

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 December 1, 2009. 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 BSA web site www.nesa.org and navigate to the "Eagle Scout Leadership Service Project Workbook".

The Eagle Project Process

1. Read and understand the Project Workbook cover to cover.
2. Read and understand this Planning Guide.
3. Once you have a project in mind, schedule a meeting with the Troop Eagle Scout Mentor or his/her designee. Bring to the meeting this planning guide and your Project Workbook. Create a rough draft of your project filling out pages 1-9 of your Project Workbook. You should answer the following;
 - a. Who will benefit from your project?
 - b. What will you and the Scouts you lead be doing? List as many activities as you can think of.
 - c. Where will the work be done?
 - d. When do you plan on doing this? How many work days?
 - e. How will you get the materials and labor needed to complete the project?
4. After the meeting with the Eagle Scout Mentor, make the changes you feel you need to make in your workbook. Do not obtain any signatures yet.
5. 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 the work book pages on the Project Description and Project Details so the TC members can review your plan. Yes, your parents can attend this meeting to listen to the discussion but not participate. 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.
6. 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 9 of the workbook requires signatures. Obtain the signatures in this order;

A – Unit committee member – This is the Troop Eagle Scout Mentor 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 is your project sponsor.

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.

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

8. You now need to get the approval of the District Advancement Committee.

E-mail the project workbook and any attachments to Troop5BSA@aol.com and MandDButler@optonline.com. If e-mail is not possible, mail **the original** to:

Terry Hendrickson; Iaoapogh District Advancement Chairman; 462 Grove Street, Ridgewood, NJ 07450 (Phone 201-447-9098)

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.

9. 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 a week before the work day. 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. 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 need 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.

10. If you have issues, concerns, or problems on the project, contact your District Advancement contact or the Troop Eagle Mentor.
11. Once you have completed with the project, complete Project Workbook pages in section "Carrying Out The Project" but don't seek signatures just yet.
12. Review your workbook with the Troop Eagle Mentor and make any corrections you feel are needed.
13. Once you believe your Project Workbook is complete, obtain the required signatures. It's recommended that you call the people and set up an appointment to meet with them and obtain their signature. It is **not** recommended to mail the workbook as it may get lost.
14. Make sure the Troop Advancement Coordinator has the details of the time spent on the project by the Scouts so he/she can update the Troopmaster database, giving Scouts credit for their work..

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. Go to www.nesa.org and fill in the **official** Eagle Scout application form in pen using the dates provided by the Advancement Chairperson.
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	Name
1	
2	
3	
4	
5	
6	
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 should provide the references a stamped, addressed envelope with the following address:

Martin Treich, Troop 49 Eagle Mentor
C/O Eagle Candidate << your name >> << reference number >>
77 Calumet Avenue
Oakland, NJ 07436

Having the letters sent as described above will ensure we can identify the Eagle candidate without opening the letter. 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.

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 at the conclusion of the BOR so the Scout nor his parents will ever read the letters.

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 can send a draft of your statement to the Troop Eagle Mentor if you want his review. 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, Eagle Application, 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. The Eagle Application will be sent to District for review and approval for a BOR.
7. Once you have completed your Scoutmaster Conference, the Troop Advancement Chairperson will schedule your Eagle BOR. The Board of Review will include up to five people including your District Advancement Representative, a Troop Committee member or two, and representatives from the community. Uniformed members of the troop are not allowed to sit on the board.
8. At the **Board of Review**, the following occurs:
 - A – Board reviews the Scout Credentials, Personal Life Statement, reference letters, and Project Workbook without the Eagle Candidate.
 - B – The Scoutmaster introduces the Eagle Candidate to the Board and the Board interviews the candidate for about 45 minutes.
 - C – After the interview is done, 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 BOR and the board renders its decision.
 - 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. BSA National validates the application as "VALID" and informs Council.
11. Council sends a letter to the Scoutmaster indicating the Scouts credentials have been validated and the Eagle Packet can be picked up for presentation at the COH.

Eagle Court Of Honor

The Eagle Court of Honor is scheduled only after the Council has notified the Scoutmaster of the readiness of the Eagle Packet. This can be 4-6 weeks after the BOR date.

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

January 27, 2010

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 Eagle Mentor, Martin Treich 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

Eagle Scout Candidate Credentials for _____

These credentials are facts obtained from the Advancement Chairperson and from the Scout.

The goal of this document is to summarize the Scouts history in the Boy Scouts.

Fill out the information to the best of your ability.

You can attach the Troop Advancement Report and other documentation.

Leadership Positions of Responsibility

Position	Start & End dates	Duration in months

Community Service Hours

Activity	Date	Hours

Training / OA/ Awards (Mile swim, Paul Bunyan, Scuba, Religious medals, etc...)

Activity	Date
National Youth Leadership Training	
OA Ordeal	
OA Brotherhood	

High Adventure Trips (Floodwood, Philmont, Seabase, Jamboree. Etc...)

Destination	Date	Days

Resident Summer Camps (Turrell, No-Be-Bo-Sco, Etc..)

Destination	Date	Days

Activity Summary:

Total nights tent camping		
Total nights cabin camping		
Total miles with backpack		
Total miles hiking without backpack		
Total miles canoed/rafted		