

The following are the steps Life Scouts need to take to achieve the rank of Eagle Scout. This process has been reviewed and approved by the Troop Committee on September 27, 2006. This local Troop 49 process follows the District, Council and National Boy Scouts of America (BSA) guidelines. If a conflict in guidelines arises, the higher authority takes precedence; the Troop is subservient to the District, Council and National BSA.

Prerequisites:

1. Complete your Life Scout Board of Review.
2. Go to the council office (No the Scout Shop) and ask for the “Eagle Scout Leadership Service Project Workbook”. They will give you the workbook and other materials.
3. Go to www.eaglescout.org/project/eagleprj.html and read and understand this unofficial Planning Guide. It is very valuable in providing examples of all you will need to do.

The Eagle Project Process

1. Read and understand the Project Workbook cover to cover. Do not write anything in the workbook other than the information on page 3.
2. Read and understand the Planning Guide.
3. Once you have a project in mind, schedule an appointment with the Troop Advancement Coordinator or his/her designee.
4. Bring to the meeting with the Troop Advancement Coordinator a rough outline of your service project plan, contact information, photos if appropriate, and your Project Workbook.
5. At the meeting the Troop Advancement Coordinator will review your project idea(s) and guide you on filling out the workbook.
6. Make a copy of pages 7-10 of the Project Workbook. Fill out the COPY of pages 7-10 of the Project Workbook. You can write up the information on the PC and cut and paste it into the book. Do not obtain any signatures yet.
7. Once you have done the previous step, you will need to present your project to the Troop Committee (TC). Contact the Troop Committee Chairperson and ask to be put on the agenda for the next meeting. Attend the meeting in your Class A uniform. Bring 8 copies of your copy of pages 7-10 so the TC members can review your plan. Yes, your parents can attend this meeting to listen to the discussion. You will explain your project plan in detail and answer questions from the TC. The goal is to make sure the TC and you have a mutual understanding of the project you are committing to.

8. Once the TC approves your project, make the changes they request and fill out your Eagle Scout Leadership Service Project Workbook. The bottom of page 10 of the workbook requires signatures. Obtain the signatures in this order;
 - A – Unit committee member – This is the Troop Advancement Coordinator or his/designee. They need to sign first to make sure the workbook has all the changes requested and is in perfect order for the following approvals.
 - B – Religious institution, school, or community representative – This should be the person identified on the bottom of page 8.
 - C – Scoutmaster – The Scoutmaster or his/her designee wants to make sure the others have signed and the booklet is ready to go to the District Advancement Committee.

9. Once you have all the signatures listed above, make a copy of the entire project workbook.

10. You now need to get the approval of the District Advancement Committee.
Mail **the original** to:
Terry Hendrickson
Iaoapogh District Advancement Chairman
462 Grove Street
Ridgewood, NJ 07450

At the beginning of each month, the District Advancement Committee reviews all the Eagle Projects and will assign your project to a member of the committee. The committee member will return your booklet to you and discuss your project with you. This person is your District Advancement contact for the entire Eagle process including your Board of Review.

11. Execute the project and keep careful records of project costs, changes to plans, and hours spent on the project.
 - Scheduling work days** – Look at the troop calendar and don't schedule work days that conflict with troop trips. Schedule work times in the late afternoon or evening works best as you can call people that day and ask them to come and work that afternoon so there is less chance of them forgetting. Scheduling a work day for 9:00 AM on Saturday makes it very difficult to get volunteers.
 - Advertising your Project** – To send your announcement of a work day to the troop, send an e-mail to the Scoutmaster by noon on Monday. Include the date and time of the work day, your contact information, and what the workers should bring. Do not ask to send an "Emergency E-mail" as most people only read e-mail once or twice a week. Attend the troop meetings and promote your project workday at the end of the troop meeting so the parents can hear too.
 - Getting volunteers** – The only way to get volunteers to actually show up for a work day is to call them and invite them personally. In almost all cases, the only Scouts who show up to work are those that you call.

Call them days before to get their commitment, call them the day before to remind them, and when they don't show up at the start time, call to remind them. You must CALL, CALL, CALL!

Recording work hours – The Project Workbook requires the scouts to summarize the hours worked on the project. Additionally, Scouts need their service hours recorded in the Troopmaster database and the total hours need to be recorded in "Good Turn for America. At each work day, you will have a sign in sheet with four categories: Scouts, non-scout youth, Scout Leaders, other adults. Attached is a log you can use.

Within 2 days after a work day, you will e-mail the advancement coordinator the following;

1. Names of the Scouts and how many hours they spent on that work day
2. Total hours for non-scout youth
3. Total hours for Scout Leaders
4. Total hours for other adults.

This is needed to give the Scouts timely credit for their service hours they need for advancement and to keep the advancement coordinator up to date on the progress of the eagle service project.

12. If you have issues, concerns, or problems on the project, contact your District Advancement contact or the Troop advancement coordinator.
13. Once you have completed with the project, complete Project Workbook pages 11-14.
14. On page 14, sign and date by "Applicant's signature".
15. Review the completed project with the Scoutmaster and get the Scoutmaster's signature on page 14. Provide the Scoutmaster and Troop Advancement Coordinator with the project total hours for each group in step 11 above.
16. After obtaining the Scoutmaster's signature, obtain the signature of the project sponsor on page 14.

Congratulations, your project is complete. Now, continue with your Eagle Application.

Eagle Application

1. Ask the Advancement Chairperson for a copy of your troop records. Review the records and work with the Troop Advancement Chairperson to correct mistakes or include missing items.
2. Fill in the **official** Eagle Scout application form in pen.
3. Scouts are required to obtain letters of reference as outline on the Eagle Application. You can ask for the letters any time after your Life BOR, but we ask that the letters be less than a year old on the date of your Eagle BOR. Make a list of the people you need letters from as follows:

Reference Number	Relationship	Name	Address
1	Religious leader		
2	Teacher #1		
3	Teacher #2		
4	Employer		
5	Adult reference		
6	Adult reference		
7			

Scouts are encouraged to ask for the letters of recommendation in writing and ask for a response by a specific date. The sample letter attached can be used as a guide. Send to a few more people than you need as you may get a few who simply forget. It may be best to ask them first before you send/give them the letter. Consider adults who have been with you at Philmont, Floodwood, or on other camping trips. They have a good evaluation of your scouting spirit.

Scouts are encouraged to enclose a stamped, addressed envelope to the Advancement Chairman at the following address:

Joseph Mingalone, Advancement Chairman
C/O Eagle Candidate << your name >> << reference number >>
104 Yawpo Avenue
Oakland, NJ 07436

Having the letters sent as described above will ensure we can identify the Eagle candidate without opening the letter. The letters should be opened at the Board of Review. After the scout's name on the second address line, put a number that corresponds to the person you asked the reference letter from. This way we can tell who the letter is from without opening the envelope and the scout can follow-up if letters are late. Since you know that reference number 1 in the return address was sent to your Pastor, when Mr. Mingalone tells you he has #1 you know who responded. Remember that the BOR team are the only ones who read the letters. Council policy is that the letters are destroyed by the District BOR person. If you want a copy for yourself, ask for one in the letter.

4. **Personal Life Statement** – You need to write a personal life statement of at least 500 words. Reflect on experiences in and out of Scouting, both good and bad and how they have shaped your character. Talk about your career and/or life goals and ambitions. You will need to bring your personal life statement to your SMC and your Eagle BOR.
5. Write your **Scout Credentials** using your troop records and the template below as a guideline. The Scout Credentials will be presented at your Eagle BOR and potentially at your COH if you choose to include them. The Scout Credentials are facts, not opinions or feelings.
6. Arrange a **Scoutmaster Conference**. Bring your Project Workbook, Personal Life Statement, and Scout Credentials to the Scoutmaster Conference. The Scoutmaster will review and sign your Project Workbook. He will review and comment on your Personal Life Statement and Scout Credentials.
7. Once you have completed your Scoutmaster Conference, the Troop Advancement Chairperson will schedule your Eagle BOR. The Board of Review will include the following people:
 - A - District Advancement Chair
 - B - Community Representative / Leader
 - C - Troop Committee member (NOT a "uniformed" leader such as SM or ASM)
8. At the **Board of Review**, the following occurs:
 - A – Board reviews the Scout Credentials, Personal Life Statement, and Project Workbook without the Eagle Candidate.
 - B – The Scoutmaster introduces the Eagle Candidate to the Board and the Board interviews the candidate. (No uniformed members of the troop present)
 - C – The Eagle Candidate leaves the room. The Board of Review convenes & decides on the candidate's approval.
 - D – The Eagle Candidate is asked to re-join the Board and either he is awarded his Eagle Rank at that time or he is given a list of deficiencies he must correct.
 - E - Board of Review Signs application **and** a unit advancement form.
9. Troop returns the application with signatures to Council Office, *and the date of the Board of Review becomes the official date of the Scout's elevation to Eagle.* (The understanding is that it's the date that National certifies the candidate as an Eagle, i.e. - the date on the Eagle Certificate...). All items on the application under the Scout's direct control (MB's, Eagle Project, etc.) **MUST** be completed prior to his 18th Birthday. The BOR (which he doesn't control) can be held up to 3 mos. after the Scout's 18th birthday. The application itself does not have to be at

Council before the Scout's 18th birthday since the BOR must be completed and signed off on before Council & National will review the application.

10. Council has the right to review the application, but usually just takes the single application sheet, and sends that to National.
11. National validates the application as "VALID" and informs Council.
12. Council sends a letter to the Scoutmaster indicating the Scouts credentials have been validated.
13. The Troop Advancement Chairman purchases the Eagle kit.

Eagle Court Of Honor

The Eagle Court of Honor is scheduled only after the Eagle Board of Review has been completed.

The absolute minimum lead time to schedule an Eagle COH is 6 full weeks from the date of the BOR. This lead time is needed to reserve a room, schedule participants, order dignitary letters, print and mail invitations, order an American Flag, and a variety of other tasks.

The Troop Eagle COH Committee will discuss with the parents of the Eagle Scout the arrangements for the COH.

At least one month before the COH, the Scout must pick on of the Troop Eagle COH Committee approved COH ceremonies.

The Troop provides a standard refreshment menu for each Eagle COH which includes, a sheet cake, cookies, fruit platter, coffee, tea, and punch. Paper plates, tablecloths, napkins, and plastic utensils are included. An additional menu items are at the discretion and expense of the family.

Sample letter asking for a letter of reference

August 18, 2007

Mr. Audie Murphy
1234 Main Street
Oakland, New Jersey, 07436

Dear Mr. Murphy:

I am a member of Boy Scout Troop 49 here in Oakland and completing my requirements for attaining the highest rank, Eagle. This has been a long journey for me starting when I joined the Boy Scouts in June of 1999. During my time as a scout I have held many leadership positions where I have guided scouts on adventures and taught junior scouts outdoor and life skills. Additionally, I have performed many hours of community service including annual food drives, helping emergency services teams train, and community beautification projects. For my Eagle rank, I am leading a community service project to << *explain what you are doing and who it will benefit in three or four sentences.*>>.

For my Eagle Board of Review, I need letters of recommendation from individuals who know me and can attest to my adherence to the Boy Scout Oath and Scout Law. I am humbly asking you to write a letter with a few examples of how you see me fulfilling any aspects of the Scout Oath or Scout Law. The letter can be addressed to, Boy Scout Troop 49 Advancement Chairman, Joe Mingalone and mailed to him in the enclosed envelope. I would greatly appreciate your reply by Friday, << *a date a month away*>>>. Additionally, since once the Eagle Board of Review reads the letter it must be destroyed, If you would like me to have a copy of the letter, please mail a copy to my address below. If you feel you can not support my request for a letter of recommendation for any reason, please let me know so I can contact another person.

I greatly appreciate your help in my advancement to the Boy Scout rank of Eagle.

Sincerely,

First-Name Last-Name

Scouts address – Scouts phone number

[Back To Home Page](#)