

# Path to Eagle in Troop 351

The following is provided as a guide for the Scout starting to work on his Eagle, and also for adult leaders advising and evaluating Eagle candidates.

## Adult Mentors

The Scout is encouraged to work with an adult mentor to design and perform an Eagle Service project. The Scoutmaster can suggest a number of adult leaders in the Troop who are familiar with the Eagle process, who have obtained Eagle, and would be willing to work with an Eagle candidate on his project.

## Paperwork and Documentation

The path to Eagle requires paperwork, so get used to it (it's part of your training). Obtain the most recent version of the Eagle Service Project Workbook. Be sure to follow the directions provided. In addition, obtain the most recent version of the Eagle Application and become familiar with the requirements listed there. Both can be found at the National Eagle Scout Association website: <http://www.nesa.org/how-to-manuals.html>

- Obtain the most recent version of the workbook.
- Check the last page of the workbook: "The 12 Steps from Life to Eagle"
- Review the most recent version of the Eagle Scout Application.

## Deadlines

After paperwork, the second fact of life is deadlines (again, part of your training). Be aware of the deadlines that must be met.

The most important:

- All requirements for Eagle must be met by the Scout's 18<sup>th</sup> birthday.
- The Eagle Board of Review should be held no later than 3 months after the Scout's 18<sup>th</sup> birthday.
- Special written permission by the Council is required to have an Eagle Board of Review after the 3<sup>rd</sup> month following the 18<sup>th</sup> birthday and before the 6<sup>th</sup> month.
- Approval to have a Board of Review more than 6 months after the Scout's 18<sup>th</sup> birthday must be obtained from the National Office.

## Approval Steps

There are a number of points in the path to Eagle where approval must be obtained before the Scout can proceed to the next step.

- The Eagle Project must be approved by the Unit Leader, the Committee, and the benefactor before it can be started.
- The Eagle Project plan must be submitted to the Troop Advancement Coordinator who will submit it to the District representative for approval before the project can be started.
- After all the requirements for Eagle have been completed, the Advancement Coordinator submits the Eagle Application to Council for approval. Make sure that the most recent version is used.
- At the same time, letters of reference should be solicited by the Advancement Coordinator.
- An Eagle Board of Review cannot be scheduled until the application has been approved, the workbook has been completed, and a sufficient number of reference letters have been obtained.
- The Eagle Board of Review is organized by the Advancement Coordinator.
- Following the Board of Review, the project workbook, reference letters and application are sent to Council for review. The Eagle Scout service center makes sure that proper procedures have been followed. The application is forwarded by Council to the National Office for review and certification of the Scout as an Eagle Scout. The workbook and references are returned to the unit. The workbook may be returned to the Scout. The letters are confidential (see Records below).
- The date of the Eagle Award is the date of the Board of Review, but it is only official following notification of certification in writing. Only then may an Eagle Court of Honor be scheduled.

## Signatures

The Unit leader is the Scoutmaster (Advisor applies to Venturers, and Coach applies to Varsity).

## Workbook Completion and Project Design Checklist

### *Page 1: Names and addresses*

- Is the information correct?
- Do addresses include city, state and zip code?
- Do phone numbers include the area code?

### *Page 2: Conceptualization*

- Is the project description present?
- Does the project description fully describe what is to be done? (Not how it is to be done.)
- Is the project a valid Eagle Project?
  - Will it benefit all or part of the community?
  - Is it not maintenance or routine work?
  - Is it not a fund-raiser?
  - Is it not for a business?
  - Is it not for BSA?
- Is the sponsoring beneficiary clearly identified?
- Is the beneficiary's address correct?
- Is the benefit clearly stated?
- Has the concept been discussed with the Scoutmaster and another adult leader?
- Is the representative of the sponsoring organization accurately identified?
- Has the concept been discussed with the representative?

### *Page 3: Project Planning*

- Did the sponsoring representative review the project plan?
- Did the representative suggest changes?
- Were suggested changes incorporated into the plan?
- Did the Scoutmaster review the project plan?
- Did the Scoutmaster suggest changes?
- Were suggested changes incorporated into the plan?
- Did the Scoutmaster review it after the sponsor's representative?
- Is it clearly stated what has to be performed to complete the project?

## Project Plan

### *"Before" Photographs*

- Are "before" photographs included in the project description?
- Does each picture have a caption?

### *Present condition*

- Is the present condition clearly stated?

### *Method*

- Does the method clearly state how the project is going to be done?
- Are all needed drawings included?
- Are drawings complete, such that someone else could complete the project with the same results?
- If lumber is to be cut, are dimensions and angles accurately shown?

### *Materials and Equipment*

- Is a materials list present?
- Does the materials list itemize all the necessary materials?
- Is the size, quantity, unit cost and total cost of each item listed?
- Is an equipment list present?
- Is the equipment list complete?
- Is size, quantity, unit cost and total cost of each piece of equipment listed?

### ***Funding***

- Are the funding sources of the project clearly stated?
- Does the funding meet BSA guidelines?
- Has approval for fund-raisers been approved by local Council?
- Is an expense log being kept for all purchases and donations?

### ***Project helpers***

- Is there a clear statement as to who will help with the project?
- Is there a clear statement as to how many total people will be needed for the project?
- Are Scouts to be included?

### ***Schedule***

- Does the schedule include planning?
- Does the schedule include the approval process?
- Is the schedule broken down into tasks?
- Are all the tasks necessary to do the project clearly identified?
- Is the estimated number of helpers for each task identified?
- Are the total hours for each task identified?
- Are the total hours for the project identified? (A good target is on the order of 150 man-hours.)
- Does the project schedule give an estimated start and completion date?
- Are contingencies, such as weather, part of the plan?
- Is the schedule compatible with the beneficiary?
- Is a time and participation log kept for all activities?

### ***Safety***

- Does the project plan follow the BSA Safety guidelines, Guide to Safe Scouting? (<http://www.bsa.scouting.org/pubs/gss/>)
- Are youth protection guidelines followed in all parts of the project from planning to completion?
- Is "Two Deep Leadership" available for group activities?
- Are travel permits required?
- Is appropriate instruction and training provided?
- Are all the risks clearly identified?
- For each risk, is a preventative measure identified?
- Does the equipment list include all safety equipment?

### ***Additional Details***

- Will leadership be demonstrated to the Scouts in the troop?
- Will a plaque be placed at the site of the project if appropriate. Will it include "Boy Scout Troop 351 Eagle Project", "your name", "month and year"?

### **Obtain the most recent Eagle Scout Workbook and Application**

- Make sure that you use the most recent workbook and application forms.

### **Court of Honor**

Following successful completion of a Board of Review and certification, the Committee Advancement Chair and Committee Chair convene a meeting with the Scout and his parents to organize an Eagle Court of Honor. It is the responsibility of the Scout to design the format of the COH and to invite the guests and speakers that he chooses. The Scouts parents will provide refreshments. The Troop will provide a location if needed along with the Eagle awards. In addition, letters from dignitaries will be solicited by the Troop.

### **Records**

- The Scout should keep a copy of all his paperwork for his own records, including the signed Project Workbook and Eagle Application with signatures.
- The Troop will maintain a copy of the signed Eagle Project workbook and application.
- Letters of reference are specified to be confidential by BSA Advancement Guidelines and should only be viewed by members of the Eagle Board of Review. Following certification, the letters of reference should be destroyed by the Advancement Coordinator.