

Troop 22 Life to Eagle Steps

For Scouts and Advisors

Updated 2010

It is recommended that all Life Scouts, and their parents, begin their road to Eagle by attending a "Life to Eagle" seminar; this informative seminar is an excellent introduction to the process. Scouts and parents should familiarize themselves with the advancement website www.eaglescout.itgo.com, it is the only acceptable format for the Eagle proposal and has a tremendous amount of information about the entire Eagle process.

1. The Life Scout must meet with the Scoutmaster (SM) to review his merit badge status, participation, leadership, other requirements for rank advancement, and discuss his project idea.
2. After obtaining the approval of the SM, the Scout and a parent are encouraged to meet with the Troop Eagle Advisor (TEA), Judy W. who will review proposals done by past Scouts, samples of time charts and give advice on the time required for a quality project. This step is highly recommended to save you time.
3. The Scout then starts meeting with his Eagle Project Advisor (EPA) who will help him develop the project proposal. The Scout **MUST** use, and follow all directions in the Eagle Scout Leadership Service Project Workbook as found on the www.eaglescout.itgo.com website. The Scout should expect this phase to take several/many meetings depending on the complexity of the project.
4. The Scout has the option (however it is highly recommended) of having the TEA review his written proposal.
5. The EPA approves the written proposal.
6. At about this time, the Scout should obtain the signature of the sponsoring organization.
7. The Scout asks the Committee Chairperson (CC) for time to present his proposal at the next Committee Meeting. **At least one week** before the presentation the scout gives copies of the proposal to the TEA, SM and the CC for their review. The TEA, SM and CC direct any questions, comments, or concerns they may have directly to the EPA, who will communicate them to the Scout.
8. The Scout will bring 4 copies of the proposal to the Committee Meeting and, dressed in field (Class A) uniform, present his proposal. His TEA will attend the meeting and make notes about any suggestions the Committee may have. (Parents may attend the meeting, however they are asked to listen and take notes for the Scout).
9. Changes are incorporated and the SM and the CC sign the proposal. (The signature of the sponsoring organization is required first).
10. The scout schedules an appointment with the District Advancement Chairman (DAC). He brings his original (not a copy) Eagle Scout Leadership Service Project Workbook, which contains his proposal, presents the proposal, and obtains the DAC's signature. All Eagle Project Proposals must be approved and signed by the Troop CC, SM, and DAC before any final commitment may be

made to the project's Sponsoring Organization and before any work may be performed on the project.

11. The Scout executes his project.
12. Requests for the six required letters of reference should be mailed or delivered ASAP. Get instructions from your TEA. They get mailed directly to the TEA.
13. The TEA will work with the Scout to aid in the completion of the Eagle rank paperwork. The TEA will get an Eagle rank application printout from TroopMaster. The Scout must have the TEA review and approve the finished project workbook and the Request for Eagle Application (see #14 below) with all attachments (two copies of requirement 6, two copies of the Eagle Project Yearbook Page, and TroopMaster printout). The organization must sign your notebook and supply a letter of completion.
14. BSA requires a computerized Eagle Application. While this results in more time and effort by the Scout, the response time from Texas is quick. Go to the website www.eaglescout.itgo.com and click on *Application*. Follow the instructions to complete the *Request for Eagle Application*. You will do this online and print your copy. (Use your TroopMaster printout to complete the information. Please review the dates. Infrequently errors are found). Take this form with you to your Scoutmaster conference. (Call your SM and ask for an appointment).
15. SM Conference is conducted. SM approves the finished notebook and signs the project approval page. He will also sign the Request for Eagle Application and complete the date of the SM Conference. (The SM conference may take place while reference letters are outstanding).
16. You (a parent or the TEA) must go to The BSA Council Service Center with your notebook, Request for Eagle Application and attachments (and Blue Cards). Call Jessica Campbell at 610-696-2900 ext. 28 for a convenient time. She will produce the computerized Eagle Application.
17. You sign your Eagle Application and fill-in the information for your references. Ask your Scoutmaster and Committee person to sign.
18. You deliver your completed notebook and signed Eagle Application to the TEA. She will deliver it to the DAC along with your six letters of reference.
19. Your SM and DAC will discuss possible dates for your Eagle Board of Review. Your SM will call you.

As you can see, the "road to Eagle" is not an easy or quick one; however to complete the "road" is very rewarding. The motivated scout who follows the "road" will reach his goal with a minimal amount of "detours." If at any time the scout or his family has questions, they should be directed to the Eagle Advisors, Committee Chairperson or the Scoutmaster who will do their best to answer them.