

Troop 783 - STEPS FROM LIFE SCOUT TO EAGLE SCOUT
Updated 31 August 2017 by Julie Smalling.

T783 Eagle Advancement Chair - Mrs. Susan Breitenstein - breitenstein@cox.net
T783 Eagle Projects Chair - Mrs. Julie Smalling – T783EagleProject@gmail.com

The process of becoming an Eagle once a Scout achieves the rank of Life can be confusing and complicated. This paper outlines the steps *and order* the Scout must follow to successfully obtain the Eagle Rank.

The requirements for Eagle rank are:

1. Be active in your troop for at least 6 months as a Life Scout.
2. Demonstrate Scout spirit by living the Scout Oath and Scout Law in your everyday life.
3. Earn the 13 Eagle required merit badges and 9 other merit badges.
4. Serve in a qualifying leadership position in your Troop for at least 6 months while a Life Scout.
5. Plan, develop, and give leadership to others in a service project. See below on how to have a successful Eagle Scout Service Project.
6. Take part in a Scoutmaster's conference.
7. Successfully complete the Eagle Board of Review.

A Further explanation of each of the seven Eagle Rank requirements follows:

Eagle Requirement 1

You must hold the rank of Life Scout for at least 6 months before becoming eligible to be an Eagle Scout. You must complete Eagle rank requirements #1 through #6 before your 18th birthday.

Eagle Requirement 2

Regular participation in troop meetings and activities including backpacking and camping trips helps to demonstrate Scout Spirit. Please contact the Troop Advancement Chair if you need more details about the troop expectations.

Eagle Requirement 3

The Eagle required badges are: First Aid, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Personal Fitness, Emergency Preparedness OR Lifesaving, Environmental Science OR Sustainability, Personal Management, Swimming OR Hiking OR Cycling, Camping, Cooking and Family Life.

Eagle Requirement 4

Qualifying positions (as set by BSA) are: Patrol leader, Venture patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, Leave No Trace trainer.

Eagle Requirement 5

Generally, a scout starts to think about his Eagle Project about a year after earning his Life Rank, but once a scout earns Life rank he may start planning his project at any time. Your Service Project must be for the benefit of a religious institution, school, community, or environment. The project must benefit an organization other than Boy Scouts. There is no set rule on how many man hours an Eagle Project must entail, however, a good rule of thumb is approximately 100-200 hours. This will ensure that the project is large enough for the scout to truly demonstrate leadership. After you come up with a project idea, you should ***follow these steps in order*** and do not move on to the next step until you have successfully completed the current step. You will be working with the Troop 783 Eagle Projects Chair (currently Mrs. Smalling).

1. You must use the Eagle Scout Leadership Service Workbook, BSA publication:
http://www.scouting.org/filestore/pdf/512-927_fillable.pdf to document your project. Review the entire packet before starting.

IT IS HIGHLY RECOMENDED THAT YOU USE A PC TO ENTER INFO IN THIS PDF - SCOUTS USING MACS HAVE HAD GREAT TROUBLE PRINTING OUT THEIR COMPLETED PACKETS!!

2. Get a verbal okay from a representative of the organization that will benefit from your project. Discuss the project scope and present the section: "Navigating the Eagle Scout Service Project." according to the directions in the workbook.
3. Get a verbal okay from the troop's Eagle Projects Chair (currently Mrs. Smalling). At this time begin keeping a log of your time working on your project. Include date, activity, and hours in ½-hour increments. This document will be required later.
4. Get a verbal okay from the Engineering Review expert (currently Mr. Hoffmann)
5. Begin to complete the Project Proposal section, pages B through E. You may get your beneficiary signature ***only*** once this section is approved, or after the next step. Troop signatures are not available until the next step is done. **Begin emailing** your workbook to the Eagle Project Chair (see step 7). Complete the Project Proposal section.
6. Complete the Project Final Plan section, ***except*** for the top 3 boxes on top of page "Final Plan Page A." Make sure your plan is detailed and includes the estimated man-hours, budget, tools and materials needed, as well as "Before" pictures. Pay special attention to the **Work Processes** section on the top of "Final Plan Page B." This section needs to be VERY detailed - you need to give step-by-step instructions and estimated man-hours per step. Put the estimated hours in the format: 5 workers x 2.5 hrs = 12.5 hrs. Work in ½ - hour increments. Your **Work Processes** will definitely not fit in the space provided - instead write "*See Attached*" and create a separate .doc file titled ***(Your name) Work Processes***. Attach sketches and drawings to this document. You may also insert pictures into the Workbook document on page B. The Work Processes are a clear set of specific instructions on how to do your project. The format should be with numbered steps, similar to following a cooking recipe. Theoretically, you could give these instructions to a stranger and walk away and come back and find your project complete, just as you planned it. Continue emailing both documents to the Eagle Project Chair for review.
7. Work with the Eagle Projects Chair to ensure that your detailed write-up and workbook are thorough and complete and meet BSA standards. You may be required to re-visit the Engineering Reviewer, depending on the building complexities of your project. The Eagle Project Chair review and eventual approval will transpire over a series of back-and-forth emails. You must get this approval before moving on to the next step. Email address is: T783eagleproject@gmail.com Include another adult in your email correspondence, typically your parent. This is a BSA Youth Protection requirement. The adult does not need to respond or comment.
8. After final edits are complete, print all pages of your Workbook and place in a 3 ring binder with each page in a sheet protector, two pages facing front and back.
9. Make sure to include Material Safety Data Sheets in your binder for any chemicals used. For example, you need a Material Safety Data Sheet for concrete and paint.

10. Get your beneficiary's signature on "Proposal Page E" if you have not already done so.
11. Once the Eagle Projects Chair is satisfied with your write-up she will let you and the Troop Committee Chair know that you are ready to present your project to the T783 Parent Committee.
12. Contact the Troop Committee Chair (currently Chip Houske) to get on the monthly Parent Committee agenda to present your project to the parents. Wear your Class A uniform and sash. Your presentation must be no longer than 10 minutes, yet completely cover your pertinent information (e.g. who is the beneficiary, why did you choose this project, what are the details of the project, what are the number of hours expected, cost/fundraising summary, issues/concerns, etc.). Many Scouts use a projector to show a Powerpoint presentation but the format is up to you (foam boards, models, etc. could also be used). Present enough detail to convey that you know everything about your project. Tell the Committee about your project and show pictures. You do NOT need to provide handouts. Be prepared to answer all questions that may be asked and bring a parent to take notes on the suggestions given. If the Parents' Committee approves your project, then the Scoutmaster and Committee Chairman will sign your paperwork on "Proposal Page E." You may get signatures at the meeting (which is easier for you than doing it later). Follow the instruction page given to you at the Parent Meeting, along with the instructions below.
13. Bring your signed Eagle Project Notebook to the Eagle Project Chair for final review.
14. Call the Pacifica District Eagle Project Coordinator, Winston Cortenback at 310-891-2301 to arrange a meeting with a Pacifica District Advancement Committee Member to get District approval and sign-off for your Eagle project plan.
15. Meet with your assigned Pacifica District Advancement Committee Member wearing your Class A uniform and sash. Bring your Eagle Project Book and your parent. The District person will sign off your project plan on "Proposal Page E" and on the Fundraising application page.
16. After you have obtained District approval and sign-off, you may contact the Troop Activities Chair to select dates for your project.
17. Carry out your project. Remember you are supposed to demonstrate leadership. You should not be doing all of the work yourself. You need to organize other Scouts, friends and adults to help you complete the project.
 - a. Send out flyers and emails about your project work dates starting two to four weeks in advance. You should also mention it during announcements at Troop meetings.
 - b. Email the Scouts a day or two before to remind them to come.
 - c. Keep a first aid kit and cell phone on hand in case of an emergency.
 - d. Have a sign in sheet so volunteers can log their hours. Your sign in sheet should note Time In and Time Out and whether Boy Scout, Other Youth, BSA Registered Adult, Other Adult.
 - e. Collect permission slips
 - f. Take pictures along the way.
 - g. Keep copies of flyers & emails, receipts, sign-in sheets and other relevant documents.
18. When your project is complete, give a list of all Troop volunteers and the number of hours worked to the Troop Service Hour Chairperson. Provide a service record directly to non-troop volunteers. Round service hours to nearest ½-hour. Create a spreadsheet of hours and totals-by-volunteer-category for your Eagle Book.
19. Fill out the final section of the workbook: "**Project Report**," and obtain signatures from the organization representative and the Scoutmaster on "Project Report Page C."
20. Present your completed Project Workbook to the Eagle Project Chair for final review before going to the next section: Eagle Requirement 6.

Eagle Requirement 6

Before you can have your Scoutmaster Conference you must put together your Eagle Notebook as follows:

1. Ask the Troop Advancement Chair for a copy of your Troop Advancement record and the blue

card for each of the merit badges you have earned.

2. Email GLAAC Registrar (currently Mrs. Varteni Yerjanian at Varteni.Yerjanian@scouting.org), and request a copy of your profile, along with your join date (ask specifically for your join date, or she will not give it to you). Include your district name and troop number when sending email.
3. Fill out a copy of the Eagle Scout Rank application http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf
 - a. **IT IS HIGHLY RECOMENDED THAT YOU USE A PC TO ENTER INFO IN THIS PDF - SCOUTS USING MACS HAVE HAD GREAT TROUBLE PRINTING OUT THEIR COMPLETED APPLICATIONS!!**
 - b. The PID field in the top right corner is for your BSA ID #. This can be found on your membership card or on the Troop Charter (see the Troop Registrar). Use the date received by the district registrar as the date you became a boy scout.
 - c. For requirement #2 on the application you need to list several people that are willing to vouch for your good character. You must list your parent(s), an educator, and two "other" people. If you have a job and/or a religious leader you should list these people in the appropriate spots. *If you do not have a religious leader you must list your parents on that line.*
 - d. For requirement #3, list merit badges fourteen through twenty-one in the order that they were earned, excluding the eagle merit badges listed in one through thirteen.
4. Prepare your Eagle Notebook (use a 3 ring binder with each page in a sheet protector). Make sure to put dividers in between each section.
 - a. Section 1: Eagle Application. It must be printed double-sided, in color, and placed in a sheet protector.
 - b. Section 2: Advancement
 - i. Email and report from registrar (step 2 above)
 - ii. Rank cards for each of your scout ranks – ordered by rank and with all signatures completed. These cards were given to you at various Courts of Honor during your scouting career.
 - c. Section 3: Merit Badges
 - iii. Place Blue Cards in a trading card plastic sleeve so the "Applicants Record" is facing you. Order the cards in the same order as they are listed on the Eagle Application with Eagle merit badges first followed by the rest of your Blue Cards in the order that you earned the merit badges. The Troop Advancement Chair has your Blue Cards (requested in step 1 above). For merit badges that don't have blue cards (such as the ones earned at Emerald Bay) use the white card given to you by the troop and write "Earned at Emerald Bay" on the front.
 - iv. After this comes the troop advancement form with all your earned ranks and merit badges listed. If you earned any merit badges at Emerald Bay, put the sheets given to you from there behind the advancement form.
 - c. Section 4: Eagle Project – include your eagle project workbook write up (as described above under Eagle Requirement 5 and as reviewed by the Eagle Project Chair) with all before and after required signatures and plenty of before, during and after pictures (all pictures need captions), time logs, receipts, etc..
 - d. Section 5: Requirement #6
 - i. Type up a 1 to 2 page essay about your ambitions and life purpose – in school, in career, in family. Sign and date the bottom of your essay. *Label the top of this page: Requirement 6 – Ambitions and Goals - (your name) - Troop 783*

- ii. Type up a resume or list of academic awards, clubs, sport participation, positions held in organizations outside of scouting, etc. . *Label the top of this page: Req. 6 - Participation and Leadership - (your name) - Troop 783*
 - iii. Include certificates and pictures showing your achievements – both inside and outside of scouting - since you started your scouting career, including Cub Scouts. All pictures need captions!
5. Have the requirements in the Eagle Rank section of your Scout Handbook signed off by the Senior Patrol Leader, including the “green sheet,” as needed.
 6. Contact Mrs. Breitenstein for a preliminary meeting with her (the Eagle Advancement Chair) to review your Notebook and help you with any modifications needed.
 7. Complete a Troop 783 Advancement Form including sign off by the Senior Patrol Leader and the Troop Participation and Service Hours Chairperson.
 8. Continue to meet with Mrs. Breitenstein as needed.
 9. Contact each person you listed in Requirement 2 and ask them to complete an [Appraisal Form](http://www.pacificabsa.org/frm/bsa/bsa_district_eagle_letter_recommendation_2016.pdf) (http://www.pacificabsa.org/frm/bsa/bsa_district_eagle_letter_recommendation_2016.pdf). Please note that these Appraisal Forms expire after 6 months – that is, you must complete your District Eagle Board of review within six months of when your appraisers fill out their forms – so do not have them do it too early in this process. Also, ask each person to save a copy of the form they submit in case their form gets “lost in the mail”. Be sure to give each person an envelope addressed as follows:

Mr. Jim Matsushita
 Pacifica District Advancement Committee
 4019 W. 179th Street
 Torrance, CA 90504
 10. Arrange for a Scoutmaster's Conference with the Scoutmaster or Asst. Scoutmaster of your choice.
 11. Arrange your troop Board of Review. You, personally, are responsible for this. Contact the Board of Review Chair to arrange a date and confirm his/her availability. Select and invite 4 or 5 troop adults to attend your BoR. Chose a location for your troop BoR and have your BoR.
 12. After successfully completing your Troop BOR, have the Troop Scoutmaster and Troop Committee Chairman sign your Eagle application in the designated locations
 13. Meet with the Eagle Advancement Chair one last time to turn in your Troop Advancement Form and to ensure that your Eagle Notebook and Eagle Application are complete and correct before you begin contacting Pacifica District personnel.

Eagle Requirement 7

1. Once your Eagle application is completed and signed off by the Troop Scoutmaster and Troop Committee Chairman, all letters of recommendation have been mailed in, and you have turned in your Troop Advancement Form to the Eagle Advancement Chair, Mrs. Breitenstein will conduct a final review of your material in her role at the Pacifica District level. You will then be in the queue for your Eagle Board of Review (aka Character Board).
2. You will then meet with a series of Pacifica District representatives culminating in your Eagle Board of Review (aka Character Board). Once you have been given the date for your Character Board (could take up to 6 weeks), make arrangements with **the Asst. Scoutmaster of your choice** to come to your Board to introduce you and support you. Your parents should also plan on attending.
3. After successfully completing your District Board of Review, you are an Eagle Scout! However, your Eagle application will be forwarded to the Greater Los Angeles Council Service Center and then on to BSA National Eagle Scout Service Center for processing. It will take a month or longer to receive official notification, at which time you can begin to plan your Eagle Court of Honor. When you plan your COH be sure to make arrangements with the Asst. Scoutmaster of your

choice to speak and present you with your Eagle pin, neckerchief, etc. You should also invite the Pacifica District representatives that were on your Character Board.

Note: Purchase of Eagle Rank items at the Scout Shop is the responsibility of the Scout/family. The BSA Eagle Scout Certificate is required for proof of rank at the time of purchase. Bring it with you to the store. Only certified Eagle Scouts may purchase Eagle rank items.