

# TROOP 16 -- STEPS TO EAGLE

## (in sequential order)

current as of 12/06/11

- Finish all badges
- Successfully complete an approved 6 month leadership position
- When you make the decision to go for Eagle, participate in a Preliminary Scoutmaster Conference (Contact the Eagle Advisor)
- Be active and involved in Troop 16 throughout the whole journey – a visible and exceptional leader
- Come up with an idea for a project (brainstorm session if desired)
- Start a notebook to log all activities and all hours of Scout and any other individuals – update it daily
- Obtain concept approval from your Eagle Advisor
- Obtain concept approval from the organization
- Obtain sample Eagle Project Workbook write-up plan from your Eagle Advisor if desired (based on your type of project)
- Research and plan project – more effort at this stage, the better the project will go
- Type your plan using the Eagle Scout Leadership Project Workbook (most recent found on website). Do NOT use the type-in-pdf file – cut & paste into Word doc. Write it so that it could be conducted by someone else – the more details the better. Add a section of “What ifs” so that most questions are covered up front.
- The Eagle Advisor approves plan – must be completed by Sunday night 10 days before Committee Mtg
- Organization signs off on initial plan
- Write and rehearse speech for Troop Committee, and prepare copies for Committee Meeting (with original cover)
- Presentation to Troop Committee – obtain approval signatures from Scoutmaster and Committee Member
- Contact District Eagle Rep to be assigned District Eagle Advisor
- Present to your District Eagle Advisor – make any needed changes and obtain signature
- NOW YOU'RE OFF – CONDUCT THE PROJECT (can't begin until you have all the signatures)
  - Talk to Troop Treasurer and set up financial account if funds will be raised -- all donations MUST go through Troop account and Treasurer will make deposits and write checks for invoices
  - Keep copies of checks and names of donors for thank-yous
  - Send out thank-you notes/tax receipts for donations of money, goods, service or time as you go along
  - All donations have a monetary value – keep tally of estimated value of donated goods/services in your budget
  - Keep your Eagle Advisor in the loop of your progress throughout – copy him on emails & call regularly
  - Keep communicating with your organization throughout – explain any delays or changes
  - Check your email and voicemail every day
  - Stay active in your troop
  - Promote your Eagle in the troop at every opportunity – never know who may be a contact for you
  - Keep your manpower log up to date – remember to include the time of anyone working on your project
  - Take pictures for your final write up
  - Send the Eagle Advisor volunteer lists/hours for each project day to be recorded for service hours
  - Remember that you are representing your troop and the BSA in all public dealings (uniform & etiquette)

- Be true to your word always – and finish it with excellence
- Zero out your Eagle Project Financial account
- Complete final project write up – include all details and supporting materials – there is a Council project competition
- Troop 16's Eagle Advisor approves final project report
- Obtain benefitting organization representative signature
- Request letters of recommendation, use BSA cover form and include enveloped addressed to your Eagle Advisor for return. Must have a letter of religious beliefs either from a religious leader or from parent. Must have a letter from a parent. Must have a letter from a teacher. An optional letter is from an employer. Application lists 2 additional names – usually family friends, Scout leaders, coaches or additional teachers. Request more than you need as not all return them.
- Obtain copy of your Scout history from your Eagle Advisor, and get current Eagle Application on website
- Write up Life Ambition Statement – usually 1-2 pages long. Include religious statement, future plans and goals, along with what Scouting has meant to you. This is the #1 item read in the Eagle Board of Review
- Fill out Eagle Application -- use the one to type into the pdf – do not fill in the references yet, as you must use the ones you actually receive letters from; use the date the organization signed the project as project completion date; make sure to use the badges listed in your Scout History as those counting for Eagle, as that is what Council has recorded
- The Eagle Advisor reviews and approves the above paperwork – will let Scout know which reference letters should be on app. Those may actually not get filled in until just before Certification
- Participate in Scoutmaster Conference – contact your Scout Master to set it up. Expectations and SMC Worksheet to fill out are on troop website (Resources/Advancement/Preparing for SMC)
- Obtain Scoutmaster signature on final project workbook and on application
- Obtain Committee Chairman signature on application
- Send write-up and Life Ambition statement to District Rep – don't want any surprises at Eagle Board
- In uniform, take application (w/ project write up and badge/rank cards, etc) to Scout Service Center for certification
- Give the Eagle Advisor possible Eagle Board dates – The Eagle Advisor then sets up EBOR
- Prepare copies for presentation at EBOR
- Eagle Board of Review – Scout brings application, 5 nicely bound copies of final project write-up and Life Ambition Statement, and Scout Handbook. The Eagle Advisor brings Letters of Recommendation, Advancement Form for signature, and camera. Parents usually accompany Scout. If approved, this becomes the official Eagle date.
- The Eagle Advisor will take fully signed application to the Scout Service Center for submission to BSA. Final approval is usually about 10 days later. The Eagle Advisor then picks up the official Eagle packet at Scout office to be presented at Eagle Court
- Meet with your Eagle Advisor to begin planning Eagle Court of Honor. The Troop puts the ECOH on for the Eagle and his family, planned in conjunction with them. Ceremony speakers/participants are asked by the Eagle Advisor
- Enjoy every moment of your Eagle Court of Honor

**YOU ARE AN EAGLE SCOUT FOR THE REST OF YOUR LIFE**