# Life to Eagle, A Complete Guide

Troop 283, Wayzata MN

2016

# Troop 283 Life to Eagle Guide

**Congratulations on your scouting accomplishments thus far!**

You are ready to begin the final trail to your Eagle Rank. The Eagle Rank is harder than the previous ranks but you have been prepared for this next step through your scouting journey and as you've grown in your experiences, leadership and toward adulthood.

Leading an Eagle Service Project and completing the required paperwork will prepare you and provide you with many real world adult challenges. It's an exciting time! Remember your Eagle Coach and scouting community are there to support and guide you.

Below you will find a number of helpful things that scouting individuals from different perspectives have contributed based on their experience through the journey to Eagle Rank.

### Purpose

This document provides a Troop 283 Life Scout, Leaders, and Parents with a comprehensive guide in the journey from Life to Eagle rank. It is a fairly complicated process with many details that need to be completed fully and in some cases in succession. The intent of this guide is to simplify the Life to Eagle process by defining the terms and positions most frequently encountered and by providing guidance through the various phases and steps.

Additional Life to Eagle resources are also available at:

- The Lake Minnetonka District (www.lakeminnetonkadistrict.org or www.lmdbsa.org)
- Northern Star Council (northernstarbsa.org)
- Boy Scouts of America (scouting.org) web sites
- Attend a Lake Minnetonka District Eagle Preview as early as possible upon becoming a Life Scout. This meeting is held twice a year. **Note**: Attend more than one if possible

This document follows most all of these resources. However, in some instances Troop 283 follows slightly modified procedures and protocols better suited to the Troop's on-going best practices.

**Contents**

The guide is comprised of seven (7) sections:

The guide does not contain all the finer points and nuances possible in the Life to Eagle process but rather the most common encountered. Users are encouraged to look ahead in the use of checklists as many items can be worked on or completed simultaneously. Checklists can be individually printed for easier reference.

## 1. Glossary of Terms and Positions

**Applicant:** On the Eagle Scout Rank Application, it refers to the Life Scout applying for Eagle rank.

**Beneficiary:** The religious institution, school or community that the Scout's service project is helpful to.

**Committee Review:** Organized by the Troop Committee Chair or delegate and consists of approximately 3-4 adults. Should not be less than two and does not include the Eagle Coach. Eagle Coach may be present to observe but not contribute as a member of the review. The review allows the Eagle Scout to walk the committee through his proposed plan and identify any safety risks and any missing or incomplete activities that could jeopardize successful completion of the project prior to submission to the council. Any items identified are the responsibility of the scout to incorporate into his plan. He may work with his Eagle Coach to identify ways to rectify identified items.

**Contact Information:** Form is found in the "Eagle Scout Service Project Workbook". This fillable PDF form is filled out by the Scout. A useful resource for the Life Scout in his communications throughout the Service Project process. It can be cumbersome to complete as numerous addresses, phone numbers, and BSA PSID numbers (Scout/Leader BSA registration number) are requested. Later, it is submitted along with other required documents as part of a packet for review and approval by both the Council and Board of Review.

**Eagle Candidate:** The official designation of a Life Scout now working to Eagle rank. Life Scout and Eagle Candidate are interchangeable throughout this guide.

**Eagle Coach Coordinator (Troop)**: Assigned by Troop 283 to oversee the Troop Life to Eagle process, provides guidance to Eagle Coaches, and assigns Eagle Coaches to the Life Scout upon request from a pool of volunteers willing to serve in that capacity**.**

**Eagle Coach (Troop)**: Assigned to Life Scout by the Troop Eagle Coach Coordinator upon request of the Life Scout.

- Meets with Life Scout to review his project plan; discusses its strengths, weaknesses, safety, any risks and suggests critical improvements.
- Provides subject matter expertise on the processes and standards of the service project but does not have approval authority.
- Serves to encourage, not direct the Scout to make the kinds of decisions that will lead to successful outcomes and is available as a consultant to the Scout.
- Sends and receives (by postal mail) confidential Letters of Reference for the individuals listed by the Scout on the Eagle Scout Rank Application form. Names, addresses, and pre-stamped envelopes (2 per individual) are provided by Scout to the Eagle Coach. *Tip: See Glossary of Terms and Positions; Letter of Reference.*
- Receives all required documents listed below from Eagle Scout when he is ready to submit his application. Eagle Coach will verify completeness, checks for all signatures, and then compiles all the documents into a packet. Eagle Coach preferably hand delivers the packet to the Northern Star Council office for their review, verification, and approval. Otherwise, packet should be sent by registered or certified mail. Electronic submission is NOT authorized. The following documents are in the Eagle Scout Application Packet. *Tip: See Do's / Don'ts and Tips for Eagle Scout Application Packet Preparation.*

    **Note: Items 1-5 below make up the entire Eagle Scout Service Project Workbook:**
    1. *Eagle Scout Service Project Proposal* form completed with all required signatures (original).
    2. *Contact Information* form completed.
    3. *Eagle Service Project Final Plan* form completed.
    4. *Eagle Scout Service Project Report* form completed with all required signatures (original).
    5. *Eagle Scout Service Project Fundraising Application*, <u>if needed</u> with all required signatures (original).
    6. *Eagle Scout Rank Application* form completed with all required signatures (original).
    7. Scouts personal statement of life ambition and life purpose, listing of positions of leadership held with Scouts name and Troop 283 included (reference "Eagle Scout Rank Application" form boxed note after Requirement 6).
    8. Letters of Reference that are return mailed to the Eagle Coach.
    9. Pictures of project (if submitted)
    10. <u>Completed Service Hours Log(s)</u> documenting all Scout and Volunteers service project hours. Includes: Troop leaders and scouts and all Non-Troop adults and youth. It is helpful to notate youth that are part of Troop 283 volunteering.

**Eagle Board of Review**: The Eagle Coach selects the members, schedules, organizes, and conducts the Eagle Board of Review. The Board is composed of a minimum of three (3) members and a maximum of six (6) members that are at least 21 years old. One (1) member must be a Lake Minnetonka District representative. Eagle Candidate or his parent(s) or guardian(s) shall have no part in selecting any Board of Review member. No parent, relative or guardians,

Scoutmaster or Assistant Scoutmaster of the Scout shall be a member of the Board.  Boards typically run 30-45 minutes with discussions about the Scout, his family, how he has lived the Scout Law and Oath in his life, the Eagle Project, scouting experiences, and future aspirations. It shall NOT be neither a retest or "examination," nor a challenge of his knowledge. ***Tip:*** See *Do's / Don'ts and Tips for Eagle Scout Application Packet Preparation.*

> **Note***:* Troop 283 suggests that the Scout's Eagle Coach is not a member of and does not conduct the BOR.  Eagle Coach normally coordinates the meeting location/time and assembles the list of available members. Eagle Coach will introduce the Scout and the members at the start of the BOR and to escort the Scout from the BOR while they are deliberating.  The Eagle Coach designates one (1) of the BOR members to be the Chair of the Scout's BOR.

**Eagle Scout Rank Application**:  Form is found by entering *Eagle Scout Rank Application* in the "search" field (usually in the upper right hand corner) at the Lake Minnetonka District (lakeminnetonkadistrict.org), Northern Star Council (northernstarbsa.org), or Boy Scouts of America (scouting.org) web sites.  This fillable PDF form is filled out by the Scout.  Completed form is signed by Eagle Candidate, Troop Unit Leader (Scoutmaster), and Troop Unit Committee Leader. After successful completion of the Board of Review, the Council /District Board Representative and Board of Review Chair sign the form.  Later, it is submitted along with other required documents as part of a packet for review and approval by both the Council and Board of Review.  ***Tip:*** See *Do's / Don'ts and Tips for Eagle Scout Application Packet Preparation.*

> **Note:**  All merit badge and leadership information and dates should match Troop records. Verify this with Scout Book when completing these sections.  Council Information Section: Do Not Complete.  FOR COUNCIL USE ONLY.

**Eagle Scout Service Project Final Plan:** Form is found in the "Eagle Scout Service Project Workbook". This is a tool for planning and documentation that is **c**ompleted any time after approval of "Eagle Scout Service Project Proposal". This form is filled out by the Scout and should be completed in full; attach further plans as necessary.  Later, this form is submitted along with other required documents as part of a packet for review and approval by both the Council and Board of Review.  ***Tip:*** See *Do's / Don'ts and Tips for Eagle Scout Application Packet Preparation.*

> **Note**: The Eagle Coach may provide written comments in the *Comments From Your Eagle Coach About Your Final Plan s*ection. Scout should also meet with the Eagle Coach once he has written up the final plans for the project.

**Eagle Scout Service Project Proposal:** Form is found in the "Eagle Scout Service Project Workbook". This form is filled out by the Scout. Completed form is signed by Eagle Candidate (Scout), Troop Unit Leader (Scoutmaster), Troop Unit Committee Leader, Project Beneficiary, and Council or District Leader (always signed LAST).  Later, this form is submitted along with other required documents as part of a packet for review and approval by both the Council and Board of Review.  ***Tip:*** See *Do's / Don'ts and Tips for Eagle Packet Preparation.*

> **Note:** Troop 283 preferred order of approvals: Beneficiary, Unit Leader, Unit Committee, and always last signed is the Council or District Eagle Advisor.  Scout may

meet with the Unit Leader first to discuss project opportunities and options. Scout should also meet with the Eagle Coach once he has written up the final plans for the project proposal.

**Eagle Scout Service Project Report:** Form is found in the "Eagle Scout Service Project Workbook". This is a summation of the Scout's completed Service Project and will be used for discussion at the Scout's Eagle Board of Review.  This is filled out by the Scout after completion of the service project. Completed form is signed by Eagle Candidate, Unit Leader (Scoutmaster), and service project's Beneficiary.  Later, this form is submitted along with other required documents as part of a packet for review and approval by both the Council and Board of Review. *Tip:* See *Do's / Don'ts and Tips for Eagle Scout Application Packet Preparation.*

**Eagle Scout Service Project Workbook**: A fillable PDF form used for ALL required Eagle Scout forms.  Always use the most current forms available for download found at any of the web sites listed below by typing in "*Eagle Scout Service Project Workbook"* in the "search" field (usually in the upper right corner) and then save the document on your computer:

- Lake Minnetonka District (lakeminnetonkadistrict.org or www.lmdbsa.org)
- Northern Star Council (northernstarbsa.org)
- Boy Scouts of America (scouting.org)
- Eagle Scout Service Project Workbook contains the following forms:
  - Contact Information
  - Eagle Scout Service Project Proposal
  - Eagle Service Project Final Plan
  - Eagle Scout Service Project Fundraising Application
  - Eagle Scout Service Project Report

*Tip*: See Do's / Don'ts and Tips for Eagle Scout Application Packet Preparation.

**Fund Raising Application:**  Completed this form when:  The project beneficiary, Candidate or his Family, Members of the Unit /Troop or the Charter Organization will not cover the projected/actual expenses for the Eagle Service Project.

The Fund Raising Application is typically signed by the District representative at the time the scout they meet with the scout to sign the project proposal.  It is turned into the council service center (Northern Star Council) along with the entire application packet (if already signed).

> **Note: All** funds raised to cover service project expenses belong to the beneficiary, including funds that are in excess of actual expenses.  The Fund Raising Application must be approved by the beneficiary and council prior to raising the funds.  All monies must be turned over for deposit to an account of either the beneficiary or the unit.  Donations made by family, friends or Troop members are not considered fund raising activities.

**Letter of Reference:**

- The scout asks each Reference if they would mind providing a reference
- The Scout provides a stamped envelope (addressed to appropriate Troop Leader).
- The Troop Eagle Coach will send the Letters of Reference with a copy of the Scout Oath and Law to the individuals
- If missing a letter of reference the appropriate troop leader follows up accordingly.
- After a reasonable period of time and a reasonable number of follow-up attempts, the troop should submit <u>completed</u> application and the letters they have to Council for processing.

For reasons of privacy and confidentiality, <u>completed</u> Letter(s) of Reference should be MAILED as electronic submissions are discouraged. Responses of any kind are CONFIDENTIAL and are the property of the Council. Only Board of Review members and those officials with a specific need may see them.

The responses are NOT to be viewed by or returned to the Scout. Also, those providing references should not give the reference directly to the Scout and shall not be given the option of waiving confidentiality.

If Scout does not have a Religious reference, the parent(s) should be listed and can write one; a Scout may write his own. Have the Scout write about the 12th point of the Scout Law, "A Scout is Reverent" or how a Scout practices "Duty to God" in the Scout Oath. Form letters include one (1) for each of the following:

- Parent(s) or Guardian(s)
- Religious Leader or Parent(s) or Godparent
- School Principal or Counselor or Teacher or Athletic Coach
- Employer (if any)
- Two (2) other references (not relatives)
- Troop Scoutmaster (optional)

**Note 1:** Letters of Reference may be initiated any time during the Life to Eagle Process, they do not need to wait until the project is completed. Troop 283 Eagle Coaches initiate sending and receiving the Letters of Reference. (Eagle Requirement #2)

**Note 2:** Anyone who writes a Letter of Reference may not be a member of the Eagle Scout's BOR

**Note 3:** Eagle Coaches - Consult Troop 283 Eagle Coach Notes

**Northern Star Council Eagle Advisor**: The District Eagle Scout Advisor is assigned by the Lake Minnetonka District Chair upon receipt of a request from the Eagle Coach Coordinator after successful approval of the Eagle Scout Service Project Proposal Plan by the Troop Committee. The District Eagle Coach Advisor performs a final review of the Eagle Scout's Service Project Proposal Plan and provides approval to move the Eagle Service Project forward.

**Service Hour Log:** A document the Scout constructs to track the date and time of each Scout and Volunteer's service project hours, including <u>ALL</u> time spent by the scout for planning, organizing and documenting, calling and conversing with others on the project.

Additionally if a scout changes projects and needs to write up a new project proposal, the time spent on both projects should be tracked and cumulated in the final plan.

Hours need to be tallied for BSA Youth, BSA Register Adults, Other Youth, and Other Adults.  Hours are reported on the Eagle Service Project Final Plan, Eagle Scout Application, and to the Troop Advancement Committee for Scout rank advancement purposes.   Track project service hours for the following individuals:

- Scout (Themselves)
- Eagle Coach
- Northern Star Council Eagle Coach
- Any adult that assist in any way (i.e. consulting and/or on project) Troop Member or not
- Other Scout and non-Scout youth

**Note:** Provide a space on Service Hour Log sheet to note whether an individual is BSA Youth, BSA Registered Adult, Other Youth, or Other Adult to aid in the tally of service project hours.

**Note 2:** The Eagle Project satisfies the service hour requirement for the Eagle Rank. No additional service hours are required.

**Scout Book**:  Troop 283 rank advancement online tracking software.

**Unit Leader:**  This term refers to the Troop 283 Scoutmaster.


2.   **Eagle Scout Service Project Overview**

While a Life Scout, the Eagle Candidate must plan, develop, and give leadership to "*others*" in a service project helpful to a religious institution, school or community. "Others" means at least two (2) people besides the Scout and they may be involved in Scouting or not, and of any age appropriate for the work. The Life Scout is encouraged to work with an Eagle Coach. ***Key words are plan, develop, and give leadership to others.*** This project is entirely different from Star and Life service projects. In previous service projects, the Scout could be a follower. For the Eagle Scout rank, the Scout must be the leader. His leadership ability is demonstrated by:

- Planning the work to be done.
- Organizing the work and manpower.
- Training the workers and directing the project's completion. He must involve other people to carry out his project.

For the Eagle project, the Scout expands his "service to others" philosophy by going outside the Scouting community to plan and supervise a project of value to a school, a church, or the community. Work involving council property or other Boy Scouts of America activities is not acceptable for an Eagle service project. The service project may not be performed for a business, be of a commercial nature, or be a fundraiser.

- There is NO requirement for the number of people led, or their makeup or for time worked on a project but leadership requires at least two (2) others besides the Scout. There is NO requirement or any other standard to the number of hours spent on a project. Historically, Troop 283 service projects have totaled approximately 150 hours with the Scout himself totaling 40-50 hours, are completed in 1-2 days, and have anywhere from 2 to 10 others (volunteers).
- The key to the Eagle service project is leadership. Scout must demonstrate his leadership ability through a worthwhile service.
- The Eagle Scout Service Project Proposal must be approved and signed by the Beneficiary of the project, the Unit leader, the Unit Committee Chair, and by the Northern Star Council Eagle Advisor to make sure it meets expected standards before the project is started. This approval does not imply that the Board of Review will accept the way a project was carried out.
- The Scout will write up the Eagle Scout Service Project Final Plan and carry out the project with guidance of a person from the church, school, or community group to be served, once the Eagle Scout Service Project Proposal is approved.
- The Scout writes up the Eagle Scout Service Project Report, upon completion of the project. Scouts then submits the entire Service Project Workbook (including all signature pages) with his Eagle Rank Application to his Eagle Coach. All the physical work on the project must be done while the Eagle Candidate is a Life Scout and before his 18th birthday.
- For ideas and opportunities, the Scout should consult school or religious leaders, or local government department heads, chamber of commerce, community improvement associations, district committee members and the like.
  - Hammer House – serving people with disabilities
  - Schools
  - Church
  - Local Clubs (sailing etc.)
  - Community serving organizations (IOCP)
  - Parks
- A Scout may ask for donations of materials or supplies for a project. Fundraising is permitted only for securing materials or supplies needed to carry out the project. If Fund Raising is needed, the Eagle Scout Service Project Fundraising Application must be completed


What HAS to be done before 18th birthday?
- All 21 Merit Badges  (Note: Some merit badges have time based requirements)
- Six (6) months of leadership while a Life Scout (not a day short)
- Eagle Scout Service Project
- Scoutmaster's Conference

What can be done AFTER 18th birthday?
- Signatures of Scout, Committee Chair, Scoutmaster
- Handing it into the Council office
- Eagle Board of Review
- The final write-up of the project
  - **Note:** Recommendation includes NOT delaying this activity to facilitate the final project plan's completeness.  The longer the Scout's delay, the less

accurate the content will be due to the lapse of time between completion and documentation and the scout's memory of those activities.

**Critical Note:** Any Eagle Scout Service Projects turned in after 90 days after a Scout's 18th birthday REQUIRE a documented explanation on WHY the delay exists. The explanation must be submitted to the Council for review and approved. This may be a discussion item at the candidate's BOR

3. **Do's / Don'ts and Tips for Eagle Scout Application Packet Preparation**

**DO:**
- Completion of form by using the fillable PDF on computer is the most preferred method. This applies to ALL Eagle Scout Application Packet forms.
- Fasten by removable clips (black clips or heavy duty paper clips) the individual forms and support documents separately. This will aid the Scout and Eagle Advisor in ensuring ALL documents are present and complete.
- Place all completed documents in a packet (i.e. large mail envelope) for easy delivery.
- Create at least 3-4 copies of Eagle Packet materials for presentation at Eagle BOR

**DON'T:**
- Use any staples, binders or any other method of binding all the Eagle documents together either individually or as a group.
- Do not use sheet protectors. This helps the Council significantly as they make copies of ALL the Eagle documents, re-organize them in a specific way, and then forward them to the District Advancement representative.
- Never use pencil. Messy corrections, unreadable handwriting, or too much white-out is not accepted.
- Do not submit your Application or other documents with 3-ring notebook holes.

**Tips:**

1. Print signature page as a **_separate page_** to maintain original signatures and yet still allow corrections/amendments to other sections and pages.
2. Complete Original signature pages.
   a. Signatures will take time to accumulate and should be kept in a safe place.
   b. Originals are required to be submitted. Typically, a Scout will print out his report to show his Eagle Coach or while editing.
   c. Be very cautious not to get the original signature pages mixed in with working copies and potentially discarded.
   d. Always have original signatures signed in blue ink so they are **easily identified** from black copies.
3. Make a plan early.
   a. When are you going to do what and when
   b. Work on more than one thing at a time
   c. Prioritize the work and recognize what will take the longest to get done

       d.   Expect the project to take 3 or more months to get a plan in place through project completion and approval.  It can take more and in rare situations less.
- i.   Project size is aprox 150 hrs – no standard
- ii.   Scout tends to put in 40-50 hrs – no standard
- iii.   Projects are executed in 1-2 days and sometimes 2 week-ends
- iv.   Volunteers from 2 -10

4.      Create separate schedules in a spreadsheet format for budgets, hours etc.

5.      Retain a copy of all documents as a back-up even during working on the project.  You just never know what might happen (Be Prepared)

6.      Optionally if desired, the candidate may choose to create the entire package as a pdf. Note: This requires some special software which may be available on-line or at the schools.  (i.e. Acrobat Pro)

7.      Thoroughly complete the *Eagle Scout Service Project Final Plan* and *Eagle Scout Service Project Report*. Lack of details in completion of these reports has, in many cases been lacking for Eagle Candidates.  Do not assume **all** work is complete when the physical work is done.  <u>**You**</u> must document **all** work in such a manner as someone completely unfamiliar with your project, if required, could pick-up your project workbook and complete the project.

**8.**      Take lots of pictures during your project**.**  Pictures will serve as a reminder of all the steps involved, project participants, problems encountered, and provide a valuable resource for completion of the detailed final reports.

9.      Expand service project workbook text box sections for writing responses. They are small and not an indication of the amount of words to use in any answer. Sufficient answers and explanations regarding your project work may require additional pages or diagrams or pictures to fully explain and document your project.

References:
1.) Advancement Guidelines, Boy Scouts of America
2.) Northern Star Council / BSA

## 4. Eagle Scout Service Project- Checklist

**Note 1:** Download the current *Eagle Scout Service Project Workbook* at www.Scouting.org; www.NorthernStarBSA.org; or www.LakeMinnetonkaDistrict.org. Complete the workbook as you progress.  If space limited, addendum documents may be used.

**Note 2:** Troop 283 desires additional documentation such as location maps, pictures, supplemental schedules, expanded project details, etc.

_____ 1. *Scout* attends a District Eagle Preview meeting (usually held twice per year).  A highly recommended but not mandatory presentation about the Life to Eagle process with information about the expectations of the District Advancement Committee.

_____ 2. *Scout* comes up with a project idea. The project must follow the official guidelines for Eagle Projects provided in the Eagle Scout Service Project Workbook.

**Note 1:**  If tools are to be used, reference BSA "Age Guidelines for Tool Use and Work at Elevations or Excavations".

**Note 2**: Scout should consider individuals he would like Letters of Reference from. This can be done anytime during the Life to Eagle Process.  *See Eagle Scout Rank Application Checklist.*

_____ 3. *Scout* is recommended to assemble a notebook or folder (i.e. No 3 ring binder, separate signature page) to keep all documents in one location until submitting Eagle Scout Rank Application. Documents to include: Service Hour Log  (**Tip**: See *Glossary of Terms and Positions; Service Hour Log* for details), Eagle Scout Service Project Workbook, Contact Information, and other documents pertaining to Eagle Project.  *Tip: See Do's / Don'ts and Tips for Eagle Scout Application Packet Preparation.*

_____ 4. *Scout* discusses the project idea with his Unit leader, Eagle Coach, and Benefactor of the project.

_____ 5. *Scout* discusses the project idea with a Northern Star Council Eagle Advisor (optional step, seldom done), either by telephone or email. Check with district for the preferred method.

_____ 6. *Scout* completes the "Contact Information" and "Eagle Scout Service Project Proposal" pages of the Service Project Workbook, signs it, and reviews it with his Eagle Coach.

**Note:** Completion of forms by using the fillable PDF form on computer is the most preferred method.

_____ 7. *Project Beneficiary* approves and signs the Eagle Scout Service Project Proposal.

_____ 8. *Unit Leader* reviews, approves, and signs the Eagle Scout Service Project Proposal.

_____ 9. *Troop Committee Chair* reviews, approves, and signs the Eagle Scout Service Project Proposal.

_____ 10. *Scout* submits the Eagle Scout Service Project Proposal to the Northern Star Council Eagle Advisor for project approval and signature.

**Note**: Plan enough time for this step to be completed before starting project; this could take up to two (2) months.

_____ 11. *Scout*, after all the above approvals have been given, completes the Eagle Scout Service Project Final Plan.

**Note**: Troop 283 recommends that the Eagle Scout review the final project plan with his assigned Eagle Coach prior to submission to the council.

____ 12. *Scout* schedules the project, recruits workers, compiles a list of the workers, tracks receipts (expenses), and completes the project.

____ 13. *Scout* completes all items in the Eagle Scout Service Project Report upon completion of service project and signs it.

**Note 1:** Completion of form by using the fillable PDF form on computer is the most preferred method.

**Note 2:** Recommend this is done soon after completing the project while project activities are fresh in your mind

____ 14. *Unit Leader* certifies that the project has been completed and signs the Eagle Service Project Report.

____ 15. *Project Beneficiary* signs the Project Report if the project has been completed satisfactorily. A letter of completion from the organization is optional and encouraged. *Tip: Easily missed is the "Beneficiary name" block, type or print the name; the Beneficiary signs in the signature block below.*

**Note:** The Eagle Scout Service Project Proposal is approved by the District; the actual project execution is approved by the Eagle Board of Review. If the plan was not followed or the project was not performed well, it may be rejected at that time.

Reference: Northern Star Council / BSA

5. **Eagle Scout Rank Application- Checklist**

**Note:** Completion of form by using the fillable PDF form on computer is the most preferred method.

\_\_\_\_ 1. *Scout* obtains a copy of his "Boy Scout Individual Advancement Record" listing all recorded Merit Badges and Scout Handbook sign-offs with completion dates from Troop 283 Scout Book online records (If errors or omissions, contact Troop Advancement Representative).

**Note**: The Council will check each and every date on your application with the records at the Council. Therefore, if there is any question on dates, or they are from another Troop, you need to have evidence to support the dates entered on your application

\_\_\_\_ 2. Only use the most current Eagle Scout Rank Application form (available on Council website).

\_\_\_\_ 3. Blue Box: Council number, type of unit, national number (ONLY Completed by Eagle Registrar)

\_\_\_\_ 4. Applicant's FULL LEGAL NAME spelled correct and legible.

\_\_\_\_ 5. Applicant's address and phone number. No abbreviations.

\_\_\_\_ 6. Unit type (Troop), local number (283), location (Wayzata, Minnesota). No abbreviations.

**Note**: On the Council, Troop 283 is referred to as Troop 3283 and should be entered that way

\_\_\_\_ 7. Dates of entry in Scouting, First Class, and Star Board of Review Dates (mm/dd/yy).

\_\_\_\_ 8. Date became Boy Scout is NOT Scout Badge date. It could be the Blue & Gold Banquet date, Arrow of Light date or use March 1. Reference Troop Scout Book online records. NO Merit Badges can be earned BEFORE THE "Date became a Boy Scout". Date joined; Scout can use Arrow of Light but needs to match handbook.

\_\_\_\_ 9. At least four (4) months between 1st Class and Star Boards of Review. NOT one (1) day short of four (4) months.

\_\_\_\_ 10. Webelos Scout and Arrow of Light questions answered. Most Scouts have NOT completed 5th grade when they join. Typically, the 4th grade. "Yes/No" question should be answered "NO".

\_\_\_\_ 11. Date of birth. _____ (Merit Badges, leadership, service project, and Scoutmaster Conference before 18th birthday).

\_\_\_\_ 12. At least six (6) months between Star Scout and Life Scout Board of Review dates. NOT one (1) day short of six (6) months.

\_\_\_\_ 13. At least six (6) months between Life Scout and Eagle Scout Board of Review. NOT one (1) day short of six (6) months.

 **Note:** If reaching age 17, make sure there is enough time to complete the necessary timing requirements.

\_\_\_\_ 14. References checked. *Scout* lists all the individuals that he plans to get Letters of Reference from with their contact information (Eagle requirement item #2) on his Eagle Scout Rank Application. Coordinate with Eagle Coach on preferred Letter of Reference forms and the timing of mailing. Letters submitted match names listed on application. Must have a Religious

Reference. List parent(s) name if none.  *Tip: See Glossary of Terms and Positions; Letter of Reference for details.*

> **Note 1**:  Summer is not an ideal time for Letters of Reference to/from teachers.

> **Note 2**:  Letters of Reference may be obtained anytime while a Life Scout.

> **Note3**: Optional reference from the Scoutmaster

_____ 15.  Twenty-one (21) Merit Badges earned (mm/dd/yy) in boxes (listed in order by date earned).

**Note**:  ANY or ALL Merit Badges from the required list for Eagle that have multiple options for fulfilling Eagle requirements (i.e. (a.) Emergency Preparedness OR Lifesaving, (b.) Environmental Science OR Sustainability (c.)  Swimming OR Hiking OR Cycling) may be used to fulfill any Eagle Merit Badge requirement(s) for all ranks leading up to Eagle.  HOWEVER, for Eagle rank, ONLY ONE (1) of the options can be used to fulfill the overall Eagle rank requirements and the other(s) if earned would then be used to fulfill the non-Eagle required merit badge requirements.

_____ 16. Four (4) required Merit Badges earned prior to Star rank. Star Board of Review date _____

Merit Badges: ___, ___, ___, ___

_____ 17. Three (3) additional required Merit Badges (7 total) prior to Life rank. Life Board of Review date _____        Merit Badges: ____, ____, ____

 (Credit may be given for these ranks if applicant has earned any of the following: Emergency Preparedness and Lifesaving, Swimming, Cycling and Hiking, Environmental Science and Sustainability)

_____ 18. Scout must serve at least six (6) months in a position of Leadership <u>while a Life Scout</u> and prior to 18th birthday. See Eagle Scout Rank Application requirement #4 for specific list of leadership positions that qualify (i.e. Asst. Patrol Leader & Bugler do NOT qualify).  <u>Do NOT</u> list leadership dates <u>prior</u> to Life Scout Board of Review date.

_____ 19. Service Project physically completed while a Life Scout and before 18th birthday. Project name: what was done and beneficiary. Total number of hours from grid in project workbook report.

_____ 20. Box note after Requirement #6: Statement of goals, ambitions, leadership, and awards by Scout is complete. Include Scout's name and Troop 283 on personal statement.

**Note**: Troop 283 recommends that this is completed and brought to the Scoutmaster Conference as part of the discussions held there.

_____ 21. Requirement #6: Scoutmaster Conference date (Must be held prior to 18th birthday).

_____ 22. Applicant's signature, phone number, and date.

_____ 23. Unit Leader's signature, phone number, and date.

_____ 24. Unit Committee Chair's signature, phone number, and date.

**Note**: The Scoutmaster and committee chair sign the application indicating they approve moving forward with the Eagle BOR.  Signatures are obtained prior to the paperwork being delivered to the council and before the Eagle BOR.

_____ 25. *Scout* submits the following to Eagle Coach Note: Items 1-5 below make up the entire *Eagle Scout Service Project Workbook*:

- *Eagle Scout Service Project Proposal* form completed with all required signatures (original).
- *Contact Information* form completed.
- *Eagle Service Project Final Plan* form completed.
- *Eagle Scout Service Project Report* form completed with all required signatures (original).
- *Eagle Scout Service Project Fundraising Application*, if needed with all required signatures (original).
- *Eagle Scout Rank Application* form completed with all required signatures (original).
- Scouts personal statement of life ambition, life purpose, and listing of positions of leadership held with Scouts name and Troop included (reference: Box note after Requirement #6).
- Pictures of project
  **Note**:  Troop 283 requires pictures of the Eagle Project phases for documentation purposes. It is recommended that pictures be provided for before/after comparisons (if applicable), the gathering of supplies, the actual work in progress, and participants. Digital pictures printed on most computer printers is acceptable.
- Completed Service Hours Log(s) or sign-in sheet(s) for each day documenting names, dates worked, and number of service hours completed for Scout and each Volunteer.

**Important Notes:**
- *Scout* should make copies of ALL documents submitted to Eagle Coach. This will provide a backup in the unlikely event of loss or stolen or damaged documents. Also, Scout will have a copy for his review prior to Board of Review and be the source for additional copies made for Board of Review members.
- *Scout* shall reference *Glossary of Terms and Positions: Eagle Coach; Do's / Don'ts and Tips for Eagle Scout Application Packet Preparation* for details in preparing ALL Eagle documents before submitting.

Reference: Northern Star Council / BSA

## 6. Eagle Board of Review - Checklist

____ 1. *Eagle Coach,* submits Eagle Candidate's packet of required forms and supporting documents to Council.

**Note**:  See *Glossary of Terms and Positions; Eagle Coach* for detailed underline procedures and the *Do's / Don'ts and Tips for Eagle Packet Preparation before submitting.*

____ 2.  *Eagle Coach* notifies the Eagle Coach Coordinator that the Eagle Scout Rank Application, all other required forms, and supporting documents have been delivered to the Council office for review.

____ 3.  *Northern Star Council Eagle Registrar* verifies that the Eagle Scout Rank Application is complete, the dates are accurate and that the required documents have been included. The review and approval from the Council usually takes one (1) to two (2) weeks to complete.  The Registrar sends the documents to the Lake Minnetonka District Advancement representative after the verification is completed.

____ 4.  *Northern Star Council Eagle Registrar* notifies the District Representative, Troop Committee Chair, Scoutmaster, Eagle Coach, and Scout via email that all documents have been verified and gives approval to proceed with scheduling the Eagle Board of Review.

____ 5. *Eagle Coach* selects the members, schedules, organizes, and MAY conduct the Eagle Board of Review.  The Board is composed of:
- A minimum of three (3) and a maximum of six (6) members that are at least 21 years old. *Tip: Notify the Scout of the number of members so he can make each a copy of his Eagle packet.*
- Scout cannot choose any member of the board.
- One (1) member must be a Lake Minnetonka District representative, preferably the representative that was assigned to review and approve the Eagle Project.
- Eagle Coach presents the Scout and MAY chair the board.
  > **Note***: Troop 283 suggests that the Scout's Eagle Coach is not a member of and does not conduct the BOR.  Eagle Coach normally coordinates the meeting location/time and assembles the list of available members. Eagle Coach will introduce the Scout and the members at the start of the BOR and to escort the Scout from the BOR while they are deliberating.  The Eagle Coach will designate one (1) of the BOR members to be the Chair of the Scout's BOR.
- Eagle Candidate or his parent(s) or guardian(s) shall have no part in selecting any member of the board.
- No relative, parent or guardians, Scoutmaster or Assistant Scoutmaster of the Scout shall be a member of the board.
- The Scoutmaster may be present but cannot be a member of the board.
- If any Letters of Reference are not mailed back, Troop is responsible for follow up. The District will allow the Eagle Scout Application Packet to be sent in if a reference has not been returned.

____ 6. *Scout* preparation for Eagle Board of Review:
- Brings Scout Handbook
- Wears Scout uniform with neckerchief, merit badge sash, recommended scout or nice pants (with belt) and shoes.
- Make one (1) copy of ALL your Eagle forms and supporting documents (your Eagle Scout Application Packet) for underline each member of the Board of Review. Bring the copies to the Board of Review.

**Note:** Recommend that the scout provide the Eagle Coach copies ahead of the BOR so that that Board has time to review 10-15 minutes prior to the scout arriving.

- Review your copy of Eagle Scout Service Project Report for Board discussion.
- Bring any other additional pictures of project, "Thank You" letters that were sent, and other materials collected while working on Eagle project that were not supplied in Council packet.
- Review the Scout Law and Oath for discussion of how he has lived the Scout Oath and Scout Law in his home, unit, school, and community.

_____ 7. Eagle Board of Review is held.

- Eagle Coach MAY chair the Board of Review if they are not a Scoutmaster or Assistant Scoutmaster. See **Note** above in Checklist item 5.
- Eagle Coach should present the Scout to the Board.
- A copy of the documents that were submitted to the Council for review will be provided to the Board Members by Eagle Advisor. Eagle Board of Review should plan 15 minutes prior to the start of the meeting to review materials and address any discussion items.
- Board of Review discussion with the Eagle Candidate typically is 30 – 45 minutes and includes discussion about the Scout and his family, how he has lived the Scout Law and Oath in his life, the Eagle project, scouting experiences, and future aspirations. It shall NOT become neither a retest or "examination," nor a challenge of his knowledge. In particular, the board will NOT ask the Scout to recite the Scout Law, Oath, Motto, Slogan, and Outdoor code. See **Note** above in Checklist item 5.
- There is no set of required questions for the Eagle Board of Review, a list of potential Eagle Board of Review questions is available for Board members.
- After Board of Review is complete, Scout is dismissed while Board members discuss rank approval. Upon decision, the Scout is asked to return and the Boards decision is communicated.
- Board of Review Chair and the District Representative signs the Eagle Scout Rank Application if the Board unanimously approves the application.

_____ 8. *Scout* is an Eagle Scout immediately upon Eagle Board of Review approval.

- Original Eagle Scout Service Project Workbook is returned to the Scout.
- Copy of the Eagle Scout Service Project Workbook should be retained by Troop for records.
- Letters of Reference are returned to the Northern Star Council Eagle Advisor. The Troop may NOT keep these and Scout may not see them.
- Eagle Coach should communicate opportunities to join the National Eagle Scout Association and apply for $1,000 scholarship from BSA (application at scouting.org).
- Scout should be encouraged to remain active in scouting if they are not 18 years old.



TROOP
283

### 7. Post Eagle Board of Review- Checklist

____ 1. *Eagle Coach* should immediately notify the Scoutmaster, Eagle Coach Coordinator, Troop Committee Chair, and Advancement Committee via email advising them the Scout has successfully passed the Eagle Board of Review and has achieved the Eagle Scout rank.

____ 2. *Scoutmaster* sends an email to the Troop announcing the new Eagle Scout and has the Scout name added to the Troop List as Eagle Scouts.

____ 3. *Eagle Coach* provides a copy of the Eagle Scout Rank Application and Service Hours to the Eagle Coach Coordinator or Advancement Committee so Eagle Project completion dates, Board of Review dates, and Service Hours can be entered into Troop Scout Book online records.

____ 4. *Lake Minnetonka District Advancement* representative **or** *Eagle Coach* will deliver the signed Eagle Scout Rank Application to the Northern Star Council office for processing to the BSA National Office.

____ 5. *Northern Star Council* submits the application to the BSA National Office.

____ 7. *BSA National Office* verifies the Eagle Scout Rank Application and provides final approval and subsequently notifies the Northern Star Council once completed (typically 2 weeks).  Eagle badges and insignia will not be issued until the BSA National Office approval has been received.

____ 8. *Northern Star Council* notifies the Scout, Committee Chair, Scoutmaster, and Eagle Coach when the application has been approved by the BSA National Office and sends a congratulatory packet including an information letter to the Scout with locations, dates, and times to have their Eagle Scout picture taken.

____ 9. *Eagle Scout, Eagle Coach,* or *a member of the Troop Advancement Committee* picks up the completed Eagle Scout materials and presentation kit from the Northern Star Council office.  The Eagle pin, Eagle patch, parent pins, and mentor pin are included in the kit.

____ 10. *Eagle Coach Coordinator* orders a U.S. Flag that is flown over the U.S. Capitol from the Minnesota State Senator's office.  The Flag is presented on behalf of Troop 283 at the Eagle Court of Honor, if received in time.

____ 11. *Troop Advancement Committee* picks up an Eagle Scout neckerchief and neckerchief slide to be presented on behalf of Troop 283 at the Eagle Scout Court of Honor. The Eagle Coach Coordinator may pick these up in advance to have a few on hand.

____ 12.  Troop's Webmaster will update the Troop Eagle Scout list is updated with the new Eagle Scouts name.

____ 13. *Northern Star Council* requests congratulatory letters from the President of the United States, Minnesota Governor, the two Minnesota Senators and branches of the military.  The letters will be sent to the Scoutmaster for presentation.   The letter from the White House will be sent directly to the Scout. Additional letters may be requested by the Scout's family or Eagle Coach.

____ 14. Court of Honor is scheduled ONLY after final notice is received from the BSA National Office and the Council Office. The Scout and his family are responsible for planning his Eagle Scout Court of Honor. An individual Court of Honor is typically held but they may choose to include it as part of the next Troop Court of Honor. The Eagle Coach, Scoutmaster, Committee Chair, and others may assist with the planning and conducting of the Court of Honor.

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*Thank you All!*
*Sharon K. Grandy – Troop 283 Eagle Coordinator 2016*