life.)
8. Having Board of Review before application has been certified.
9. Leadership position dates listed are before Scout earned Life rank.
10. Dropping off project workbook expecting the office to track down the district representative who needs to look at it and sign it. (Note: The Scout is to contact the District Advancement Chair and make arrangements for him/her to look at it.)
11. Answering the question “Had you completed fifth grade upon joining?” with “yes” yet the Scout lists the date they joined the troop is long before the school year is over (i.e. February or March).
12. Requirement #6 is not completed thoroughly. If no accomplishments or awards, then that should be stated.

EAGLE APPLICATION AND PROJECT

A. Get application and Eagle Leadership Project book form Advancement Chair of your Troop. **Then read it!**

B. Get a notebook.

1. Record the time you put into planning and carrying out the project. This includes: time spent discussing with your parents, Scoutmaster, troop committee, Advancement Chair, time explaining project to fellow Scouts, brothers, sisters, aunts, uncles, grandparents, and/ anyone who will help on the project, and time for meetings with the group the project is being done for, suppliers. Also include travel time to and from meetings, site, or meetings to get the project approved, and time spent typing up the project, time getting signatures. **EVERY MINUTE COUNTS.**

C. Everyone's Time Counts

1. Parents, brothers, sisters, aunts, uncles, grandparents, friends, neighbors, fellow Scouts, Scout Leaders, anyone who will be helping you on your project.

D. Your Role in the Project

1. To plan, to coordinate, to supervise, to keep records, to write letters and notices, to evaluate. This is **YOUR** leadership project.

E. What if the Project needs to be Changed?

1. Discuss the changes with your Scoutmaster. If he/she approves the change, then contact the Troop Committee.
2. You must also check with the group you are doing the project for.
3. Contact the Advancement Chair for the District and explain the changes.
4. Get approval from all the above. Signatures are great.

F. What if the Project cannot be done?

1. Keep a record of everything that you have done up to this point. The time put in this project will count in the total hours for the next project. **Find another Project.**

G. What should I include to Document the Project?

1. Pictures, Newspaper articles, Letters from the group the project was done for.

H. Completing the Project Booklet

1. **TYPE IT UP!** Answer the questions, and if you don't know, ask the Scoutmaster.

I. Completing the Application for Eagle Award

1. Set up a meeting with the Troop Advancement Chair for dates, check your Handbook. Work **with** your Troop Advancement Chair!

J. Board of Reviews

1. Wear a Scout Field uniform and your merit badge sash. Bring you Scout Handbook.

Eagle Project Guidelines

It is recommended that you keep a notebook to document all activities from the start to finish. Use this information as part of your project.

The following information needs to be considered when doing your project. Be prepared to discuss these items at your Eagle Board of Review.

- In what ways did you demonstrate leadership to others?
- Give examples of how you directed the project rather than doing the work yourself.
- In what ways did the benefiting institution benefit from your project?
- Did your project follow the plan?
- If changes to the plan were made, explain why the changes were necessary.
- Include in the report information on what tools and materials were actually used.
- Make a chart showing the number of hours spent by you in planning and carrying out the project. List anyone who assisted you in carrying out the project and their hours, and then give a grand total. Keep separate information of BSA youth, other youth, BSA Adults and other adults.
- Summarize your project by describing what went well, difficulties you encountered and what you learned from the project.
- What other projects did you consider Why did you select this project?