

Troop 40 Eagle Scout Project Tips

This document is intended to help you in your quest to become an Eagle Scout. The official requirements are outlined in the **Boy Scout Handbook** and in the **Eagle Scout Service Project Workbook**.

This document is meant to supplement the official requirements with experiences from other Scouts from our Troop who have gone through this process.

To become an Eagle Scout, you must complete all of the Merit Badge and Rank requirements and position of responsibility tenure as outlined in the Boy Scout Handbook. Eagle rank requirements are here:

<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/eagle.aspx>

Please note that as of 1/1/2014 the Cooking Merit badge is now required for Eagle Scout!

To meet requirement #5, you must complete an Eagle Scout Service Project:

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.)

You can start planning your Eagle Scout Service Project as soon as you attain the Life Scout Rank. DO NOT START ANY WORK OR GATHER MATERIALS/DONATIONS UNTIL AFTER YOUR PROJECT IS APPROVED BY THE MARAMECH HILL DISTRICT ADVANCEMENT COMMITTEE!


You will need at least Five (Six if employed) letters of reference that will need to be turned in with your Eagle Rank Application. **These letters can be done at any time after you attain the rank of Life Scout.** See the Phase V Eagle Application section of this document below for more details.

You need to come up with an idea for a project. It is best if you choose a project that you are interested in. Your project needs to show that **YOU** can provide direction and leadership to others. Once you have a good idea (or if you need project ideas), talk to the Scoutmaster, our Life to Eagle Advisor, or one of the other Adult Leaders. They have seen other projects and they will have a good idea of what will be approved. You also need to make sure to limit the scope of the project to make sure that it is something that can be completed in a reasonable amount of time.

The process of obtaining your Eagle Rank can be split into seven phases:

- Phase 1 – Project Proposal write-up and approval
- Phase 2 – Project Plan
- Phase 3 – Project Implementation & Fundraising
- Phase 4 – After Project Write-up
- Phase 5 – Eagle Application, Reference Letters, Life Goals Statement & Final paperwork turn-in
- Phase 6 – Eagle Scout Board of Review
- Phase 7 – Eagle Scout Court of Honor

● Phase I - Project Proposal Write-up

- Even though you **CAN** print out the Eagle Scout Service Project Workbook and fill it out by hand, I strongly recommend that you do it in the fill-able PDF format on your computer. It makes changing things easier later, and you are showcasing your best work with this project – keep it neat.
- Read through the ENTIRE Eagle Scout Service Project Workbook (and this document) before you start. If you have questions, please ask!
- I strongly recommend that you keep a backup copy of your workbook on a thumb drive or some other removable media. Hard drives can crash, laptops can be stolen, and you do not want to lose all of your work. Every time you are done working, save a new copy on both your computer and the thumb drive (with a date in the filename). Keep the old versions around - If you really mess something up, you can go back to the previous version if necessary. Keep the thumb drive in a different place than your computer.
- Keep track of all of your time spent on planning and implementing your project. Keep a log book of time spent. **Include your time**, plus the time of other people. If you meet with two Adult Leaders for an hour to discuss your project, that is three hours (three people x 1 hour = 3 hours). Make sure you also list the names of who you talk to with dates and times. Include your time doing the after project write-up.
- You will need to identify and work with a Project Coach. This is an adult who can work with you to make sure that your project gets done. This coach can be one of our Troop Adult Leaders, or it can be someone that you know that has experience with projects like yours. **Mr. Negron (630-552-9202 siaforex@gmail.com)** is currently our Life to Eagle Advisor, he can help you identify a project coach.
- Follow the Eagle Scout Service Project Workbook to write up your project proposal. At this point, you should be getting a rough idea of the quantities and costs of tools/supplies/materials that you will need to complete your project. You should also get an idea of where you can get the required supplies. It is OK to go to Home Depot and find out what supplies cost, but do not ask for any donations yet. **DO NOT ACTUALLY START ANY WORK OR GATHER ANY SUPPLIES UNTIL AFTER YOUR PROJECT PROPOSAL IS APPROVED! ALSO DO NOT ASK FOR DONATIONS UNTIL AFTER THE FUNDRAISING FORM IS APPROVED!**
- The official PDF Version (October 2015) of the Eagle Scout Service Project Handbook is available online.
 - Ensure that you have [Adobe Reader 9 or later](#)  installed on your computer.
 - Go to:
<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>
 - Choose PC or MAC for the appropriate download instructions.
 - For PCs, DON'T left-click on the link! Right-click on the link. Once the dialog box appears, click on "Save target [or link] as . . .". Choose a place to save the file on your computer and change the file name if you wish.

- Close your internet browser and then open the file with Adobe Reader and you can edit the file as needed. Make a few changes and make sure that you can save the file, close Adobe and then re-open the file and see that your changes are there.
- The Eagle Applicant will need to fill out the Contact information sheet (**Proposal Page B**) in the Eagle Scout Service Project Handbook. Contact Mr. Gallagher if you need information (your BSA ID number, troop contacts, etc.)
- The Eagle Applicant will need to fill out the project proposal information (**Proposal page C thru E**).
- The Eagle Applicant will need to fill out the fundraising form complete (**Fundraising Application Page A**) and get signatures from the Scoutmaster and the Benefiting organization. The fundraising form also needs to be signed by one of the following:
 - The District Advancement Committee can sign-off for small amounts (for \$750 or less) (**Bob Drawz 630-556-3647**)
 - For amounts over \$750 or the Three Fires Council must sign-off (**Ron Wentzell, TFC Director of Finance 630-797-4615 or email to ron.wentzell@scouting.org**)
 - Fundraising is considered anything that is donated to your project (i.e. if you ask Subway to provide food for your workers, this **IS** fundraising
 - If you ask Home Depot to provide paint, this **IS** fundraising
 - If you have a spaghetti dinner to raise funds for your project, this **IS** fundraising
 - If you ask an equipment rental company to provide a cement mixer, this **IS** fundraising
 - If your neighbor loans you his personal cement mixer, this is **NOT** fundraising
 - If the Benefiting Organization provides materials/supplies, this is **NOT** fundraising
 - If you or your parents/relatives pay for materials/supplies, this is **NOT** fundraising
 - If Troop 40 provided materials or supplies from Troop funds, this is **NOT** fundraising
- The Troop Committee should review the project proposal to make sure that the scope of work is sufficient and to make sure that the proposal paperwork is complete
- The Eagle Applicant will need project proposal approval signatures from the **Scoutmaster**, a **Troop Committee Member** (not necessarily the Troop Committee Chair), and the **Benefiting Organization** before he goes to the Maramech Hill District Advancement Committee (**Bob Drawz**) for approval of the project proposal.
- The Eagle Candidate then needs to schedule a project proposal review with the Maramech Hill District Representative Bob Drawz 630-556-3647. When you call him, please be prepared to leave a detailed message:
 - **Who you are: Hi, I am Joe Scout from Boy Scout Troop 40 Yorkville.**
 - **What you want: I'd like to schedule an Eagle Scout Service Project Proposal Review with you as soon as possible.**
 - **How can he contact you: Please call me back on my cell 630-xxx-yyyy. The best time to reach me would be between 5PM and 9PM on weekdays and 9AM and 9PM on weekends. Thank you.**

- Mr. Drawz can sign the fundraising form at the same time for small amounts (under \$750).
- If fundraising approval is required by Council (for fundraising over \$750), the Eagle Candidate will need to get the required signature. (Ron Wentzell, TFC Director of Finance 630-797-4615)

● **It is strongly recommended that the Scout bring the following to his Project Proposal Review. If you are missing paperwork, you will need to re-schedule another appointment!:**

- The entire Eagle Scout Project Workbook (in a three ring binder) with all sections related to the project proposal completed. Use plastic page protectors and keep it neat!
- **Three additional copies** of the Entire completed Eagle Scout Project Workbook. Make sure that the following are included and complete:
 - **Contact Sheet** - Make sure that the contact sheet (**Proposal Page B**) is complete. Leave the District or Council Approval section blank – this will be filled in by whoever signs off on your project approval.
 - **Project Proposal** - Make sure that the Project Proposal is complete (**Proposal page C thru E**)
 - **Fundraising Application** - Make sure that the Fundraising Sheet is complete (**Fundraising Application Page A**). Include a list of prospective donors. Council signature will be blank until it is signed by the District (up to \$750) or Council representative (over \$750).
 - **Proposal Approval Signatures** - Make sure that you have all of the required signatures (**Proposal Page E**) from:
 - Eagle Candidate (you) By signing this you are agreeing:

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.
 - Scoutmaster
 - Unit Committee Member (not necessarily the Committee Chairman)
 - Beneficiary
 - Make sure that you have some “Before” photos of your project
 - Make sure that you have sketches/drawings of the project if needed.
 - Sketch of the original area
 - Sketch showing changes of the area

- Detailed sketch of items that you plan to build (picnic tables, benches, structures, etc.) Include measurements.
- Make sure that you think through the list of materials/supplies/tools and list what you think you need. Take a look at the **Phase II - Project Plan** section of this document for ideas of stuff to include in your proposal.
- Make sure that you have considered permits and permissions – If you are building a shed, do you need a building permit? If you are digging, how do you know where buried utility lines may be?
- Make sure that you think about logistics – How are you going to move people/materials/supplies to the job site. Where are you going to store things once you get them?
- Estimate the cost of the project – It is OK to go to Menards and see what items cost – but **DO NOT ASK FOR DONATIONS OR GATHER ANY MATERIALS YET!!!**
- Make sure that you have considered safety for your workers (i.e. proper clothing, safety gear, weather hazards, tool safety, who will run power tools (generally adults), restroom availability, first aid kit, etc.). If you are using paint or chemicals, what special safety equipment is required (dust masks, gloves, proper ventilation, respirators, etc.)
- **Be prepared to take notes! Make sure that you bring someone with you to take notes!** You need to bring someone just in case Bob Drawz is alone – Boy Scout Youth Protection Training rules must be followed! If you bring a parent with you, please ask them to take notes and not interrupt too much. This is **YOUR** project proposal, not your parent's.
- Take notes on any changes that they request. **Make sure that you make these changes part of your project plan and final project. If you do not, you will need to explain why in your final plan and in your after project write-up. You will also be asked to explain at your Board of Review.**
- If the District Advancement Committee thinks that your project proposal needs revision, they may ask you to make changes and come back again to get final approval.
- Once the Proposal has been approved by the District, the next phase can begin.

● Phase II – Project Plan

- Create a detailed project plan. Determine exact quantities of tools/materials/supplies/labor. For supplies, be exact – If you need screws, document that you need 300 #6 x 2" galvanized Phillips head deck screws. If you need hammers, be specific on the type that you need - say that you need five 16 oz. claw hammers.
- Make exact scale plans if necessary. (i.e. if you are building picnic tables, make a detailed blueprint for the table. This should be drawn to scale on graph paper or laid out via a CAD program.)
- If you plan to do any digging, you will need to contact the Joint Utility Location Service (JULIE) at <http://www.illinois1call.com> or 800-892-0123 **at least two full business days before digging.** You may

need to do this twice – once while planning your project and once before you dig (if it is more than 14 days after the first call to JULIE you need to call again to have things re-checked.). See:

http://www.illinois1call.com/images/pdfs/JULIE-homeowners_guide.pdf

- If fundraising is needed, get approvals from the Beneficiary, Scoutmaster, and District (under \$750) or Council (over \$750). This can usually be done during phase 1 to save a trip to see the District Representative. **If this amount changes (i.e. you had under \$750 approved by Mr. Drawz, but you discover that project will require more than \$750), you MUST re-do the fundraising form and get the appropriate signature from the Council!**
- **If your project changes significantly from what you proposed, you may need to return to Mr. Drawz to get large changes approved. If you have any doubt, call him and ask!!**
- Make sure that the plan is detailed and that all of the necessary steps are documented in sequence. Ideally, the plan should be written such that you can hand the plan to someone who is unfamiliar with your project, and they could do the project.
- Make sure that all workers can be kept busy at all times doing things in parallel (hint – this is a good way to show leadership)
- **No approvals for the project plan are required, but it is a good idea to review the plan with your project coach and maybe someone from the Troop Committee or benefiting organization before you start work.**
- Make sure to address how the materials will be transported to the site and where they will be staged/stored until needed. Outline how you will move the materials when they are needed. *Example – The 50 cubic yards of mulch will be delivered by Ground Effect's dump truck to the north-east corner of the parking lot. The delivery area will be marked with traffic cones so that no cars will be parked in the area. After delivery, the mulch will be covered with a tarp until it is needed. The mulch will be loaded into wheelbarrows with shovels and moved to the trail as needed.*
- Make sure you address worker comfort – restrooms, food, water, shade, warming center, etc.
- **Make sure that you address safety** – proper gear and work area safety (i.e. eye protection, hearing protection, respiration protection, first aid kit, footwear and other clothing, etc.) If you are using any chemicals (paint stripper, paint, glue, calk, cleaners, cement, etc.) make sure that you get the Material Safety Data Sheet (MSDS) and address any safety concerns. If the MSDS says that your workers need to use gloves, make sure that they do so. If proper ventilation or dust masks are specified, make sure that they are used. If you are working in hot/cold weather, make sure that you address sunstroke/heatstroke/frostbite issues. If you are working in wooded areas, make sure that you consider hazards from poison ivy, etc. (Hint – this is a good way to show leadership)
- If you are scraping old paint, make sure to do a lead paint test. The results of this test may determine the safety equipment that your workers need to use, plus the disposal of the paint chips will need to be done properly.
- Make sure that you outline who is operating machinery – adults should be handling power tools and people with proper experience/training should be operating heavy machinery. Power tool or equipment operating areas should be marked off with rope or safety tape so that nobody wanders into the work

area. A safety coordinator should be appointed for each work session to make sure that all safety gear is in use and to monitor activities and make sure that nobody wanders into the work area

- A safety briefing should be held at the beginning of each work shift. (Hint – this is a good way to show leadership) This safety briefing should be written down so that someone else can do the briefing for people who arrive late. It may be a good idea to appoint someone as a Safety Coordinator who can do a safety briefing for late arrivals and who can monitor the work site for safety. You may be too busy doing other things, so delegate this role to someone else (shows leadership).
- Have a schedule (timeline) and alternate dates in case of weather
- Once the plan is complete, the next phase can begin.

● Phase III – Project Implementation

- Do your fundraising as needed. When asking for donations, be in uniform and make sure that you ask for donations for your project in the name of the Benefiting Organization – **Not** Boy Scouts or Troop 40. **See Fundraising Page B. If you ask for donations from places NOT on your fundraising sheet, you need to contact Mr. Drawz to see if an additional approval is necessary.**
- **For any cash donations – have the Troop Treasurer hold the money in an account for you and document who donated it where it was spent.**
- Keep really good records of donations and where the money was spent.
- **Make sure that two-deep leadership is followed at all times when working on your project:**
 - At least two adults supervise all Scouting activities.**
 - One-on-one contact between adults and youth members is not permitted. In compliance with the BSA's "two deep" leadership policy, two registered adult leaders or one registered leader and a parent of a participant, or other adult, one of whom must be 21 years of age or older, are required on all trips and outings.
- Invite Scouts from the Troop to help with the project. Make sure to coordinate with the Troop calendar (i.e. a campout weekend or summer camp week are not good times to schedule work where you need Scouts). Make some handouts and distribute them at Troop Meetings several weeks in advance to your project. Use Facebook or other social networking to solicit help from friends/family. Contact the Advancement Committee Chairman and he can send out e-mail to the entire Troop, or he can provide you with mailing labels for a postcard.
- Use your plan to do the project
- Keep notes on any changes to your plan
- Keep notes/receipts of any materials donated/purchased
- Keep track of all hours spent by all workers (including your time planning)
- Have sign-in/sign out sheets available for each work day (keep these so that you can calculate worker hours!)

- Have someone take photos while the project is being done. **Make sure that the appropriate safety gear is shown in the photos!!! Get a group photo at the end of the project to send to the newspaper.**
- Complete the after project portion of the Eagle Scout Service Project Workbook
- When the project is finished, get the required signatures from the **Beneficiary**, and **Scoutmaster**

● Phase IV - After Project Write-up

- You must submit an after project write-up. Information to be included should be as per the following list from the “**Helpful Hints for Eagle Candidates**” document from the **Three Fires Council**
 - 1. What was the project?**
 - 2. Who suggested the project?**
 - 3. How did it benefit others?**
 - 4. Was the project of real value to the religious institution, school, or community group?**
 - 5. Who from the group benefiting from the project gave guidance?**
 - 6. Who from the group benefiting from the project may be contacted to verify the value of the project?**
 - 7. How well did you accomplish each of the project objective goals?**
 - 8. How much planning/development time did you spend on the project?**
 - 9. What were the dates and times for each of the project phases?**
 - 10. Who helped carry out the project and what did each one do? (name, job, hours)**
 - 11. How did you recruit, motivate, and supervise these people?**
 - 12. What training did you provide for these helpers?**
 - 13. Did you indeed direct the project rather than do all of the work yourself?**
 - 14. What materials were used and how were they acquired?**
 - 15. Did the project follow the plan, or were modifications needed to bring it to completion?**
 - 16. If changes were made, why were they made?**
 - 17. How did you demonstrate leadership of others?**
 - 18. What did you learn from this project?**
- Document what went well and what did not and what needed to change
- Document what you would do differently if you did the same project again
- Document why you did or did not implement changes suggested by the District Advancement Committee. These folks keep notes, so make sure that you addresses all issues that they brought up!
- Explain differences between your estimated number of hours needed to complete the project and your actual hours. You will need the actual number of hours for your Eagle Application.
- Document changes in your estimated amounts of materials, tools, and supplies.
- Document the value of any donations to your project
- Document the value of any fundraising
- Document what happened to any leftover money/supplies/materials **(Hint – They need to be given to the benefiting organization!)**

- **Total up the total cost of your project (fundraising+donations-supplies-materials) Make sure that your math is correct and that everything adds up. This WILL be discussed at your Eagle Board of Review!**
- I suggest that in your final write-up you indicate with a symbol in the “Source” column for the tools/supplies/materials/other tables where the items came from (fundraising or not). Then have a total of fundraising items, items donated by the Troop or Benefiting Organization, or items that you or your family paid for. **Even if you get the item for free, include an estimated value.** For tools, if you borrow them, don’t include the cost. If you need to rent a tool, include the rental cost. If you need to rent a tool and the rental company gives it to you for free, include the normal rental fee as a donation. The overall total cost should include all of these. Example:

<u>ITEM</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Source</u>
Plywood	4’x8’x3/4” Exterior Grade B-C	5 Sheets	\$22.49	\$112.45	Donated by Menards (*)
Mulch	Cedar mulch	3 cubic yards	\$29.50	\$88.50	Estimated value – Provided by Kendall County Outdoor Ed. Center (+)
Paint	Sherwin- Williams Oil- Based Primer (white)	5 Gallons	\$32.86	\$164.30	Paid for by my Parents (%)
Deck Screws	#6 x 3” Phillips head countersink galvanized Deck Screws 250 per box	2 boxes	10.47	\$80.94	Donated by Home Depot (*)
Bobcat Rental	Bobcat Model 1234E with front end loader	5 hours	\$50/hr	\$250	Donated by Frist Place Rental (*)
				<u>Total Cost</u>	
				\$657.19	

- (*) Fundraising total – \$443.39

- (+) Non-Fundraising Provided by the Benefiting organization - \$88.50
 - (%) Non-Fundraising Provided by Family - \$164.30
 - Total Value of Materials for the Project - \$657.19
- Include photos of the completed project.
 - Write “thank-you” letters to anyone who worked on or donated to your project. Include copies of these in your write-up.
 - It is a good idea to send a press release and a couple of good group photos to the local newspapers outlining what your project accomplished and who it benefits. Refer to yourself as a Life Scout or Eagle Scout Candidate working on your Eagle Scout Service Project. Please be sure to thank any significant donors to your project. Include a copy of the newspaper article in your write-up.

● Phase V - Eagle Application

- The Eagle Scout Applicant should be provided with an Individual History Report and an Individual Progress report from the Troopmaster tracking program from the Advancement Committee Chairman.
- Use the dates from the Troopmaster history/progress report to fill out rank/merit badge dates.
- Use the **LATEST** version of the Eagle Application. **Right-click on the document link and save a copy of this fillable PDF to your computer, close your web browser, and then open it and fill it out and save your changes (Don't open and fill it out in your web browser – you will NOT be allowed to save it via the web browser):**

http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

- When you print the final copy, cross off any merit badges NOT earned (i.e. for the E-prep/Lifesaving, E-science/Sustainability, Cycling/Hiking/Swimming - cross off the badges that you did **NOT** earn)
- **You need to have a Scoutmaster Conference** and put the date on the Eagle Application
- Signatures from the **Scoutmaster** and the **Troop Committee Chairman** are needed on the application
- At least Five (Six if employed) letters of reference need to be provided. **These letters can be done at any time after you attain the rank of Life Scout.** Use the latest form:
<http://www.threefirescouncil.org/images/Advancement/Files/eaglescoutcharacterreference.pdf>
- Mail or hand deliver the reference forms to the people that need to fill them out. It is best to include a pre-addressed and stamped envelope so that the completed letter can be mailed back. On the outside of the envelope (back side or lower left corner), please write that this is an Eagle Reference Letter for YOUR NAME from _____.
- The names/addresses of the people writing the letters need to be on the Eagle Application. These **MUST BE MAILED** back to someone other than the Eagle Applicant – **Mail to: Ken Gallagher, PO Box 381 Yorkville Il 60560. Do NOT skip any of these (i.e. If you do not attend church regularly, don't assume that you don't need a religious letter of religious recommendation – Get someone to write one for you).**

Example of an Eagle Scout Reference Letter Envelope and Form

You will need five (six if you are employed) letters of reference that need to be turned in with your completed **Eagle Scout Service Project Workbook**. These letters can be done at any time after you attain the rank of Life Scout.

Do NOT skip any of these (i.e. If you do not attend church regularly, don't assume that you don't need a letter of religious recommendation – Get someone to write one for you). The letters need to be from the following areas:

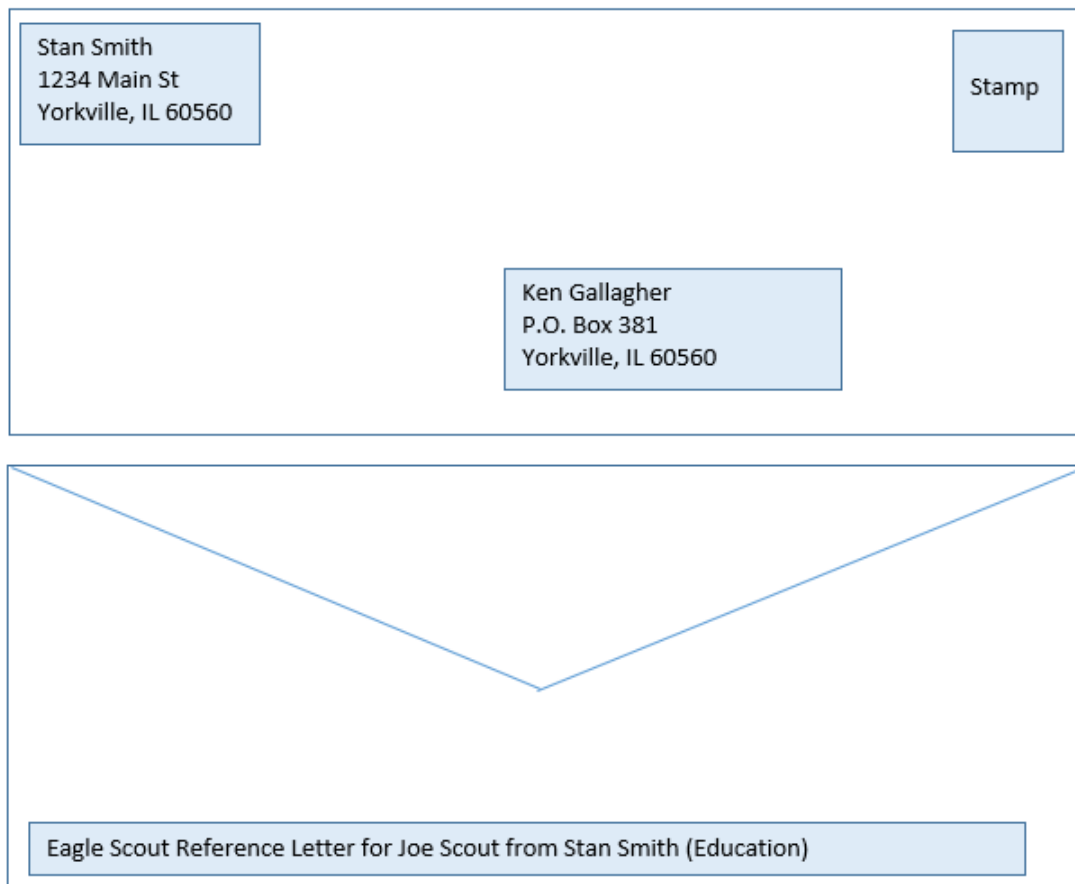
- Parent/Guardian
- Religious
- Educational
- Other
- Other
- Employer (only if working)

Print a copy of the Eagle Scout Character Reference form and give one to each person writing a letter.

<http://www.threefirescouncil.org/images/Advancement/Files/eaglescoutcharacterreference.pdf>

The form is 2-sided. Fill out the first side (items in **RED** below) for each person that you are asking for a reference letter. The second side will be filled out by the person writing the reference letter. Mail or hand-deliver the form plus a pre-addressed stamped envelope like the example below to each person. Use a #10 Business Size Envelope (4 1/8" x 9 1/2")

All letters **MUST** be mailed back to Mr. Gallagher. Please make sure that your name and the name of the person writing the letter is on the back side of the envelope. Without this, Mr. Gallagher has no idea who the letter is for or who sent it.



BOY SCOUTS OF AMERICA
Three Fires Council, No. 127
415 North 2nd Street, St. Charles, Illinois 60174-1254
Phone: (630) 584-9250
Fax: (630) 584- 8598

EAGLE SCOUT
CHARACTER REFERENCE

TO: Stan Smith

Parent Education Religious Employer

Other: Relationship _____

SCOUT: Joe Scout

UNIT No. 40 DATE 2/8/2015

This Scout is a candidate for the rank of Eagle Scout, the highest award in Boy Scouts. An Eagle Scout has mastered Scouting skills, completed other necessary requirements, and practices the ideals of Scouting in his daily life.

The Scout has given your name as a reference in one of the categories above. In addition to your overall review please include your comments as they may pertain to the specific category marked above.

We would appreciate your completing this reference request WITHIN TWO WEEKS OF RECEIPT and sending it to the adult listed below. Please mark the envelope as follows so that it will not be opened except for limited adults reviewing the candidate. The reference is to be sent to the individual identified by the Scout's unit who is responsible for assembling the reference letters.

Eagle Scout Reference Letter

For: Joe Scout Sent to:
From: Stan Smith Name: Ken Gallagher
Category: Education Address: P. O. Box 381
Address: 1234 Main St Yorkville, IL 60560
Yorkville, IL 60560

Your letter will be held in the strictest confidence and will never be shown to the Eagle candidate.

(OVER)

Part I

Please rate the Eagle candidate on the following points of the Scout Law, using:

	Outstanding	Good	Fair	Poor	Unknown
Trustworthy					
Obedient					
Loyal					
Cheerful					
Helpful					
Thrifty					

	Outstanding	Good	Fair	Poor	Unknown
Friendly					
Brave					
Courteous					
Clean					
Kind					
Reverent					

Part II

This Scout must demonstrate Scout spirit by living the **Scout Oath and Law** in everyday life.

SCOUT OATH

On my honor, I will do my best to do my duty to God and my Country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake and morally straight.

Please answer the following on an additional sheet(s) of paper:

- A. Please attest to his ability to live by the Scout Oath and Law.
- B. Please answer the following:
 1. From your observations, how does he put into practice the principles of Scouting?
 2. How does he use his leisure time?
 3. Give some examples of his ability to lead.
 4. How does he demonstrate good citizenship?
 5. How does he respect the rights and opinions of others?
 6. What is his ability to make and keep friends?
 7. How does he respond to his religious obligation?
 8. Why do you feel he should be awarded the rank of Eagle Scout?

I have known this Scout for _____ years

Name: _____

Signed: _____

Address: _____

Email: _____ Phone: _____

Date: _____

- **A statement of life goals needs to be written by the Eagle Applicant.** Several paragraphs are OK, or several pages are OK. This is the Eagle Applicant's chance to tell the Board of Review a little bit about who he is and what he wants to do with his life and how being an Eagle Scout will help him. Include a listing of positions that you held in Scouting, your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.
- Arrange everything related to your project neatly in a three-ring binder. Include the entire the **Eagle Scout Service Project Workbook** (including your project proposal, plan, after project write-up, life goals statement and Eagle Application.) Plastic page protectors are strongly recommended. Put a neat cover page with your name on the front of the binder. Include everything related to the project (receipts, sign-in sheets, thank-you letters, before/during/after photos, important e-mails, etc.)
- After everything is complete, The Life to Eagle Advisor and/or the Advancement Committee Chairman should probably look at your write-up to make sure that nothing is missing,
- The Advancement Committee Chairman will turn in the Eagle Application, Statement of Life Goals, Letters of recommendation, and the entire package of the Eagle Scout Project Workbook to the Three Fires Council office. **No exceptions - all of this MUST be turned in before your 18th birthday!**

● Phase VI – Eagle Scout Board of Review

- The Three Fires Council will verify all rank and Merit Badge dates. If there is a problem, they will contact the Troop Advancement Committee Chairman.
- The Three Fires Council will notify the Maramech Hill District Advancement Chair (Bob Drawz) when the Rank and Merit Badge dates have been verified.
- Bob Drawz will contact the Troop Advancement Chair to schedule a Board of Review
- We generally try to schedule the Eagle BOR within three months of the applicant's 18th birthday. If the Eagle BOR is more than three months, but less than six months past the Eagle Applicant's eighteenth's birthday, a letter from the Troop Advancement Committee to the Council must be attached to the Eagle Application stating the reason for the delay. If the delay is more than six months, a letter to the BSA National Advancement Committee must be attached to the Eagle Application.
- The Troop Advancement Committee Chairman will schedule a Board of Review with at least two Troop Committee members, plus Bob Drawz and whoever he brings from the District. If you have anyone that you would like to serve on your BOR, please let the Advancement Committee Chairman know and we'll try to arrange that for you.
- The following page is a letter that I send to Eagle Candidates before their Eagle BOR which explains the process.

Letter to the Eagle Candidate – Eagle Board of Review Information

- Your Eagle Board of Review is scheduled for DD/MM/YY at the Chapel on the Green at 7:00PM.
- We'll generally meet in the basement, but if something else is going on, we'll use a meeting room upstairs.
- Please be there at 7:00PM sharp in your full Class A uniform. Please bring your Scout book if you want it signed.
- I will serve on the BOR along with Mr. Drawz and one or two others from the district. I'll get one or two other Adult Leaders from Troop 40 to serve on the board. If you have someone who you'd like to have on your BOR, please let me know.
- We will likely get started at about 7:15 or so. We will introduce the BOR members to you, then we will send you upstairs or out to your car while we review your Eagle Project and application and letters of recommendation and your statement of life goals. Usually this takes a half hour or so.
- We will ask you in and we will interview you for a half hour or so. Rule #1 is not to get upset. Mr. Drawz will likely find something stupid about your project or write-up to nit-pick. It is what he does. Just go with it, treat it as a learning experience and say you'll do better next time. If you messed up, agree to it, own it, and learn from it.
- Know the Scout Law and Scout Oath, and pick a favorite of each and be ready to talk about it a little. You may be asked if one point could be added to either – if so, what could be added?
- At some point near the end of the BOR, you will be asked why you think you deserve to be an Eagle Scout. Meeting all of the requirements is the obvious answer, but this is a chance for you to expand on this a little, explain how you showed leadership, and make your case.
- You may also be asked about good/bad experiences in your Scouting career. Think about a couple of good/bad stories to tell us.
- The board will then send you upstairs or outside while we make our decision.
- Mr. Jerabek will arrive at about 8:30-8:45 or so. If you want your parents to be there for the final decision that would be an approximate time. Keep everybody upstairs or outside, we'll come and get you when the board is finished.
- We'll call you back in at about 8:45 or so and we'll let you know the BOR conclusion. I don't anticipate any problems.
- Assuming that you pass your BOR, we'll sign some paperwork and your book and I'll turn in your paperwork at the Boy Scout Shop a day or so later.

Thanks!

Mr. Gallagher

Phase VII– Eagle Scout Court of Honor

- Congratulations! If you have made it this far, you are now an Eagle Scout. To recognize your accomplishment, we like to have a Court of Honor just for you. If several boys attain the rank of Eagle Scout at nearly the same time, we can do a combined Eagle Court of Honor.
- Start thinking about a date and place. If we do it upstairs at the Sanctuary at the Chapel on the Green, we ask that you donate something to the Chapel on the Green NFP (\$150 or more) because this is a use of the facility outside of our normal Troop meetings. It generally takes 6 weeks or so for the paperwork to be processed, so the absolute earliest we could do this would be **XXXXXXXXXX**. I usually like to have 3-4 months after the BOR so that I can get congratulations letters back from elected officials.
- If you would like to have the Fox Valley Marine Detachment #1233 do a ceremony and present you with a K-Bar knife, let Mr. Jerabek know and he can schedule it. We ask that your family make a donation to the Fox Valley Marine Detachment #1224 of \$50.00 to help defer their costs. The Troop will donate \$75.00.
- I'll burn you a CD-ROM with some recent Eagle COH scripts as an example. We kind of leave it up to you to edit these as needed to come up with your own COH program and script. There is also a planning guide (spreadsheet) there to remind you of stuff that needs to be done. If you need any help with this, please let me know.