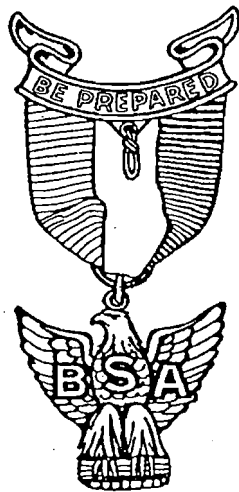


North Florida Council

Life to Eagle Procedures



Life Scout Packet

LIFE TO EAGLE PACKET FOR LIFE SCOUTS

Congratulations! Your receiving this packet means that you are ready to complete the requirements for the rank of Eagle Scout. There are several things that you will need to do before a board of review can be scheduled for you. These things are not hard to do, but it will take you a little time to put everything together.

You will need to do the following before an Eagle board of review can be scheduled:

1. Complete the current requirements for the rank of Eagle
2. Use the **Eagle Scout Service Project Workbook**, No. 18-927A (1999 printing), to plan and secure approval for your project, and to report the final results of the project.
3. Obtain at least three (3) or four (4) letters of recommendation from these adults who know you well. Use the **“Eagle Scout recommendation Form”** provided with your packet for each letter of recommendation.
4. Write a statement of what you think you would like to accomplish in life, including involvement in other organizations and honors/awards received.
5. Complete the Eagle Scout Award Application, No. 58-728 (2000 revision).

This packet will give you some hints on how to get these things done. It will also let you know a little about the Eagle board of review and what to expect. Your Scoutmaster will also be able to give you some helpful hints.

Remember, to be an Eagle Scout YOU must want to be
an Eagle Scout. No one can do the work for you.

You are responsible for making sure you have done
everything necessary to become an Eagle Scout!

But we know you can do it!! Best of Luck!!

Age Requirements

You must complete all requirements for Eagle by your eighteenth birthday. But, don't wait until the last minute to try and do everything you need to do!

Tenure Requirement, Scout Spirit, Merit Badges, and Positions of Responsibility

Refer to your **Boy Scout Handbook** or the current version of the **Boy Scout Requirement Handbook** for these requirements.

Eagle Scout Service Project

While a Life Scout, **YOU** must plan, develop, and give leadership to a project of meaningful service to a school, a church, or to a community. Remember, you must plan and organize this project...not your parents, your Scout Leaders, your family, or your friends. They can help you, but you have to be the leader.

In order to better help you plan and develop your Eagle Scout service project, the Boy Scouts of America has put together an **Eagle Scout Service Project Workbook** for you to use. Open the **Eagle Scout Service Project Workbook** and begin reading on the page entitled, "Eagle Scout Service Project." This page and the next will give you some good information about the rules of the Eagle Scout service project.

After you decide what kind of project you would like to do, look at pages 2 and 3 in the workbook. You must complete all information on both of these pages **before** you can begin your project. You must also get appropriate signatures from the religious institution, school, or community, your Scoutmaster, unit committee, and district advancement committee to approve your "Project Description" and "Planning Details" (pages 2 and 3 in the workbook).

Hints on things to think about as you plan your Eagle Scout service project.

Things to consider as far as equipment needs: tour permit, first aid kit, insect repellent, water, water containers, toilet paper, rope, pocket knife, work gloves, garbage bags, maps on how-to-get-to-project site, etc.

Make sure that you have allowed enough time to complete the tasks stated in your "project description" and "planning details." Talk with the representative of the organization you will help to see what a reasonable time estimate for the project is. Also, make sure that you allow enough time to plan your project.

Scouts sometimes will say they will come to a project, but may forget. To get people to the project mail a postcard several days in advance as a reminder (postcards work better than letters, because parents are more likely to see them). Then, call scouts at home a week before the project to confirm

that they will still help you -- don't wait until a day or two before the day of the project to do this. Remind them about tools and equipment they will need to bring, such as work gloves, lunches, etc.

It is a nice idea to provide cold drinks for the people participating in your project. It is even nice to provide a lunch.

Many fast food, pizza and family restaurants will donate food and drinks, chips, and other items. Talk with the store manager.

Take a camera. Make before and after shots. You will need these photos for your project notebook. Your participants may also want to take cameras.

HOW TO GET YOUR PROJECT APPROVED THE FIRST TIME!

To help you get your project approved on the first try, we are going to tell you exactly what information we need to approve your project. The following pages show you the pages in the Eagle Scout Workbook just as they appear. The information in the highlighted sections tell you exactly what we want. Remember to fill in all blanks. Be sure to include all the information and your project will get approved on the first try!!

You may type or hand write your information. If hand written, the information must be printed in ink. Just make sure we can read it and that we can understand what you write. Use additional paper if you need to, but make sure you label each section on the additional pages.

Remember, you must get your project approved by the organization with whom you are working, your Scoutmaster, your Unit Committee, and your District Advancement Committee Representative.

PROJECT DESCRIPTION

Concept

Describe the project you plan to do.

(In this section, you must give a clear explanation for the project, and clearly state what the goals of the project are.)

What group will it benefit?

Name of religious institution, school, or community

Address (location)

My project will be of benefit to the group because:

(In this section, you must address why this project warrants being an Eagle Scout service project, and why it will be of meaningful service to the group that will benefit from it.) Be Specific!

The concept was discussed with my unit leader on

Date

The project concept was discussed with

Name

Title

Phone Number

of

Religious institution, school, or community

Date

PLANNING DETAILS

Plan your work by describing the present condition, materials to be used, project helpers, and a time schedule for carrying out. Describe any safety hazards you might face and explain how you will avoid those hazards to ensure the safety of those carrying out the project.

Present Condition

(You must explain, in detail, what conditions exist and must be overcome in order for the project to be meaningful to the group which will benefit from it. This section should relate to a previous section entitled, "My project will be of benefit to the group because...")

The Method

(You must explain, in detail, what you will do:

- in order to overcome the present conditions; and
- to direct your participants to accomplish the goals of the project.)

Materials To Be Used

(You must explain:

- what materials you will need to complete your project, to ensure the safety of your participants, and to ensure the well-being of your participants; and,
- how you will obtain the materials you will need to carry out this project. If you will need to purchase any item, you must state how you will raise the money to purchase it.)

Project Helpers

(You must explain:

- who you will call on to assist you with your project;
- how many people you think will help you and how many man-hours you think the project will require (including planning time);
- how you will encourage these people to help you;
- how you will follow-up to ensure good participation on your project;
- who you will call on for adult supervision;
- how you will arrange to transport your participants and materials to the project site and how you will arrange for a tour permit from the Council Service Center if transportation is required.)

Time Schedule

(A schedule of events for the project must be included.)

Approval Signatures

Project Plans approved by _____
Religious Institution, school, or community Date

Project Plans approved by _____
Scoutmaster/Coach/Advisor Date

Project Plans approved by _____
Unit Committee Date

Project Plans approved by _____
District Advancement Committee Representative Date

YOU MAY NOW PROCEED TO CARRY OUT YOUR PROJECT

What You Must Do After Your Project Has Been Approved

You will fill out pages 4 through 7 of the workbook as you carry out your project and after you have finished your project. Again, we will tell you exactly what we are looking for. Remember to include all information, including that asked for in the blanks.

Carrying Out the Project (Eagle Scout Service Project Workbook,, pages 4 and 5)

"Notes"

(In this section, you must give us good examples of how you carried out your project and how you demonstrated leadership. Examples of this include:

- how you encouraged people to help you on your project;
- how you followed-up to ensure good participation;
- how you directed the work of others (specific assignments) and how you supervised their progress;
- how you ensured the safety of those participating in the project and what you did to provide for the well-being of those participating (e.g. lunch, etc.);
- how you obtained the materials and equipment you needed for the project;
- how you arranged for transportation of the participants and materials and how you secured a Tour Permit from the Council Service Center; and,
- any problems that arose during the project and how you worked to resolve them.)

"Changes"

(in this section, tell us:

- if the goals of the project were accomplished;
- what actual changes were needed to complete your project; and,
- what you would do differently if you were to do the project again.)

Since the **Eagle Scout Service Project Workbook** will be read by people on your Eagle board of review, make sure that it is as neat and presentable as possible. It is appropriate for you to include "before and after" pictures (a caption should be used for each picture), a map which shows the location of the project, copies of any letters sent to encourage participation, the tour permit, and/or any other diagrams or flyers used for your project.

A letter from the organization with whom you were working must be included stating how well and how complete your project was done.

Letters of Recommendation (Four [4] blank Eagle Scout Recommendation Forms are enclosed)

Take a look at Requirement #2 on the Eagle Scout application. You are required to list the names of several people who would be willing to recommend you for Eagle. Your Scoutmaster will check the references you list. In order to help us do this, you must take one (1) of the **Eagle Scout**

Recommendation Forms that has been included in this packet and send to three (3) or four (4) of the people you have listed on your application.

Please Note. You may ask any of the people who are listed on your Eagle application who know you well to provide a written reference for you except: 1) your parents or other close family members, 2) your Scoutmaster, 3) your assistant Scoutmaster.

You must also provide each of these people a stamped envelope with the address of your Scoutmaster. When you give or mail the form to your reference, ask them to complete the recommendation form and letter, and mail both the recommendation form and letter to your Scoutmaster within two weeks after they receive the form.

Statement of Ambitions and Life Purpose (Eagle Scout Award Application, Requirement #6)

You are also required to write a statement of what you think you would like to accomplish in life. Before you begin to write, ask yourself, "What do I want to do with my life?" You may not find this an easy question to answer. Here are some ideas that may help:

Do you think you will go to college? If so, where? What do you think you may want to major in and what in this field interests you?

What type of work do you think you would like to do?

Will you do any volunteer work in the community? Do you have plans to participate in Scouting in the future?

How will you be involved in your religious affiliation in the future?

Do you think you may want to go into the armed forces? If so, why?

How will your family continue to be important to you in the future? Do you have any opinions of marriage and a family of your own?

Who are the people in your life who have had an important influence on you? How have their examples helped you to grow?

These are only suggestions, and you may or may not want to use any or all of them. You may think of something else you would like to include.

It is very important that you tell about organizations in which you have belonged and have played a leadership role, and any awards or honors you have received from these organizations (you may include Scouting - extra merit badges, leadership responsibilities, etc.).

Get your unit leader to help you organize your thoughts. The statement must be typed or written neatly. Use complete sentences and check your spelling.

Eagle Scout Award Application (One blank practice form and one blank original form are included)

Once you have completed all requirements for Eagle, you must fill out the Eagle Scout Award Application. You must follow all directions very carefully and all information must be printed in ink or typed. Do not use abbreviations. All dates require the month, day, and year that the requirement was completed.

Only the 21 merit badges earned for Eagle are to be entered in Requirement #3. Correct "counting" of Eagle required merit badges is important. For Eagle rank, however, a Scout must earn one merit badge from each of the twelve (12) categories. Therefore, if more than one merit badge was earned from category (6) or (9) previously, the Scout may only count one merit badge from each category as the needed Eagle-required merit badge. However, the merit badges not used in (6) and (9) may be used, if earned, for optional merit badges.

Requirement #2 states that you must list several people who would be willing to serve as a character reference for Eagle. These include your parents/guardians, a representative from your religious affiliation, an educational representative from your school, an employer (if any), and two other people who know you well. Follow the steps listed in the "Letters of Recommendation" section. **Remember, your Eagle board of review cannot be scheduled until the Scoutmaster receives your letters of recommendation.**

Requirement #4 deals with the leadership position(s) you held while a Life Scout. The application form lists all acceptable positions. If you served all six months in one position, do not enter anything in the other blank.

Eagle Board of Review

After you have completed all requirements, finished all reports, completed the Eagle Scout Award Application, and had your Scoutmaster conference, your unit leader and unit committee will review the application and sign it. After all of your letters of recommendation have been received, your unit leader will take your Eagle Scout Award Application to the Scout Office where it will be reviewed and certified. If all the information is correct, a Council representative (District Representative) will sign the application, then your Eagle board of review can be schedule. Your Scoutmaster will know the procedure in your district for setting up a board of review. You may not attend your board of review without first obtaining an appointment.

When you go to your Eagle board of review, make sure that you are on time. You should also be in **complete Scout uniform** and all your patches must be correct. You should also wear your merit badge sash (with all merit badges sewn on) and take your Boy Scout Handbook.

Your unit leader will introduce you to the Eagle board of review. There will be three to six people present, and do not be surprised if you do not recognize everyone there. But don't worry, everyone there wants you to do your very best. Be sure to sit up straight in your chair and answer each question clearly.

Upon approval of your application by the Eagle board of review, your unit leader will take the Eagle Scout Award Application to the Scout Office. They will send your application to the National Office in Texas for final approval. After the National Office approves your application, your leaders will begin setting up your Eagle Court of Honor.

EAGLE SCOUT RECOMMENDATION FORM

Eagle Applicant _____ Troop _____ Date _____

The individual named above is applying to the Boy Scouts of America for consideration for the prestigious Eagle Scout Award. This is the highest award that a boy may earn in the Boy Scouting program and marks the recipient as a person of high caliber. The applicant requests that you provide a recommendation on his behalf.

I. Letter of Recommendation

In brief narrative form, please write a letter of recommendation to the Eagle Scout Board of Review in which you evaluate the applicant. In this letter, please include how long you have known the applicant, in what capacity and what you consider his strengths and weaknesses to be. Also, consider his motivation, helpfulness, cheerfulness, etc. Your candor and time are appreciated.

II. The Scout's Profile (Please rate the Scout in each area)

Table with 5 columns: Superior, Good, Average, Can't Judge and 6 rows: Leadership Ability, Sense of Commitment, Maturity, Imaginative Skills, Oral Expression, Organization Skills

III. Please provide the following information about yourself.

Name _____

Business Phone _____ Home Phone _____

Association to Scout _____ Length of Time _____

Signature _____ Date _____

IV. Please return this form and letter of recommendation within two weeks of the date listed above to:

Scoutmaster _____

Address _____

Phone _____

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