

# TROOP 1333

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## Trail to Eagle



# Life to Eagle Guidebook



# Life to Eagle Guidebook

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Boy Scouts of America  
Troop 1333  
Klein, Texas  
BSATroop1333.org

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## Your Trail to Eagle Scout

*This guidebook is designed to help you along your path to the Eagle Scout rank.*

**C**ongratulations on reaching the rank of Life Scout! You are only one step away from the highest rank Scouting offers, Eagle Scout. The requirements for Eagle Scout are similar to those of the Star and Life ranks but at a level that is more challenging.



Follow this direction carefully

This document uses icons to alert you to special items or items that particular care is needed.



Important information

Troop 1333 has created this guidebook to assist in the process of advancing from Life to Eagle. The guidebook provides a single point of reference to the resources needed and available to complete a successful journey to Eagle. Checklists are provided as tools to make sure all the bases are covered.



Idea to consider

Using the resources in this guide, you will see that the process is not difficult. You are encouraged to read and use this guide to minimize wasted time and effort, not to mention frustration for yourself, your parents, and your adult leaders. The Troop 1333 Life to Eagle Committee is available to help you with items you are unsure about or need additional assistance with to achieve your goals. If at any time you do not understand what is expected or what to do, ask a troop leader for assistance.



**Achieving the Eagle rank is your responsibility.** There will be many people helping you along your way but you must demonstrate the leadership along the path to Eagle.

## The 12 Steps from Life to Eagle

The following 12 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the local council, and the volunteers who are to conduct the board of review. Eagle candidates should share these steps with their unit leader so that they can fully understand the procedures that must be followed.

1. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference.
2. Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the council or district advancement committee. The workbook must be used in meeting this requirement.
3. It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate's 18th birthday. When all requirements except the board of review for the rank of Eagle, including the leadership service project, have been completed, the [Eagle Scout Rank Application](#) must be completed and sent to the council service center promptly. (Youth members with disabilities should meet with their unit leader regarding time extensions.)
4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.
5. When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee or its designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The council determines the method or methods to be used. The candidate should have contacted those individuals listed as references before including their names on

the application. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center.

6. The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application.
7. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Leadership Service Project Workbook, and references will be returned from the council service center to the chairman of the Eagle board of review so that a board of review may be scheduled. Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review. Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.
8. The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons are members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.
9. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. **The decision must be unanimous.** If the candidate meets the requirements, he is asked to return and is informed that he will receive the

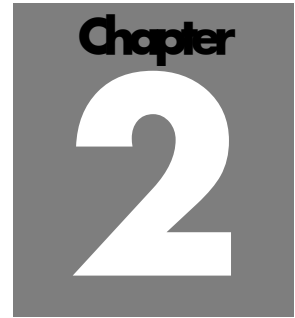
Board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact. (See "Appealing a Decision" in the *National BSA Policies and Procedures*, No. 33088A.)

10. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.
11. When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. The council retains this workbook and references. The workbook may be returned to the Scout after council approval. **Only the Eagle Scout Rank Application is forwarded to the national Eagle Scout Service.**
12. The Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.

## Resources You Will Need



- **The Boy Scout Handbook (33105):** Your handbook identifies the requirements for all ranks, including Eagle, and it should already contain signed records of your advancements to this point. Although the Troop Advancement Coordinator manages records using a software program (Troopmaster 2005), it is your responsibility to make sure your records are up-to-date and complete. Your handbook is the best documentation of your advancement record and you should rely on Troopmaster as a backup only.
- **Your Advancement Records:** In addition to your Boy Scout Handbook, you should have copies of all your merit badge records. The majority of these records will be in the form of merit badge “blue cards” but you may have different types of documentation for summer camp records. The Troop also maintains a copy of the blue cards as a backup.
- **The Eagle Scout Leadership Service Project Workbook (18-927):** There is both a paper and electronic version available. The paper version is included in this guidebook in Appendix A. The electronic version is available on the Troop website at [http://bsatroup1333.org/life\\_to\\_eagle.htm](http://bsatroup1333.org/life_to_eagle.htm).
- **Eagle Scout Rank Application (58-728):** The paper version is included in this guidebook in Appendix B. The application is available in .pdf format on the Troop website at [http://bsatroup1333.org/life\\_to\\_eagle.htm](http://bsatroup1333.org/life_to_eagle.htm) or the BSA National Trail to Eagle website at <http://www.nesa.org/trail/>.
- **Guide to Safe Scouting (34416):** This document details the official BSA policy about the kinds of activities allowed and not allowed in Scouting. It also includes the safety procedures that must be followed and your project must be conducted in accordance with the *Guide to Safe Scouting*. The *Guide to Safe Scouting* is available through the National BSA website as an online document or in a form suitable for printing at <http://www.scouting.org/nav/enter.jsp?s=by>.
  - ▶ Safety must be a PRIORITY on your leadership project. You may find the following tools helpful in identifying potential safety issues to be addressed on your project.
    - Managing Risk (from the *Fieldbook*) – Appendix C
    - Age-Appropriate Guidelines for Scouting Activities – Appendix D
    - The Sweet 16 of BSA Safety – Appendix E
    - The Driver’s Pledge – Appendix F



## Eagle Scout Rank Requirements

1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.
2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references.
3. Earn a total of 21 merit badges (10 more than you already have), including the following:
  - a. [First Aid](#)
  - b. [Citizenship in the Community](#)
  - c. [Citizenship in the Nation](#)
  - d. [Citizenship in the World](#)
  - e. [Communications](#)
  - f. [Personal Fitness](#)
  - g. [Emergency Preparedness](#) or [Lifesaving](#)
  - h. [Environmental Science](#)
  - i. [Personal Management](#)
  - j. [Swimming](#) or [Hiking](#) or [Cycling](#)
  - k. [Camping](#)
  - l. [Family Life](#)

You must choose only one merit badge listed in items g and j. If you have earned more than one of the badges listed in items g and j, choose one and list the remaining badges to make your total of 21.

4. While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility:
  - Boy Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, or instructor.
  - Varsity Scout team. Captain, co-captain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, quartermaster, chaplain aide, instructor, or den chief.
  - Venturing crew/ship. President, vice president, secretary, treasurer, boatswain, boatswain's mate, yeoman, purser, or storekeeper.
5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project plan must be approved by the organization benefiting from the effort, your Scoutmaster and troop committee, and the council or district before you start. You must use the *Eagle Scout Leadership Service Project Workbook*, BSA publication No. 18-927, in meeting this requirement.
6. Take part in a Scoutmaster conference.
7. Successfully complete an Eagle Scout board of review.

## Age Requirements



All requirements for the Eagle Scout rank, except the Board of Review, must be completed prior to the candidate's 18<sup>th</sup> birthday. When all requirements for the rank of Eagle, except the Board of Review, including the leadership service project, have been completed, the Eagle Scout Rank Application must be completed and sent to the Council office promptly.

The following must be completed BEFORE your 18<sup>th</sup> birthday:

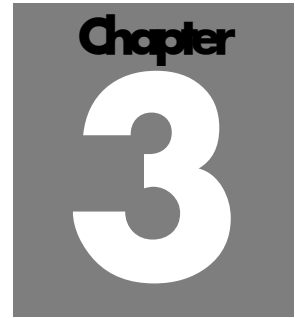
- All six requirements listed on the Eagle Scout Rank application, which also includes all work on your Eagle Scout leadership service project.
- All information on the Eagle Scout Rank Application, including the "Certification by the Applicant" and "Unit Approval."

The following may occur AFTER your 18<sup>th</sup> birthday:

- Receipt of letters of recommendation. These are required at the Eagle Scout Board of Review.
- Delivery of the Eagle packet to the Council.
- Council certification of the Eagle Scout Rank Application.
- Eagle Scout Board of Review (within 90 days of your 18<sup>th</sup> birthday)

Although you have until your 18<sup>th</sup> birthday to earn the Eagle rank, you should not delay until the last minute before finishing your requirements for Eagle. With an increase in the complexity of the rank requirements, earning the Eagle rank may take longer than you think. If you are 17 and still have merit badges and your leadership service project remaining, you may find it difficult to make it to the end of the trail in time. There are several Eagle required merit badges that have time restrictions on them and starting these late may prevent you from earning the Eagle rank. For example, requirement 7 of the Personal Fitness merit badge includes a 12-week physical fitness program that cannot be completed if you start one month before your 18<sup>th</sup> birthday. The "no more, no less" standard for earning merit badges does not allow for requirements to be relaxed just because you are too close to your 18<sup>th</sup> birthday to complete them.

Earning your Eagle rank before your 18<sup>th</sup> birthday allows you to wear your Eagle rank badge on your uniform. Once you turn 18, you can no longer wear youth badges on your uniform pocket but you will be able to wear the Eagle Scout knot patch so that Scouters recognize you as one of the select few scouts who have achieved the Eagle rank.



## Eagle Scout Leadership Service Project

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. The project should benefit an organization other than Boy Scouting. The project idea must be approved by the organization benefiting and the council or district before your start. You must use the Life to Eagle packet, BSA publication No. 18-927, in meeting this requirement.

- Boy Scout Handbook, page 447

### The Purpose of the Project

Although you may be familiar with participating in service projects as part of your scouting experience and in earning ranks, the Eagle Scout leadership project is different in an important way. The Eagle Scout leadership project requires YOU to plan, develop, and lead the entire project. The leadership project provides you an opportunity to use the skills you have learned through leadership positions and while earning merit badges. The Communications merit badge experience will help you keep track of your communications related to the project and know which methods of communications will be the most effective for the different stages of your project. If you earned the Photography merit badge, the skills you learned will be valuable in documenting the before and after stages of your project. The skills you learned during the Personal Management merit badge will help you with budgeting and time management.

## The Steps of an Eagle Project

### Choosing a Project

Selecting a project can often be the most difficult part of the Eagle project. The Eagle project must provide you the opportunity to demonstrate leadership of others and provide service to an organization or institution other than the Boy Scouts of America. Benefiting groups may include religious institutions, schools, or community agencies (schools, volunteer fire departments, parks, wildlife organizations, and homeowners' associations).

Try to choose a project that benefits the community and is interesting and challenging to you. If you have an interest in an organization, contact them for ideas. They may already have some available just waiting for a scout like you to call and ask. Your project does not have to be an original idea (hundreds of benches have been built over the years as Eagle projects) but the planning and leadership must be yours alone.

The project must not be routine labor (mowing the grass at a church or weeding the garden at a school). The project may not benefit Boy Scouts of America or Scout property or any individual or business. Fundraising may likely be a component of your project but your project may not be a fundraiser itself. You are free to use scouts from your unit or other units as you see fit and may choose to not use scouts at all in completing your project. Remember, this is your project and you are free to manage it as you see necessary while staying within the Eagle project guidelines. Parents and other adults will be offering advice and assistance but ultimately you are the one who makes the decisions.

Once you have a plan idea, do not begin too much time actually planning the project until you have discussed the idea with the Scoutmaster and obtain his approval.

Projects completed by Troop 1333 Eagle Scouts include:

- Installed smoke and carbon monoxide detectors in homes for the elderly (Will Bradley)
- Landscaping the urn garden at Trinity Lutheran Cemetery (Ryan Brunkhorst)
- Built a bridge over a Willow Creek at Kaiserhof Lutheran Retreat (Tim Garrett)
- Personal hygiene boxes for third world seamen out of the Port of Houston (John Hernandez)
- Fishing pier at Kaiserhof Lutheran Retreat (Austin Howard)
- Fingerprint roundup for children at Trinity Lutheran (Adam Kelly)
- Built a canoe storage shed at Kaiserhof Lutheran Retreat (Trent Kirkpatrick)
- Mapping out trails at Burrough's Park in Tomball (David Gaines May)
- Built a trail and benches around pond at Kaiserhof Lutheran Retreat (John McCray)

- Built 4 portable, fold-up stage screens/blockers for Concordia Lutheran High School (Grady Meloy)
- Repaired playground equipment at Kaiserhof Lutheran Retreat (Matt Robie)
- Mapping a nature trail at Yegua Creek near Lake Somerville (Kevin Robinson)
- First aid and CPR certification class (Micah Teel)
- Collected materials and assembled first aid kits for missionaries, homeless people, and shut-ins (Travis Westbrook)
- Prayer garden behind the Trinity Family Life Center (Elliott Wu)
- Built benches in a community park (Alex Phillips)
- Built a nature trail at Kaiserhof (Kenny Zoeller)

Conservation related project ideas:

- Constructing and hanging bat boxes to control insect populations
- Planting trees as part of a beautification effort at a local school
- Building a rainwater collection system at a school to water plants
- Constructing a rain garden to minimize storm water runoff carrying pollutants
- Marking storm drains in a community to raise the awareness of residents about storm water pollution
- Planting marsh grass to prevent erosion
- Collecting discarded Christmas trees for use in building up the sand dunes along the coast
- Holding an event to collect supplies for a wildlife education center
- Removing invasive plants and restoring area with native plants
- Constructing and building birdhouses to mitigate habitat loss

## **Area Contacts for Conservation-related Eagle Projects**

Appendix G

### **Discuss the project idea with a unit leader**

Unit leaders (Scoutmaster, Life to Eagle Committee member) can provide guidance on whether your project qualifies or needs to be modified so that it meets the requirements

### **Discuss the project idea with a representative from the benefiting organization**

Do not assume that a representative of the benefiting organization will agree that your project is needed just because you think it is a great idea. Be prepared to “pitch” the idea to the representative and have them become as excited about the project as you are about doing it. They may have specifications that must be met if you are building something such as a bench or a shed. The representatives can also be helpful in identifying funding avenues for your project and other sources of assistance.

### **Using the Eagle Scout Leadership Service Project Workbook, develop a detailed plan for your project**

The project plan should be detailed enough that another scout could take the plan and execute the project, from beginning to end, without you present. The Troop 1333 Life to Eagle Committee is available to help as you develop the plan to make sure it is complete and ready for review by the people required to sign off on it before you can begin working. Attend as many Life to Eagle planning meetings as possible to improve your ability to lead a successful project. To get an idea of what the Life to Eagle Committee members look for when reviewing your project, see Appendix J.

### **Have your plan approved by the representative of the benefiting organization, a unit leader, and a unit committee representative**

Once the project plan is complete, have it reviewed and signed by each of these people before moving to the next step.

### **Meet with the District Advancement Committee representative responsible for reviewing and approving Eagle project plans**

The District representative responsible for reviewing and approving the plan is available at the Polaris District roundtable held at 7:30pm on the first Thursday of each month. As there is likely to be several other scouts from other troops in the District there to also have their plans reviewed and approved, it is advisable to arrive no later than 6:30 pm and wait outside the breakout room set aside for this purpose. If you are well prepared, you will describe your project to the District representative as he reviews your written plan and be approved to begin work. If there is something missing, the representative may ask you to make some revisions and meet with them again before approval is given.



**ONLY** after the District advancement committee representative approves the project plan may you begin working on your project. This includes fundraising activities.

### **Carry out the project as planned**

Now is the time to begin working to complete the plan. You will need to keep detailed records and documentation of your activities as you implement the plan. Everything may not go exactly as you thought but this is okay, just be sure to document how you faced these challenges for your final workbook submission. Changing the nature of the project or whom the project is benefiting will require a new plan be submitted for review. Completing a project that differs substantially from what was approved puts you at risk of not passing your Eagle Board of Review. Contact your District representative if you have any doubts.

**Complete the *Eagle Scout Leadership Service Project Workbook***

Complete the section of the workbook titled "Carrying Out the Project". Obtain signatures for approval of project completion as described in the workbook.

**Submit the completed *Eagle Scout Leadership Service Project Workbook* with your *Eagle Scout Rank Application***

When you have completed all the requirements for the Eagle rank, submit the workbook and application for approval.



## Eagle Scout Leadership Service Project Workbook

The *Eagle Scout Leadership Service Project Workbook* is essential to completing and documenting your Eagle project. You must use the official workbook (BSA publication #18-927) or its electronic equivalent.

The workbook is divided into two major sections. The first section is for writing your project plan. This is the plan that must be approved by the District Advancement Committee representative before you can begin any work. The second major section is "Carrying Out Your Project" and is used to report out on the completed project.

The completed workbook is one part of the packet that is submitted to the Council. Your workbook will be at your Board of Review for the team to review.

The following sections of this guidebook are designed to cover the first major section of the workbook and increase the likelihood that your project plan will be approved and, more importantly, successful. Read this section carefully and include all the information necessary to completely describe your proposed project.

### **Project Description**

This part of the workbook is simple to complete but it warrants some discussion on what is intended to be included. "Describe the project you plan to do" is asking for a simple description of your project and should be limited to a few sentences. Be specific but do not go into details here. Describe, for example the number of benches you plan to build but leave the specifications of the benches for a later section of the workbook.

### **Project Details**

This section of the workbook asks you to "Plan your work by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out the project. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project. If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort."

These instructions are seeking a large amount of detailed information using a brief request. This is the section of the workbook where you will include the COMPLETE details of how your project will be carried out. Each of the parts of the Project Details instructions is described in more detail below:

### **Present Condition**

Describe what the existing situation where you will be doing your project. Be as detailed as necessary to provide the District Advancement Committee representative and complete understanding of why the project is needed and what the circumstances are prior to the start of your project.

“Before” photographs can be very helpful in describing the present condition of the project site as they give the review more than just a mental picture of what you will be doing. Remember the old saying, “a picture is worth a thousand words.” This, of course, does not mean that you won’t still need to write the description out completely.

### **Method**

The method you will use to carry out your project will consist of several things.

- **Plans and/or drawings**  
If your project involves building something, you should have complete plans for what you are going to build. The plans should include detailed dimensions of what you will be building. Use floor plans or plot plans to identify exactly how or where the built out item(s) will be placed.
- **Instructions**  
Divide your project into logical tasks and then create specific instructions on how to accomplish each task. These instructions will be the ones you give your workers to carry out your plan so they need to be easy to understand. Remember, the instructions should be detailed enough that someone else can complete the work without direction from you.
- **Organization and Leadership**  
Describe how you will organize your workers to complete the work. You may have tasks that require individuals only and you may have some that require teams. The project is being completed under your leadership and you will be the one deciding how workers will be assigned to complete the tasks. You should limit your involvement in the work to demonstrating how a particular task needs to be done but should not be doing the work yourself.

- **Funding**

The majority of projects will require some type of funding. Your plan must detail how you will obtain the funds. In some cases, the benefiting organization will be providing the funds. You can also seek donations from individuals and organizations that might be interested in your project.

Funding provided by your family is most often prohibited as organizing the funding is an important aspect of leadership. Fundraisers such as car washes, garage sales, food sales, etc. generally demonstrate more planning and leadership than donations.

### **Materials**

A complete and detailed description of the materials you will need to do your project will include not only supplies that will be used up or discarded but also tools. A chart or table is a good way to show what supplies and tools you will be using and where you will be obtaining them. The table will also help keep you organized as you begin rounding up the supplies to begin. The list should be complete and include EVERYTHING you will need to complete the project. See Table 1 for an example.

TABLE 1

Fishing Dock Materials List			
Item	Quantity	Unit Cost	Total Cost
6"x6"x10' pressure treated posts	6	\$20.00	\$120.00
2"x6"x12' pressure treated lumber	5	\$10.00	\$50.00
2"x4"x 8' pressure treated lumber	8	\$6.00	\$48.00
4"x6"x10' pressure treated deck boards	12	\$6.00	\$72.00
2"x12"x10' pressure treated lumber	2	\$20.00	\$40.00
2"x4"x12' pressure treated lumber	3	\$7.00	\$21.00
box of 48 lag screws 1/4 x 2"	1	\$15.00	\$15.00
Box of deck screws	1	\$8.00	\$8.00
40# bags of cement	6	\$3.00	\$18.00
<b>TOTAL COST</b>			<b>\$392.00</b>

TABLE 2

Tools List		
Tool	Quantity	Source
First Aid Kit	1	Troop
Circular Saws	2	Mr. Joe Scouter
Driving cap for posts	1	Mr. Joe Scouter
Post hole digger	1	Mr. Joe Scouter
Leveler	1	Mr. Bob Eagle
Socket set for lag screws	2	Mr. Joe Scouter
Cordless screwdrivers	2	Mr. Joe Scouter/Mr. Bob Eagle
Electric sander	1	Mr. Joe Scouter
300' extension cords	1	Trinity Lutheran maintenance
Sledge hammer	1	Trinity Lutheran maintenance
Hammer	2	Mr. Joe Scouter
Electric drill & drill bits	2	Mr. Joe Scouter
Goggles, safety glasses	6	AAA Safety (donated)
Gloves	6	Helpers to bring their own
Ear protection	2	AAA Safety (donated)
Bow saw	2	Mr. Bob Eagle

### Project Helpers

You will need to know how many helpers are needed and where you will recruit them and describe this in your project plan. Although preferable, you do not need to list individuals by name. Scouts within the troop are a great source of assistance but you are not limited to using scouts and, in fact, could complete your entire project without using a single scout. Other people to recruit may include friends, people from other groups, and people associated with the benefiting organization. Be careful about including too many workers, especially youth. There should be just enough workers to complete the tasks required and having extras will generally lead to distractions and additional, unnecessary leadership responsibilities that may distract from the project focus.



Adults will be required to be present on your project (emergency drivers, scout leaders for two-deep leadership rules, etc.) but their work should be minimal and in all cases you are the project leader. Adults on your project sometimes will have a natural desire to “take over” from a youth and it’s your responsibility to demonstrate leadership and make sure this does not occur. Assigning the majority of your tasks to youth will minimize adult interference and a pre-job discussion with the adults who will be present about this issue will minimize adult intervention.

Use a chart or table to list the number of helpers you will need and for which specific tasks. Keep youth and adults separate on the chart. The chart should show each task, how many workers it takes for each task and how much time each task will take to complete. Sum the total hours estimated to be worked to help you develop a realistic schedule to complete the project. There is no minimum or maximum hours specified for a project since each one is unique to the scout leading it but the Polaris District Advancement Committee has indicated they would like to see no less than 80-100 hours to complete a project. Keeping detailed records of all project work will easily get you to this standard. See Table 3 as an example.

TABLE 3

Helper List		
Name	Task	Hours Worked
Pedro Scouter	Project Manager	80
Mr. Joe Scouter (adult)	Health and Safety Officer	35
Mr. Bob Eagle (adult)	Sawing	24
Mr. Jim Star (adult)	Sawing	8
Billy Dragon (scout)	Assembly	24
Joey Buffalo (scout)	Assembly	24
Jimmy Badger (scout)	Assembly	16
Daniel Wolf (scout)	Assembly	16
Michael Smith (scout)	Finishing	8
Ryan Jones (scout)	Finishing	8
John Williams (scout)	Finishing	8
Bobby Eagle (scout)	Finishing	8
David Scouter (brother)	General helper	4
Bobby Boudreaux (neighbor)	Water server	24
Mrs. Betty Scouter	Transportation	6
TOTAL		293

Include a discussion about adult management as part of this write-up. BSA policies require two-deep leadership and other youth protection issues and you should understand and be able to demonstrate you understand the requirements for having adult participation. Your project should use as few adults as possible to demonstrate leadership.

### Time Schedule

Create a timeline or time schedule indicating how many workdays you expect your project requires and how the time will be spent on those days. Identify the specific dates you plan to work and alternate dates in case of rain or other circumstances. Communicate your proposed dates to the benefiting organization to make sure they do not have a conflict with the dates and commit to a deadline so everyone, including yourself, knows when the project can be expected to be completed. See Table 4 as an example.

TABLE 4

Project Schedule		
Task	Start Date	Finish Date
Create plan and get approvals	05.01.2008	08.04.2008
Solicit donations/fundraiser	08.05.2008	08.20.2008
Purchase materials	08.17.2008	08.20.2008
(3) Saturday workdays	08.27.2008	09.10.2008
Complete project	09.10.2008	09.10.2008
Final approvals	09.10.2008	09.10.2008

### Identifying and managing safety hazards and risks



Safety is a **PRIORITY** on all Scouting projects, including Eagle projects.

The majority of, if not all, Eagle projects have potential safety hazards and risks. Identifying these hazards and risks and developing barriers to prevent accidents from occurring will keep your workers safe and is an important aspect of leadership. The *Guide to Safe Scouting* describes BSA policy on the types of activities Scouts are permitted to participate in as well as though they are not. Consult the *Guide to Safe Scouting* document to make sure your project plan conforms to the BSA policies.

Your workers' health is also a safety consideration. Dehydration, heat-related illnesses, and hypothermia are hazards you should take into account and have precautions for in your plan. See Appendices C, D, E, F, H, I for more information.

## Leadership

Your Eagle Scout project is about how you demonstrate leadership using the skills you learned in Scouting. Throughout your project write-up, describe how you will be demonstrating leadership. Below is a list of items that demonstrate leadership:

- Effective communication with the benefiting organization and taking the initiative to contact them
- Complete and thorough planning for all aspects of your project, from the simple to the complex.
- Understanding how Scouts and adults will be organized and led - by you – to complete the work of the project
- Actively serving in the leader role by assigning tasks rather than allowing or relying on adults.
- Inspecting the work to make sure it was done properly and to your project plan's specifications
- Dealing with change and obstacles
- Developing a budget and securing funding for the project rather than asking your family to fund your project

## Tips for developing your project proposal

- Make it easy for the District Advancement Committee representative reviewing your project plan to approve it by providing all the information they need to make a decision for approval. An incomplete plan will receive feedback from the reviewer on what needs to be changed and will delay the start of your project until the changes are made and reviewed again. Keep in mind that the information you provide in writing is all the reviewer has to make a decision. It is worth repeating here that your project proposal should be complete and detailed enough for someone else to take it and carry out the project without you using only the instructions in the plan.
- Write clearly and format your project neatly so that it is easy to read and understand. The use of tables and charts is very helpful in summarizing details in an organized manner. Check spelling and grammar and have someone proof read (but not re-write) your plan for errors so that it meets the standard of excellence expected from an Eagle Scout candidate.
- Number the pages and put into a binder. Picture a scenario of a reviewer being handed a stack of unnumbered papers that falls on the floor and you can see the value of this simple tip. Make two extra copies that are kept together with a paper clip or binder clip.

### **Obtaining Unit Leader Approval of Your Project Plan**

Troop 1333 has created a Life to Eagle Committee to assist you with your Eagle Scout Leadership Service Project planning. This team has the support of the troop committee and scoutmasters and you are encouraged to participate in Life to Eagle Committee scheduled meetings. The meetings will focus on helping you select a project, tips from both the committee and Troop 1333 Eagle Scouts who have successfully completed their trail on writing your project, mock presentations to prepare for the project presentation to the District representative, and other relevant topics to assist you. While you are not required to participate or have your plan reviewed by the committee members, using this resource will greatly increase your chances of success for a District approval and you will be encouraged to do so by unit leaders. The troop website has many of the forms and information needed and can be accessed at [http://bsatroop1333.org/life\\_to\\_eagle.htm](http://bsatroop1333.org/life_to_eagle.htm). See Appendix J for the checklist used by the Life to Eagle Committee.

As a potential Eagle Scout representing Troop 1333, you will be held to the high standards expected of an Eagle Scout. You may be asked to make several revisions to your plan before a unit leader signs off and you should accept this feedback as a gift. If it is not pointed out and taken care of here, you can be sure it will be caught at the District review level. Sloppy work, including poor spelling and grammar will not be accepted. The troop leaders do not want to put you in a position of presenting an inadequate project plan or putting the District reviewer in a position of disapproving a project that should not have passed along in the first place.

A Life to Eagle Committee member or unit leader will also make every effort to be present at roundtable for any last minute assistance you might need.

### **Obtaining District Approval of Your Project Plan**

The Polaris District provides opportunities for Scouts to have their Eagle project plans reviewed and approved by a District Advancement Committee representative on a monthly basis at the District roundtable. The Polaris District roundtable is held the first Thursday of each month, except July, at the LDS Stake Center, 16535 Kleinwood, starting at 7:30 pm. A sign identifies the Eagle project review breakout room. Although roundtable begins at 7:30 pm, you should plan to arrive between 6:00 and 6:30 pm to get in line, as there will be scouts from other troops also wanting their projects reviewed and approved. Knowing that the reviews can last from 30-45 minutes each, you can understand how long a wait you will have when you are 4<sup>th</sup> or 5<sup>th</sup> in line. Know your plan thoroughly. You should be able to present your plan without having to look at it.

### **Carrying Out Your Project**

This section of the workbook asks you to “Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List whom beside yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project. If appropriate, list the type and cost of any materials required to complete the project. If your original project plans change at any time, be sure to document what the change was and the reason for the change.”

As you carry out the project, keep good notes or a journal of everything that happens and record the time spent by each individual working on your project. Include as many relevant details as possible. Do not make the mistake of thinking you will remember everything and write it down later. The longer you wait to capture the information, the more details you will lose. The Eagle Board of Review team will review and approve your completed project so the more detail you include the better. These details make it easier for the team to understand what you did and how you showed leadership.

### **Hours I Spent Working on the Project**

Capture and report your hours separately from others. Include the hours you spent planning the project, hours you spent carrying out the project, and summarize the total hours you spent on the project. This number will likely be big and may be a bit of a surprise to you.

### **Hours Spent by Scouts, Venturers, or Other Individuals Working on the Project**

List every person who worked on your project and the number of hours they worked. List adults and family members separately from Scouts and other youth. The majority of the hours spent on this project should be from Scouts and other youth under your leadership.

### **Materials Required to Complete the Project**

List all the materials you used to complete the project and their cost. You may have needed materials not originally included in your plan and they should be listed here with the cost. You may also have materials left over or materials that you thought were needed but actually were not used. Identify these and describe how the surplus was managed. If they were returned for credit, list the credit in the cost column. Sum the total of all the material costs and compare to your budget. If you were over budget, explain why and how you acquired additional funds to cover the cost. If you were under budget, explain why and what you did with the excess funds. See Table 1 for an example.

## **Changes**

This is where you will “List any changes made to the original project plan and explain why those changes were made.” Even with the best planning, sometimes things do not go as expected and adjustments may need to be made to complete the project. Describe what types of changes you made while carrying out the project and how you showed leadership in overcoming these challenges.

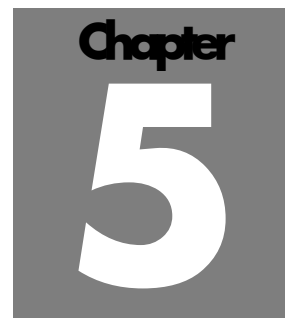
For example, perhaps you were building a fence for a preschool and your plan included cedar pickets in the material list. Between the time your plan was approved and you purchased the pickets, the price increased and you did not have the funding to make up the cost. How did you show leadership in obtaining the extra money to keep the project on track? The scout who you identified as the individual assigned to bring the water coolers to keep your workers hydrated came down with chickenpox. How did you manage this challenge? Unplanned changes to your project plan and how you managed these challenges will often be the best example of how you showed leadership expected from a scout on the trail to Eagle.

## **“After” Photographs**

Once the project is completed, take some “after” photos to document your project completion. The “after” photographs, combined with the “before” photographs will often tell the story of success for you. At this point, you should be extremely proud of yourself and those who helped you and having off photographs is an excellent way to show off what your leadership achieved.

## **Approvals for Completed Project**

Once the workbook sections are completed, sign the workbook and obtain approval signatures from your unit leader and the representative of the benefiting organization who originally authorized the project. The completed workbook will be submitted along with your Eagle Scout Rank Application.



## Eagle Scout Rank Application

The Eagle Scout Rank Application can be downloaded from the BSA website at [www.scouting.org](http://www.scouting.org). There is also a copy in Appendix B of this guidebook.

Read through the application carefully so you know what information is required and what information you will need to gather to complete it. No changes can be made to the application so it is recommended to have a photocopy to use as a “working” copy until you are ready to fill out the application you will send it for approval. Print legibly and use black ink when completing the application. Remember, the quality of your application is a reflection of you and should meet the high standards expected of an Eagle Scout.

Start at the top, left hand corner of the application and enter your **PID Number**. Your PID Number is your BSA registration number and can be found on the registration card you receive each year via the troop after you are rechartered. Contact the Troop Advancement Coordinator if you do not know your PID Number as it may be recorded in Troopmaster.

The first section of the application is rather easy to complete since it is routine information about your name (use your full name, no nicknames). The dates this section asks for should all be in your Scout Handbook or other records. The dates you became a First Class Scout and a Star Scout is the date of your successful Board of Review. If you are missing dates, contact the Troop’s Advancement Coordinator as some of the dates may be recorded in Troopmaster.

### Age Requirement Eligibility

Because merit badges, scouting ranks, and palms can only be earned until your 18<sup>th</sup> birthday, you must provide your birthdate as verification that you meet the age requirement eligibility. Fill in your birthdate into the corresponding box using the MM/DD/YY format.

You may submit an application after your 18<sup>th</sup> birthday (up to 3 months after with no explanation) however there are several hoops to jump through and this is best avoided. For specifics, see the wording in this section on the application.

**Requirement 1:** *Be active in your troop, team, crew, or ship for a period of at least 6 months after you have achieved the rank of Life Scout.*

Fill in the date of your Life Scout Board of Review using MM/DD/YY format.

**Requirement 2:** *Demonstrate that you live by the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.*

As an Eagle-quality scout, you should have no difficulty finding individuals who can provide a recommendation on your behalf. Select an individual from each of the categories listed: Parents/Guardians, Religious, Educational, Employer (if any), and two other references.

- Since a Scout is reverent, you should be able to readily provide a religious reference. If you are not a member of a church, provide the name of someone who can attest to how you show your duty to God.
- Scouts who are home schooled may initially find this reference a challenge since listing a parent here would not be the best choice. Other educational references to consider in this situation could be a music teacher, sports coach, or some other person who has a major influence on your education.
- If you do not have an employer, put a line through the title and use the space for another individual.
- For the two "other" references, try to provide a variety of references from your life. For example, it would be better to have a neighbor, a sports coach, and a volunteer organization representative than to list four teachers.

Before listing anyone on the application as a reference, contact the reference to be sure they are willing to write a recommendation and explain that they will be receiving a letter in the mail. Provide the full address and telephone number of the reference. Failure to provide the full address, for example, not providing a zip code, will delay the mail out of the letters to these references. The space for the address on the application is minimal so write small enough to fit it all.

A template for the reference letters is provided in Appendix L of this guidebook. The template is used because it provides some background on the Scout Oath and Law, which they may not be familiar with, and helps them write their letter in this context. The request for the recommendation letters will include a stamped envelope addressed to the Chairman of the Eagle Board of Review, in care of the Troop Committee Chairman. Explain to your reference that the letter should not be returned to you but rather sent to the address on the stamped envelope. If you do receive a return letter directly to you from the reference, do not open it and hand it to the Troop Committee Chairman. To insure that the individuals write honest

recommendations, you will likely never see what was written about you, as the letters are never given to a candidate. Following the Board of Review, the letters are kept by the District Advancement Committee and destroyed after you are awarded the Eagle Scout rank.

**Requirement 3:** *Earn a total of 21 merit badges (required badges are listed). List the month, day and year the merit badge was earned.*



It is important to list the specific merit badges you used in earning the Star and Life ranks and those used for Eagle. Do not substitute the merit badges used for these ranks with ones that seem “harder” or more important. The merit badge information will be checked against Council records and your application review will be delayed if there is an inconsistency. The merit badges used for the ranks should be listed in your *Scout Handbook* or you can contact the Troop Advancement Coordinator for Troopmaster records of this information.



On the Eagle Application, there are two sets of required merit badges from which you can choose to do one from each group (Emergency Preparedness or Lifesaving; and Cycling or Hiking or Swimming). Both Star and Life ranks allow you to use two from each group (example: hiking and swimming for your Star rank). If you have done this, be sure to select one as the Eagle-required merit badge and the other as the non-required merit badge.

The date earned for the merit badge is the actual date your merit badge counselor signed off on your blue card that it was completed and not the date you received the award at a Court of Honor or troop meeting. The Troop Advancement Coordinator can assist you with the dates if they have been recorded in Troopmaster.

**Requirement 4:** *While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility. List only those positions served after Life board of review date.*

Boy Scout positions that qualify are:

- Patrol leader
- Assistant senior patrol leader
- Senior patrol leader
- Troop guide
- Order of the Arrow representative
- Den chief
- Scribe
- Librarian
- Quartermaster
- Junior assistant Scoutmaster
- Chaplain aide
- Instructor
- Historian
- Venture patrol leader

Fill in the date of your Life Board of Review in the designated box. There are two spaces for the period of service for the position of responsibility. If you have only served in one position for the six-month requirement, leave the other one blank. Be sure to put in the start (FROM) and end (TO) dates and that the total equals 6 months or longer.



Only list the positions that you served in AFTER becoming a Life Scout.

**Requirement 5:** *While a Life Scout, **plan, develop, and give leadership to others** in a service project helpful to any religious institution, any school, or your community. The project idea must be approved by your Scoutmaster and troop committee and by the council or district before you start. **You must use the Eagle Scout Leadership Service Project Workbook, No. 18-927, in meeting this requirement.***

Sounds simple on the application, doesn't it? As you have seen from the previous Chapters in the guidebook, this is a significant undertaking. Put the date that you completed the project in the designated box using MM/DD/YY format.

**Requirement 6:** *Attach to this application a statement of your ambitions and life purpose and a listing of the positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service. Take part in a Scoutmaster conference with your unit leader.*

Write a statement of your ambitions and life purpose on a separate piece of paper and attach to the application. Check the spelling and grammar on the statement.



The statement should be YOUR ambitions and life purpose as you see it and not what your parents envision for you. If they are the same, so be it, but it will be easier to answer questions at your Board of Review if your statement reflects your personal views.

Put the date that you completed your Scoutmaster conference in the designated box using MM/DD/YY format.

**Certification by Applicant:** *On my honor as a Scout/Venturer, all statements on this application are true and correct. All requirements were completed prior to my 18<sup>th</sup> birthday.*

A Scout is trustworthy – sign the application on the line provided, provide your telephone number, and date in the designated box using MM/DD/YY format.

### **Unit Approval**

Obtain the signatures and phone numbers of a unit leader (Scoutmaster) and a troop committee chair. Include the date in the designated box using MM/DD/YY format.

### **BSA Local Council Certification**

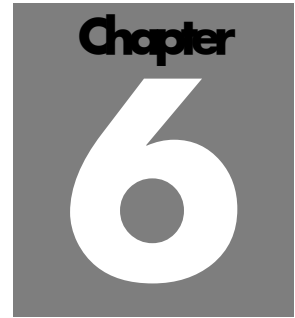
The Sam Houston Area Council will verify all the dates you have put on the application for merit badges, rank advancement, etc. and sign the application to move it to the Board of Review stage. Any date discrepancies will need to be resolved before the council will certify the application.

### **Actions by the Eagle Scout Board of Review**

This is the final step in the Trail to Eagle. Once you have completed your Board of Review and the team signs the application, you are an Eagle Scout. The Scout Executive will sign the application and you will receive a congratulatory letter to take to the scout shop to purchase your Eagle regalia.



A useful checklist for the Eagle Scout Application is found in Appendix M.



## Eagle Scout Board of Review

The Board of Review for the Eagle Rank is different from the other Boards of Review in which you have participated. The members of the Board of Review are not all from the Troop Committee.

At this point, the goal is to understand your full Scouting experience, and how others can have similar meaningful Scouting experiences. Scouting principles and goals should be central to the Scout's life; the Board will look for evidence of this.



Remember the Boy Scout Motto – “BE PREPARED”. Good preparation for your Eagle Board of Review will make it less stressful and more comfortable for yourself and the members of the board.

Although this is the final rank, this is not the end of the Scouting trail - "Once an Eagle, always an Eagle". Explore how you, as an Eagle Scout, will continue with Scouting activities, and continued service to your home, church, and community.

The approximate time for this Board of Review should be 30 - 50 minutes.

## What to Bring to Your Board of Review

As part of preparation for your Eagle Board of Review, you should make additional (at least 6) copies of your complete packet so that all members of the Board have copies to review. Bring your *Boy Scout Handbook*, so that the Board of Review members may sign it.

## What to Wear to Your Board of Review

As an Eagle Scout candidate, you should be dressed in your complete and proper uniform. This includes your scout shirt, scout pants, scout socks, scout belt, troop neckerchief, and merit badge sash. Check that all badges have been sewn on the uniform in the proper places and that the merit badge sash is worn properly. See Appendix K for guidance on the scout uniform.

## Eagle Board of Review Guidelines

The Board of Review for an Eagle candidate is composed of at least three but not more than six members. These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle Board of Review. One member serves as Chairman. Unit leaders, assistant unit leaders, relatives or guardians may not serve as members of a Scout's Board of Review. At least one District advancement representative must be a member of the Eagle Board of Review if the review is conducted at a unit level. A Scout may request a District Board of Review, which will consist of members of the District Advancement Committee, and/or District members who have an understanding of the importance of the Eagle Board of Review. In no case should a relative or guardian of the candidate attend the review, either as a participant or observer. The contents of the Board of Review are confidential and the proceedings are not to be disclosed to any person who is not a member of the Board of Review.

The Board members need to convene prior to interviewing the candidate (15 to 30 minutes.) The purpose of meeting before the actual interview is to:

1. Review the prospective Eagle Scout's application.
2. Read his reference letters and other important documents.
3. Become familiar with his service project by assessing his final report and any available pictures.
4. Review these guidelines to help formulate pertinent questions.

During this initial meeting, the Chairman makes sure everyone is introduced to one another, sees that everyone has an opportunity to review all the paperwork and determines that all understand the goals of this Board, which are:

1. The Board determines that the Eagle project was successfully carried out.
  - a. Did the candidate demonstrate leadership?
  - b. Did he indeed direct the project himself, rather than do all the work himself or allow someone else to direct the project?
  - c. Was the project of value to the institution, school or community group?
  - d. Who from the benefiting group may be contacted to verify the value of the project?
  - e. Did the project follow the plan, or were modifications necessary to complete it - what did the candidate learn from making the modifications?
2. The Board should be assured of the candidate's participation in and understanding of the Scouting program.

3. A thorough discussion of his successes and experiences in Scouting must take place. As the documents are making the rounds, the Chairman should add any relevant data of which he is aware. It is best if the Chairman has personally viewed the completed project - if that is not possible, a phone call to the benefiting group's representative to discuss the merits of the project will do.
4. The following guidelines must be kept in mind during the questioning of the project:
  - a. The review is not an examination; the Board does not test the candidate. However, the Board should not be a "rubber stamp" approval process. Appearance of the candidate before the Eagle Board of Review does not mean automatic attainment of the Eagle Rank.
  - b. The Board should attempt to determine the Scout's attitude toward and acceptance of Scouting's ideals
  - c. The Board should make sure that good standards of performance have been met in all phases of his life.
  - d. A discussion of the Scout Oath and Scout Law is in keeping with the questioning.
  - e. Be sure the candidate recognizes and understands the value of Scouting in his home, unit, school and community.
  - f. The Scout should be encouraged to talk - don't ask questions answerable with a simple yes or no.

Once the Scout's Eagle Application, service project paperwork, letters of recommendation and these guidelines are reviewed, the Scoutmaster is asked to introduce the candidate to the Board (as a courtesy the Board members should stand). The Scoutmaster can be invited to remain as an observer and may be called upon to clarify a point in question. The candidate is asked to begin the Board by reciting the Scout Oath and Scout Law.

After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. Because of the importance of the Eagle Scout Award, the decision of the Board of Review must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the Board's recommendation for the Eagle award. Immediately after the Board of Review and after the application has been appropriately signed, the application is turned into the Council Service Center. A photocopy of the application should be attached to an Advancement Form and submitted to the Council Service Center as well.

If the candidate is found unacceptable, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, provide the name and address of the person he is to contact.

## Preparing for Your Board of Review

As the Scout Motto states, "Be prepared." Prepare for your Board of Review by thinking back on your Scouting career and experiences. Some experiences to reflect back on include:

- Rank advancements
- Outdoor activities
- Merit badges earned
- Ways in which you demonstrated leadership
- Troop and patrol leadership positions and what you accomplished
- Service to the community
- Religious activities
- Anything else you have learned along your trail to Eagle

Review your completed workbook thoroughly and carefully, as the Board of Review is where your completed project gets final approval. You should be familiar with every aspect of your project and be prepared to answer questions about it, as they will surely be asked.

The list of questions available to a Board of Review to ask you is quite long and it is impossible to guess ahead of time what questions will be asked as each Board of Review team is different.

As you have experienced from other Troop 1333 Boards of Review, in addition to the common questions, you can be certain that you will be asked to provide feedback to 3 simple questions:

1. What should the Troop stop doing?
2. What should the Troop start doing?
3. What should the Troop continue doing?

These questions may now be asked in the context of Scouting as a whole rather than the narrow focus on the Troop itself.

## **After the Board of Review**

When the Board of Review has voted unanimously to approve the Scout's application for Eagle rank, all the Board members sign the application. The signed application is taken to the Sam Houston Council Service Center. At the council service center, the Scout Executive signs the application certifying that the proper procedure has been followed and that the Board of Review has recommended the candidate for the Eagle Scout rank. The Eagle Scout Rank Application is forwarded to the National Eagle Scout Service.

## **Eagle Court of Honor**

The Eagle Court of Honor is a special occasion planned by the Eagle Scout's family. The Eagle Court of Honor should be held separately from the Troop's regular Court of Honor. Although there are many resources for planning an Eagle Court of Honor, it is normally a unique ceremony for the individual Eagle Scout and a full discussion of the planning an Eagle Court of Honor is beyond the scope of this guidebook.