

Troop 2860 Reference Guide: Path to Eagle Scout

This is a guide for Scouts, parents and unit leaders to help navigate the steps from Life to Eagle. Open this file in Google Docs and save a copy to your files. This allows you to utilize the checklist and mark off completed steps.

Final paperwork should be submitted in a ½" three-ring binder at your Eagle Board of Review. Please keep electronic backup copies of all documents and signature pages.

Life to Eagle Advisor

- ☐ A [Life-to-Eagle Advisor](#) will be assigned to you
- ☐ Schedule a meeting with your Life to Eagle advisor within the next two week
- ☐ Discuss your current progress, desired timetable to Eagle, any Eagle Project ideas you have
- ☐ Develop a plan with your advisor
- ☐ Meet periodically with your advisor to review progress

Merit Badges

- ☐ Focus on completing [Eagle-Required Merit Badges](#)
- ☐ [Family Life](#), [Personal Fitness](#), and [Personal Management](#) all have requirements taking 12+ weeks
- ☐ Complete any remaining elective merit badges

Eagle Scout Service Project

- ☐ Download the latest version of the BSA [Eagle Scout Service Project Workbook](#), and read the instructions
- ☐ Create a [Time Log](#) to track workforce-hours (time spent x individuals present) for anything related to your project
- ☐ Meet with your Life-to-Eagle Advisor to review your project idea, beneficiary, and process
- ☐ Meet with your beneficiary to understand project scope
- ☐ **No work or fundraising can begin on the Project until District Approval is received**
- ☐ Complete the Eagle Scout Service Project Proposal Section
 - Contact Information Page: Reference Troop's [Eagle Project Workbook Contacts](#) list
 - Answer all questions in paragraph format with complete sentences. Use bullet points for lists.
 - Leave no blanks
 - Complete the Eagle Scout Service Project Fundraising Application if you will need to raise funds to complete the project. This excludes personal/family, beneficiary funds, and discounts provided by stores.
- ☐ Signature Page (Proposal Page H)
 - Sign the Candidate's Promise
 - Beneficiary Approval:
 - Provide a copy of "Navigating the Eagle Scout Service Project", the proposal section, and fundraising application (if needed) to the beneficiary
 - Get approval signature from the beneficiary on the signature page and fundraising application (if needed)
 - Unit Leader Approval:
 - Request project review with your Scoutmaster
 - Get approval signature from your Scoutmaster on the signature page and fundraising application (if needed)
 - Unit Committee Approval:
 - Use this [Google Slides Template](#) to create a presentation to present to the committee, visual aids are helpful.
 - Email committee-chair@troop2860.org to request a committee review.

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- The presentation should be a 3-5 minute presentation. You want to leave the audience with few questions to ask.
- Present project in full Class A uniform.
- Council or District Approval
 - The Committee will email the District Advancement Chair to coordinate presenting at a District Roundtable Meeting (typically first Thursday of the month)
 - Reply to the email with a copy of your workbook and presentation
 - Practice your Proposal and incorporate the suggestions from the Troop Committee Review
 - Present to District and get approval signature from District on the signature page and fundraising application (if needed)
 - Take a picture of your signature page for safekeeping
- ☐ Execute Eagle Project
 - Complete Eagle Scout Service Project Plan section of workbook
 - Create Sign Up for Volunteers and send to your Scoutmaster
 - Complete workdays and take pictures throughout the process
- ☐ Project Completion
 - Complete the Eagle Scout Service Project Report section of the workbook
 - Project Report Page C
 - Sign Candidate's Promise
 - Get Beneficiary signature upon completion
 - Get Unit Leader (Scoutmaster) signature upon completion
 - Upload pictures from your project to the [Eagle Project Upload Folder](#) and send an email to technology-chair@troop2860.org notifying of uploaded project photos

Eagle Application & Paperwork

- ☐ Export a pre-populated copy of your Eagle Scout Application from Scoutbook Plus. Found in your profile, then click the view more beside the Eagle Scout Rank progress bar, then click Open Eagle Application.
- ☐ Review the application for accuracy. All Merit Badges and Leadership Positions should be filled out. Enter the official name of your Eagle Project and the total hours from their time log. The "Date project finished" should match the date of the Beneficiary signature on Project Report Page C.
- ☐ You must request 4 Letters of Recommendation from community individuals. The references should be instructed to submit directly to committee-chair@troop2860.org. [Use this email template](#) to request the recommendations. The contact information of the 4 individuals should be entered into Requirement 2 of the Eagle Application.
- ☐ Write a [Statement of Ambitions and Life Purpose](#), a 500-word essay that reflects on the following
 - What you have learned from Scouting
 - Short-term goals for finishing primary education
 - Current plans for college and career
 - Highlight any Non-Scouting Honors and Positions of Responsibility
 - Include thoughts on how you will continue to live by the Principles of the Scout Oath and Law
 - How you may continue to give back to Scouting
- ☐ Download your Scouts BSA History Report from Scoutbook Plus. Found under your Scout Profile. It will be in the bottom right of the page in the Reports section. Review it for accuracy and compare it to their Scout Handbook. Ensure all requirements for all ranks have been signed off in their Scout Handbook. Any issues email advancement-chair-troop2860.org

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- ☐ Compile a three-ring binder of the necessary documents in plastic sheet protectors in the following order: (1) Eagle Application, (2) Individual Advancement Record, (3) Statement of Ambitions and Life Purpose, (4) Eagle Project Workbook, (5) Photographs from Eagle Project.
- ☐ Ensure your Scout Achievements Binder is current, with all rank cards, award cards, and merit badge blue cards. It can include awards from Cub Scouts if applicable. This is a separate three-ring binder and not the same as the Eagle Binder.

Scoutmaster Conference

- ☐ Once all paperwork is completed, email the Scoutmaster to request the scheduling of an Eagle Scoutmaster Conference
- ☐ Come in full Class A with sash and be prepared with your Eagle Binder, Scout Achievements Binder, and Scoutbook
- ☐ On the day of the Scoutmaster Conference, sign and date the Eagle Application as the Applicant
- ☐ Upon completion of Scoutmaster Conference, the Scoutmaster will sign the Eagle Application
- ☐ Seek out the Committee Chair and request their signature on the Eagle Application

Eagle Board of Review

- ☐ Email committee-chair@troop2860.org and request the scheduling of their Eagle Board of Review
- ☐ Committee Chair will email the District Advancement Chair to schedule an Eagle Board of Review
- ☐ Reply to the email with these documents:
 - Eagle Application
 - Individual Advancement Record
 - Statement of Ambitions and Life Purpose
 - Eagle Project Workbook
- ☐ Board of Review Day: Come in full Class A with sash and be prepared with your Eagle Binder, Scout Achievements Binder, and Scoutbook
- ☐ Upon successful completion of the Eagle Board of Review, the Scout will be considered an Eagle Scout. Tell your Scoutmaster so you can be recognized in front of your fellow scouts.
- ☐ The Committee Chair will take the Eagle Binder to submit to the Council Office for processing.

Court of Honor

- ☐ You will be recognized briefly as a part of the Troop's next regular Court of Honor, where you will receive their Eagle Credentials and Eagle Binder.
- ☐ If your family wishes to organize an individual Eagle Court of Honor for the Scout, the Troop Leadership will be honored to participate.

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