



THE EAGLE SCOUT PROCESS

Step-by-step guide for the trail to Eagle Scout



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ABOUT

This guide is intended to provide a summary of the steps necessary for a Life Scout to complete their Eagle Project. It assumes that the Scout is aware of and is working on all of the other requirements (merit badges, position of responsibility, etc.) necessary to earn the rank of Eagle Scout. If there is any question about these other requirements see one of the Troop's Eagle Mentor Coaches.

For a list of the requirements needed to earn the rank of Eagle Scout, please refer to the advancement requirements in the back of your Boy Scout Handbook. The requirements can also be found on the Scouting.org website.

For additional information on the Eagle Scout project, including tips and more, please read Boys' Life's blog post: <https://bit.ly/2UIAMrq>.

STEPS ALONG THE EAGLE TRAIL

Note: the Eagle candidate must follow these steps in the order shown, otherwise time and effort will be wasted. In addition, absolutely no work can begin on the project, including fund raising, until the Eagle candidate has received his four approval signatures (Project Sponsor, Scoutmaster, Committee Chairperson and District Advisor).

1. Identify a project

Projects must be for a non-profit organization such as a church, community organization or civic organization. Projects can also be sponsored by a for profit organization as long as the project benefits the community, not the organization. Example, a project for a senior living community that benefits the residents of the community.

2. Review your project with one of the Troop's Eagle Coaches for viability

Throughout the trail to Eagle, your Eagle Coach will guide you. They are there to ensure you fine-tune your write-up before moving along the trail, as well as to help you along the way with any questions or road blocks you may come across. They are a resource, so don't be afraid to use them!

3. Get the Scoutmaster's verbal approval for your project proposal

4. Complete the first draft of your Eagle Scout Service Project Proposal

The write-up of the proposal **must be done** using the “Eagle Scout Service Project Workbook.” This workbook is a PDF file that you will save on your hard drive. The workbook can be obtained from one of the Troop’s Eagle Coaches or online at: <https://bit.ly/2QSaiEX>.

The following sections of the project proposal must be completed and all questions answered:

- The “Contact Information” page
- The proposal pages (three pages total)
- The Fund Raising Application

5. Have your Eagle Coach review your first draft

This may actually turn into steps 5.1, 5.2, 5.3 and so on. You may go back and forth with your Eagle Coach several times here depending on how many edits are needed. Please be patient! This is an important part of the process and will help you immensely when it comes time to execute your project.

6. After several drafts and rounds of edits with the help of your Eagle Coach, get their verbal approval that your write-up is ready for the next steps

7. Get your proposal approval signatures

The Project Sponsor **must** approve of the project first. After the sponsor signs the approval sheet, the Scout needs to get the Scoutmaster and the Committee Chairperson to sign the approval sheet. So, the order of approval signatures is as follows:

1. Project Sponsor
2. Scoutmaster or Committee Chair

8. Get a District Eagle Advisor assigned to you

This step requires the Scout to send an email to council requesting the assignment of an Eagle Advisor. The Scout should work with his Eagle Coach to determine the information that needs to be included in this email and the email address at council where the email needs to be sent.

9. Meet with the District Eagle Advisor

You will need to get your District Eagle Advisor's signature before you can begin any other work on the project. You will meet with your assigned District Eagle Advisor and go over your project proposal in depth. Do not be discouraged if the District Eagle Advisor sends you back with additional edits. Work with your Eagle Coach if this happens. Once your District Eagle Advisor provides you with your fourth approval signature, you are ready to start your project!

10. (Optional) Complete the Eagle Scout Service Project Plan

This can be found in the Eagle Scout Service Project Workbook. This is an optional step, but we strongly encourage the completion of this step as it will make the execution of the project go more smoothly.

11. Complete the project

Now you can begin your project. This includes fundraising and the physical execution of the Eagle Project. It is critical that you, the Eagle Scout candidate, demonstrate leadership throughout the project through effective communication and the solicitation and supervision of volunteers.

12. Complete the post write-up

This is the easy part! Using the Eagle Scout Service Project Report form found in the Eagle Scout Service Project Workbook, complete your post write-up. Send the draft of the post write-up to your mentor coach for edits/corrections.

13. Get your post write-up approval signatures

Once write-up is finalized with the mentor coach's approval obtain sign-off from the project sponsor and Scoutmaster **in that order**. This completes the Eagle Project process.

14. Complete Eagle Scout Application

Once all other requirements are met the Scout needs to work with the Troop's Committee Chairperson to get his Eagle Application completed. The following items are required for the application submission:

- Completed Eagle Scout Service Project Workbook with all approval signatures.
- Good Turn for America certificate (obtained from Eagle Coach).
- Troop Advancement Summary and Individual History Report (obtained from the Troop's Advancement Chairperson).
- A two-to-three paragraph write-up of your life's goals and ambitions.
- The names of four people who are willing to write a letter of recommendation on the Scout's behalf.
- A Scoutmaster conference.
- The completed and signed Eagle Application (application needs to be approved by the Scoutmaster and the Committee Chairperson).

NOTE: The application and all of the other documentation listed in Step 14 above MUST BE DELIVERED TO COUNCIL PRIOR TO THE CANDIDATE'S 18TH BIRTHDAY.

COMMONLY ASKED QUESTIONS

Do I have to complete all of my merit badges before starting on my Eagle Scout project?

No, the Eagle Scout project can, and should, be started any time **after attaining the rank of Life Scout.**

How do I find an Eagle Project?

You can speak with the leaders of any religious institution, civic organization such as the VFW or community organization such as the local recreational department to determine what work project they have that may qualify for an Eagle Project. You can also speak with one of the Troop's Eagle Coaches who have resources available to them to help you identify a project.

When am I awarded the rank of Eagle Scout?

After the successful completion of your board of review you are awarded the Eagle Scout rank. The Eagle Scout ceremony is then up to you and your family to plan and arrange.

For any additional questions, please reach out to your Eagle Coach.