

Life to Eagle in 1,032 Easy Steps

Before Beginning...

1. Always ensure that the date a Scout completes a merit badge is the date shown on the "Completed On" block on the Application for a Merit Badge (also known as a blue card, form #34124). Then make sure that that is the same date which is used on the Advancement Report (#34403 or printed copy of the information) and on the Merit Badge Certificate (also known as a white card, form #33414).
2. Always ensure that the date a Scout completes his Board of Review, for any rank, is the date used on the Advancement Report and on the Rank Award Certificate (also known as a white card, even though they are green, form #33415 to form #33421).
3. Submit Advancement Reports to the Council Service Center (address on last page) on a regular basis and always keep a copy.
4. Hand out white cards at Courts of Honor and *always* stress to the Scouts the importance of keeping both the white and blue cards at every such.
5. If a Scout has lost a white card and blue card for a merit badge, or lost a rank card, then you will need to request a copy of the card from the council where the advancement was completed. It is advisable to do at the earliest possible opportunity as it may take a council some while to locate a troop's advancement reports.

Once a Scout Earns Life...

6. They can *officially* start work on the Eagle project and other Eagle Requirements (although merit badges may be earned at any time). An Eagle Award application that shows that a Scout started working on his service project before attaining Life rank, will be rejected by the National Eagle Scout Service and it is quite possible that, in such a case, the Scout would have to do another Eagle project.
7. The Life Scout, once the advancement report for his Life Board of Review has been submitted to the Council Service Center, should receive a Life to Eagle Package from the Council Service Center. The package will outline the requirements needed for Eagle, an Eagle Scout Award Application form (form #58728) a blank eagle reference letter and a copy of the Eagle Scout Project Workbook (form #18927), which must either be used as the basis for the project proposal and write-up or as the actual form.
8. When a Scout is ready to begin to undertake an Eagle Scout Service Project, sit down with the Scout and review both the steps to Eagle, the Eagle Scout Project Workbook, and discuss the time and personal commitment that will be required by the Scout to attain Eagle.

The Eagle Scout Service Project – Finding It...

9. The next step involves finding an Eagle Scout Service Project. The eaglescout.org web site contains many project ideas as well as links to many other web sites that also contain ideas. In addition, there are restrictions on what can be done for an Eagle Project – see eaglescout.org for information (projects can not be for Scout organizations, commercial organizations, comprise of just fundraising, or involve routine labor). Once the Scout has found a project the fun really begins.
10. At this point the Scout needs to begin recording the time they (and others) are spending on the project. The Scout needs a detailed report of how much time he has spent on his project, and what he accomplished each time he worked on his project. This goes in to the Eagle Project Workbook.
11. to 46. Call your Eagle Scout-candidate to ask them about the project that they have found (thus reminding them that they are supposed to be finding a project.).
47. Discuss the project idea with the Scout, and either encourage him if the project is likely to be a good one, or encourage him to develop it or find another if it is not a good idea. If you have any doubts about the suitability of a project, you should contact the District Advancement Chairman before the Scout does too much work.
48. Before starting work on the project itself, approval for the project must be obtained from the Beneficiary, Scoutmaster, the Troop Committee and the District Advancement Chairman. This stage is known as the Project Proposal.

The Eagle Scout Service Project – Proposing It...

49. In order for a project to receive approval, it must be proposed using a version of the Eagle Scout Workbook (either the official one or one close to it see the “Links” section at the end of the document). In this section the Scout must describe the project, give details of how the project will be of benefit, and give estimated planning details, including present condition, method, materials to be used, project helpers and project dates. Pre-project photos should also be included where appropriate. Again, the eaglescout.org web site provides an invaluable guide to compiling a proposal.
50. Once the proposal is completed to the Eagle Coach’s/Scoutmaster’s approval, it must be signed and dated by the Eagle Coach/Scoutmaster and by the Beneficiary. However, see the next step before getting the signatures on the paper.
51. Once approved by the Eagle Coach/Scoutmaster and the Beneficiary, the Troop Committee must approve the project. The usual procedure is for the Scout to present their project idea to the Troop Committee. The Scout may need some coaching on how to present the project to the Committee. The Committee may make various suggestions or alterations to the project proposal and these will have to be taken in to account before the Committee approves the proposal.
52. Once the Committee approves the proposal, it will need to be signed and dated by a member of the Troop Committee. It is recommended that the Committee member who signs the proposal should not be a relative of the Scout. It is at this stage that the Scout should probably obtain the Beneficiaries and Eagle Coach’s/Scoutmaster’s signatures on the proposal.

53. The entire proposal will then need to be sent to the District Advancement Chairman (see last page for address), who will then approve or disapprove the proposal. If the District Advancement Chairman approves the proposal, the Chairman will sign it and return it to the Troop and the Scout can begin work on the project. If the Chairman disapproves the proposal then he will discuss the reasons with either the Eagle Coach or Troop Committee.
54. The Scout *should not start physical work on the project until all approvals have been obtained.*

The Eagle Scout Service Project – Working On It...

55. to 146. Telephone the Scout to ask when the project is actually going to happen, when he is going to talk to the troop about it, and when he will be putting out flyers on the project (again, reminding the Scout of what he needs to do).
147. Once the project is all approved, the Scout can start working on the project. Throughout the time the Scout is working on the project, he must record the time he and others spend on the project.
148. The project should, as much as possible, follow the original project proposal. Where it is necessary to alter the original project plan, the Scout must make a note of the change and the reason for it.
149. The Scout will need to keep track of all the tools and materials used for the project as well as their cost.
150. On the actual project dates, the Scout will need to keep track of how long and on what dates each project helper works on the project. This is especially important for those Scouts that need service hours for rank advancement.
151. During the project, and afterwards, the Scout, or someone tasked by him, should take pictures of the project for the final write-up

The Eagle Scout Service Project – Writing It Up...

152. Once the project is finished the Scout should obtain a letter from the Beneficiary stating that the project has been completed to their satisfaction.

153. Now for the real fun, getting the Scout to write up the project. If the Scout has kept good notes throughout his project, this stage should be relatively easy. The Scout will need to complete the project workbook in order to:
- compile his log of when he worked on the project;
 - detail project helpers and the hours they worked;
 - list materials used and their costs;
 - detail and changes to the original plan;
 - total up the hours spent working on the project; and
 - gather all flyers, thank you letters, letters from the beneficiaries, press articles and photographs.

All of the above should be included in the project workbook or on “overflow” pages.

154. to 632. Telephone the Scout to find out if he has finished step 153.
633. Once the project has been completely written up (again, take a look at eaglescout.org), the Scout should sign and date the write-up to certify that he has completed it.
634. Once the Scout has signed the project write-up, the Eagle Coach/Scoutmaster will need to sign and date the write-up to certify that the Scout planned, developed and carried out the project. The Beneficiary also needs to sign the write-up to certify that the project has been completed.
635. Do not lose any of this documentation. A large part of the work is now done.

So what else is needed?

636. There are various additional paperwork requirements to be met in order to complete an Eagle application. They are:
- Obtain references to indicate the Scout's character (requirement 2);
 - Gather together all of the rank and merit badge cards (requirement 3);
 - A few paragraphs written by the Scout on his ambitions and life purpose (requirement 6);
 - A list of positions the Scout has held and awards he has received in school, Scouts, church, sports and any other programs (also requirement 6); and
 - Complete the Eagle Scout Award Application form (form #58728) using a 2000 printing or later (previous printings will be rejected). The current printing is 2004 (date is found on the bottom right corner of the back page of the application).

Again, eaglescout.org provides details on what should be included in each of the above. Time should be spent with the Scout to go through the requirements of all of the above so that the Scout is able to get it right first time.

Obtaining References...

637. Requirement 2 of the rank of Eagle Scout is to “Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.” The Eagle Coach should obtain the names and addresses of individuals (adults) who know the Scout personally and who would be willing to recommend him for Eagle. These individuals must be as follows:
- Parents;
 - Religious, e.g. pastor or other church official (this is compulsory and exemptions are extremely difficult to obtain, applications without a religious reference will be rejected);
 - Educational, e.g. headmaster/principal, teacher;
 - Employer (if any; where none, any individual who knows the Scout well); and
 - Other (two other references who know the Scout well e.g. unit leaders, committee members, family friends, teachers, coaches).
638. The Eagle Coach should send a copy of the Eagle Scout Reference form (see “Links” section), as supplied with the Life to Eagle Package, to each of the individuals, together with a covering letter and a stamped, self-addressed return envelope. The reference forms should be returned to the Eagle Coach and not to the Scout or his parents.
639. to 688. Telephone referees and provide gentle reminders.
639. The names and addresses of the referees will need to be entered on to the Eagle Scout Award Application form.
640. The completed references will need to be provided to the Board of Review, together with the application and completed project workbook.

Rank & Merit Badge Cards...

641. All rank and merit badge cards should be copied and provided to the Board of Review. The dates from the cards should be entered in to the appropriate merit badge, Star rank and Life rank blanks on the Eagle Scout Award Application form.
642. Where a white merit badge card is missing, a copy of the blue card can be used instead. Where both the white card and the blue card for a merit badge are missing, a duplicate will need to be obtained as specified in step 5.

The Scout’s Ambitions and Life Purpose...

643. This is not an easy requirement as many Eagle Scout candidates do not know their life aims and ambitions and thus some time may need to be spent with the Scout and his parents to help him write the paragraphs.

644. Contact the Scout and brief him on what his needed. The paragraphs should, in total, be approximately two to three hundred words in length. It should include the Scout's aims in school, college, Scouts, family (both current and future), church, sports and any other relevant areas.
645. to 897. Telephone the Scout to find out if he has finished the paragraphs and remind him to complete the paragraphs.
898. Review the paragraphs and suggest any amendments that may need making.
899. to 987. Telephone the Scout to find out if he has finished the paragraphs and remind him to complete the paragraphs.
988. Review the paragraphs and suggest any amendments that may need making.
989. to 1006. Telephone the Scout to find out if he has finished the paragraphs and remind him to complete the paragraphs.
1007. These life purposes and aims should be added to the award package.

List of Positions Held and Awards Received...

1008. This does not take as long as the previous part of requirement six, but the Scout should compile the list with his parents and his Scoutmaster to try and ensure that all possible information is included.
1009. The list should include positions and awards from school, church, the community, the Scout troop, the Order of the Arrow, volunteer or charitable organizations, sports teams, chess teams, summer camps, etc, etc.
1010. The listing should be added to the award package.

Almost at the end...

1011. Ensure that the Eagle Scout Award Application form is completed (see "Links" section).
1012. The Scoutmaster (or Assistant Scoutmaster as appropriate) should carry out a Scoutmaster's Conference.
1013. Get the application form signed by the Scout, the Scoutmaster (or Assistant Scoutmaster if the Scoutmaster is a relative of the Scout) and the Committee Chairman (or other Committee member if the Chairman is a relative of the Scout).
1014. Complete the Eagle Scout Rank Application Supplemental Information form available on the council's website (http://www.tac-bsa.org/tac_adv_supp_form.rtf).

1015. Gather together all of the documents mentioned above (including):
- The Eagle Award Application Form;
 - References;
 - The Completed Eagle Project Workbook;
 - Merit Badge and Rank Advancement Cards; and
 - Statement of Ambitions and Life Purposes.
 - Eagle Scout Rank Application Supplemental Information
1016. Submit the following forms to the council service center to obtain approval to conduct a board of Review:
- The Eagle Award Application Form;
 - Statement of Ambitions and Life Purposes.
 - Eagle Scout Rank Application Supplemental Information

Allow two to three weeks if submitting the information by mail and approximately a week if submitting by fax. Be sure to include details for who approval should be advised to once the council's review is complete. If submitting the information by mail, be sure to keep a copy.

Holding a Board of Review...

1017. Once the application has been returned by the Council Service Center (i.e. the local council certification block on the application form is completed), the Troop Committee can begin to set up an Eagle Board of Review. Where a fax has been submitted, the Council will usually send an e-mail certifying that the application has been approved.
1018. The troop may opt for a troop level board of review, which must consist of a minimum of three members (usually from the troop committee) and a district representative, or for a district board of review, consisting of between three and six district-registered adults. It is recommended that a chartered organization representative sit on the Board of Review. Other Board of Review members can be included from outside of Scouting, provided that they understand the significance of the Eagle rank.
1019. The Troop Advancement Chairman contacts the District Advancement Chairman to arrange for either a district representative or a district board of review.
1020. The Troop Advancement Chairman invites the necessary number of individuals to sit on the Board of Review. There should be no more than six board members for an Eagle board of review.
1021. The Troop Advancement Chairman co-ordinates a date, time and location for the Board of Review, and in consultation with the Troop Committee Chairman and the District Representative, appoints a Board of Review Chairman.
1022. The Eagle Coach or Scoutmaster should review the purpose and likely content of the board of review with the Scout in order to help him prepare for it.
1023. The board of review members can obtain example questions and information on how Eagle Boards of Review are conducted from the eaglescout.org web site.

1024. The Board of Review takes place. The Scoutmaster should be on hand to answer questions from the Board before, during and after the board of review. He should also do a last minute uniform check of the Scout and introduce him to the board.
1025. The Board should last for no more than 90 minutes and no less than 30 minutes.
1026. If the Scout is successful, the date of the Board of Review will officially be the date he earns Eagle, although attainment of the award is not complete until certified by the National Eagle Scout Service (see below).

After the Board...

1027. If the Scout successfully passes the Board of Review, the Board of Review Chairman and the District Representative sign and date the Eagle Scout Award Application form and an advancement report is completed (the advancement report must only list the Eagle Scout candidate and the award of Eagle on the form). If the Scout is deferred, the district representative will advise both the Scout and the Board of the procedures for deferral and appeal.
1028. The application form and the advancement report are sent to the Council Service Center together with a covering note, the Statement of Ambitions and Life Purposes and the Eagle Scout Rank Application Supplemental Information. The covering note should list name, address, telephone and e-mail details for a contact person and also details of where the Eagle Scout credentials should be sent.
1029. The Council Service Center will then electronically submit the application to the National Eagle Scout Service for certification. This process will take approximately six weeks.
1030. The National Eagle Scout Service will send the Eagle Scout credentials (card and certificate) to the Council Service Center.
1031. The Council Service Center will return the application, together with the Eagle Scout credentials, to the Troop Advancement Chairman.
1032. That's it. Time to arrange the Court of Honor. Woods Wisdom, Eagle Court of Honors, and eaglescout.org are some of the many resources available for court of honor ceremony and script ideas.

Links:

- Project workbook: <http://www.tac-bsa.org/eaglepro.rtf>; or
http://www.tac-bsa.org/eagle_project_workbook.pdf
- Application Form: http://www.tac-bsa.org/eagle_scout_application.pdf ; or
http://www.stlbsa.org/NR/rdonlyres/5EF87477-BCBA-47B3-BB92-F20073316B03/0/Form_EagleApplication.pdf (can be filled out online – but not saved).
- Reference Form: http://www.tac-bsa.org/eagle_letter_recom.rtf
- Supplemental Form : http://www.tac-bsa.org/tac_adv_supp_form.rtf
- Reasons for Rejections : http://www.tac-bsa.org/10_reasons_why_eagleapps.htm
- General Information : <http://www.eaglescout.org/>

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