

Troop 457's Eagle Scout Rank Requirements Guidance

Congratulations on achieving the rank of Life Scout! I anticipate that you are now looking up the Scouting path to the rank of Eagle Scout. I wanted to reach out to you as you begin your journey to give you an overview of what to expect along the way, with particular emphasis on the Eagle Scout Service Project, the Eagle Scout Rank Application and the Eagle Scout Board of Review.

Resources

At the onset I want to point out that the Boy Scouts of America (BSA) provides an excellent resource on the Eagle Scout Rank Requirements which can be found at www.scouting.org ([Eagle Rank Requirements](#)). I encourage you to visit this webpage and carefully review the material provided. The webpage details each Eagle Scout Rank requirement (there are 7), as well as provides useful links to the most current reference material available for required Eagle Scout merit badges (requirement 3) and the most current version of the Eagle Scout Service Project Workbook (requirement 5).

Additionally, the Greater Niagara Frontier Council (Council) and/or the Onondaga District (District) will periodically schedule a Life-to-Eagle Seminar. This program includes a comprehensive overview of the Eagle Scout Rank Advancement requirements and is led by a team of experienced leaders from Council and/or the District. Should a seminar be scheduled Troop 457 (the Troop) will communicate the details to all Life Scouts. The Troop strongly encourages Life Scouts to attend this seminar with his/her parent(s)/guardian(s).

An additional resource, included as a separate document with this guidance, is a Life-to-Eagle Checklist developed by the Troop. This checklist is designed to help you keep track of where you are in the Eagle Scout Rank Advancement process.

Eagle Scout Service Project

The Eagle Scout rank requires that while a Life Scout you “plan, develop, and give leadership to others in a service project”. The Eagle Scout Service Project is a significant undertaking and the Troop has in place a process to assist you as you plan, execute and complete your project.

The first step, of course, is to choose your project. BSA specifies that the service project must benefit “a religious institution, any school, or your community”. The Troop does not actively keep a database of potential projects, but at times Troop leaders/adults or other Scouts will hear about opportunities through the “grape-

vine” so I encourage you to ask around. Once you have identified a possible project, I recommend that you briefly discuss your idea with the Scoutmaster and/or the Troop’s Life to Eagle Mentor (Troop Mentor). This short conversation will help ensure that you heading in the right direction with your service project *before* you start drafting the required paperwork.

The next step is to prepare the first draft of your Eagle Scout Service Project Workbook (the “Workbook”); as you get started please make sure you are using the most current form, which as noted above is always available at the “Eagle Rank Requirements” webpage. Please note - you are required to read the entire Workbook (see “Candidate’s Promise” on Proposal Page E). The Workbook includes a lot of good information so I encourage you to take some time to read through it carefully.

The Workbook includes four forms: a Proposal, a Plan, a Fundraising Application (which you may not need) and a Report. To start you’ll primarily be working with the first two forms, the Proposal and the Plan. As explained in the Workbook (on Proposal Page A), the Proposal must be prepared first and it must provide enough detail to show that your project meets the “Five Tests of an Acceptable Eagle Scout Service Project” (which are also listed on Proposal Page A). This is difficult to do with just the Proposal therefore, while not required, Council, District and the Troop strongly encourage scouts to complete the Proposal and the Plan concurrently. Completing both is the best way to ensure that your paperwork includes enough specifics and details to not only gain the necessary approvals to start your project, but also to ensure a successful project.

The Troop’s approval process is as follows: Upon completing the first draft of the Proposal and the Plan you will forward both to the Troop Mentor. The Troop Mentor will offer suggestions as necessary on items that may need further consideration. After working with the Troop Mentor, you will sign the “Candidate’s Promise” on Proposal Page E and send the Workbook to the Scoutmaster and Committee Chair. The Scoutmaster and Committee Chair will review, provide further comment as necessary and sign your Proposal on behalf of the Troop. Once the Workbook is in good form you should ask your beneficiary to sign the Proposal to indicate his/her approval of the plan. The Troop Mentor will thereafter review your Workbook with a District Representative. The District Representative may offer some final suggestions and then he/she will sign your Proposal indicating the District’s approval. While there is no required order in which you need to obtain the first four signatures (the Scout’s, the Beneficiary’s, the Scoutmaster’s and the Committee Chair’s), they are all required before the Troop Mentor can review your

workbook with a District Representative. ***Prior to submitting your proposal for any signature please always make a copy for your records and keep the copy in a safe place.***

When you have all the required signatures you are ready to start your project! Please coordinate your project schedule with the Troop's calendar to avoid any conflicts. You must have authorization from the Scoutmaster and/or the Committee Chair prior to scheduling a date(s) for your project.

Please keep your original signed Proposal and Plan safe. These are important documents. You will need them to execute your project and they are reviewed at your Eagle Scout Board of Review.

Please note – The Eagle Scout Service project requires a great deal of planning. Please expect to spend some time considering and drafting the Proposal and Plan. Please also expect a certain amount of back and forth communication between you and the Troop Mentor, Scoutmaster, Committee Chair and District Representative. With that in mind, please remember that in addition to your other commitments these individuals also have lives outside the Troop. No one wants to rush this process; therefore please anticipate the planning phase to take a minimum of 4 to 6 weeks. Thank you!

The last part of the Workbook, the Report, is completed after you have finished your project. The report is signed by you, your beneficiary and the Scoutmaster - the Troop Mentor and Committee Chair do not need to review the final report. Once signed please file the final report with your proposal and plan and **keep the completed workbook in a safe place.**

Please remember, the Troop Mentor, as well as the Troop's other adult Leaders are always available to answer any questions you may have with regard to the Workbook or the Eagle Scout Service Project requirements. Additionally, included at the end of this document is "Troop 457's Eagle Scout Service Project Workbook Checklist". This checklist is designed to aid you in tracking your progress through the Eagle Scout Service Project process (including obtaining the required authorizations).

Eagle Scout Rank Application

Some of the last steps on your Eagle Scout journey include participating in a Scoutmaster conference, writing your personal essay and completing your Eagle Scout Application.

The Eagle Scout Rank Application is available online at [scouting.org](https://www.scouting.org) ([Eagle Scout Rank Application](#)). The Application requires that you evidence successful completion of the first six Eagle Rank requirements by providing information pertaining to your scouting journey (merit badge competition dates, leadership positions, etc.). Prior to starting the Application please contact the Troop's Advancement Coordinator for a copy of your advancement record (the Scoutmaster can also provide you with a copy). This record will have all the relevant information you need to properly fill out most of the Application.

The Application also asks you to name six individuals who can provide character references on your behalf – a parent/guardian, religious, educational, employer (if any) and two other references. On the Application please provide complete contact information for each reference, including title (if any), name and address (with city and zip code). You should speak to these individuals beforehand to ensure that they are available and willing to submit a reference. Please note – you are only asking if they are willing to provide a reference; the letters are confidential therefore the Troop Mentor must request the actual letter of recommendation on your behalf.

Once complete the Application is signed by yourself, the Scoutmaster (sometimes but not always at the Scoutmaster conference) and the Committee Chair. When the Application is signed, the Troop Mentor will take your Application and your personal essay to Council. With regard to the personal essay, according to BSA, the personal essay is “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”. The application and essay are reviewed and signed by Council and thereafter mailed back to the Troop Mentor. ***Prior to submitting your Application and essay to the Troop Mentor it is a good idea to make a copy for your records and keep the copy in a safe place.*** While the application is with Council (or soon after it is returned) the Troop Mentor will send out letters to the individuals you named requesting their character references on your behalf. Once the Troop Mentor is in receipt of the signed Application and character references, the Troop Mentor will schedule the Eagle Board of Review.

Please note - While there is no formal order with which the above items and the first six Eagle Rank Requirements need to be completed, all have to be done BEFORE your 18th birthday, this includes having the application and personal essay delivered to and signed by Council. The Eagle Board of Review is the only requirement that can be met after your 18th Birthday, although it should be held within 90 days of that date.

Eagle Board of Review

Given its special significance, the Eagle Scout Board of Review is different from the Boards of Review you participated in for your other rank advancements. Just to give you an idea of what to expect: The Board is comprised of four to six members (at least one being a District Representative). The board generally takes about 30-45 minutes. The Board is not an examination; it is a discussion between yourself and the Board wherein you reflect on your unique scouting journey. A few things to remember for your Eagle Board of Review: Please wear your full Class A uniform with your merit badge sash (if possible). Please plan to arrive 30 minutes after the Board convenes so as to give the Board time to review your paperwork; that paperwork will include your Application, your personal essay, the 6 letters of recommendation and your Eagle Scout Service Project Workbook (the Proposal, Plan and Report). If you have pictures and/or other items that you would like the Board to see while they review your paperwork (ex. before, during and after pictures from your project) please plan to provide them to the Troop Mentor a few days before the scheduled date of your Board of Review.

I appreciate that there is a lot of information included here, but please be assured that the Troop is ready and willing to help as you work toward the rank of Eagle Scout. If you are unsure of how to proceed please ask any leader in the Troop, do not wait. Just one last reminder - Enjoy the Journey!

Troop 457's Eagle Scout Service Project Workbook checklist

Name of Life Scout: _____

Name of Project: _____

Planning and Approvals Process (4-6 weeks minimum)

- Choose your project
- First draft of Eagle Scout Service Project Workbook (Proposal and Plan) "Workbook"
- Troop Mentor review of Workbook
- Sign draft (Proposal Page E)
- Scoutmaster/Committee Chairman review of Workbook
- Edit Workbook per feedback
- Scoutmaster/Committee Chair approve and sign Workbook
- Beneficiary review and approval
- Troop Mentor reviews Workbook with District Representative
- District Representative approval signature

Execute Project

- Schedule project date (coordinate with Troop calendar)
- Complete Project

Final signoff (1-2 weeks minimum)

- Complete Report section of Workbook
- Obtain final signatures (Scout, Beneficiary, Scoutmaster)