



TROOP 266

**WEST UNIVERSITY
UNITED METHODIST CHURCH**

LIFE to EAGLE GUIDEBOOK



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Congratulations New Life Scout!

Congratulations on earning the Life Rank. You are almost an Eagle Scout! The Eagle Scout badge is the highest youth award granted by the BSA to Boy Scouts and Varsity Scouts; and is the only Boy Scout Division advancement in which male Venturers and Sea Scouts may earn (of course, Ventures and Sea Scouts of both sexes may earn the Silver, Ranger and Quartermaster ranks and ranks leading to those advancements). It is among the most respected awards in this nation and those Scouts whom have earned it have met a set of demanding requirements which over the years has not been "watered down." The number of Scouts earning Eagle are few -- a few more today than before -- but still a very small pool of potential leaders and problem solvers as we move into the new century.

Notable Eagle Scouts

Steven Spielberg - Academy Award-winning film director; helped introduce Cinematography merit badge

William H. Gates, Sr. - Lawyer and CEO of Bill and Melinda Gates Foundation, father of Bill Gates

Michael Bloomberg - Mayor of the City of New York, prominent businessman and the founder of Bloomberg L.P.

Gerald R. Ford Jr. - Former President of the United States of America

Robert Gates - Secretary of Defense, Former President of Texas A&M University, former CIA director, former President of the National Eagle Scout Association

James Lovell - Retired astronaut who flew on missions Gemini 7, Gemini 12, Apollo 8, and Apollo 13, former president of National Eagle Scout Association

What our Eagles have to say!

"When working on your project, never forget that there is someone who needs that work done far more than you ever will, and they are counting on you to do it." ~ Thomas Fitzgibbons (2003)

"My advice: Get it done early, but don't rush it." ~ Ryan Rau (2004)

"The preparation and paperwork are not very much fun, but doing the project is worth it. You feel good because you helped someone and you were the driving force behind it." ~David Thomas (2005)

"The harder something is to achieve, the greater the honor that is bestowed." ~Troy McKinnon (2004)

"It is never too early to start once you achieve Life rank." ~ Grant Campbell (2006)

"I didn't realize it at the time but now that I am a little older and have so many people tell me how impressive it is to have Eagle Scout I am glad I stuck with it and finished. I can already tell that it will be beneficial to have this honor in the future." ~ Austin McDowell (2002)

Eagle Rank Requirements

Now that you are a bona fide Life Scout, what will it take to achieve the rank of Eagle Scout? These are the requirements.

1. Demonstrate and live by Scout Oath & Law
2. Be active as Life Scout (6 months)
3. Serve in a Leadership Position (6 months)
4. Complete 21 merit badges minimum (12 must be Eagle-required)
5. Complete an Eagle Service Project
6. Complete a Scoutmaster Conference
7. Complete Eagle Board of Review (BoR)

The Life Scout has the responsibility to confirm the current BSA Eagle Scout requirements as the BSA periodically changes their requirements. All of the requirements, except the BoR, must be completed prior to your 18th birthday!

This guide will focus only on the last four requirements above as the assumption is that the Scout will be active in the Troop, continue to live by the Scout Oath and Law, and will secure and demonstrate leadership for the required 6 month minimum period.

Merit Badge Completion Prior to Project

You must contact the Troop Advancement Chairperson and request a list of your advancement record and partial merit badges and devise a plan with a timeline to complete them quickly and efficiently. Ideally, you should complete all of your merit badges prior to undertaking an Eagle Scout Project, but it is not strictly required. If you will turn 18 in less than a year, for example, you may want to proceed with your project while still completing your merit badge requirements.

You have been told since entering Troop 266 that each Scout is responsible for maintaining a record of all merit badges, rank advancement and participation in Scouting events. All original proof of advancement and merit badges provided to the Scouts should have been assembled into a notebook along with all of the signed pages of your Scout handbook for every rank. Scouts will need this detailed information for the Eagle Scout rank application. If it should happen that there is a discrepancy or missing records when you get your advancement report, the personal records are the most important ally in proving what was completed and when.

Now that you have the current list of required merit badges and your complete set of records, go back and double-check all names, dates, and unit numbers of each merit badge listed. You must also cross-check the dates against the certificate cards or other methods of date

checking. You will see this again in the Eagle Application section later in this guidebook.

The merit badge part of the application is **VERY** important, as the local Council and the BSA's Eagle Scout Service **DOES** perform some checking and verification of the dates and unit in which the merit badge was earned. Errors cause delays in the application process and, in some cases, force the application back to the local Council for clarification.

The Eagle Leadership Service Project

The rules tied to the Eagle Leadership Service Project are as follows (Source: BSA 33215F)

- While a Life Scout, a Scout must plan, develop, and give leadership to others in a service project to any religious institution, school, or community.
- As a demonstration of leadership, the Scout must plan the work, organize the personnel needed, and direct the project to its completion.
- The Eagle service project is an individual matter; therefore, two Eagle candidates may not receive credit for the same project.
- Eagle Scout leadership service projects involving council property or other BSA activities are not acceptable for an Eagle service project. The service project also may not be performed for a business, be of a commercial nature, or be a fund-raiser.
- Routine labor, or a job or service normally rendered, should not be considered. An Eagle service project should be of significant magnitude to be special and should represent the candidate's best possible effort.
- There is no minimum number of hours required for an Eagle Service Project, but the amount of time must be sufficient for a scout to clearly demonstrate LEADERSHIP skills.

The remainder of this section discusses the steps you must follow to identify, plan, execute, and document your project.

Assemble Your Working Documents & Contacts

Before you can begin to work on your project, you need to perform a few administrative tasks.

- You must download a copy of the Eagle Scout Leadership Service Project Workbook (#18-927) from www.nesa.org. Take the time to read the book thoroughly and fill out the information that you know

neatly in INK. You must use this book to document your entire project from concept to completion. Remember, neatness counts. It will also contain all of your approval signatures.

- You must identify an Eagle Advisor to help guide you through this process. During your Life Board of Review the Board likely helped you think of Eagle Scout Projects and helped you identify an Eagle Advisor. Your Eagle Advisor will help guide you through your project. Do not be afraid to ask for guidance, help, or suggestions from them. They are a valuable resource.

- You must prepare a list of interests and those community or charitable organizations (other than the Boy Scouts) that could benefit from a scout led service project. You should pick topics for which you have great personal passion and zeal. It will give you greater satisfaction and higher motivation to execute your project.

Possible Organizations to consider

- Your Schools
- Neighborhood Organizations
- Hospitals
- Retirement Homes
- Non-profit Organizations
- Museums

Possible Projects

- Build a book cart and organize a book collection drive for a hospital, church, school, or not-for-profit organization
- Paint fire hydrants in the neighborhood
- Improve park facilities and/or landscape for park
- Build animal cages for a non-profit organization
- Improve community building
- Build devices to help museum share knowledge with the general public
- Repair & clean out storage shed
- Collect eye glasses or other essential goods for an organization
- Repair and repaint homes of economically disadvantaged citizens
- Build newspaper re-cycling bins for an elementary school
- Build cabinets for Sunday School rooms

Meeting with your Eagle Advisor

Once you have compiled your preliminary information, you need to schedule a meeting with your Eagle Advisor. Topics to discuss include

- Discuss why the Eagle Scout Project is important and how it will help you in the real world.
- Eagle Scout Project ideas
- Desired completion date for the project
- Desired completion date for the Eagle application
- Words of wisdom based on their experiences

Based on this discussion, you should be able to develop a plan and timetable to achieve your result. Having it in writing is both a powerful motivator and organization tool.

Defining Your Project & Benefiting Organization

Based on your discussions with your Eagle Advisor, you should call the benefiting organization you want to help and ask to discuss the opportunities available for an Eagle Project. You must get the name of the organization's representative who will serve as your contact. This person will approve the project that you agree upon and will sign after the project has been executed. You must develop a good relationship with this person. From these discussions, you can prepare a Project Overview Statement (POS). You should expect that you will meet several times with the benefiting organization contact until you have a mutually agreeable project. You should speak with your Eagle Advisor after each discussion with your contact. Your Eagle Advisor will guide you on the acceptability of the project prior to presentations to the Scoutmaster and Troop Committee.

Once the benefiting organization representative and you have agreed on the project, you need to complete the portions of the Project Workbook titled:

“Describe the project you plan to do:”

“What group will benefit from the project:”

“My project will be of benefit to the group because:”

This task should take no more than 60 minutes. Complete this portion of your Project Workbook and visit the organization to make sure your contact agrees in principle with your project concept. Be sure to write the contact's name, title and phone number and the date of your conversation in the space provided. Everything else you do will be based on this concept.

Scoutmaster Approval

With the completed section of the Project Workbook, make an appointment with the Scoutmaster to discuss the proposed project. If he also approves the project concept, write the date of your conversation with the Scoutmaster in the space provided. This will show that your idea has the elements of an Eagle Scout Project and you have permission to proceed to detail the elements of your project.

Detailing Your Project

With the right main idea, documenting the project details is easy. Schedule another meeting with your benefiting organization contact person. Breakdown the entire project into many tasks or steps; the more you break it down, the easier it will be to execute.

Here is a list of topics that you need to detail as part of your plan in the Project Workbook. This list is not exhaustive. This is an area where you will get challenged by your Eagle Advisor and Scoutmaster many times. Do not get discouraged.

- Present Condition
- Local Government Compliance Issues
- Plans / Drawings / Designs
- Scripts / Program Outlines
- Written / Printed Information
- Materials
- Supplies
- Tools
- Schedule with Calendar
- Step-by-step Workday Instructions
- Financial Plan
- Helpers / Workers
- Safety
- Adult Supervision
- Work Site
- Transportation

You can get greater insight into these items by reading about them at the following website:

<http://home.flash.net/~smithrc/eagleprj.htm#Resource>

A key element required for your Project Workbook is a financial plan or budget. This is an important part of your planning and should be given careful thought, but in principle the idea is fairly simple. List all the items you need to execute your project and the cost of each item, which could include, for example, the wood or paint if you are building a structure, the bottles of water you will be providing to your volunteers, or the reams of paper you will be using to distribute fliers or letters – all must be accounted for and financed. In addition, you need to include the value of all donated items even though you do not intend to raise funds to purchase those items.

Once you have completed this analysis, you must raise the money to pay for the materials you will be using for your project. In other words, your fundraising effort must at least cover your costs. With this in mind, document how you will raise funds.

Do not forget to document

- what you plan to do if there is a problem in your execution plan, (i.e., bad weather or not meeting your goal)
- How you will address safety concerns
- What your predictions are for this event (i.e., number of volunteers and total man-hours needed)
- All the hours that you are putting into the project, including planning the project

Once again, you should use your Eagle Advisor as a sounding board for your plan. Review your plan with your Eagle Advisor BEFORE you go to the benefiting

organization contact person for approval. Be sure to complete the “Project Details” section of your Project Workbook with the results of all your planning, and don’t forget to include “before” photos if possible.

Benefiting Organization Approval

Now it is time to obtain the first of two signatures in your Project Workbook from your contact at the benefiting organization. Visit your contact and present the detailed project proposal and, if they approve, ask them to sign and date your Project Workbook in the section called “Approval Signatures for Project Plan.” Once the contact person at your benefiting organization signs this section of your Project Workbook, you have been given the signal that your project meets their requests and you must now seek formal written approval from the Scoutmaster, the Troop Committee and District.

Scoutmaster Approval

Once you have received the benefiting organization contact’s signature, you need to prepare a presentation of your project for the Troop Committee. Your presentation should last 10-15 minutes and include your Project Overview Statement (POS) and Project Details. As you have focused much of your time on writing the actual report and not presenting it to a large group, you should practice presenting your project even though you feel as if you know it because it may be difficult to verbally explain the project.

Put yourself in the position of a person sitting on the Troop Committee and think of questions that they may have. Think through possible responses.

Once you are comfortable with this, you need to show the Scoutmaster what you have to present and what you intend to say. If the Scoutmaster approves, ask him or her to sign and date your Project Workbook in the section called “Approval Signatures for Project Plan.” This will be the first of two times you will obtain the Scoutmaster’s signature in your Project Workbook. You WILL NOT be able to present to the Troop Committee until you have the Scoutmaster’s approval and signature in this section.

Troop Committee Presentation & Approval

Once you have the Scoutmaster’s first signature, you should contact the Troop Committee Chairman and ask to be put on the upcoming monthly Troop Committee Meeting agenda. You should request this no later than one week prior to the meeting.

The presentation is the first time anyone in the Troop other than the Scoutmaster or Eagle Advisor has seen the project. Arrive early and relax. It will quickly be over. The committee’s job is to determine if you exhibit enough leadership in your project, are prepared, and have thought

of possible scenarios (i.e., safety issues, weather issues, etc.). Be sure to bring enough photocopies of your Project Overview Statement (POS) and Project Details for all the Troop Committee members to be able to review them during your presentation. The Scout and his Eagle Advisor will be asked to leave the room while the Troop Committee considers your project. It is rare to leave without further assignments so don't get discouraged if you get additional requests for information or paperwork. Make sure that you have something to write with or they will not be amused. You can be sure that they wrote down their notes and that someone will check with you to make sure that what they want is done.

If the Troop Committee approves your project, ask the Troop Committee Chairman to sign and date your Project Workbook in the section called "Approval Signatures for Project Plan." This will be the first of two times you will obtain the Troop Committee Chairman's signature in your Project Workbook. If the Troop Committee does not approve your project, you will be given a time to review your corrections with the Troop Committee Chairman at a later time.

If your project is approved by the Troop Committee, you then need to get it approved by the District Advancement Chair. You will be given his number to call. Normally, you will meet him at the next monthly District Roundtable meeting. You should expect to give him the same presentation as you gave the Troop Committee. If the District Advancement Chair approves your project, ask him or her also to sign and date your Project Workbook in the section called "Approval Signatures for Project Plan." This will be the first and only time you will obtain the District Advancement Chair's signature in your Project Workbook. **YOU CANNOT START A PROJECT WITHOUT ALL FOUR OF THE REQUIRED SIGNATURES.**

Project Execution

Once your project has been approved and signed, you must execute your project as you described in your workbook. This is one of the easiest parts to the Eagle Scout Project since all planning has already been taken care of.

Make sure that you keep track of all of the expenses and time spent on the project by your workers. You should group hours worked by Scouts, Other Youth, Scouters, and Other Adults. You should also take "before" and "after" pictures of your project.

Completion of Project and of Project Workbook

After completing the project, reflect on the experience. Write a summary that shares with its readers what you learned, what surprised you, and any other information you feel is pertinent and worthy of sharing. Also include

final figures such as total man-hours contributed to the project, total cost, significant changes made to the project and photographs of the end result. Use your write-up and other records to fully complete the section of your Project Workbook called "Carrying Out the Project." Make sure that all documents you created for the completion of this project are attached to the Eagle Project Workbook. Then sign and date your Project Workbook in the section called "Approvals for Completed Project."

Benefiting Organization Sign-off

After you have completely filled out and signed the Project Workbook, ask your contact at the benefiting organization to sign and date the section of the Project Workbook called "Approvals for Completed Project." This, the second and last signature to be obtained from your benefiting organization contact in the Project Workbook, will indicate that you have met the benefiting organization's expectations. You should review your completed Project Workbook at that time and insure that all of the work has been completed to their satisfaction.

Scoutmaster Sign-off

After obtaining the benefiting organization contact's signature, ask the Scoutmaster to sign and date the section of the Project Workbook called "Approvals for Completed Project". This, the second and last signature to be obtained from the Scoutmaster in the Project Workbook, will indicate that you have met the Scoutmaster's expectations. Once fully completed and signed, this booklet will be submitted to the National Eagle Scout office with your Eagle Scout application.

EAGLE SCOUT RANK APPLICATION

Once you have completed all of the requirements for the Eagle Scout Rank, you are ready to fill out your Eagle Scout Application. You can download a copy from www.nesa.org.

The Eagle Scout Rank Application is divided into six sections:

1. Registration Data: Dates and information needed to verify that the Scout is a member of a registered BSA unit (Troop, Team, Crew, Ship), and some "nice to know" data for the BSA.

2. Ideals: Names, addresses and phone numbers of individuals who can attest to and certify the Scout's adherence to the Scout Oath or Promise and Laws. The Advancement Chairman will request the Letters of Recommendation; that is NOT the Scout's responsibility.

3. Merit Badges: A listing of the 21 merit badges, including the 12 required merit badges (and their options)

for Eagle by name, date earned, and unit number earned under.

4. Unit-level leadership: A description of which position(s) the Eagle Scout candidate participated in and the dates of the service. The dates of all leadership positions listed must total six months or more.

5. Eagle Scout Service Project data: when did the Eagle Scout candidate complete his service project?

6. Statement of Ambitions and Life Purpose: a statement of the Eagle Scout candidate's life goals, and the other leadership positions he has held in, and awards, achievements and recognitions he has received from, religious institutions, schools, camp, community and other organizations.

7. Signatures: The Scout, the Scoutmaster and the Troop Committee Chairman must sign the application.

The information in these sections is usually very straightforward to answer. A guide to collecting this information is included in the appendix of this guidebook to help you complete the application. The comments under each section serve to eliminate confusion in preparing the application. You should complete all of the information requested and review it with your Advancement Chairman prior to completing the application and scheduling your Scoutmaster Conference and Board of Review.

The Scout must provide the completed Eagle application, Leadership Project Workbook, Ambition Statement and Leadership Role Listing to the Advancement Chairman. The Advancement Chairman will then take all four items plus the letters of recommendation to the District Scout Office to request approval to hold the Eagle Board of Review.

CONTACTS & INFORMATION SOURCES

US Scouting Service Project: www.usscouts.org
Traditional Scouting Network: www.kudu.net
Eagle Scout Resource Center: www.eaglescout.org
National Eagle Scout Association: www.nesa.org
BSA Safe Scouting: <http://www.scouting.org/pubs/gss/>

TROOP 266 ADULT LEADERSHIP (at 8/28/07):

Advancement Chairman:	Mrs. Lucy Barnard
Troopmaster Chairman:	Mrs. Kay Towns
Scoutmaster:	Mr. Eric Scheller
Troop Committee Chairman:	Mr. Rick Cunningham

Troop 266 Eagle Scout Process and Project Checklist

Item #	Project Step	Check
1	Be a Life Scout for at least 6 months and be active in the scout troop.	
2	Earn at least 21 badges, 12 of which are Eagle-required (check your book for these). You don't have to have earned all of the badges before you begin your project; however, most of the skills and knowledge from the Eagle-required badges will most certainly help you with your project.	
3	When you are ready to begin working on your Eagle project, download a copy of the Eagle Scout Leadership Service Project Workbook from the internet (electronic copy available at www.nesa.org), or get a paper copy. Read this from front to back. You will need to have this workbook with you when you begin working on your project.	
4	Decide on an advisor for your project. This can be an adult in the troop or a family friend.	
5	Develop ideas for project.	
a	Choose a charity or benefiting organization that interests you and contact them personally about the availability of an Eagle project. Some organizations have their own ideas and procedures and others are open to suggestions. Arrange to meet personally with a representative and discuss a project. It might take a couple of meetings to nail down your project. Take "before" pictures for your Project Workbook.	
b	Discuss with Eagle Advisor and Scoutmaster. Be prepared to discuss what the project is, who it will benefit, and how it will benefit them.	
c	Begin keeping TRACK of all of the time you are working on your project, including meetings, etc.	
d	Keep in mind the type of fundraiser you want to have to raise money for your project. This can be done before you have your project or after.	
3	Write up your project concept. Work with Eagle Advisor to get concept approvals.	
a	Schedule meeting with benefiting organization for project concept approval. Obtain signature of benefiting organization representative in the "concept approval" section of your Project Workbook.	
b	Schedule meeting with Scoutmaster for project concept approval. Obtain signature of Scoutmaster in the "concept approval" section of your Project Workbook.	
4	Write up the detailed plans for your project. The detailed plans should be integrated into your Project Workbook.	
5	Work with Eagle Advisor to schedule meetings to get required detailed plan approvals and signatures in Project Workbook	
a	Work with Green Bar and Scoutmaster to insure that the Troop calendar and project work dates do not conflict	
b	Get detailed plan approval signature from benefiting organization	

Troop 266 Eagle Process and Project Checklist (cont.)

	c	Get detailed plan approval signature from Scoutmaster Arrange a meeting with the Scoutmaster and have him look over your project BEFORE you schedule a meeting with the Troop Committee. You will also need him to sign off on the project.	
	d	Get detailed plan approval signature from Troop Committee Call the Troop Committee Chairman and ask to be placed on the agenda for the next monthly Troop Committee meeting . You will come in Class A uniform and present your project. Be prepared for questions on safety, cost, leadership etc. If your project is approved, the Troop Committee Chairman will sign off.	
	e	Get detailed plan approval signature from District Advancement Chairman Arrange to go to the District Roundtable (usually the first Thursday of the month at St. John's) and present your project there. A District representative will also need to sign off. THAT MEANS YOU WILL NEED FOUR SIGNATURES BEFORE YOU CAN BEGIN YOUR PROECT!	
6		Coordinate with your SPL to schedule a time for presenting a 3 minute briefing on your project to the Troop at a regular meeting. Ensure your project work dates get posted on Troop website.	
7		Brief your plan to the Troop. Your briefing should include the major elements from your detailed plan.	
8		Do your project.	
	a	Be sure and let scouts and scouters know in advance when you will need their help.	
	b	Keep track of who helps (scouts, scouters, non-scouts, and non-scouters) and for how long, and make a written record of their time and all of your time spent on the project.	
	c	Make sure YOU are the one leading the project.	
	d	Make sure you get photos of project execution.	
	e	You will need to write a summary of what was different in how you actually did the project (date change, weather problems, etc.) as compared with your plan	
9		Write draft of remaining items in Eagle Scout Leadership Service Project Workbook.	
10		Review draft with Eagle Advisor	
11		Write final copy in Project Workbook and sign it	
12		Get signatures confirming project completion	
	a	Get signature from Benefiting Organization representative for completed project	
	b	Get signature from Scoutmaster for completed project	
13		Download and fill out the Eagle Application form (Red White and Blue form) neatly in ink.	

Troop 266 Eagle Process and Project Checklist (cont.)

	a	Fill in all of your personal information	
	b	Verify all merit badge dates, rank advancement dates and registration date with the Troopmaster Chairman.	
	c	Identify the people who you would like to write letters of recommendation for you and ask them to do so. If they agree, tell them that the Advancement Chairman will be contacting them to follow up, and include their names, addresses and phone numbers in the form. You can also send these addresses early to the Advancement Chairman by a separate letter or email.	
14		Draft a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service. (Requirement 6 on Eagle Application)	
15		Take completed application, Project Workbook, Statement of Ambitions and Life Purpose to Advancement Chairman for review.	
16		Schedule meeting with Scoutmaster for Scoutmaster Conference, which MUST TAKE PLACE BEFORE YOUR 18th BIRTHDAY. ABSOLUTELY NO EXCEPTIONS.	
17		Schedule an Eagle Board of Review with the Advancement Chairman. This CAN take place after your 18 th birthday. Arrive early for your Eagle Board of Review in Class A uniform, with merit badge sash, Order of the Arrow sash (optional), Scout Handbook and any pictures from your Eagle Project.	