

Des Plaines Valley Council

Boy Scouts of America

Life to Eagle Guidelines

The Seven Eagle Requirements (April 2002)

1. Be active for six months after Life rank.
2. Live by the Scout Oath and Law.
3. Earn 21 merit badges.
4. Hold a position of responsibility.
5. Complete an Eagle Service Project.
6. Take part in a Scoutmaster conference.
7. Successfully complete the Eagle Board of Review.

12 Steps From Life to Eagle

1. Complete Requirements as specified.
2. Complete Service Project - Use workbook.
3. Do 1 & 2 before 18th birthday.
4. Fill out Eagle Scout Application Form.
5. Application is verified by Council.
 - References are checked
6. Eagle Project Workbook is reviewed by Council.
7. Council authorizes Eagle Board of Review.
8. Eagle Board of Review convenes to review application, references, and service project report.
9. Eagle candidate is reviewed by Board; Board signs-off if the candidate is approved.
10. Application and advancement report are taken to Council immediately for processing.
11. Scout Executive certifies application.
12. Application is sent to National which verifies and authorizes award (2-3 weeks).

Eagle Service Project

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or your community.

Eagle Project Requirements

- 1) Significant effort.
- 2) Measurable goals or defined objective.
- 3) Thoughtfully planned and developed.
- 4) Opportunity for you to give leadership to others.
- 5) Performed for a qualified beneficiary.

1. Your project must be a significant effort.

- Routine labor, a job or service normally rendered, should not be considered for your Eagle service project.
- There is no minimum or maximum number of volunteers, or hours of work, needed to carry out your Eagle service project.

Is the project appropriate?

- Not too large or too small.
- Leaves something tangible behind; not a maintenance project.
- Enables you to demonstrate leadership.
- Reflects well on Scouting and you.

You must do your own project.

- A candidate may not use his participation in the service project of another Eagle candidate to satisfy the Eagle service project requirement.

Life to Eagle Guidelines

- You may not copy or otherwise share your responsibilities for planning, developing or providing leadership to others.

2. Have Measurable Goals.

- You should measurably set forth the goal or define the objective of your Eagle service project.
- Think: how many, how long (time or length), how wide, how high, how much, how often, etc.
- Measurement helps show the significance of the effort.
- Your goals will be used by the board of review to evaluate your project.

3. Plan, Develop, Carry Out

- You are expected to "...plan, develop and give leadership to others..."
- Describe the present condition.
- Determine what kinds and quantities of materials and/or supplies are needed.
- Their estimated costs and how they will be acquired.
- Keep accurate inventory records and a log of work activities.
- Manage the resources and, purposefully direct the project to its completion.

4. Opportunity to Show Leadership

- The board of review will expect your Eagle service project to be helpful and of real value to the beneficiary for whom it is undertaken.
- It must have been sufficient to have demonstrated your leadership skills.

Who can help?

- Other scouts, family, friends and classmates of any age or type may volunteer; they do not have to be Scouts.
- You should recruit, train, organize and schedule the personnel needed.

5. A qualified beneficiary

- Service to others is an important philosophy of the Eagle service project. Therefore, your Eagle service project must be done outside of the sphere of Scouting.
- Projects may not be done for your troop, district, or Council.
- You may do a project for your troop sponsor if it meets the other requirements.
- Your Eagle service project may not be performed for a business, or be of a commercial nature, or be a fund-raiser.
- Fund raising is permitted only for the purpose of acquiring the materials and supplies needed to carry out your project.
- Your Eagle service project may be performed for the benefit of any religious institution, any school or your community.
- A community organization is defined as any government agency, or a not-for-profit charitable, educational or religious organization.

What your Beneficiary wants

• Your Eagle service project must conform to the wishes of those for whom it is undertaken. The detailed plan for your Eagle service project must be approved by and a signature obtained from a proper official of the beneficiary, before it is submitted to your Scoutmaster, troop committee or the Council Advancement Committee representative (Eagle Mentor).

Life to Eagle Guidelines

Project Examples:

"Develop a ten mile Historical Trail to benefit the Historical Society of Springfield"

- This example is a **worthy project** because it is a significant effort, with a measurable goal and a defined objective, that requires thoughtful planning & development, provides an Eagle candidate with an adequate opportunity to provide leadership to others, and is undertaken for a qualified beneficiary.

"Develop a new hiking trail at BSA Camp Seminole"

- This example is **not an acceptable project** because it does not set forth a measurable goal, and is to be performed for an unqualified beneficiary.
- ☞ How could you change this project to make it acceptable?

"Install 1,000 Dune Grass plants and rehabilitate the beaches of Oceanside State Park from the effects of shoreline erosion"

This example is a **worthy project** because it is a significant effort, with a measurable goal and a defined objective, that requires thoughtful planning & development, provides an Eagle candidate with an adequate opportunity to provide leadership to others, and is undertaken for a qualified beneficiary.

"Clean up and remove trash at Memorial Park"

- This example is **not an acceptable project** because it involves routine labor, does not involve a significant effort, requires little meaningful planning or development, and can be performed by an Eagle candidate without any real need to give leadership to others.
- ☞ How could you change this project to make it acceptable?

Eagle Project: Understand the purpose...

- Leadership: it is about your ability to work with and organize *others* to complete a successful project.
- Service: the project should make a material contribution to a community-based, non-profit organization.
- Skills development: the project will test your skills in:
 - Planning
 - Communications
 - Project management
 - Managing and dealing with lots of different people and organizations
 - Initiative: putting your Scouting skills to work on a project that you are responsible for from concept to completion

Before you start...

- **Keep a detailed log of:**
 - What you did / who you talked to.
 - When you did it.
 - How long it took.
 - Who helped you.
 - How many hours they worked.
 - What materials you used.
 - Any safety concerns.
- ***You will need this information later!***

Life to Eagle Guidelines

Eagle Project: Pick a project

This step is the biggest stumbling block for Life Scouts

- What makes for a good Eagle project?
- Should be a project that you are enthusiastic about.
- Must benefit a non-profit group other than Scouting.
- Leaves something tangible behind which you are proud of.
- Requires planning and leadership of others to complete.
- Does not have to be an original concept.
- Project scope:
 - Should require:
 - Your planning and organization
 - Effort of Scout and helpers
 - You should not do most of the work yourself
 - Large enough to demonstrate leadership of others.
 - Not so large that it is overwhelming.
- Places to look for a project:
 - City recreation departments
 - Schools
 - Religious organizations
 - Non-profit organizations
 - The World Wide Web:
 - <http://home.flash.net/~smithrc/eagleprj.htm>
 - <http://www.scoutorama.com/project/>
 - <http://www.ussscouts.org/ussscouts/eagle/eagleproj1.html>
 - <http://www.eaglescout.org/project/select.html>

Start by talking with:

- Your favorite teachers.
- Volunteer coordinators at non-profits.
- Your minister or church youth program leader.
- Any non-profit organizations that you or your parents are involved with.
- Other Scouts who have completed their projects.
- Once you have a project idea, review it with a troop Eagle Coach to ensure it is likely to fulfill the requirements.

Eagle Project: Select a time

- Decide when you want to get the project completed.
- You can start the project anytime after you become a Life Scout.
- Ideally, you should plan to complete the Eagle project early in your high school career.
- The whole process from start to finish typically takes **4 to 6 months** (not weeks).
- Plan ahead so that you can find a time when the Eagle project can be balanced with:
 - Schoolwork
 - Sports and other commitments
 - Vacation schedules (yours and others)
- Set up a timeline for organizing your project
- Set a deadline for completing the project and stick with it

Your enemy is procrastination...

Life to Eagle Guidelines

Eagle Project: Your Project Concept

- Once you have a project idea, review it with your troop Eagle Coach, Scoutmaster, or Troop Committee Chair to ensure it is likely to fulfill the requirements.
- Prepare a short Project Concept statement giving project and beneficiary details as well as a time line for your project. Show how you will demonstrate leadership with the project.
- After receiving troop approval, contact the Council Program Secretary to request an Eagle Mentor who will assist with your project planning, and will approve the completed Project Plan.

Eagle Project: Get organized

- Your Eagle Project materials will be reviewed many times, so keep them organized and presentable.
- Use a three-ring binder to hold your paperwork.
- Forms and photos may be inserted in plastic sheet protectors.
- Your Eagle Application can go in the front pocket.
- A quality presentation speaks well of you and your project.

Use the Workbook...

- You must use the *BSA Eagle Scout Service Project Workbook* to document your project. **All Approval Signatures must be made in this book.** You may use a computer “soft-copy” of the book to document your project. Punch the book and insert in your Eagle project binder.

Eagle Scout Service Project Workbook No. 18-927D 2003 Printing

Electronic versions may be found at: <http://www.scouting.org/boyscouts/eagleproject/dload.html>

What about adult supervision and safety?

- An Eagle service project is not necessarily an official unit activity, but proper planning includes preparing for appropriate adult participation and safety concerns.
- **Permission slips and Local Tour Permits should be obtained as necessary for travel by Scouts away from the normal meeting place. *Keep copies for your workbook.***

NOTE: The Eagle Project is performed in two Stages:

- **Stage 1 is the preparation and approval of the written Project Plan.**
- **Stage 2 is completion of the actual Project and the Final Project Report.**
- **Stage 1 MUST be completed and approved in writing before Stage 2 may be started.**

Eagle Project: Plan the project

Planning is the most important part of any successful Eagle project, and it takes time...

- The Workbook provides the format for planning the project.
- Once you have the “OK” from a troop Eagle Coach, prepare an initial write-up using a soft (computer) copy of the Workbook.

Life to Eagle Guidelines

- Complete the “Project Description” and “Project Details” sections thoroughly.
- Take “before” photos of your planned project, including narrative.
- Include a sketch or drawing of your project:
 - What will it look like?
 - Include measurements.
 - Conceptual and technical.

Project Details

A completed project plan will address the following:

- Describe present condition.
- “Before” photos are a good idea.
- How you will do the project.
- What materials will be used.
- Your project helpers.
- Project time schedule.
- Describe safety hazards and how you will deal with them.
- It’s OK to insert pages if your plan won’t fit in the space provided in the book- or use a computer “soft-copy”.
- How much will the project cost? How will it be paid for?
 - What will materials and tools cost for the project? Make an itemized list with unit costs.
 - If the sponsoring agency will not pay for all materials, how will you raise the money?
(Parents should not be the principal source)
- Create your project plan:
 - List of tasks and number of hours estimated for each through completion.
 - Prepare table with estimated hours.
 - Drawings and designs to show what you intend to do.
- How will you ensure that the project is carried out safely?

Glossary

Project Concept Approval: Informal verbal or emailed approval of the project idea only. A “green light” that tells the Scout that his concept is a valid one, and that it is OK to go ahead with preparation of the formal Project Plan. This should include a short description of the Project Concept, beneficiary contact information and a time frame for completion of the project.

Project Plan Approval: The written approval of the formal Project Plan that has been prepared by the Scout in accordance with BSA National Requirements. The following four signatures must be obtained before work on the project may commence: Beneficiary, Scoutmaster or Advisor, Unit Committee Member, and the Eagle Mentor.

Final Project Approval: The written approval of the final Project Report. The signatures of the Scout, the Beneficiary and the Scoutmaster or Advisor certify that the project and report are complete. The Eagle Mentor should review the Final Project Report to ensure compliance with BSA requirements.

Eagle Mentor: Trained member of the Council Advancement Committee Eagle Process Subcommittee who assists Eagle candidates with Project Plan preparation and approval, and supports the Scout as he carries his project forward.

Eagle Coach: Troop Assistant Scoutmaster or other adult leader who assists troop Eagle candidates with the Life to Eagle process.

Life to Eagle Guidelines

Table 1: Project Plan Materials

Planned materials and tools					
Item	#	Unit of	Cost per	Planned	Source
	needed	measure	unit	cost	
Materials					
Plywood 4' x 8'	2	each	\$ 20.00	\$ 40.00	Purchase
Nails	1	lbs.	\$ 2.50	\$ 2.50	Purchase
Stain	2	gallons	\$ 12.50	\$ 25.00	Purchase
Sandpaper	6	sheets	\$ 1.25	\$ 7.50	Purchase
4" x 4" Posts	4	6' long	\$ -	\$ -	- Donated
Plexiglass sheets 4' x 4'	1	each	\$ 22.00	\$ 22.00	Purchase
Sand	3	bags	\$ 3.00	\$ 9.00	Purchase
Gravel	2	bags		\$ -	- Donated
Concrete	2	bags	\$ 6.00	\$ 12.00	Purchase
Shingles	1	bundle	\$ 20.00	\$ 20.00	Purchase
Subtotal Materials				\$ 138.00	
Tools					
Hammers	3		\$ -	\$ -	- Borrow
Screwdrivers	2		\$ -	\$ -	- Borrow
Shovels	2		\$ -	\$ -	- Borrow
Post hole digger	1		\$ 65.00	\$ 65.00	Rent
Power saw	1		\$ -	\$ -	- Borrow
Power sander	2		\$ -	\$ -	- Borrow
Goggles	6		\$ 6.00	\$ 36.00	Purchase
Work gloves	6		\$ 4.00	\$ 24.00	Purchase
Subtotal Tools				\$ 125.00	
Total Budget				\$ 263.00	

Life to Eagle Guidelines

Table 2: Project Plan Helpers

Project Helpers				Planned
Step		# of people	Hours/ person	total hours
1	Project Planning	1	10.0	10.0
2	Prepare the site	4	1.5	6.0
3	Dig holes for posts	4	4.0	16.0
4	Cement posts	6	5.0	30.0
5	Build display booth	4	5.0	20.0
6	Build roof	4	3.0	12.0
7	Install booth/roof	6	6.0	36.0
8	Sanding and prep.	4	2.0	8.0
9	Stain	4	2.0	8.0
10	Install plexiglass door	4	3.0	12.0
11	Site clean up	4	2.0	8.0
Total hours				166.0

Workbook Signature Page

Be Prepared: it often takes a few meetings and 4 to 8 weeks before you have all the approvals to begin.

Before you can start Stage 2 of the Eagle project the following **MUST** sign:

- 1. Beneficiary***
- 2. Scoutmaster/Advisor/Coach***
- 3. Unit Committee member***
- 4. Council Advancement Committee representative (Eagle Mentor)***

Has the original copy of the Eagle Scout Leadership Service Project Workbook been used for all of the approval signatures?

You cannot start performing the project until you have all these approvals completed!

Life to Eagle Guidelines

Stage 2: Now you're ready to start!

Carry out your project.

Set a schedule for completing the project and stick to it.

Do a job that you are proud of and that reflects well upon Scouting.

- **On time:** Keep up momentum to finish the project, including write-up
- **On budget:** See how your estimates were for both materials and labor
- **Quality work:** “On my honor I will do my best...”
- People are more likely to help on your project if:
 - You are active in the troop
 - You help out on other Eagle projects
- Non-Scouts are welcome to help out on Eagle projects
- Have fun. You should be able to look at the Eagle project as one of your most enjoyable experiences in Scouting.

Keep detailed, daily record of project and progress

- How many hours you planned and worked.
- Who worked on project, number of hours (keep track of service hours each day).
- Keep sign-up sheets in your workbook.
- Keep a record of the materials actually used.
- Keep both the sponsor and the troop Eagle advisor up to date on your progress.
- Ask for help when you hit roadblocks. (Every project has roadblocks...)
- As the project progresses, have it inspected by both a troop Eagle advisor and the project sponsor.

Avoid the “dead zone” between completing the project and completing the write-up. (*You should be doing the write-up as you do the project.*)

Procrastination is still your biggest enemy...

Workbook Changes Page

- Keep notes of what went well, what didn't go according to plan, lessons learned.
- Take photos each day on the project.

Project Materials:

- Maintain “variance reports” showing actual vs. plan for budget and materials for your final report. Examples of these reports are available from your Eagle Mentor.

Life to Eagle Guidelines

Project Helpers:

- Maintain “variance reports” showing actual vs. plan time worked for your final report.

Table 3: Project Helpers Variance

Project Helpers		Planned	Actual	Variance		
Step	# of people	Hours/ person	total hours	hours for step	Actual-Plan	Comments
1	Project Planning	1	10.0	10.0	17.0	7.0 took longer to get signoffs
2	Prepare the site	4	1.5	6.0	5.0	-1.0
3	Dig holes for posts	4	4.0	16.0	20.0	4.0 hit more rocks than expected
4	Cement posts	6	5.0	30.0	25.0	-5.0
5	Build display booth	4	5.0	20.0	30.0	10.0 hard time aligning
6	Build roof	4	3.0	12.0	15.0	3.0
7	Install booth/roof	6	6.0	36.0	28.0	-8.0 great crew, went quickly
8	Sanding and prep.	4	2.0	8.0	5.5	-2.5
9	Stain	4	2.0	8.0	12.5	4.5 took three coats
10	Install plexiglass door	4	3.0	12.0	14.0	2.0
11	Site clean up	4	2.0	8.0	6.5	-1.5
Total hours			<u>166.0</u>	<u>178.5</u>	<u>12.5</u>	

Complete your final project report

Write up with the same thoroughness as an important school report.

- Put in a binder that is labeled and well organized.
- Organization and neatness counts.
- Include official BSA “hard-copy” of Workbook with original signatures.
- Use “soft copy” of Workbook for write-up.

Also include:

- Planned vs. actual materials and explanations for variances
- Planned vs. actual hours and explanations for variances (*Table 3*)
- Conclusions from project
- “After” photographs with some narrative
- Sign-up sheets from work sessions
- Local Tour Permits
- Copies of Permission Slips
- Thank you letters to project sponsor and key suppliers

Life to Eagle Guidelines

Be sure to answer the following in your final report:

- In what ways did you demonstrate leadership of others?
- Give examples of how you directed the project rather than doing the work yourself
- In what way did the religious institution, school or community group benefit from the project?
- Did the project follow the plan?
- If changes to the plan were made, explain why the changes were necessary

Final Project Approval

- Project sponsor at non-profit agency: obtain signature in hard copy Workbook.
- Scoutmaster/Adviser/Coach: this may take several meetings and will include a review of completeness of your write-up.
- Results of project: on time, on budget, quality.
- Documentation: photos, lessons learned...
- How well organized is your presentation?

Your leadership service project will ultimately be reviewed at your Eagle Board of Review by the Des Plaines Valley Council.

Complete the Eagle Scout Rank Application

Fill it out completely

- Type if possible- neatness counts!
- Be sure all dates are correct.
- List references as requested.
 - ***Ask individuals if you may list them as references.***
- Include unit numbers for merit badges.
- Line out the merit badges NOT done in #6 & #9.
- List only 21 merit badges.
- Double-check all names and dates of each merit badge listed. Also crosscheck the dates against the blue cards.
- Request a personal advancement report from the Council Registrar to compare with your records.
- Complete and sign the back side.
- Get approval signatures of Scoutmaster/Advisor and Committee Chairperson.
- Your Eagle application must show the correct merit badges earned before the Star and Life Board of Review dates.

Life to Eagle Guidelines

- The merit badge part of the application is VERY important, as the Des Plaines Valley Council and the BSA's Eagle Scout Service perform checking and verification of the dates on which the merit badges were earned.
- Errors can cause delays in the application process, and in some cases, can force the application back to the local Council for clarification.
- Insert the completed application into the front pocket of your project binder.

Your Life Ambitions

- Attach to your Eagle Scout Award Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community or other organizations during which you demonstrated leadership skills. Include any honors and awards received during this service.

The completed Eagle Project Report and Application is then submitted to the Council Program Secretary for review.

- After the review is complete, you will be contacted regarding your Eagle Board of Review.

Your Eagle Board of Review

- ***Be Prepared:*** Present yourself for your board of review in your best *complete* Scout uniform.
- Wear your merit badge sash with pride. (Order of the Arrow sashes are not appropriate)
- You will be asked about your experiences in Scouting and to describe your Eagle project.
- The decision of the board of review to approve must be unanimous.

Local councils do not award the Eagle rank- this is done only by the BSA National Council

- Application is sent to National which verifies and authorizes award (2-3 weeks).
- Expedited handling is no longer available due to faster turnaround time.
- Applicant is notified of approval by letter from the Council Office. ***Then and only then are you an Eagle Scout.***
- ***Avoid disappointment: Do NOT schedule Eagle Court of Honor until official notification is received!***

The Dreaded 18th Birthday Problem

Your 18th Birthday!!

Most people receive about 18 years advanced warning of the date on which they will turn 18. It is not an emergency or an unexpected event.

You know the date.

You MUST DO the Following BEFORE Your 18Th Birthday:

- Complete all your merit badges
- Complete your Eagle Service Project
- Complete your Scoutmaster conference
- Be active as a Life Scout for six months
- Serve actively in a position of responsibility for six months while a Life Scout

You CAN DO the Following AFTER Your 18Th Birthday:

- Submit your final Eagle Scout Application.
 - ☞ **BUT:** This is **NOT** recommended.
 - ☞ What if review by Council reveals that a requirement was not completed on time?
- Have your Eagle Scout Board of Review.
- Have your Eagle Court of Honor.

If You Are Almost 18...

- Work hard to complete your requirements.
- Talk to your leaders **NOW** so that they can help you and warn you of problems.
- Remember that adult leaders have busy lives. Don't ask a leader to give up a vacation because you forgot your 18th birthday.

Know your deadlines in advance!

In summary... Your goal is to soar as an Eagle. Keep your eye on your goal and accomplish your goal. Plan ahead, and YOU will soar as an Eagle!