



TROOP 509 LIFE TO EAGLE PACKET



Congratulations on achieving the rank of Life Scout!

You are now preparing to begin on the last leg of your journey to achieve Scouting's highest honor, the rank of Eagle Scout. Just like advancing to other ranks, advancing to the rank of Eagle Scout involves several requirements such as participation, Scout spirit, merit badges, and positions of responsibility. There is also an increased requirement of service for the rank of Eagle. This requirement of service does not ask you to merely participate in service projects. This requirement asks you to plan, develop, and execute your own service project. Additionally, you must prepare for, and pass, an Eagle Scout Board of Review. This Board of Review will not only consist of specially selected adults, but it must also include a member of the District Advancement Committee.

Use this packet to assist you along your journey from Life to Eagle. Listed within the packet are the steps you will need to follow to successfully become an Eagle Scout. The adult members of Troop 509 and other Eagle Scouts are but a few resources available to help you on your journey. We will not complete the tasks for you, but will be glad to offer assistance and guidance as you strive to become one of Scouting's finest.

To assist you along your way, one of our Eagle Scout Adults will be asked to serve as your Eagle Advisor (EA). Develop a close relationship with this man, he has traveled the same route you have now embarked upon. Do not ask him to do your tasks, but look to him for advice on how you may accomplish these tasks.

If you have any questions, please contact me. I look forward to meeting with you along the way and helping you with your Eagle project, paperwork, preparing for your Board of Review, and, finally, helping you plan your Eagle Scout Court of Honor.

Wishing you the best.

Bill Britt
Scoutmaster
Troop 509
Hurlburt Field, FL

12 STEPS FROM LIFE TO EAGLE

The Boy Scouts of America has outlined 12 steps from Life to Eagle. They are listed for you below, along with an explanation of what will be required by you, by the troop, and by the district. Please read and understand these steps so that you will be familiar with the process of becoming an Eagle Scout.

(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.

These are the requirements for the rank of Eagle Scout. They need not be done in any specific order; for example, you may choose to complete your Eagle project prior to earning all your merit badges; this is certainly acceptable. Your tenure, leadership positions, and Eagle project must occur AFTER you become a Life Scout. As with any rank, the Scoutmaster Conference and Board of Review are the last two requirements to be completed.

(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.

Contained in this packet are some ideas and suggestions for Eagle projects. The key here is that YOU select the project; we don't want to hand you a cookie-cutter project and have you simply complete a job. Rather, you should identify a need, by talking with people in the community, church, etc., and transform that need into a project concept and plan. You have been provided with a copy of the Eagle Scout Leadership Service Project Workbook, both on paper and electronically. It is HIGHLY recommended that you use the electronic version; it makes revisions much easier. This format MUST be followed when you write your project report.

(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.)

Don't wait until it is too late! Once you have reached your 18th birthday, that is it! The closer you are to the age of 18, the less time you will have. Look over the copy of the Eagle Scout Rank Application. We will assist you in filling this out using reports from TroopMaster, our computer record keeping system.

(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.

Your Eagle application is reviewed by the Scoutmaster and the Troop Committee before it is submitted to the council.

(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.

References you list on your Eagle application will be contacted by the council and asked to send in a recommendation letter. These letters are sent to the Scoutmaster and are not seen by you as the Eagle candidate. Of course, it is appropriate for you to contact these individuals in advance to inform them that you wish to list them as references and to be sure they have no objection.

(6) The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application.

Along with your Eagle application, you must submit your completed Eagle Project workbook.

(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.

When the Scoutmaster receives at least three of your reference letters, a board of review will be scheduled.

(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 be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.

In the Gulf Coast Council, individual troops conduct Eagle Boards of Review. Troop 509 will use these guidelines. The members of your Eagle Board will be a mix of troop committee members, district representatives, and other Scouters or members of the community. There will be at least one member of the Choctawhatchee District Eagle Board present.

(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.)

It is proper for the Scoutmaster to introduce the Eagle candidate to the board. It is standard Troop 509 practice that the Scoutmaster remain in the room during the board. All members of the board must be in agreement that the candidate should be advanced to the rank of Eagle. If this is not the case, the candidate will be informed as to why he does not meet the requirements, and after a given time period, will be given the opportunity for another Board of Review. IMPORTANT: If the candidate has reached his 18th birthday when the Board of Review is convened, that Board of Review will be the candidate's only opportunity to become an Eagle Scout; no additional board may be scheduled.

(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.

This is handled by the Troop 509 advancement chairman or the Scoutmaster.

(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. This workbook and references are retained by the council. 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.**

You will be given your Eagle Project Workbook following your Board of Review.

(12) The National Office Eagle Scout Service Team 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 Team 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.

The official date of rank is the date that you passed your Board of Review; however, the rank is not official until credentials are returned from national. This usually takes about 4 weeks.

LIFE TO EAGLE CHECKLIST

Use this checklist to keep track of your progress towards the rank of Eagle.

Scout Name: _____ Date of Life Board of Review: _____

TASK	Completed	Date
TENURE: Active in troop for at least 6 months as a Life Scout		
MERIT BADGES: Earn 21 merit badges total, including the following Eagle-Required merit badges:		
	X	X
Camping		
Citizenship in the Community		
Citizenship in the Nation		
Citizenship in the World		
Communications		
Emergency Preparedness OR Lifesaving (circle badge earned)		
Environmental Science		
Family Life		
First Aid		
Personal Fitness		
Personal Management		
Swimming OR Cycling OR Hiking (circle badge earned)		
9 additional merit badges (List below with dates completed)		
LEADERSHIP: While a Life Scout, serve actively for 6 months in one or more leadership positions valid for Eagle (see p. 446 in the BSA Handbook for a list)		
Position:	FROM	TO
Position:		
EAGLE PROJECT (Planning phase; all these must be completed before actual project work begins)		
	Completed	Date
Initial meeting with your EA for an overview of completing your Eagle project. Establish a log (paper or electronic) of EVERYTHING you do relating to the planning of your project.		
Establish a 3-ring binder with sheet protectors for Eagle Project workbook		
Discuss project ideas/concept with your EA		
Discuss project ideas/concept with SM (Mr. Britt)		
Discuss project ideas/concept with a representative from the organization who will benefit from the project.		
Present "Project Description" and "Project Details" to your EA for review and approval.		
Obtain signature of official representative for organization that will benefit from your project.		
Obtain signature of Scoutmaster (Mr. Britt)		
Obtain signature of Committee Chairman (Mr. PQ Poitier)		
Schedule meeting with District representative to obtain final signature		

TASK	Completed	Date
EAGLE PROJECT (Execution phase)	X	X
Through the SPL, arrange to appear before the PLC with proposed dates to get your project on the troop calendar		
Prepare flyers/handouts about your project		
Make a Presentation to the troop about your project		
Carry out your project		
EAGLE PROJECT (Post-execution/follow-up)	X	X
Complete remainder of Eagle workbook sections		
Incorporate and document suggestions made by SM, CC, and District Representative		
Present entire Eagle workbook to your EA for review and approval		
Complete and sign your section in "Approvals for completed project" in workbook		
Present workbook to SM (Mr. Britt) for approval and signature in approvals section		
Present workbook to organization representative for approval and signature in approvals section		
Eagle Project completed		
PAPERWORK/SCOUTMASTER CONFERENCE/BOR	X	X
Obtain "Eagle Application Assistance" TroopMaster report from Mr. Snow		
Complete draft (black and white) copy of Eagle Application using report from TroopMaster (assistance available from Mr. Snow)		
Obtain copies of merit badge and rank cards (Critical if you've transferred from another Troop)		
Present draft application to your EA for approval and receive "real" application		
Present "real" application to your EA for approval		
Present scout book to Mr. Snow for updating prior to SM Conference		
Prepare Requirement #6 (ambitions and life purpose) and present to your EA for approval		
Schedule Scoutmaster Conference with Mr. Britt. At the conference, obtain final approval for Requirement #6, signatures in book for Scout Spirit and Scoutmaster Conference, and his signature under "Unit Approval" on the Eagle application		
Sign and date "Certification by Applicant" on Eagle application		
Obtain signature of Committee Chairman (Mr. Poitier) under "Unit Approval"		
Submit signed application and completed Eagle project workbook to your EA or Mr. Snow for submission to the Scout office		
Work with Mr. Snow to schedule your board of review date (after Mr. Britt receives at least 3 reference letters)		
Successfully complete Eagle Board of Review		
EAGLE COURT OF HONOR	X	X
Pick up "Eagle Court of Honor Checklist" from Mr. Britt		
Schedule Eagle Court of Honor planning session with Mr. Britt and at least one parent		
Troop receives Eagle Scout credentials from national		
Complete Eagle Court of Honor checklist		
Eagle Court of Honor		