

## Starting Your Eagle Scout Project

1. Attend a "Life to Eagle Seminar" and keep the Eagle Scout Workbook in a safe place.
2. Decide on a project – look at the sites listed on our site, contact local non-profits, churches, schools, parks, scouting friendly places like Tiffy, Beaver Meadow, Science Museum, etc.
3. **FOLLOW THE TRACKING SHEET.**
4. Pick a Coach. It does not have to be the Troop's Advancement Chair. This person will do all your paperwork and communication with the District Eagle Processor.
5. When ready to start a project, download an Eagle Scout Leadership Service Project Workbook. (From BSA National <http://www.scouting.org/filestore/pdf/512-927.pdf>). (This is important the District Eagle Coordinator prefers to do everything via e-mail so the project should be in digital form.)
6. Use the above form and fill in the blanks. Don't make the whole project into an essay. When it is submitted to the District Eagle Processor it should be in outline form.
7. If "The 12 Steps from Life to Eagle" comes with the download, do NOT include it with the project.
8. The Advancement Chair has a binder of past projects for you to look at, if you want to see how a project should be written.
9. The "Project Description" does not have to be real long.
10. Under "Project Details", make separate sections for: the present condition, the method, materials and/or tools, project helpers, a time schedule, and any safety precautions. This should be several pages long!
11. To make it easy on everyone, please number all the pages.
12. The "Approval Signatures for Project Plan" has to be on a page all by itself. Only that page is sent to District Eagle Processor for a signature, after the other signatures are obtained. Remember - **NOTHING** should be done **BEFORE** the first three signatures are obtained and you get the OK from The Advancement Chair.
13. Try to take some "before" pictures as well as some while the project is being carried out. Include these in your project workbook but do not submit them with your project write up. Advise your Coach, who will submit the project for approval, that you have some pictures. If District Eagle Processor wants to see the pictures, he/she will ask for them.
14. Make sure you keep track of the cost of all materials and the hours spent working on the project. Council is trying to have all projects reflect about 150 hours.

**Writing up the "Project Details" will be the most challenging.**

- 1) The project needs to show leadership. I will paint the bell, transplant trees, etc. **will not work!** How are you leading anyone? **Try using these words:** organize, solicit, coordinate, explain, direct, manage, instruct, etc. to describe how you will provide leadership.
- 2) Break down each part of the project and expand it telling how you will show leadership.
- 3) Here are some questions to answer that might help you include enough details:
  - a) How will you recruit the volunteers?
  - b) How many do you think you will need?
  - c) How will you organize the personnel? (They might be broken down into groups.)
  - d) What tasks will the volunteers do?
  - e) How will you lead them?
  - f) What will you have to teach them?
  - g) Will you have to hold a "class" ahead of time or just spend a short amount of time the day of the project instructing people?
  - h) What if you cannot get enough help on the dates you desire?
  - i) How will volunteer safety be assured? What safety equipment is needed?
  - j) What supplies do you need?
  - k) What are the possible sources for these supplies?
  - l) If doing an outdoor project, what will happen if the weather does not cooperate? (rain date, tree phone list)
  - m) Depending on how long the project will take to complete, will you offer water/food?
- 4) Write it as if you were not going to be there to supervise and someone else had to follow your plan. Be very specific about the details.
- 5) You may write it in outline/numbered list format or paragraphs. The list format is easiest to follow.
- 6) The Eagle Coordinator seems to like diagrams to explain projects. You might think about how you could include something like this.

## Eagle To Do List

### Writing your project ...

- 1) Write your project using the Eagle Workbook you got at a Life to Eagle Seminar or download it from the BSA website or our Troop Website.
- 2) Use the Eagle Tips and Everything you need to know documents on Troop Website
- 3) Select an Eagle Coach – a parent, another adult, the Troop Advancement Chair, to bounce ideas off and to proof read your work.
- 4) When you think you have it done, email it to the Advancement Chair.
- 5) The Advancement Chair will let you know if it needs more work.
- 6) Once it is ready, the Advancement Chair will submit it to the Eagle Scout Coordinator for approval.
- 7) When it approved, the Advancement Chair will tell you to get the signatures on the Approval page. Give the page to the Advancement Chair and she will send it to the Coordinator
- 8) **DO NOT** start working until your are told your project has been signed off.

### Once your project is accepted and you have the required signatures ...

- 1) You may start your project. Keep accurate records.
- 2) Get the required signatures on the completion page of your project.
- 3) Write up the changes (if any), list of volunteers and hours, expenses, etc.
- 4) Print a copy of your project.
- 5) Finish your merit badges if you have any to do.
- 6) Type “Your goals in life” and print it out.
- 7) Fill out the GNFC Cover page.
- 8) When you project is finished, type up the second part.
- 9) Print your project get the required signatures on the last page.
- 10) Fill your Eagle Application ([http://www.scouting.org/filestore/pdf/512-728\\_web.pdf](http://www.scouting.org/filestore/pdf/512-728_web.pdf) ) using your personal history. (It is available from the Advancement Chair or from Council)
- 11) Give the completed project with the signature page, your Eagle Application, your goals, and the GNFC cover page to the Advancement Chair.

### Once your project is completed ...

1. Fill in your Eagle Application ([http://www.scouting.org/filestore/pdf/512-728\\_web.pdf](http://www.scouting.org/filestore/pdf/512-728_web.pdf) ) using the advancement information sheet from the Advancement Chair. Include a complete address for your references.
2. Have your Scoutmaster Conference with the SM not an ASM. Get the SM to sign your application.
3. Have the Committee Chair sign your application.
4. Give the Advancement Chair your Eagle Application, Life Goals, and a copy of your project including the original final signature page.

### **Eagle Board of Review ...**

1. Select 1-3 people to sit on your Board. They may be Troop Committee members or other adults (21 or over) who understand the seriousness of the Board. They may not be ASM's or relatives. The Eagle Coordinator and the Advancement Chair also sit on the Board.
2. Ask the Scoutmaster or an ASM to introduce you to the Board members.
3. Decide on about 3 possible dates for the BOR. Tell the Advancement Chair the days and she will contact the Eagle Coordinator.
4. At the BOR – full uniform, handbook, and a copy of your project.
5. Arrive about 10 minutes early.
6. It will take about an hour.