

## The Trail from Life Scout to Eagle

### A Guide for Completing the Eagle Scout Service Project and Other Important Events

*This Guide provides a handy checklist of the most important steps in the process of becoming an Eagle Scout. It also highlights where you can find more detailed information. This Guide supplements, but does not replace, the various BSA, Council, and District publications that mandate the process for earning the rank of Eagle Scout.*

*The Eagle Scout Leadership Service Project is a major undertaking and involves extensive planning and reporting. Many scouts seek advice and guidance of others to ensure their project is as good as it can be. You are free – and encouraged – to ask for advice and to ask anyone you choose to review any document you prepare. However, you must still obtain input and signatures from the individuals specifically identified in this Guide.*

- Download required documents from Heart of America Council web site. Go online to <http://www.hoac-bsa.org/index.cfm>, select “Resources and Forms,” then “Eagle Scout Resources.” Download *Eagle Scout Leadership Service Project Workbook* and *HOAC - Eagle Scout Guide & Reference Letters*.
- Research and develop one or more ideas for your Eagle Scout Leadership Service Project.
- Discuss your idea(s) with the troop’s Eagle Advancement Coordinator (Mr. Leonard). Enter the date of your discussion in the space “This concept was discussed with my unit leader on \_\_\_\_\_,” which is on page 6 of the *Project Workbook*.
- Visit with a representative of the community organization your project would benefit to determine if project is feasible and has the support of the organization. Enter the information about the meeting in the spaces at the bottom of page 6 in the *Project Workbook*.
- Plan your project and complete the *Project Workbook* through page 9. You will undoubtedly require more space to describe your plan in sufficient detail, so add pages and tabs as necessary. Your objective should be to provide enough detail that someone else could make it happen if you can’t be there.
- Arrange to have your plan reviewed by the following people – in the following sequence – and obtain their signatures in the spaces at the bottom of page 9 in the *Project Workbook*.
  1. Eagle Advancement Coordinator (Mr. Leonard). He will sign the line marked “Unit committee member.”
  2. Scoutmaster (Mr. Colletti). He will sign the line marked “Scoutmaster/Coach/Advisor.”
  3. Representative of the community organization your project will benefit. He or she will sign the line marked “Religious institution, school, or community representative.”
- Present your project plan to the Red Tailed Hawk District Eagle Advancement Committee for review and approval. The committee meets during the District Roundtable, which takes place at 7:00 pm on the first Thursday of each month except July. Check with the Eagle Advancement Coordinator (Mr. Leonard) for additional guidance and to confirm the meeting location. When he or she approves your project plan, the reviewer from the district committee will sign the line at the bottom of page 9 in the *Project Workbook* marked “Council or district advancement committee member”.
- Once your project plan has been approved by the district reviewer, conduct your project according to your plan. Take good notes about the project. (Look ahead at the remaining pages in the *Project Workbook* so you’ll know what kind of information will be needed to complete your report about the project.)
- Prepare your report about the project by completing through page 13 of the *Project Workbook*. Here again, you will undoubtedly require more space than is available in the *Project Workbook*, so add pages and tabs as necessary. Your objective should be to provide a comprehensive description of your project, how it served the community, and how it helped you develop as a leader.

- Verify that you have clearly answered the five questions listed on page 4 of the *Project Workbook* under “After Completion.” Be sure anyone reviewing your work can easily find the information and associate it with those key questions.
- Sign the *Project Workbook* at the bottom of page 13.
- Give your *Project Workbook* to the troop Eagle Advancement Coordinator (Mr. Leonard) for final review.
- Arrange to have your report reviewed by the following people – in the following sequence – and obtain their signatures in the spaces at the bottom of page 13 in the *Project Workbook*.
  1. Scoutmaster (Mr. Colletti). He will sign the line marked “Signature of Scoutmaster/Coach/Advisor.”
  2. Representative of the community organization your project will benefit. He or she will sign the line marked “Signature of the representative of religious institution, school, or community.”
- Complete the Eagle Scout application. Go online to <http://www.hoac-bsa.org/index.cfm>, select “Resources and Forms,” then “Eagle Scout Resources.” Download Eagle Scout Rank Application. Print the form in color using both sides of a single page. Carefully follow the instructions in the *HOAC - Eagle Scout Guide & Reference Letters* to complete the form and sign it.
- Verify that you have fulfilled Requirement 6, which is described on the second page of the application form. Include the written statement with the completed application.
- Contact the Scoutmaster (Mr. Colletti) to schedule a Scoutmaster Conference. Bring your *Scout Handbook*, *Project Workbook*, and application to the conference. The Scoutmaster will sign the application on the line marked “Signature of unit leader.”
- Present your *Scout Handbook*, *Project Workbook*, and application to the troop Committee Chair (Mr. Golub). He will sign the application on the line marked “Signature of unit committee chair.”
- Submit the completed *Project Workbook* and application to the district Eagle Advancement Committee. (You are not required to present the items in person, so you may ask the Scoutmaster or another adult leader who will be attending the monthly Roundtable meeting to deliver it on your behalf.)
- Give the appropriate appraisal forms (reference letters), which are provided in the *HOAC - Eagle Scout Guide & Reference Letters*, to (a) the Scoutmaster (Mr. Colletti), (b) your parents, (c) your principal or other representative of your school, and (d) a member of the clergy or other representative of your church, synagogue, or religious institution. Along with the form, provide a stamped envelope addressed to the troop’s Eagle Advancement Coordinator (Mr. Leonard), along with sufficient instructions so the person knows when he or she must mail the completed form to Mr. Leonard.
- Select and ask the person you would like to serve as your “Friend of the Scout” during your Eagle Board of Review. The person you ask to be your Friend at the Board of Review must be at least 21 years old, may not be a member of your immediate family, and should currently be affiliated with Scouting.
- Participate in an Eagle Scout Board of Review. Boards of Review normally meet at 6:30 pm on the third Thursday of each month from September through June. You will typically be scheduled for a Board of Review during the month after your completed *Project Workbook* and application are accepted. For example, if you submit the documents at the Roundtable meeting during the first week of January, you will be scheduled for a Board of Review during the third week of February.
- Work with your family and the leadership of the troop to plan and prepare for your Eagle Scout Court of Honor.