

TRAILHEAD DISTRICT **LIFE to EAGLE TRAINING CLASS**

September 30, 2001

Requirements Not Covered in This Class

The following Eagle requirements are not covered in this class:

- Be active in the Troop for six months as a Life Scout
- Demonstrate Scout spirit
- Completion of merit badges
- Six months service, as a Life Scout, in a leadership position in the Troop
- Scoutmaster conference

Eagle Coordinator

1. Troop should have an adult assigned as an Eagle Coordinator, whose job is to monitor Life Scouts and coach them thoroughly on the “process” of completing their Eagle rank.
2. The Coordinator should:
 - have in his personal possession a copy of the latest official BSA policies (BSA Publication 33088C “Advancement Committee Policies and Procedures)
 - understand exactly what is required for the Eagle Scout Leadership Service Project
 - understand thoroughly the BSA procedures for the Eagle Board of Review
 - be a resource for the boy, his family, and the Troop in setting up the Eagle Court of Honor
3. First step for new Life Scout is to obtain “Life to Eagle Packet” at Scout Office. Packet contains:
 - Step by step procedures from HOAC for finishing up your Eagle
 - Eagle Scout Rank Application
 - Blank forms for letters of reference
 - Eagle Scout Leadership Service Project Workbook, 18-927B

Eagle Scout Leadership Service Project

1. Must be entirely planned, initiated, and executed while a Life Scout. Star Scouts should not be planning their Eagle project until after their Life Board of Review.
2. Scout must secure prior approval of the project from his Scoutmaster and the person representing the organization that will benefit from the project. The Troop committee must also approve the project in advance, and one of its members must sign the application. To this end, the Scout should prepare a “rough draft” plan and work with his Eagle Coordinator, Scoutmaster, and possible benefactor(s) to design a suitable project. The best way (but not the required or only way) to do this is for the Scout to:
 - Type up a rough draft on computer.
 - Meet with or E-mail back and forth to Coordinator and others for review & comments
 - Revise as required. The completed plan can be cut up into paragraphs and pasted onto the actual form. (Make a high quality, double-sided COPY of the entire blank form in case of mistakes in pasting, revisions, etc.)
 - This “cut & paste” approach is important, because the District advancement committee will often want corrections made to the actual plan before they approve it.
 - As an alternative, the Word document available on the District web site may be used. However, care must be taken to maintain the existing page breaks and the appearance of the original workbook.

3. The Scout must complete the Identification page (p.1), Project Description, benefiting group and representative's information (p.5), and Project Details and signatures (p.6) in the workbook. The Project Workbook cover sheet and pages 1-8 should be punched and inserted into a binder. Divider tabs are recommended for additional sections (such as "before" and "after" photos, materials used, letters written, etc.). Remember to include "before photos" (should be pasted on 8.5"x11" sheets with appropriate captions). The Scout must obtain the required signatures:
 - The person representing the organization that will benefit from the project
 - The Scoutmaster
 - A member of the Troop committee (signing on behalf of the entire committee)

4. The Scout must turn in his signed workbook to a District Roundtable Advancement Committee Member who has been designated by the District to review Eagle service projects. This is a required personal appearance by the Scout in full Class A uniform with merit badge sash. Should the scout be unable to appear at a roundtable, alternate arrangements can be made with the Committee. However, the presence of the scout is still required at whatever alternate meeting is arranged. The purpose of the Scout appearance is twofold. One is to be available to answer any questions about the project and the write-up that the committee might have. The second is so the committee member can review directly with the Scout information that is needed, if a re-write of the project is necessary.

5. The District representative will review the project plan and fill out a checklist for the candidate, see the attached example. The reviewer will note "Approved", "Returned for Rewrite", or "Not Approved" on the checklist with a list of the specific deficiencies to be corrected or redone. Some of the things the District looks for:
 - Is the proposed project a suitable Eagle project (i.e., does it represent a significant effort, both in planning and execution, that will require the coordinated effort of several boys working together)?
 - Does Project Description describe in detail how the candidate will be in charge of the work & how he will plan & supervise the project?
 - Is the candidate doing all of the planning for the project?
 - Do the Project Details include estimated man-hours, estimated materials, estimated materials costs, primary contacts, and a description of any fundraising that will occur to pay for materials?
 - Will there be proper oversight – not planning or supervision – by adult Scouters?
 - Is there a safety discussion, including proper supervision of hazardous tools? Power tools must be operated by adults only.
 - Are there "before" photos with captions? These are needed to give the reviewer a better idea of the scope and difficulty of the project.
 - Workbook should be in a binder. This is for consistency and to make it easier for the District reviewer to properly check the project.

The intent is that there is enough detail that another Life Scout could complete the project using this write-up.

6. The project plan must be approved by the District before the candidate does any real work on the project. Planning is OK, but the following are not OK: sending out letters, making phone calls or visits to solicit free materials, fundraising of any kind, purchasing materials, or any actual work on the project.

7. When the project is finished, the workbook ("Carrying Out the Project" section) should be completed, along with suitable "after" photographs, and the appropriate signatures should be obtained. All work on the project must be completed before the Scout's 18th birthday. The following details should be included in the final write-up.
 - A log of all work done on the project including planning, execution, and write-up.
 - Actual costs
 - Actual hours spent by the Life Scout and all others.
 - Changes from the original plan including the reasons for the change.

- Materials used.
8. The Scout or an appropriate member of his Unit must take the completed workbook to a District Roundtable. See #7 under “Eagle Scout Rank Application”.

Eagle Scout Rank Application

1. Scout should fill out a draft of the application form with all information. Do not abbreviate the names of states or other information on the application.
2. Provide the references requested with complete information. Before including an individual as a reference, the scout should contact them and obtain permission to use them as a reference.
3. Eagle coordinator or Troop advancement chairman should review all dates on the form and compare them with the actual Troop records, such as Troopmaster software reports, green copies of the manual advancement forms, etc. (whichever the Troop uses). This should be done well ahead of the desired or required date for submittal of the completed application. Sometimes Troop records are incomplete, or some advancement items, such as merit badges, were never submitted to the Council. In that case, the records must be corrected and a supplemental advancement report submitted to the Council office. Hard copies of all advancement reports should be kept as part of the Troop records (at least until all boys on a particular advancement report are either 18 or are no longer registered in Scouting) in case of a disagreement between the Troop records and the Council records. Note, for merit badges items 6 and 9, there are multiple badges listed on the application. The badges not used to satisfy these three requirements must be crossed out on the application.
4. It is important to remember that the correct dates for the application are the actual completion dates submitted by the Troop to the Council on the advancement reports. Sometimes, the dates on award cards don't agree with the actual records. They should, but mistakes do happen.
5. The Scout should give the forms for the four letters of reference to his unit leader, parent or guardian, religious leader, and school principal (or another educator). With each letter of reference, the Scout should include a stamped envelope addressed to the Troop committee chairman, Troop Eagle Advisor, or Troop advancement chairman (or whoever is designated by his unit). Indicate on the outside of each envelope the name of the scout, the person providing the reference, and not to open until the board of review. The letters are to be mailed directly by the designated individual; the Scout must not see any of these letters for any reason.
6. The Scout should prepare a written “statement of ambitions and life purpose” to attach to the application. See requirement 6 on the Eagle Application.
7. The Scout or an appropriate member of his Unit must take the Eagle Scout Rank Application, together with the letters of recommendation, the “statement of ambitions and life purpose” and the completed Service Project Workbook, to a District Roundtable and turn in these items to the District advancement committee representative. The District will review the application and completed workbook. If everything is in order, the Scout's unit leader will be notified of the time and place of the Eagle Board of Review. Should there be any issues needing resolution, the District advancement committee representative will discuss them with the Scout or his Unit Leader.
8. All merit badge cards, Scoutmaster conference, and the Eagle Scout Rank Application (including the two unit approval signatures) must be completed and signed before the candidate's 18th birthday. If for good reason the Scout is unable to appear at a Roundtable with all materials completed prior to his 18th birthday, a written statement from the parent or unit leader should accompany the application explaining the circumstances.

Eagle Board of Review

Board of Review policies shall follow the written guidelines of the BSA (see BSA pub 33088C, especially pp 27-31). Troops may not add to or change these requirements. The Council and District are authorized to implement additional policies. These include the following:

1. The District designates a representative to be on the Board. The District representative shall act as the chairman of the Board of Review and shall sign the application at the conclusion of the Board in the space indicated. The role of the District representative is to ensure for the District and for the Heart of America Council that the candidate has met all of the requirements for the rank of Eagle Scout.
2. To facilitate the work of the District representative (who may sit on multiple boards in one evening), the District designates the date, time, and place of the Eagle Board of Review.
3. Other than the above, all Eagle Boards of Review are considered to be conducted “on a unit level” per BSA pub 33088C, page 30, item 8. The Troop committee is responsible to select at least two but not more than five additional members (usually two or three) of the Eagle Board. Selection of Board members should be a serious consideration. The Troop committee should select adults who have an understanding of the importance of the Eagle Scout rank, its requirements, and the Board of Review. They do not necessarily need to be registered Scouters, but they must be at least 21 years of age or older.
4. It goes without saying that the Troop committee’s goal should be to have every Scout pass his Eagle Board of Review. We are on the Scout’s side here; this is not some initiation to determine if the boy is worthy. If the Scout is not qualified, the Troop committee should never have signed the application. As a guideline, the committee should select Board members who are familiar with the Scout and his trail to Eagle, and who are willing to serve. Most adult Eagle Scouts consider it an honor to be asked to serve on an Eagle Board. Board members should understand that their role is to ask the leading questions and give the candidate an opportunity to tell the entire Board what he has done. The Scout, by his appearance, deportment, and answers to questions, must convince the District representative in particular, who probably does not know the Scout at all, that he has met the requirements of the Eagle Scout rank.
5. The candidate’s unit leader introduces him to the Board of Review and may remain in the room to clarify a point in a question, if called upon. The unit leader does not participate in the board of review and has no vote. Again, the unit leader is on the Scout’s side here. If a boy feels uncomfortable with a particular unit leader, it might be wise for the Troop committee to select an assistant unit leader for this purpose.
6. Under no circumstances are a candidate’s parents, guardians, or relatives allowed to be present during the Eagle Board of Review, even if they are a unit leader or Troop committee member.
7. Eagle candidates must wear their full Class A uniform with complete merit badge sash or their Venture coat and tie. Per the BSA Insignia Guide, the OA sash is never to be worn with the merit badge sash. Eagle Boards of Review are advancement functions for those being advanced. Thus, the boy must wear the merit badge sash only. In the Heart of America Council, the wearing of Mic-O-Say and OA coup thongs are authorized and thus should be worn as part of the Class A uniform at the Eagle Board of Review and Court of Honor.
[Note: It is a good idea for Troops to require boys appearing for Star and Life Boards of Review or receiving those ranks at a Court of Honor to wear their merit badge sash. Both are advancement functions. OA members who are not receiving Star, Life or Eagle may wear either sash, but not both. This will help reinforce the proper uniform requirements for Eagle candidates early in the Scout’s trail to Eagle.]

Eagle Court of Honor

1. After a boy passes his Eagle Board of Review, the application is forwarded by the Council to the National Eagle Scout Service for review. No Court of Honor planning, setting of dates, etc, should be done prior to receipt of the Eagle Scout credentials by the Council from the Eagle Scout Service. This can take up to six weeks. However, by paying an expediting fee this can be accelerated. This is arranged through the Scout Office.
2. The candidate's parents (generally not the Scout as this should be a pleasant surprise) should review the wording of the Citation with the Scoutmaster or Troop advancement chairman.
3. Many Troops have certain traditions that the Troop committee has agreed should be a part of all Eagle Courts. These traditions should be flexible, but they are important in giving younger boys a sense of expectation for the future. The Troop committee should work with the candidate and his parents to maintain these good Troop traditions while, at the same time, letting the family have considerable say even in the ceremony itself. After all, the purpose of an Eagle Court is to honor the boy, not to be a rigid set-in-stone event.
4. The Scoutmaster should have a place of honor in some speaking role in the ceremony. The job of Scoutmaster is a challenging but rewarding one and he or she should be honored in a small way for his part in helping the Scout along the trail to Eagle. Of course, if the Scoutmaster is also a parent, he or she may wish to be seated behind the boy during the entire ceremony and delegate his part in the Court of Honor ceremony to another.
5. Many Troops have groups or committees in place to help the Scout and his parents with ideas for refreshments, decorations, gifts, etc. In some Troops, these expenses are paid for by the Troop. In others, the costs are split with the family or the family provides them. This is left up to the discretion of the Troop. The Council has several props, including a light box and banners, available at the Council office for checkout to interested units.
6. An Eagle Court should be an event in and of itself, and not combined with other advancement awards. The purpose is to give special attention and honor to the achievement of reaching the Eagle Scout rank. Of course, an Eagle Court of Honor may be used for more than one Scout receiving his Eagle. If that is done, the Scouts and their families will have to work together to decide those items in 3 above.