

Boy Scout Troop 701
Strongsville, Ohio

Life to Eagle Program Guide



Effective: January 2012



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Life to Eagle Program Guide

The purpose of this guide is to inform a Scout and his family about the process Boy Scout Troop 701 has created to help facilitate a Life Scout towards earning the rank of Eagle Scout.

Over the past few years, each Scout has been able to familiarize himself with the Troop's advancement procedure. Once a Scout earns the rank of Life Scout, the procedure he has become familiar with once again changes. Since most Life Scouts do not have years to learn and work on the rank of Eagle Scout, the Life to Eagle Program was created to guide him through this new process.

The requirements for earning the rank of Eagle Scout are quite simple, consisting of only five requirements. However, many factors will determine how easily and quickly each requirement will be completed. In order for a Life Scout to earn the rank of Eagle Scout he must complete the following requirements:

1. **Participation** - Be active in Troop and / or Crew 701 for a period of at least six months after you have achieved the rank of Life Scout.
2. **Scout Spirit** - Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.
3. **Merit Badges** - Earn at least a total of 21 merit badges including all 12 Eagle required badges.
4. **Position of Responsibility** - While a Life Scout, serve actively for a period of at least six months in an Eagle accredited position.
5. **Eagle Scout Service Project** - While a Life Scout, plan, develop and give leadership to others in a service project helpful to any religious institution, your community or certain not for profit foundations or organizations.

You have received this guide because you have completed the first step in the Life to Eagle Program, passing your Life Scout Board of Review. At this time you should have also met your Life to Eagle Program Advisor.

Life to Eagle Program Advisor

Place your Life to Eagle Program Advisor's information below:

Name: _____

Phone Numbers:

Home: _____

Cell: _____

Email Address: _____

You have been assigned a Life to Eagle Program Advisor to guide you through the remaining steps towards the rank of Eagle Scout. He or she will not determine whether you become an Eagle, only you can make that decision. Your Advisor has attended a Troop 701 training course designed to instruct him or her of their exact role and responsibilities which include:

- Help construct and monitor your Life to Eagle Timeline.
- Meet or speak with you on a regular basis to stay updated on your timeline progression.
- Answer or find information regarding any Life to Eagle Program related questions you may have.
- Attend specific meetings with you such as your Preliminary Project Meeting, Project Beneficiary Meeting, and Eagle Project Review Board Presentation.
- Serve as a general contact person for any questions you may encounter during the Life to Eagle process.

Remember, it is not your Advisor's responsibility to perform any work towards your pursuit. He or she is volunteering their time to help you work towards the rank of Eagle Scout.

Life to Eagle Program Chairman

Place the Life to Eagle Program Chairman's information below:

Name: _____

Phone Numbers:

Home: _____

Cell: _____

Email Address: _____

The Life to Eagle Program Chairman is responsible for assigning each Life Scout a Program Advisor and overseeing each Scout's progress through the Life to Eagle Program. He or she also attends a few meetings throughout the Life to Eagle Program to monitor both the Program Advisor and Scout.

The Life to Eagle Program Chairman only needs to be contacted by a Scout at specific times, which are laid out in the "Steps of the Life to Eagle Program" section. When necessary, your Program Advisor will contact the Life to Eagle Program Chairman on your behalf.

If a scout wishes to change Program Advisors, the scout must contact the Life to Eagle Chairman and discuss the reason for the change.

Steps of the Life to Eagle Program

The Life to Eagle Program can be summed up as a culmination of 15 very detailed steps. The following descriptions will explain the purpose, who is involved and the items needed for each step along the way.

Step One - Life Scout Board of Review

You have already completed this step and begun your Life to Eagle Program. You should have been assigned a Program Advisor to help guide you along the way towards the rank of Eagle Scout.

Step Two - Life to Eagle Timeline Meeting

Soon after your Life Scout Board of Review, the Life to Eagle Program Chairman will schedule a meeting with you, your parents and your Program Advisor. At the meeting you will sit down and construct your Life to Eagle Timeline. The meeting will begin with a review of where you currently stand in regards to the five requirements to become an Eagle Scout. A copy of the Life to Eagle Timeline Worksheet has been provided in the back of this program guide. On this worksheet, you will record what requirements remain, what you need to do to complete them and construct goals to help keep you on track. The Life to Eagle Program Chairman will provide you with a current copy of your progress towards the rank of Eagle Scout.

Step Three - Work Towards Your Eagle Timeline Goals

Once your Life to Eagle Timeline has been constructed, you will have a very clear picture of what you need to do and when. At this time it becomes your responsibility to begin working toward the goals you have set. Your work can vary from finishing any remaining merit badges or earning a leadership position to getting yourself back into good standing with the Troop. Your Program Advisor will contact you regularly to stay updated on your timeline progress. He or she will provide encouragement and help where possible but it is never their responsibility to perform any work towards your goals.

Step Four - Preliminary Eagle Scout Service Project Meeting

This meeting will be scheduled by either the Life to Eagle Program Chairman or your Program Advisor after a certain amount of progress has been made on your Life to Eagle Timeline. The Life to Eagle Program Chairman will schedule the meeting once you are within two (2) merit badges of completing the Merit Badge Requirement. However, upon your Program Advisor's recommendation, a meeting can be scheduled at any time. Only upon a discussion with your Program Advisor will he or she recommend a meeting be scheduled.

At the meeting, you, your Program Advisor and the Life to Eagle Program Chairman will discuss the Eagle Scout Service Project process. You are responsible for finding, organizing and finalizing your own project. A list of general contacts and project ideas will be made available to you. Included as part of this Program Guide, for your reference, is the "Eagle Scout Service Project Workbook." The process of selecting a project and using the workbook will be explained at the meeting. Also included in this Program Guide is the Eagle Scout Service Project Review Board Presentation requirements sheet. The requirements are very similar to those contained within the "Eagle Scout Service Project Workbook," and clearly spell out what is expected of you as part of step seven.

Step Five - Eagle Scout Service Project Selection

This step serves as your opportunity to decide how you want to give back through your Eagle Scout Service Project. As stated in step four, it is your responsibility to find, organize and finalize your own project.

An Eagle Scout Service Project is your opportunity to "build" a legacy.

When you read the statement above, make sure you take it to heart. It is very easy to get wrapped up in the whole process of the project and lose sight of the real goal. Your project can be almost anything you want it to be.

When you first start sifting through ideas keep some of these questions in mind:

What interests me in life?

Does my interest help other people?

Who else has a similar interest to mine?

Can I develop an Eagle Scout Service Project, based on one of my interests, that benefits others around me?

So rather than just focusing on the process and selecting a project as soon as possible, why not "build" a project that is of interest to you, while at the same time helping people.

However, there are guidelines that must be followed when selecting your project. They are:

- There are no required minimum hours for a project.
- Routine labor is not appropriate for a project. This is defined as a job or service that is normally provided by a beneficiary as part of daily life, or a routine maintenance job (for example, painting fire hydrants for a city).
- Projects may not be of a commercial nature or for a business. However, a foundation involved within the community who represents a business may be an option.
- A project may not be a fund-raiser. Fund-raising is permitted only for securing materials and facilitating a project.
- A project must benefit the community, a religious or educational institution or a non-profit organization or foundation.

As you develop your project, be sure to consult and complete the "Proposal" section of the "Eagle Scout Service Project Workbook". The provided workbook is for reference and initial planning ONLY. An electronic version of the entire "Eagle Scout Service Project Workbook" is available on the Troop 701 website for download. Prior to beginning step six, you should complete a typed copy of the "Proposal" section of the "Eagle Scout Service Project Workbook."

Feel free to consult your Program Advisor, the Life to Eagle Program Chairman, or a Troop Leader if you would like additional advice. Questions should always be asked to your Program Advisor first.

Step Six - Eagle Scout Service Project Beneficiary Meeting

This meeting is scheduled by you at a time convenient for you, your Program Advisor and Beneficiary Representative. At this meeting, the purpose, description and benefit of your project will be finalized. Any remaining questions or concerns from either you or the Beneficiary Representative need to be addressed at this time. The Beneficiary Representative will review the typed copy of the "Proposal" section of your "Eagle Scout Service Project Workbook" and sign it, agreeing to those terms and conditions. At this meeting, you will also sign the "Candidate's Promise," agreeing to those terms and conditions as well. Your Program Advisor will be available to help answer any questions and make suggestions if needed. This is your final opportunity to make any adjustments to your project. In addition to obtaining the required signatures in your workbook, you will also provide the Beneficiary Representative with the "Beneficiary Representative Information Letter" provided in the back of your guide.

Please have your Beneficiary Representative sign below acknowledging the receipt of the "Beneficiary Representative Information Letter."

X _____

Upon the conclusion of this meeting, you need to contact the Life to Eagle Program Chairman to schedule a date for your Eagle Scout Service Project Review Board presentation. Following the provided presentation requirements sheet, you will need to prepare a presentation utilizing the information out of the "Proposal" section of your "Eagle Scout Service Project Workbook." The Life to Eagle Program Chairman will contact you with the date of your presentation.

Step Seven – Eagle Scout Service Project Review Board Presentation

The purpose of this presentation is to explain your project to the Leaders of Troop 701, and practice for your meeting with the District Eagle Scout Advancement Chairman. You will give your presentation to the board, which will consist of the Scoutmaster, the Troop Committee Chairman, the Troop Advancement Chairman and the Life to Eagle Program Chairman. The board will ask questions, discuss concerns and provide feedback to help improve your project.

The board will then decide if your project is acceptable as a Troop 701 Eagle Scout Service Project. If your project is found to be unacceptable, a clear description of the reasons why will be provided to you. At that time, you will have to return to step five and restart the process. However, if you follow all the steps and guidelines within this Program Guide and in the "Eagle Scout Service Project Workbook," there should be no reason the project will be rejected.

Upon acceptance of your project, the necessary signatures from the board will be provided, along with the contact information of the District Eagle Scout Advancement Chairman. It is your responsibility to contact and schedule a meeting with him or her.

District Eagle Scout Advancement Chairman

Place the District Eagle Scout Advancement Chairman's information below:

Name: _____

Phone Numbers:

Home: _____

Cell: _____

Email Address: _____

Step Eight - District Eagle Scout Advancement Chairman Presentation

At this meeting, you will meet with the District Eagle Scout Advancement Chairman or another district representative. Much like the presentation to the Eagle Scout Service Project Review Board, you will explain your project to him or her. The Chairman or representative will ask questions, discuss concerns and offer feedback to help improve your project.

If the Chairman or representative decides your project is unacceptable, he or she will provide you with an explanation of why. At that time, you will revert back to step five and restart the process. To this day, Troop 701 has not had an Eagle Scout Service Project rejected. If it is unacceptable, you will not make it past the Troop's Board.

Upon the Chairman's or representative's acceptance of your project, he or she will sign the "Proposal" section of your "Eagle Scout Service Project Workbook," thereby completing all the preliminary work for your project.

Step Nine - Performing Your Eagle Scout Service Project

Now is the time when you can actually start working on your project. Just as in step five, it is your responsibility to organize and lead your project. The steps below offer a brief timeline of events:

1. While referring back to the "Proposal" section of your "Eagle Scout Service Project Workbook," complete a typed copy of the "Final Plan" section of the workbook.
2. Review the "Final Plan" section of your "Eagle Scout Service Project Workbook" with your Program Advisor. Upon satisfactory updating, your Program Advisor will sign your "Final Plan" section.
3. Prepare and submit requests for materials and supplies.
4. Inform the Troop about your project.
5. Obtain names of volunteers who you will be leading on your project.
6. Follow up material and supply requests as needed.
7. Gather all materials and supplies needed to conduct you project.

8. Begin the process you set forth in the "Final Plan" section of your "Eagle Scout Service Project Workbook."

Remember, you are the leader of your Eagle Scout Service Project. Obviously, help and advice should be gathered when needed, but a parent / guardian or anyone else should not be leading it. Your project is judged based on a few categories, first and foremost, being the leadership you provide during your project.

In the event that there is a major change necessary to your project, you must contact the Life to Eagle Program Chairman. He or she will decide if the change is:

- A. Acceptable with no additional work required.
- B. Acceptable, but will require you to modify or add additional work to your project.
- C. Not acceptable

Based on the Life to Eagle Program Chairman's discretion, he or she may require you to re-meet with the Eagle Scout Service Project Review Board and/or the Beneficiary Representative for re-approval.

Step Ten - Eagle Scout Service Project Scoutmaster Review Meeting

Once you have finished your project, you need to complete a typed copy of the "Eagle Scout Service Project Report" form included in the "Eagle Scout Service Project Workbook". Upon completion of the "Report" form, you will need to contact the Life to Eagle Program Chairman. He will then inform the Scoutmaster that you are ready for the first part of your Eagle Scout Scoutmaster Conference. At an agreed upon date, you, your Program Advisor and the Scoutmaster will meet at your project site. They will review your project by asking questions, looking around and familiarizing themselves with your project. Come to the meeting prepared to walk them step by step through the project process, tell them what was completed, if anything was changed, and answer questions related to your leadership.

Upon approval of the Scoutmaster, he or she will sign your "Eagle Scout Service Project Report" form.

Step Eleven - Eagle Scout Service Project Beneficiary Review Meeting

Once the Scoutmaster has signed your "Eagle Scout Service Project Review" form, you will need to contact the Beneficiary Representative. At that meeting, you need to obtain his or her signature on your "Report" form verifying that your project is officially complete.

As part of your Eagle Scout Application, Letters of Recommendation must be obtained from various individuals familiar with different aspects of your life. In addition to the required letters stated on the Eagle Scout Application, a letter from the Beneficiary Representative must be obtained. This meeting is a perfect opportunity to ask them for a Letter of Recommendation.

Step Twelve - Complete Your Eagle Timeline Goals

If any goals still remain unfinished on your Eagle Timeline, now is when you need to finish them.

Step Thirteen - Eagle Scout Scoutmaster Conference

Upon completion of your Eagle Timeline and receipt of all the required Letters of Recommendation, including Beneficiary Representative's letter, you will need to contact the Scoutmaster to schedule the second part of your Eagle Scoutmaster Conference. You will wear your full Class A Uniform, including your neckerchief, to this meeting. You will also need to bring the following:

- Typed and completely signed "Eagle Scout Service Project Workbook"
- All Letters of Recommendation (including the Beneficiary Representative's letter and Program Advisor's Letter).
- A typed two-paragraph paper summarizing your goals and ambitions in the very near future (2 to 4 year) and also in the distant future (your overall goals and ambitions for your life).

At this meeting, you will complete a paper copy of your Eagle Scout Application. After the completion of the meeting, you will need to transfer all the information from the paper copy of the Eagle Scout Application to a typed version of the Eagle Scout Application.

Step Fourteen - Finalize All Paperwork

Once the typed Eagle Scout Application is complete, submit it to the Scoutmaster. He will sign the application and obtain the signature of the Troop Committee Chairman.

From there, your Eagle Scout Application, your Eagle Scout Service Project workbooks, your Letters of Recommendation, and your Goals and Ambitions paper will be sent to the Greater Cleveland Council Headquarters for processing.

Step Fifteen - Eagle Scout Board of Review

Upon approval from Council, the Scoutmaster will be notified of your Eagle Scout Board of Review date. The Scoutmaster does not set the date, nor has any influence over it being changed. If the date of your Eagle Scout Board of Review conflicts with another scheduled obligation, it is highly recommended that you reschedule the other activity if possible. Otherwise, you will be moved to the bottom of the list and possibly pushed a couple of months back. Council provides sufficient notice of the date, but if you cannot possibly make the date set, contact the Scoutmaster as soon as possible, and eventually another date will be set by Council.

Once your Eagle Scout Board of Review date is set, you will want to prepare yourself. At the Eagle Scout Scoutmaster Conference, the Eagle Board of Review process will be explained and you will be provided with hints and tips to help you prepare. It is also recommended that you study and develop answers for potential questions that may be asked. There are a vast number of resources available online for you to prepare from. Make sure you put the time and effort into this last meaningful step.

Life to Eagle Timeline

Scout's Name _____

Today's Date: ___ / ___ / _____

18th Birthday: ___ / ___ / _____

Life Board of
Review Date: ___ / ___ / _____

Participation

Be active in Troop and/or Crew 701 for a period of at least six (6) months after you have achieved the rank of Life Scout.

Earliest Life to Eagle Program Completion Date: ___ / ___ / _____

Scout Spirit

Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. To help illustrate your Scout Spirit to the Eagle Board of Review members you must obtain Letters of Reference from the following individuals:

Parents / Guardians
Educational
Project Beneficiary

Religious (if comfortable)
Employer (if any)
Program Advisor

Position of Responsibility

While a Life Scout, serve actively for a period of at least six months in an Eagle accredited position.

Position Name:

Date From:

Date To:

_____ / ___ / ___ / _____ / ___ / ___ / _____

Merit Badges

Earn at Least a total of 21 merit badges including all 12 Eagle required badges.

Eagle Required Merit Badges		Merit Badges of Choice	
1. Camping	Yes No	14.	
2. Citizenship in the Community	Yes No	15.	
3. Citizenship in the Nation	Yes No	16.	
4. Citizenship in the World	Yes No	17.	
5. Communication	Yes No	18.	
6. Cooking	Yes No	19.	
7. Lifesaving OR	Yes No	20.	
Emergency Preparedness		21.	
8. Environmental Science OR	Yes No		
Sustainability			
9. First Aid	Yes No		
10. Swimming OR	Yes No		
Hiking OR			
Cycling			
11. Personal Management	Yes No		
12. Personal Fitness	Yes No		
13. Family Life	Yes No		

Life to Eagle Timeline Goals

Participation Goal (if necessary)

Ex: I will improve my attendance to at least 60% of all Troop 701 activities.

Scout Spirit Goal (if necessary)

Ex: I will work to get back into good standing with Troop 701 by ????.

Position of Responsibility (if necessary)

Ex: I will continue serving as X for the remainder of my term to the best of my abilities.

Merit Badges

I need to complete _____ more merit badges as part of my work towards the rank of Eagle Scout. I have _____ month(s) remaining to complete all of the remaining requirements. Therefore, I must complete at least one (1) merit badge every _____ month(s) to earn the rank of Eagle Scout before my 18th birthday.

Project Beneficiary Agreement Letter

Dear Beneficiary Representative,

Thank you for supporting both the Boy Scouting Program and the Troop 701 scout you have been working with. Your support is crucial in the growth of the young man before you. Due to the steps he has been instructed to follow, I the Scoutmaster of Troop 701, have not had the opportunity to meet with you and the Scout at the same time. Therefore, I wanted to send a letter expressing my sincere appreciation to you and your organization. Thank you for your involvement!

Although this topic was hopefully already covered, I wanted to make sure you are aware of some the background information regarding the project. First and foremost, this Scout's project is meant to challenge the leadership skills he has been building over the past couple of years. I only bring this up because I need your help ensuring that this occurs. Below are some brief guidelines the Boy Scouts of America have developed for project beneficiaries:

1. As with any youth led activity, mistakes are inherent and should be dealt with by the Scout. He will learn more by overcoming these mistakes than by someone helping to avoid them.
2. The project scope that both you and the scout agree upon is final. Obviously, minor changes will occur with every project but in order for a scout to complete his project in a timely manner, both you and him must stick to the initial scope. If major changes are required, please contact me as soon as possible.
3. The Scout's goal is to produce the best possible results for his project. However, his results are secondary to the leadership skills he exhibits during the project. Please take note of items such as his appearance, his demeanor and the overall confidence he exudes. Your feedback is pertinent to our evaluation of his project.

Again, thank you for your involvement in this Scout's project. If you have any questions or concerns, please do not hesitate to contact me. I look forward to hearing from you upon the conclusion of his project.

Sincerely,

Jeff Tirey, Scoutmaster

(216) 409-6109 | troop701bsa@gmail.com

Eagle Scout Service Project

~ Review Board Presentation ~

In order to obtain the Scoutmaster's and Troop Committee Chairman's signatures, you must present your Eagle Scout Service Project to the Review Board. The purpose for your presentation is to help you prepare for your meeting with the District Eagle Scout Advancement Chairman. Your presentation is not meant to be complicated or stressful but does need to cover a number of points regarding your project. The presentation is broken up into four parts:

1. Project Description and Benefit
2. Giving Leadership
3. Materials and Cost Estimate
4. Presentation Packet

Most of this information has already been prepared in your *Eagle Scout Service Project Proposal* workbook. Therefore, please make a copy of that section for the Board's review.

Project Description and Benefit

- Briefly describe your project. Make sure to include the following items to help others visualize your plans:
 1. Any "before" photographs of the area
 2. Any plans or diagrams you have referred to
 3. Any research information you have gathered
- Tell how your project will be beneficial. Why is it needed?
- Explain why you chose this project as your Eagle Project.
- How long do you think it will take to complete?
- When do you plan to begin work on your project?

Giving Leadership

- Approximately how many people will be needed to help on your project?
- How do you plan on recruiting your volunteers?
- What areas of your project are you most concerned about?

Materials and Cost Estimate

Eagle Scout Service Projects are meant to be funded through donations and funds raised by you for the purpose of purchasing materials and supplies. The beneficiary of the project should not be donating towards your project and any personal or family contributions are strictly prohibited. Securing funds and donations will typically be your first major task.

Below is an example of a *Materials List* that can be used for your project. This specific format does not need to be used, but a materials list and cost estimate is required for your presentation.

Materials List

Material	Amount	Unit Cost	Total Cost
2"x2"x8' Pressure Treated Post	10	\$3.75	\$37.50
Box of Galvanized, 2 1/2" Nails	1	\$10.50	\$10.50
Estimated Project Cost			\$48.00

Besides including your *Materials List*, make sure to consider the following items:

1. Where do you anticipate obtaining funds or donations?
2. Will you be asking for everything from one place or will you be soliciting multiple places?
3. If obtaining funds takes a while, will that have an effect on your project? How will you address that effect?

Presentation Packet

Along with your presentation, you will be submitting a packet to the Board for their review. The packet **MUST** contain the following items:

1. A copy of your *Eagle Scout Service Project Proposal* workbook.
2. Copies of any "before" photographs of the area.
3. Copies of any plans or diagrams you have referred to.
4. Copies of any research information you have gathered.
5. A copy of your *Materials List* with an estimated project cost.