

TROOP 49



Path to Eagle

Revised May 3, 2017

Troop 49 Path to Eagle

Congratulations on earning the rank of Life Scout. The next step before you is one of the biggest steps a scout can take, and one that you will carry for the rest of your life – the rank of Eagle Scout. As you get started on the process, there are a few things that Troop 49 would like you to know that may help you along the way. Remember, the Rank of Eagle is to be earned by you, the scout. Encouragement from parents, family members and friends is always helpful, but the task is yours.

The troop has prepared this document to cover the Eagle Scout Service Project, completion of the formal Eagle Application, and preparation for the Eagle Board of Review.

This document attempts to follow District, Council and National Boy Scouts of America (BSA) guidelines. If a conflict arises, the higher authority takes precedence; the Troop is secondary to the District, Council and National BSA.

Eagle Scout Service Project

Prerequisites:

1. Complete your Life Scout Board of Review.
2. Go to the BSA web site <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx> and navigate to the "Eagle Scout Service Project Workbook" to download the most current version of the Workbook.

The Eagle Project Process:

1. Read and understand the Project Workbook cover to cover.
2. Read and understand the Planning Guide.
3. Once you have a project in mind, schedule a meeting with one of the Troop Eagle Scout Coaches. The names and contact information of the current Eagle Scout Coaches are available from the troop's adult leaders. The Eagle Coach's role is to facilitate the Eagle Scout Service Project process, as (s)he is most familiar with it, as well as what goes into the project proposal. Your Eagle Coach is your "go to" person for questions about your Eagle Project.

Create a rough draft of your project, filling out pages 1-9 (check exact page citation of your Project Workbook as they change over time). 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?
- f. Will you be raising funds (money) to help pay for the project costs?

g. Access this website <http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf> for **Age Guidelines for Tool Use and Work at Elevations or Excavations** as an aid in planning your work days.

h. Use this BSA website, <http://www.scouting.org/Home/GuideToAdvancement/EagleScoutRank.aspx>, as a tool in planning your Eagle Project.

4. After meeting with one of the Troop's Eagle Scout Coaches, make the changes you feel you need to make in your workbook. **Do not obtain any signatures yet.**

5. Once the previous step is complete, you must present your project to the Troop Committee (TC). Contact the Troop Committee Chair by phone and ask to be put on the agenda for the next Troop Committee meeting.

NOTE: The Troop Chair requires a phone call from you to schedule your presentation to the committee. Emails and texts are not acceptable, as there are items to be discussed.

Attend the committee meeting in your Class A uniform. Bring 10 copies of your workbook pages covering the Project Description and Project Details. It is the Troop Committee's preference that your parents not attend the presentation. ***This is your project and must be presented solely by you.*** You will explain your project plan in detail and answer questions from the TC. The goal of your presentation is to ensure the TC and you share a mutual understanding of your project, and to help you succeed.

TIP: Bring materials to take notes. Write down advice that the TC gives you, because you will not remember everything. Taking notes helps you, and also shows the leaders that you are listening: they will feel more confident that you will take action in response to their advice.

TIP: You should stand while you present your project to the TC using any visuals. It is considered disrespectful to sit and present to the TC. Do not sit unless you are asked to do so.

6. Once the TC approves your project, update your Project Workbook by incorporating the feedback they provided. The required signatures can be obtained in any order, except for the Council or District Representative, which must be last (read step 8).

A. Unit Committee Member – This is the Troop Committee Chair (TCC) or his/her designee.

B. Scoutmaster (SM) – The SM or his/her designee.

Both the TCC and SM ensure that the workbook is ready to go to the District.

C. Project Beneficiary – Group or organization benefitting from the project. Also known as Project Sponsor.

TIP: Working closely with the project sponsor is critical. You should make sure that the project sponsor has the authority to approve your project for their organization. Also, if the project is for an organization that is led by committee, make sure only ONE person is assigned to your project. You don't want to miss getting your project signed off because there are multiple people debating, or misinterpreting what the scope of the project is/was.

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 Teri Ahlmeyer at thahlmeyer@gmail.com. (Current as of 10/2016)

The District Advancement Committee will assign the project to a District Representative, whom you will contact to discuss your project, do a site visit, offer suggestions, and grant District approval. This is your District Representative for the entire Eagle process including your Board of Review.

D. Council or District Representative (this is the final required signature).

TIP: If you are fund raising, have that section of the project workbook completed when you meet for signatures, so you can meet once for both signatures.

9. Any funds that are to be solicited from sources other than family, friends, or the sponsoring organization must be approved by council. If you are fundraising, a fundraising form (the Form is included in the Eagle Project Workbook) must be completed for your project and signed by the SM. Submit this form to the District Advancement Committee along with your Eagle Project Workbook. Council must approve before you may solicit funds.

10. Once approved, you can now 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 or other events, like Eagle Courts of Honor. Scheduling work times in the late afternoon or evening works well, 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 may make it difficult to get volunteers during sports seasons.

All Eagle Scout service projects constitute official Scouting activities and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements including Youth Protection, two-deep leadership, (BSA Guide To Advancement, 9.0.2.14 Risk Management and Eagle Scout Service Project). Therefore, 2 adults (18 years or older), of which **1 must be BSA leadership trained, and MUST be present on each work day. If the required adults are not available, the work day must be cancelled.**

Advertising your Project – To send your announcement of a work day to the troop, send an e-mail to bsatrop49@hotmail.com **at least** a few days before the work day. Also - cc: the personal emails of the SM/TCC or call them, as the Troop email account is not always monitored. You must include the date and time of the work day, your contact information, what the workers should bring and/or wear, and transportation arrangements (get there on their own or offer a ride) in your email.

Tip: "Last minute" emails often result in a poor turnout. Attend the troop meetings and promote your project workday at the end of the troop meeting so the parents can hear as well.

Getting volunteers – The best way to get volunteers to actually show up for a work day is to call them and invite them personally. Call them a few days before to get their commitment. This is important especially if you require senior Scouts to help.

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Recording work hours – The Project Workbook requires the Eagle candidate to record the hours worked on the project. At each work day, you must have a sign-in sheet with four categories: Scouts, non-scout youth, Scout Leaders, and other adults. It is **YOUR RESPONSIBILITY** to provide this time sheet to the Advancement Chair promptly after the completion of work. This record ensures that the Scouts who work on your project receive credit for their work, and will provide the Advancement Chair with information regarding the progress of your project. Retain the original copies of your sign-in sheets. You will want to include them in your Eagle Board of Review documentation binder.

After your project is completed, email the following information to the Advancement Chair:

- a. Names of the Scouts, Scout Leaders, non-scout youth, and other adults who worked on your Project, and the number of hours that each person worked.
 - b. Your total hours on the Project with start and end dates.
11. If you have concerns or problems, contact your District Advancement contact, Troop Eagle Coach or Troop Chair.
12. Once the project is done, complete the Project Report but don't obtain any signatures just yet.
13. Review your workbook with your Troop Eagle Coach and make any revisions you feel are necessary.
14. When your Project Report is complete, obtain the required signatures of the SM and the Beneficiary. It's recommended that you call these people and set up an appointment to meet with them to obtain their signature.
15. Contact the Troop Advancement Chair with the Eagle Project completion date so your Troopmaster file may be updated.

Congratulations, your project is complete!

Checklist for Advancement

Check off the following steps to help you on your path to the Rank of Eagle

Eagle Project

- 1. Determine idea(s) for your project. Contact Troop 49 Eagle Coaches (Mr. Treich or Mr. Richards) if you need suggestions or to discuss your ideas. Document **Project Proposal** section.
 - Contact Information is on the following page.
 - **MAKE SURE YOU HAVE THE MOST RECENT VERSION! SEE PAGE 2.**
- 2. Review project proposal with your Troop Eagle Coach - then make changes as necessary.
- 3. The Troop Eagle Coach advises you when you are ready to present to TC.
- 4. Call the Troop Committee Chair to schedule TC review and email a copy of your proposal.
- 5. Bring 10 copies of your Project Proposal (not the entire workbook) so the TC can review your plan.
- 6. Present your Project Proposal to the TC/SM, then make changes as advised/suggested.
- 7. Obtain signatures from TC Chair, SM and Project Beneficiary (in any order).
- 8. Send your signed Project Proposal to Ramapo Valley District - where it will be assigned to a District Eagle Advancement Representative.
- 9. The District Representative will contact you, review your project, perform a site visit, and provide feedback. This person is your District contact for the remainder of the Eagle process including your Board of Review
- 10. Update your Project Proposal, complete Fundraising Application (*if necessary*) and submit it to District with your Proposal.
- 11. Obtain District approval, email a photo or scanned copy of the approval to the TC, SM, and Advancement Coordinator. You are now cleared to begin work on Eagle Project. This is a necessary step before any "work day emails" will be sent.
- 12. Update your Project Plan section before beginning work on project.
- 13. E-mail or give each day's total work hours to the Advancement Chair.
- 14. After your Project is finished, complete Project Report, but don't obtain any signatures just yet.
- 15. Review your workbook and make corrections you feel are necessary. Contact your Troop Eagle Coach if you want any additional guidance.
- 16. When your Project Report is complete, obtain required signatures of the SM and the Beneficiary. You should expect to spend between 30 minutes and an hour in discussion with the SM. You will review topics such as challenges and successes you experienced while completing your Project.
- 17. Provide the completion date of your Project to the Advancement Chair.
- 18. Refer to Scout Handbook to ensure that you completed all Eagle Rank requirements.
- 19. Refer to Eagle Application section below.

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Eagle Workbook Contact Information

Contact	Information
Unit Leader	Paul Burns
	paul_burns@mentorg.com
	22 Falling Waters
	Oakland, NJ 07436 201.410.7903
Unit Committee Chair	Jim Folkerts
	jim.folkerts@gmail.com
	4 Seminole Ave
	Oakland, NJ 07436 201.294.2487
Unit Advancement Coordinator	Stephanie Pappas
	spflys@verizon.net
	86 McNomee St
	Oakland, NJ 07436 201.337.9422
Project Beneficiary	To be completed by Scout
Project Beneficiary Representative	To be completed by Scout
Council Service Center	Northern NJ Council
	25 Ramapo Valley Rd
	Oakland, NJ 07436
	201.677.1000
Council/District Approval Representative	Terri Ahlmeyer
	thahlmeyer@gmail.com
	201.739.6575
District Eagle Project Representative	Designated by NNJC/RVD To be completed by Scout (This is NOT a Troop 49 Eagle Coach)
District	Ramapo Valley
Council	Northern New Jersey

Eagle Application Checklist (Prior to this, ensure all Merit Badges and requirements are complete)

- 1. Download Eagle Application
- 2. Request a copy of your troop records from the Advancement Chair
- 3. Request Letters of Reference
- 4. Write Personal Life Statement
- 5. Get signatures on Application
- 6. Make 2 copies of completed application and give 1 to District Rep, and keep the other copy for yourself.
- 7. Turn in your Eagle application to the Northern NJ Council. Let your SM, District Advisor and Troop Eagle Coach know when this is done.
- 8. Northern NJ Council will review the document and will contact the District Advisor and/or SM to let them know that your application was validated, and that it is OK to schedule the Eagle Board of Review.
- 9. Troop Eagle Coach will work with the District Advisor on scheduling an Eagle Board of Review.

Eagle Application Details

When you have completed all of your Eagle requirements EXCEPT the Board of Review, you are ready to apply for the rank of Eagle Scout. The Troop has processed many applications for Eagle, and the list of items below is our best advice to you on how to go through the steps with the least amount of problems, issues, or items that will cause delays.

1. Ask the Troop 49 Advancement Chair for a copy of your troop records. Review the records and work with the Troop Advancement Chair to correct any mistakes or update missing items. Be prepared yourself, by having all your merit badge “blue cards”, certificates, etc. organized and in one place.

2. Go to <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx> and download / fill in the *official* Eagle Scout application form using the dates provided by the Advancement Chair.
 - a. **IMPORTANT NOTE:** Use the information provided by the Advancement Chair and **ONLY that information**. For example, the troop report will say what SPECIFIC merit badges were applied for the rank of Star, Life, and Eagle. Make sure you use those badges, **specifically**, on your application. Many scouts have their application rejected because they decide to fill in their “favorite” badges. What happens is that you decide you want Wilderness Survival on your Eagle App, so you fill it in... BUT.... You earned that badge as a Life Scout, and now the number of badges earned before you were Star rank, drops to a number lower than what was needed for Star. When the Council validates your badges, your application will be rejected because they don’t think you have enough badges for Star rank.

3. Note there are two “requirements” in the Eagle Application that are not listed in the scout handbook. These will be required at your Board of Review:
 - a. Letters of Reference; and,
Your Personal Life Statement.

4. Make sure that all of the signatures are filled in on the Eagle Application, up until the Board of Review section. Signatures may be received after your 18th birthday, although ALL of the work must have been completed prior to your 18th birthday.

5. As soon as you have all of the signatures, make 3 copies. Give a copy to your Troop Eagle Coach, a copy to your District Advisor, and keep a copy for yourself in a different place than you keep your original.

6. Turn in your Eagle application to the Northern NJ Council. You do not have to turn in any other documents. ONLY the Eagle application is required.

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7. It is **STRONGLY** suggested that you turn in your completed Eagle application in person. Also, when the Council receives your Application, they will mark it "received". Ask the person who stamps it for a copy. They will make you a copy with the "received" stamp. (Just in case it gets lost in the office, now you have a copy/proof). Let your SM, District Advisor and Troop Eagle Coach know when this is done.
8. Northern NJ Council will review the document for accuracy (re-read the Important Note in #2 above), and then stamp the document, and contact the District Advisor and/or SM to let them know that your application was validated, and that it is OK for the Eagle Board of Review to occur.
9. The Troop Eagle Coach will work with the District Advisor to schedule an Eagle Board of Review at a time that is convenient for you and those who will be sitting in on your Board.

Eagle Board of Review Preparation

1. About 4-6 weeks prior to turning in your Eagle Application, you will need to take action on two requirements in the Eagle Application, which are not listed in the scout handbook: letters of reference, and the Personal Life Statement.
 - a. **Letters of Reference** - Scouts are required to obtain multiple letters of reference as outlined on the Eagle Application.
 - i. Religious
 - ii. Education
 - iii. Employer
 - iv. Parents
 - v. General

NOTE: You may NOT see or handle the letters of reference; they will be sent directly to your Troop Eagle Coach (get his/her mailing address). Only members of the Board of Review will see them. Provide your Troop Eagle Coach your list of references.

TIP: DO THE ADMINISTRATIVE WORK FOR YOUR REFERENCES: give your reference a self-addressed, stamped envelope. An envelope set up like the example below will clearly indicate to your advisor, everything they need to know.

TIP: Provide your references with some guideline for what you expect from them. Are they expected to comment on your character? Commitment to task? Reverence? Ask them to comment on 3 or 4 specific things they are qualified to comment on based on their knowledge of you. Also, it's helpful to them to remind them of some examples to refresh their memories. These people are helping you out; make it easy for them to do so.

Name (Eagle Coach, not yours)
Address
City, State, ZIP

<STAMP>

Name
Address
City, State, ZIP

REF: Eagle Candidate Johnny Smith

- b. **Personal Life Statement** - For your personal life statement, tell your story so the Board of Review members can get a good sense of who you are as a person. Include an opening, content

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and a closing. Don't just discuss scouting. Let the Board know what else you're involved with -- like sports, music, hobbies, etc.

Scout Uniform – Arrive for your Eagle Board of Review in full Class A uniform. Look sharp. This event is the culmination of your scouting career. Demonstrate that you are proud to be a scout.

Bring with you – Your scout handbook, personal life statement, 5 copies of your Eagle Project Workbook with photos, and any other records (blue cards, certificates, etc.) you wish to share.

Scout Leader Roles for the Life to Eagle Process

Eagle Coach (EC)

NOTE: This is an optional position which can exist at the discretion of the Unit.

1. Has taken Youth Protection Training.
2. Knows they are NOT the District Eagle Advancement Representative and advises Scouts who have issues/concerns/questions to contact them for answers.
3. Discusses his Eagle Project with the Scout when he is ready.
4. Stays in contact with the Scout and keeps him focused in attaining his goals.
5. Assists the Scout if requested or enlists appropriate help.
6. Advises the Scout with his project once the District Representative has approved the Project Proposal.
7. Once the Project is complete, reminds the Scout to work with the Advancement Chair to verify his records and to ensure that all of the Eagle rank requirements are accurate and complete.
8. Encourages Scout to complete the final project write-up and may assist with / review it for completeness in line with National Eagle Project Workbook specifications.
9. Manages the letters of reference for the Eagle Board of Review.
10. Coordinates and schedules the Eagle Board of Review.
11. May not be the parent of the Eagle Candidate.

Advancement Chair

1. Maintains accurate records for all Scouts.
2. Knows the Scouts who have earned Life Rank and periodically informs the SM, TCC and Troop Eagle Coaches.
3. At Life BORs, specifically, asks if the Scout intends to earn the Eagle Rank.
4. Provides the Scout with his current progress and history reports.
5. Directs the Scout to the Troop Eagle Coaches to discuss project ideas and secure approvals from the SM, the TCC and the Project Beneficiary (Sponsor).
6. Records service hours for Project.
7. Communicates with the SM, TCC and Troop Eagle Coach when the Project is complete.