

## **Getting Started**

1. Remember that this whole process must be Boy done, with parental support during the process. There is good info on the internet about what constitutes an eligible project, but basically it must be a service project for a non-profit organization that the scout designs, organizes, and carries out while demonstrating leadership skills throughout the project. Do internet searches on what constitutes an eligible project to gain further information
2. Some scouts know what they want to do, but if you need Eagle Project Ideas do internet searches for "Boy Scout Eagle Project Ideas" – You'll get great hits with hundreds of project ideas
3. Resources for project ideas, Eagle process questions, etc –
  - Troop Leader
  - Parents
  - Council website - <http://www.longspeakbsa.org/MountainView>. Good info found on the "Life to Eagle" tab found on the right hand side of the website under Boy Scouts

## **General Steps (and I emphasize general – some are valid, some not as we found out the hard way, depending on which source you use for instruction. Plan to have patience and perseverance and be able to think and work outside the box and chase down answers and info not on the below process)**

### **Creating/carrying out your project**

- Create an Eagle project Idea (see above, you may have an idea or need to develop one).
- Download the [Life to Eagle Checklist](#) that is a check list of 13 steps to guide you along the trail to Eagle (We found some of these stops to be accurate, and some not to, but still a good place to start). Find it at <http://www.longspeakbsa.org/MountainView> under the "Life to Eagle" tab.
- Download the [Eagle Scout Service Project Workbook, No. 18-927](#), from the same location as the "Life to Eagle Checklist", which is required workbook to carry out your project. It becomes a working document that is a permanent record maintained throughout your project. You can start it after the next step of getting approvals, and complete it throughout the process as appropriate. It requires a lot of information, documentation, pictures and signatures throughout the process so pay attention to what is needed during the process and ask your Scout Leader for help if you need it
- Get your Eagle project idea approved *BEFORE BEGINNING* the project by
  - Your Scout Leader
  - District Advancement Chairman. Currently this is Mr. Griego, who's contact info is listed on the "Life to Eagle Checklist" referenced above. He will set up a meeting at his home to review your project idea and your "Eagle Scout Service Project Workbook", which you will have started to fill out, but will not be complete until your project is complete.
- If the District Advancement Chairman approves your project, carry out and complete your Eagle project

### **Preparing for project approval beyond your troop level**

- Find and print out IN COLOR an "Eagle Scout Rank Application" form. This is found on the internet, do a web search with key words like "boy scout eagle application form". If you are in a hurry, it's recommended that you include a copy of all of your 21 Merit Badge cards, as well as a Troop 66 print out of your scout history (merit badges, leadership positions held, etc) otherwise this info will be verified during the paperwork process.
- Set up a meeting with your Scout Leader to review your completed "Eagle Scout Service Project Workbook" and your completed Eagle Application form. Requirement 6 on the Eagle Application form requires you to write a "statement of your ambitions and life purpose", which should be done for this meeting. Your scout leader will help you to develop this letter if your first attempt needs to

be revised. Find brief directions about writing this letter on page 2 of the Eagle application under requirement 6.

- Use the Eagle Application form instructions (requirement 2 on the form) to solicit letters of recommendation to bring to your Eagle Board of Review. You must write a letter asking people for a letter of recommendation. If you're not sure what to put in your letter, feel free to look at and or use ideas from other boys' letters. It's a good idea to reference the Boy Scout Law and Oath in your letter to help the people you choose to think about which of those ideas you exemplify. Include a pre-addressed stamped envelope for the people to return them to you in. The letters must remain in the sealed envelopes and brought to your Board of Review *un-opened*. This can be done while getting approval of your completed project, or after approval is attained, depending on if you are in a hurry or not. Generally, about 5 letters are needed (We got mixed directions on this from the Eagle Application vs. instructions from the Board of Review District Representative that was assigned to us and had to solicit one additional letter after we thought we were done).
- Your Scout Leader will send the Eagle Application in to the District Office

### **Preparing for your Board of Review**

- You will get a call back from the District Advancement Chairman with the name of a District Representative to be assigned to come to your Board of Review (this is what we were told, but we actually got a letter from him). The letter included a written list of instructions (with a copy for your parents) of how to prepare for the Board of Review. This list differed somewhat from the [Life to Eagle Checklist](#) used at the beginning of the process, so we had to scramble a bit from what we originally thought we were prepared to do.
- Contact your assigned District Representative (his contact info will be in the letter he sent to you in the step above) to determine several possible dates that he would be available to head up your Board Of Review.
- Contact 3-6 people who will sit on your Board of Review whose schedule allows them to come during the same time that your District Representative can come. The types of people you should choose are in the instruction letter you received from your District Representative.
- Find a room in a public place to hold the meeting after you've found a time that your District Representative and your 3-6 people can come. Some ideas (basically any neutral place except your home) include the public library, a conference room at a local company, etc. Contact your District Representative and your 3-6 people with the finalized date, time and location of your Board of Review.
- Finalize your Eagle Packet to bring to your Board of Review. This should include
  - Your completed [Eagle Scout Service Project Workbook, No. 18-927](#)
  - Your original Eagle application with all required signatures to this point (??Not sure if you bring this, or if your District Advancement Chairman brings it with him. Can't remember how it gets to the Board of Review after you sent it in to Boy Scouts for approval, so just verify who has this in their possession for the BOR).
  - Copies of any communications during the process
    - Anything you used to communicate to the troop 66 members to help you with your project (emails, sign up sheets, etc)
    - Any thank-you notes you sent or received during the process
    - Your "statement of your ambitions and life purpose"
    - Recommended but not required – copies of all your Merit Badge cards
    - All of the above in a binder nicely organized – presentation is important. Black and White copies of the whole packet for each Board Member.
  - Don't forget to bring your un-opened letters of recommendation

- Attend your Board of Review with your parents. They will be asked to leave shortly after the review brings, and can wait outside the room. You will be in and out of the room at various points of the review. Stick around, the Board Leader will let you know when to leave and when to come back in.

### **Final Steps**

- If approved, your District representative will give you a few specific instructions regarding the paperwork and processes necessary to finalize your eagle approval with the BSA at the completion of your Board of Review.. At this point, there's only a few more steps – getting a few more signatures, and sending in a few forms to the District office. It's a good idea to make some notes about what he recommends as it's easy to forget the few steps that are left **BUT YOU ARE VERY CLOSE AT THIS POINT!**