

EAGLE SCOUT GUIDE

PRESENTED TO LIFE SCOUT: _____

FROM: BOY SCOUT ADVANCEMENT COMMITTEE
BAY-LAKES COUNCIL



EFFECTIVE: JULY 2009

Bay-Lakes Council

Guide for Eagle Scout Candidates

To: Eagle Scout Candidate

From: Bay-Lakes Council Advancement Committee

Congratulations on attaining the rank of Life Scout. Now, it's onward to Eagle Scout!

This document contains step-by-step instructions that will guide you along the trail from Life to Eagle. You will need the following forms which can all be downloaded from the Bay-Lakes Council website (www.baylakesbsa.org). You may wish to download and refer to the forms as you review these instructions.

- Eagle Scout Leadership Service Project Workbook (Use Word version to type in and save your information; use pdf version to print workbood and fill in manually)
- Eagle Scout Rank Application
- Eagle Service Project Card
- Eagle Scout Application Checklist

Step 1 – Meet with your Eagle Scout Advisor

An adult leader will act as your Eagle Scout Advisor. This may be your Scoutmaster, Crew Advisor, unit advancement chair, or another leader. If you are not sure who this is, ask your unit leader.

Contact your advisor to meet with you to review the Eagle Scout requirements and these instructions. Be sure to ask questions about anything that is not clear to you.

Step 2 – Complete Requirements 1 through 4

The first four requirements for Eagle Scout are similar to requirements that you completed for Star and Life ranks. Here are some things to think about:

- Requirements 1 & 2 are very important. As part of the Eagle Scout application process, your leaders will be asked whether you have been active in your troop (or crew or team). Several people will be requested to write letters of recommendation and to indicate whether you have lived the Scout Oath and Law.
- Plan ahead for the merit badges that you still need to earn for Requirement 3. Some of the required merit badges take at least three months to complete.
- Perform at least six months of leadership by serving in one or more of the specific positions as listed in requirement 4. Positions not listed cannot be accepted. If you are not already serving in one of these positions, talk to your unit leaders about how you can be placed in a leadership position.

Step 3 – Plan your Eagle Scout Leadership Service Project and get approvals

You may begin on your service project at any time after your Life Scout Board of Review. You DO NOT need to complete requirements 1-4 before starting on your service project

Planning a service project is often the most difficult obstacle on the trail to Eagle. **It is very important that you carefully read the instructions** on pages 2-4 in the Eagle Scout Leadership Service Project workbook. If you have any questions, ask your Eagle Scout Advisor. Also, you can get detailed guidance for planning and writing up your project from the *Eagle Scout Leadership Service Project Planning* Guide on the following website; **it is strongly suggested that you use this resource.**

www.eaglescout.org

Your project must provide a benefit to a religious institution, school, or non-for-profit community organization, and the scope must be large enough to permit you to clearly demonstrate your leadership skills.

If your project must be completed by a certain date, be sure to start early enough to allow for preparing the plan and getting approvals. Keep in mind that your plan may not be approved the first time it is submitted.

As you develop the plan for your project, work with your Eagle Scout Advisor and with a representative of the organization that will benefit from your project. When your plan is fully developed, fill in the following pages in your project workbook:

- Page 1 – Fill in names and addresses on all blanks.
- Page 5 – Fill in a name for your project, and write a description of the project you plan to do. The name should be just a few words. The description should be brief; focus on what will be done, not how you will do it. Do not include details here (they will come later).
- Page 6 – Fill in the name of the organization that will benefit from your project, and explain how they will benefit. If the community at large will benefit from your project, either directly or indirectly, be sure to include that in your explanation.
- Pages 7-8 – Fill in the details of your plan. This must be as detailed as you can make it. Include enough information so that another person would be able to take over and lead your project. Add additional sheets if needed to complete all the information.
- Page 9 - Get approval signatures from the following:
 - Representative of the religious institution, school or community organization that will benefit from your project
 - Scoutmaster, Team Coach or Venture Crew Advisor
 - Unit committee member

You will need three copies of your plan, to include page 1 and pages 5-9 in the workbook, plus any additional drawings, pictures, schedules, etc. This can be one original copy plus two photocopies, or three original copies. Give all three copies to your Eagle Scout Advisor, who will submit them to the District Advancement Committee for approval to begin working on your project.

When your project has been approved, one original copy of your plan will be returned to you. You may now start your project. DO NOT start your project until it has been approved by the District Advancement Committee.

Step 4 – Carry out your Eagle Scout Leadership Service Project

As you lead your project, keep a record of all the information needed to complete pages 10 through 12 of the project workbook.

Do not allow others to take over leadership of your project – YOU are the leader.

Your project will be finished when you have accomplished the objectives as described in your project plan.

Step 5 – Document your Eagle Scout Leadership Service Project

When you have finished your project, do the following:

- Fill in pages 10 through 13 of the workbook, including all of the necessary approval signatures on page 13. This must be completed before your 18th birthday.
- Write a final report about the project. This report is separate from, and in addition to, the project workbook. It must address the points listed under “After Completion” on page 4 of the workbook. The report should be complete, showing beyond question that you planned, developed, and gave LEADERSHIP to others in carrying it out. If possible, include any sketches and photographs in your report (they will be returned to you). This must be completed before your 18th birthday and before you obtain final approval signatures in your workbook.
- Contact the representative of the organization that benefited from your project and request a letter stating that your project was completed satisfactorily.
- Fill in the Eagle Service Project Card.

Step 6 – Complete your Eagle Scout Rank Application

When you have completed all requirements except the Eagle Scout Board or Review, fill out the Eagle Scout Rank Application form. Use the most recent version of the form (available on the council website). Read instructions on the application form carefully. Type or print all information fully and clearly. You may need the assistance of your Eagle Scout Advisor or troop advancement chair for some of the information. Keep in mind the following:

- Enter your full name, including your middle name.
- Be sure to enter the month, day and year for all dates.
- Under Requirement 2, list only people who have agreed to write a letter of recommendation for you. One parent may be listed as your religious leader if you do not have a reference from a religious institution. If you have not had a regular job, you may list someone for whom you have done odd jobs or volunteer service, or you may leave that line blank. Give the names and addresses to your Eagle Scout Advisor, who will obtain the letters of reference.
- Under Requirement 3, list only the 21 merit badges that are needed to satisfy Requirement 3. For numbers 6 and 9, cross off the ones not earned. If you earned more than one of the merit badges listed on either of those lines, enter the one earned first, and list the one(s) crossed off in your electives (numbers 13 through 21). List electives in the order they were earned. The date listed for each merit badge should be the date the counselor signed your blue merit badge card. Be sure to list the unit number for each merit badge.
- Under Requirement 4, do not list any dates of leadership prior to the date of your Life Rank Board of Review. Enter only leadership positions listed in the requirement. The total amount of leadership time entered must add up to at least six calendar months.
- Under Requirement 5, in the space marked “Project Name,” enter a very brief description of your service project. This description should explain what you did, not where or for whom you did it. Do not exceed 50 characters and spaces. Also, enter the date of the last approval signature as entered into your project workbook.
- On a separate sheet, write a “Statement of Ambitions and Life Purpose.”
- On a separate sheet, prepare a listing of your activities and involvements outside of Scouting, including any leadership positions held and any awards and honors you have received.

Schedule a Scoutmaster conference with your unit leader (Scoutmaster, Coach or Advisor). When completed, enter the date on the application form.

Sign and date the application form, then obtain the signatures of your unit leader and your unit committee chair.

Step 7 – Finalize your Eagle Scout Board of Review Package

Assemble the following materials and give them to your Eagle Scout Advisor:

- Eagle Scout Rank Application
- Statement of Ambitions and Life Purpose
- Listing of activities, leadership positions, honors and awards
- Eagle Scout Leadership Service Project Workbook (including all pages with entries plus any additional schedules, drawings, pictures, etc.
- Service project final report
- Eagle Service Project Card
- Letter from representative of the organization that benefited from your project.

Use the *Eagle Scout Application Checklist* to ensure that each item in your package is complete and correct. Note: your Eagle Scout Advisor will receive the Letters of Recommendation and add them to your package before submitting it.

Step 8 – Take part in an Eagle Scout Board of Review

Your unit leaders will schedule your Board of Review with the District Advancement Committee and will then inform you of the place, date and time. Be sure to wear your uniform and arrive on time.

Following the Board of Review, your application will be forwarded to the national BSA office for final review and certification of your Eagle Scout application.

Step 9 – Schedule your Eagle Scout Court of Honor

Your unit leaders will be notified when your application has been approved and your Eagle Scout Certificate has been issued, approximately 2-4 weeks after your Board of Review. You, your family, and your unit leaders may then proceed to schedule and plan your Court of Honor.