

Life to Eagle Seminar New Horizons District



Overview of Eagle Requirements

1. Be Active as a Life Scout for 6 months
2. Demonstrate Scout spirit by living the Oath and Law everyday
3. Twenty-One (21) Merit Badges
4. Approved position of responsibility for 6 months while a Life scout
5. Eagle Scout Leadership Service Project (Approved by District Board)
6. Scoutmaster Conference
7. District Eagle Scout Board of Review
 - Statement of Ambitions and Life Purpose
 - Four (4) letters of recommendation – written by references listed on Eagle Scout Application

EVERYTHING EXCEPT THE FINAL BOARD MUST BE COMPLETED PRIOR TO YOUR 18TH BIRTHDAY

This seems like a lot, however each step is easily achievable by itself. Many of the requirements can be met just by staying active within your troop.

Be Active as a Life Scout for 6 Months

Be a participating member of your troop-Check with your Scoutmaster to make sure you both agree on the definition of "active"

SM to certify

Demonstrate Scout spirit by living the Oath and Law every day

Do good turns daily

Be prepared to discuss how you incorporate the Scout Oath and Law into your everyday life

SM and Board to determine

21 Merit Badges

Personal Fitness, Personal Management, and Family Life take 3 months to complete.

12 Required for Eagle

9 your option

Council records and your merit badge cards to verify

While a Life Scout serve for six (6) months in an approved position of responsibility

PL, ASPL, SPL, TG, OA Rep, Historian, Den Chief, Scribe, Librarian, Historian, QM, JASM, Chaplain Aide, Instructor

(NOTE: APL does not count)

SM to Certify

While a Life Scout plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community.

Restrictions:

- May not benefit BSA, even indirectly.
- May not solely be a fundraiser-if fundraising is involved you must show detailed fundraising plan
- May not be for a business or an individual

- Do not work on your project (other than planning) Prior to receiving all approvals,
- Must be approved by SM, Troop Committee, and Benefiting organization, and District Board prior to starting.
- Must be of real value to the benefiting organization
- May not be routine labor or maintenance
- Projects which are routine in nature and normally associated with the organization that you are doing the project for.
- May not be any project that another scout is using for his Eagle project (only one scout gets credit).
- Must be a Life Scout when you start
- No minimum number of hours (Average is about 100 which includes your time and everyone else's)
- Size and Scope are limited only by the requirement that the project affords you the opportunity to show leadership to others.

Choosing a Project

The Eagle Project must demonstrate leadership of others and provide service to a worthy institution other than the Boy Scouts. This may be a religious institution, school, or your community. See the first page of the Eagle Scout Leadership Service Project Workbook for all requirements and limitations. You should try to choose a project idea, which is valuable to the community and a challenge to you. It does not have to be an original idea, but you must do all of the planning for your project and may not use someone else's plan. The project may not be routine labor or maintenance (like cutting the grass at the church). It may not benefit the BSA or any Scout property or any business or individual. Fundraising is only permitted to obtain money to pay for materials you need for your project. The project may not be a fund-raiser in itself. Your project may include members of your or other Scout units, or may be done entirely by non-Scouts, if you choose.

While it is nice to do projects for your sponsoring organization, it is not at all required. Project ideas can be found in many places: in the newspaper, at your church, at your school, or from community organizations. Let the word out that you are looking for project ideas and see what input you get. As you look around for ideas, write down several which interest you. You should not spend much time actually planning a project until you have talked the idea over with your Scoutmaster or other leader to insure that it is a valid idea.

While not required, it is a good idea to get a troop leader (this does not need to be the Scoutmaster) to serve as your project advisor. This leader can help you choose a project, help you determine what needs to be done in planning it, and help you get the write-up ready to go to the district for approval. Always take detailed notes when talking to your advisor -- you cannot remember things nearly as well as you can read them from your notes later. Your advisor may not want to tell you the same thing again and again.

You may choose to build something, do service for someone, present a program to a group, or correct a problem area for the benefit of an authorized organization. There are many Internet web sites devoted to Eagle Project ideas. Use an Internet search engine like [Yahoo](#), or [Google](#) to search for "Eagle Scout Project."

Some projects completed in the New Horizons District are:

- Built 3 newspaper recycling boxes for an elementary school
- Built 2 camp chuck boxes for a Girl Scout Troop
- Repaired and painted the playground at the church
- Landscaped the church grounds, including shrubs, ground cover, and edging
- Repaired fencing and outdoor facilities at a church sponsored nursing home and organized a social function for the residents
- Built a foot bridge in a city park
- Replace the church sign and re-landscaped around it.
- Built a janitor closet in the church Fellowship Hall
- Built storage cabinets in Sunday School rooms
- Re-roofed and painted gazebo at church
- Repaired a local troubled youth facility, inside and out, including woodwork, painting, carpeting
- Collected children's books and toys and setup a play area at a public hospital neighborhood clinic.
- Painted a mural on the wall of his Synagogue depicting Jewish life
- Modified church's storage building, adding double door for tractor access, shelves, permanent window covering
- Planted trees and placed boulders in a local park to stop off-roading vehicles from damaging grounds
- Built a nature trail and erosion dams in a city park
- Rebuilt and greatly improved a patio at a local troubled youth home

Plan

After you have talked over possible project ideas with your troop leaders and chosen the right one for you, it is now time to begin the detail planning and initial write-up which will be submitted to the district for approval. Remember, you cannot begin actual work on the project until the district approves it, but there is a lot of planning to be done before you get that far. Get a current copy of the Life to Eagle Packet, which includes the Eagle Scout Leadership Service Project Workbook (BSA 18-927A), from the council office or from one of the troop leaders to use in preparing your plan. This is the official booklet, which must be submitted to the district for approval. It includes the official BSA requirements that must be met -- while this

guide just provides additional information to help you meet those requirements. Read everything in it before beginning to write up your plan.

You may use an electronic version of the workbook. Either the PDF (Acrobat Reader) or RTF (Rich Text Format) versions of the Eagle Scout Leadership Service Project Workbook are available for downloading from the [National BSA website](http://www.NationalBSA.org) (www.Scouting.org) or the [Council Website](http://www.stlbsa.org) (www.stlbsa.org) The RTF version may be opened using various word processing software, including Microsoft Word. The PDF version may only be printed, but not directly edited on your computer.

The project plan may be typed on a typewriter or computer, or may be hand written, but it must be very neat. While this is not an English paper, you should use your best grammar. The plan should tell someone else everything they would need to know to carryout your project without you present. You should include the following information as shown in the workbook

The general idea is that the project plans should be written well enough and in enough detail that someone else could carry out the project using only those plans. Anything that's in your head should be in your plans as well.

This becomes the most important tool you will use in carrying out you project. Don't treat the plan like a school assignment that no one will ever use.

Project Description

Briefly (approximately one paragraph) describe the project. This should not include any details, those will come later.

Address this section as though you were telling a friend what you were going to do. Think of this as an executive summary of the overall project. All of the details will be covered later.

Writing "see attached" in the booklet is not acceptable.

Who Will Benefit

Name the group or organization that will benefit from your project and how your project will benefit them. Remember, the project cannot benefit the Boy Scouts (even indirectly). Do not describe the project again, just focus on the benefit of the project. You should also work with an official of the institution in planning the project. See the section below for some hints on working with benefiting organization.

Hint - Coordination with benefiting organization

Discuss your coordination with the organization that is benefiting from your project. Be sure to include the name, position within the organization (e.g. Personnel Director, Community Relations Coordinator, etc.), and phone number of your point of contact. Use proper titles (e.g. Mr., Mrs., Dr., Chief, etc.) when referring to adults. Discuss your coordination meetings with the organization to include dates you have met or talked on the phone, who was present, and exactly what they agreed to provide to you and what you agreed to do for them. You should also obtain a letter from the organization authorizing you to conduct your project. Do not get into a position of saying, "I talked to some lady a few weeks ago." Whenever you call the organization again, be able to ask for your contact by name.

Finances are of particular interest. Be sure both you and the agency understand all financial obligations, and preferably stated in writing. Are they going to "fund your project" or "pay up to \$100 toward your expenses"? No one should try to cheat you, but a misunderstanding can create hard feelings or cost you more than you had planned.

Another area where you should ensure complete understanding is in the materials to be provided. When an agency says they will provide building materials, make sure you both understand exactly what is to be provided (see the materials section below). Find out if the agency will deliver the materials to your work site or if you must pick them up. If you are going to have to go get materials, find out exactly where (i.e. address) and the name and phone number of the person you need to talk to when you get there. Do you need to call ahead and setup an appointment to pickup the materials? Dealing with government agencies can be particularly frustrating if you do not ensure both parties understand all details. Making assumptions is dangerous!

Present Condition

Describe the current condition or situation that you are going to change. Do not repeat the benefit of the project, but focus on creating a word picture of how things are now. This is a good place to include pictures (either photographs or drawings) of the project area. Remember, the District Advancement Committee does not know what your church or school or park looks like so they cannot understand why your project is important unless you show and tell them.

Plans should generally include:

Who pays for project (If scout needs to raise funds/exactly how will this be accomplished) – Plan B If not enough funds are raised

Every project will cost something and you need to discuss those costs in your plan. Provide a list of all materials, tools, supplies, etc. If these items must be purchased, then you must state the cost for each item. This information may be part of your list of materials/supplies. If items are loaned or donated, state so. Remember to include any fees (e.g. city dump fees) in your cost estimate.

Once you have determined how much the project is going to cost, you must find the money to pay for it. You may consider several sources for funding, including the organization for which you are doing the project, donations from others, from your allowance, or any other legitimate source. While your project MAY NOT BE A FUNDRAISER, you may conduct fundraising activities, if necessary, to finance the supplies and materials needed for your project. Obtaining the funds to do the project is your responsibility; don't assume that someone will cover cost until you have asked them.

A major part in any project, whether for Scouts, church, community, or a business, is funding. If you cannot come up with all the money you need, look at reducing the cost to get within your budget. You may even find that the project is too expensive and you will have to choose another one.

After the source of your funding is established, you should also consider how the money is to be handled. As money is brought in from fundraising activities, where will it be held for safekeeping? Exactly how will supplies and materials be paid for? It is strongly suggested that you do not put your parents or yourself in the position of holding any substantial amount of money. Discuss this issue with the organization which is providing financial support. Consider letting the sponsoring organization's treasure manage the funds. Your troop treasure may also be willing to help. Whatever you decide, ensure you have a complete paper trail for all financial transactions and include a summary in your final report.

One last financial point to consider -- since your project must benefit a not-for-profit organization, see if the organization has an exemption from state sales taxes. If so, find out how to take advantage of this savings before you go to buy your materials. This may help you stay within your budget. If they are not tax exempt, then don't forget to include the sales tax in your budget plan.

Materials list

Materials are those things which become part of the finished product. Examples are lumber, paint, nails, concrete, etc. This is truly a shopping list, so include material specifications (exact size, quality, brand, finish, etc.), number of each item, and cost. Don't just say, "lumber", you need to describe exactly what pieces of lumber. If items are to be donated, state so. This section is best presented in the form of a separate list or table attached to extra pages in the workbook. Tables should include a Table Number and Title (e.g. "Table 1, Materials & Supplies") and be referred to in the appropriate section of the text.

The Materials table may look something like this:

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plywood	3/4", 4' x 8' B-C interior grade	3 sheets	\$20.00	\$60.00	Home Depot - donation
Paint	Sherwin-Williams interior off-white (#1342), semi-gloss	2 gal	\$15.00	\$30.00	Sherwin-Williams - purchase
Etc.					
Total				\$90.00	

Supplies

Supplies are those expendable things which do not become part of the finished product, but that is used to complete it. Examples of supplies are sandpaper, trash bags, posters, gasoline, pens, markers, paper, paint rollers, drop cloths, etc. Provide a list of all supplies you will need and where you will get them. Since supplies cannot normally be reused, you need to either buy them or have them donated. You cannot 'borrow' something that you cannot return. You may choose to combine the materials and supplies into one list (see above); but label it as such.

Tools list

Tools are those items used to aid in making the work easier, or even make it possible to do at all. Tools are not used up and should be saved and used again and again. Examples of tools are hammers, shovels, tractors, or saws. Provide a list of all tools required to work the project; don't take for granted that required equipment will just appear when you need it. Be very specific (e.g. number of hammers, type of shovels, type/size of paint brushes, etc.). Tell how those tools will be obtained. If you must purchase tools, include them in the financial plan. You should be able to borrow most tools from the people who are working on the project or from someone else. Try not to spend much money on tools since they are expensive but not part of the finished product. If you must buy tools, discuss what is going to be done with them after your project is complete. Are you going to keep them, give them to the troop or other organization, or maybe to the organization who is funding the project?

The Tools table may look something like this:

Tool	Quantity	Source
Claw hammers	6 minimum	Workers to bring
Air Compressor	1	Mr. James' company will loan

Garden rakes	4 minimum	2 from church, 2 from Mr. Hightower
Circular power saw (7 in)	1	My dad
Extension cord, grounded / 3 prong, 50' minimum	2	1 from Mr. Haygood, 1 from church
Camera, 35mm automatic (to document work)	1	My mother
Cooler, 5 gallon (for drinks)	1	Scout Troop
Etc.	.	.
Etc.	.	.

Include protective tools, safety glasses, ear protection, gloves etc. in your toll listing. Scouts may use some power tools if the candidate and troop think that it is appropriate. Certain tools such as chain saws and routers may only be used by adults and then following the recommendations of the manufacture. This power tool statement should state that the scouts will be instructed in safe methods and will use appropriate safety equipment. An example of this statement is as follows:
 "Scouts will follow the manufactures guidelines and will be instructed in the use of all tools that they will be operating. Proper safety equipment as recommended by the manufacture will be used. All power tools will be operated according to the manufactures recommended guidelines, including the use of all safety measures being followed and include proper eye, ear protection and any other recommended protection.

Drawings/Plans, when appropriate (Clear and usable with dimensions)

If your project is to build something, you will need detail plans or drawings. These are like blue prints and should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn. Plans or drawings are usually done on graph paper which has guidelines, but blank paper is acceptable as long as you are neat. Photographs may also be of value here for some projects. If you have made a design (e.g. emblem, logo, etc.) include it in this section. All plans, drawings, or figures should be labeled with a Figure Number and a Title (e.g. "Figure 1, Playground looking east"). Refer to them in the appropriate sections of the text.

Step By Step instructions NOT Narrative with time per task and manpower needed. Step by step is much easier to follow than narrative

In addition to the schedule which shows the dates when you think tasks will be worked, you will also need detailed instructions. These instructions should read like a recipe in a cookbook. These tell the workers exactly what to do. Include a list of every task you can think of, what order they will be done, and who will do them. Include the clean-up of the work site in your plan.

A sample detailed workday plan may look something like this:

- 8:00 My dad and I arrive at work site and begin preparation.
- 8:15 Workers and other leaders scheduled to arrive.
Donuts provided for workers as they arrive.
- 8:30 Brief 3 team leaders on their duties.
- 8:45 Get all workers together and tell them what we are going to do. Assign workers to one of 3 teams.
- 9:00 Team 1 begins clearing ground.
Team 2 begins cutting lumber according to plans.
Team 3 begins clearing brush and moving dirt to designated area.
- 10:00 Teams 1 & 2 begin constructing the thing-a-ma-gig according to plans.
etc., etc.
- 12:00 Lunch
- 12:45 Teams 1 & 2 construct the thing-a-ma-gig according to plans.
Team 3 finishes moving all dirt and brush to the designated areas.
etc., etc.
- 3:00 Teams 1, 2, and 3 paint the thing-a-ma-gig with one coat (note: 2nd coat will be applied next week)
- 4:00 All workers begin cleanup and put trash bags in Mr. Haygood's truck.

4:30 All workers go home
Mr. Haygood takes trash to dumpster

Schedule/Timeline summary

A good schedule is a necessity for any successful plan. It shows when everything is done and in what order each step happens. You must make your best estimate of how long tasks will take and in what order they will be done. Your schedule may be in the form of a Gantt Chart (bar chart), a calendar with tasks entered on the appropriate days, or just a list of tasks and the date when they will be done. Include project planning and approval on your schedule. No project follows the planned schedule exactly, but it helps make things happen logically. When you complete your project and do the final write-up, you will discuss how well the project followed the planned schedule and why you think it deviated from it.

Manpower summary including recruitment plan

Discuss who will be doing the work. You do not need to state names (which you most likely will not know yet), just the number of people, what organization they are part of, and what special skills will be required. For example, are you going to need a carpenter? However, if you can make a list of potential helpers (with their phone numbers) it will help you get volunteers later. Describe how you are going to organize the workers to get the work done efficiently. Will they be divided into teams and, if so, who will lead the teams? What tasks will each team be doing? How will you use adult leaders? Discuss how you will ensure the safety of the workers.

Written /Printed Information

If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy of those in the plan. These should be included as attachments to the workbook. These attachments should have a Figure Number and Title (e.g. "Figure 6, Sample handout to the troop") and be referenced in the appropriate section of the text.

Work Site

Where will the work be done? If you are going to build something, are you going to build it at the location where it will be used or somewhere else then moved? Remember, you must get permission to use any work site from the responsible person/owner. If the location where you are going to work requires special facilities or tools, state so. Think about how the weather will effect your work site.

Transportation

Moving people, materials, supplies, tools to/from a work site will most likely be required. Discuss what needs to be moved, what vehicles you will need, where you will get those vehicles, and who will drive. BSA policy places limitations on drivers under 21 years old; ensure you are aware of these limits and work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion. NO ONE, child or adult, should ever ride in the bed of a moving truck under any circumstance! All of this is your responsibility.

Adult Supervision

Boy Scout policy requires at least two adult leaders be present at all times during any Scouting activity. At least one of them must have 'Youth Protection' certification. It is your responsibility to ensure that this policy is followed. Don't assume that the right people will just 'be there' -- arrange, in advance, for them to be there. You should state how you will ensure this in your plan. Without the proper adult supervision, you will not be able to work your project.

First aid considerations/Emergency procedures

Safety briefing (Preventive in nature)

Other considerations-

Insufficient Planning is the number one reason that candidates are not approved the first time.

Develop

Although you may and will almost certainly want to consult with references, experts, unit leaders, parents, etc. You must be the primary planner, and must have a sufficient knowledge of the plan to discuss it with the board.

As you plan your project, don't be guided by "meeting the minimum requirements", or "this is enough" -- If your project is designed to just meet the minimum, you have missed the meaning of the project.

Give Leadership to Others –

You must clearly give leadership to those carrying out the plan.

A couple of years ago, the title of the Eagle Scout Service Project was changed to the Eagle Scout Leadership Service Project. As stated in the BSA Project Workbook, the real purpose of the Eagle Project is to give you an opportunity to "demonstrate leadership of others." This is not to say that service to the community is not important, just that leadership is equally important.

Eagle Scouts are considered leaders, both in Scouting and in their community. From the time you first joined Scouting, you have been receiving leadership training. Hopefully you have been a member of a "boy led troop." The Patrol Leaders Council (PLC), which is made up of the Senior Patrol Leader, Patrol Leaders, and several other youth leaders should have been leading your troop: planning the troop meetings and campouts. To reach the ranks of Star, Life, and Eagle you have served in several leadership positions in your troop and most likely served on the PLC. The Eagle Project is just another

chance for you to lead others in accomplishing a significant goal for the benefit to your community. This time, you get to choose the activity that interests you.

So how do you “demonstrate leadership of others?” A rough definition is that you will master any skills needed, (In the case of complex skills at least be able to evaluate the outcome) teach others how to execute (show and involve), direct their activities, evaluate, and adjust. Generally using the “Leadership by Example” method.

The leader coordinates all the activities of others to make sure the final goal is reached. He considers everyone’s talents and decides which tasks each member is given, and then makes sure they understand their assignment. The leader takes care of his team. He ensures they are safe and have sufficient food and water to remain healthy and productive. He makes sure they have the proper training and tools to do the job.

The leader is the problem solver. No matter how well a project is planned, there will be things that don’t go according to plan. When problems arise, the project leader must consider all available information and make a decision on how to resolve that problem. If it is not safe or practical to force the project to follow the plan, he may need to revise the plan.

A good leader will consider advice and suggestions from others, but in the end, the leader must make the final decisions. A wise Scout would listen to his troop’s adult leaders and parents because they have many years of experience to share.

However, be careful that the well-meaning adults don’t lead your project. Beware of a common problem which can easily hamper your chance to lead. During projects where an adult’s technical skill is required, the adults often tend take over the leadership role. Both you and your adult technical advisor should be very aware that YOU must lead the project. Your advisor should only give you guidance and suggestions, but he should not give direct instructions to your work crew. That would deny you your leadership opportunity.

Hint: You and your advisor should talk this over and agree on a signal which you will politely give him if you see him taking too much control of your workers (which is a very natural thing for adults to do). For example you may agree to say something like, “Mr. Coffman, would you like something to drink?”. He would get the point and agree that he was thirsty and go “get a drink.” No one else would know what you were doing, but later you and Mr. Coffman can laugh about how “thirsty” he was on that work day.

The leader gets the job done and keeps the group together. Getting the job done is fairly easy to understand. Keeping the group together means you help the group enjoy the activity, feel appreciated for their efforts, and earn a sense of pride in the accomplishments of the group. A leader continually encourages his workers and gives them positive feedback on what they do well. He helps his workers understand when they are doing something that does not help the group accomplish the goal and he gives them guidance on how to do the right thing. Often when workers aren’t doing what the leader wants, it is because the leader did not do a very good job of explaining the task to them.

Projects should be planned to maximize your opportunity to show leadership to others. NOTE: Personal initiative, while vital to the project and certainly commendable, should not be confused with leadership to others.

Some examples of personal initiative are:

- Personally gathering donations for your project
- Personally researching and creating a flyer to be distributed

Some examples of leadership of others:

- Directing a team of others to solicit donations.
- Showing a scout how to use a tool and supervising his use of that tool.
- Directing a group of scouts in creating and editing a videotape about the St. Louis Zoo to be distributed to area children’s hospitals.

You will need to be able to discuss how you showed leadership to others in carrying out your project during your final District Board of Review.

Remember – The project is not about completing the project in the most efficient manner, but the opportunity to show leadership.

Approval By Unit Committee

The Scoutmaster should sign off on the project concept, but the unit committee should not sign the project approval until they feel it will be acceptable **in its present form** to the District Board of Review.

Approved by SM, Unit Committee, Benefiting Organization, District Board of Review

District Eagle Board of Review Project Approval-

Contact one of the three weekly coordinators 1st Wed, 2nd Wed and 4th Wed of the month. Give as much lead-time as possible. Names and contact info available at www.stlbsa.org/Districts/New+Horizons under Advancement.

What to bring with you to the Board:

Three (3) COMPLETE copies of all of your paperwork and plans plus your originals

You should make 3 copies of everything you want the board to look at-

This includes:

- ✓ Your complete, (filled out) project workbook with all appropriate signatures (Benefiting organization, Scoutmaster, Unit Committee).
- ✓ ALL plans, schedules, pictures, budgets, step by step instructions, letters etc. - in short **“everything”**

- ✓ Your name, address, phone number, Unit number and date of birth are prominently shown on your information.

The Board is not able to review you without the above items.

You must be in full uniform as defined by your unit. Patches should be correctly placed; you may wear your MB sash over your right shoulder not tucked into your belt. **You may also wear your OA sash- This is a change in council policy.** An observer (usually a unit leader) is encouraged to attend, they may not participate in the review, will sit out of sight of the scout, and may only speak if asked a direct question, usually to clarify. Under no circumstances may the Candidate's parent be an observer.

Be prepared to discuss your project in detail, including how you will show leadership to others.

Note on Constructive Criticism: It is very hard to hear or receive constructive criticism, or suggestions, no matter how well intentioned. True leaders thank someone for caring enough to offer suggestions, and view them as an opportunity to grow and improve. Poor leaders become defensive and view suggestions as an attack upon themselves. The Board's questions will be designed to help them understand your project. Their suggestions or required changes are to help ensure your success or to make sure you meet the Eagle Scout Service Project requirements.

District Board to Approve

Complete your Eagle Scout Leadership Service Project

This is the fun part!!

Be sure to do the project as you agreed with the District Board.

Keep a log of who worked and the actual hours worked

Carefully document any changes that you decide to make, that are required of you by the benefiting organization, or were required by the District Board of Review. Your final Board of Review will want to discuss what you did according to the plan, and where you had to make changes, so take careful notes.

It is possible that major changes to the project may make it ineligible as an Eagle project, even if they were requested by the benefiting organization. Neither your parents nor troop leaders may approve major changes. Contact your project board coordinator prior to making major changes. While it is not required that you take pictures, it's a great idea and the board and you will enjoy seeing them. Have the benefiting organization sign your workbook stating that you have satisfactorily completed the project.

Final Write-up

After the actual work on the project is completed, you are ready for the last phase of your project -- the final report. This is the section where you describe what actually happened as you carried out the plan. This information is entered in the last section of the Eagle Scout Leadership Service Project Workbook.

As with any project, it is important to review what was done and see what lessons were learned, as well as providing a historic record. In this case, you also need to write a final report because your project is not complete without it! You should use the project plan as guide for preparing the final report. In the 'Carrying Out the Project' workbook section, briefly describe what was done and how you deviated from the plan. Go through each section of the plan and write a summary of the results versus the plan. For example, discuss if you had all of the materials you needed or if you had a lot left over.

Summarize the actual costs, tools used (and tools needed that you did not have), or anything else of interest.

Provide a record of all the time worked by you and your volunteers. This can be done in a list or table showing names, dates, hours worked, and tasks performed by each volunteer. Since the objective of the project is to demonstrate leadership of others, you should discuss your leadership roll. Give examples of how you were able to lead the volunteers. Did you have any problem with getting them to come to work or to stay focused on the assigned tasks? Leading people is a difficult skill and you most likely learned something about this. The final reviewers want to read about what you learned about leading people.

Hopefully, you took many photographs during each phase of the project. Include a section in your report for representative photographs. A photo of you presenting the finished product to the organization for whom you did the work helps show off the value of the project. Of course, the photographs should be labeled.

You will most likely require some advice from your project advisor before you are ready to turn the project in for final signatures. Consult with him often as you are completing the report. Once you and your advisor are happy with the result, it is time to get the final approval signatures.

Hint: While you are writing your final report, this would be a good time to write thank-you notes to those who donated materials or made other significant contributions for your project. Many companies have a budget for donations to organizations like Scouting and a small thank-you can help them understand the value of their donations and encourage them to continue helping future Eagles candidates. You aren't expected to write notes to all your volunteer workers, but some recognition at your next troop meeting would be appreciated.

SM Conference

Must be completed prior to your 18th Birthday

SM to approve

Submission to Council

Includes:

1. Completed Eagle Scout application with approval signatures

2. Twenty-One (21) merit badge cards listed on the application
 3. Statement of Ambitions and Life Purpose
 4. The Service Project workbook
 5. An Advancement report (Troop to provide)
 6. The four letters of recommendation sealed in the envelopes provided in the Life to Eagle package.
- Council Director of Advancement to Approve

Final District Eagle Board of Review

Contact one of the three weekly coordinators 1st Wed, 2nd Wed and 4th Wed of the month. Give as much lead-time as possible. Names and contact info available at www.stlbsa.org/Districts/New+Horizons under Advancement.

May be up to three (3) months after your 18th Birthday

Scheduled after your application is returned from council.

What to bring with you to the board:

- ✓ Complete write up of your Eagle project incorporating changes requested by the District Board and changes that became necessary during the project. *It is possible that major changes to the project may make it ineligible as an Eagle project, even if they were requested by the benefiting organization.* Contact your project board coordinator prior to making major changes.
- ✓ Eagle Scout application signed by Council Advancement Director
- ✓ Original project workbook and write up including signatures, changes, and District Project Revision Form (if issued) by District Board
- ✓ Statement of Ambitions and Life Purpose (Just what it sounds like – Not just a recitation of your scouting career)
- ✓ **Three (3) COMPLETE copies of ALL of the above plus the original with your name, address, phone number, unit number, and date of birth included in your information. Make sure you make 3 copies of your Eagle Application.**
- ✓ The four (4) sealed letters of recommendation:
 - May not be from SM
 - Must be from references listed on the front of your Eagle Scout application form
 - These will not be returned to you
 - Set deadlines for letters with letter writers
 - Letters from parents are acceptable but generally not given much weight

Note: Your four (4) sealed letters of recommendation should NOT be opened or copied. They must be delivered unopened to the board.

The Board is not able to review you without the above items.

You must be in full uniform as defined by your unit – see above. You may wear your OA sash– This is a change in council policy.

An observer (usually a unit leader) is encouraged to attend; they may not participate in the review, will sit out of sight of the scout, and may only speak if asked a direct question, usually to clarify. Under no circumstances may the Candidate's parent be an observer.

You should be able to recite the Scout Oath, Law, Motto, and Slogan and know what they mean.

Be prepared to discuss your project, changes to your project, how you showed leadership to others in carrying out your project, and “lessons learned” in carrying out your project.

There is no set list of questions that you will be asked, however you will be asked to discuss what Scouting has meant to you, and what principles and ideals of Scouting mean to you.

You will not be tested on Scouting skills or trivia, although you may be asked about the meaning of some things in Scouting, and what they mean to you.

The Board's questions will be designed to help them understand you, your leadership project, and your experience in Scouting. They will also serve to verify you have met the requirements to become an Eagle Scout.

District Board to approve

Submission to Council for National Approval

Turn in your original Eagle Scout Application with the District Boards signatures to any council office

When approved by national you are officially an Eagle Scout for the rest of your life and you may schedule your Court of Honor.

National to Approve

Eagle Scout Court of Honor

May not be planned or scheduled until after your approved application is returned from National.

You are encouraged to use a council approved Eagle Scout presenter. A list is available from council.

Although your family is certainly welcome to be involved in the planning, **this is a troop function.** The needs of the family must be balanced with the troops needs. This is a great opportunity for your troop to shine and should be planned when scouts in your troop have the opportunity to attend. A great way to do this is to schedule your Eagle court of honor immediately after a troop court of honor. **Note: The troop court of honor must be closed prior to opening the Eagle Scout court of honor.**

All scouts, parents, and leaders in the troop should be invited, as well as anyone involved in your project.

**New Horizons District Eagle Board of Review
Coordinator Contact Information
(As of September 2005)**

1st Wednesday of the month

Mr. Preston King
636-227-0941
pking@us.ibm.com

2nd Wednesday of the Month

Mr. Paul Compton
314-984-8708
rpcompton@travelin.com

4th Wednesday of the Month

Mr. Mark Stiller
636-225-9533
mstiller@ameren.com

Eagle Board of Review Chairman

Informational Only – Does not schedule appointments for boards of review

Mr. Robert Backer
636-386-3006
rcbacker@mindspring.com

When scheduling an appointment for a board of review have your project or final paperwork handy. Call as far in advance as possible, the week you want may be full. While every effort will be made to accommodate your schedule, **it is very unlikely we will be able to fulfill requests made less than 1 week prior to the scheduled review date.**

A FEW POINTS TO REMEMBER:

- A scout is courteous-**Use your best telephone/communication manners.**
- The candidate **must** make the appointment call. Appointments will not be made with parents. Parents may advise the coordinator of a special need of the Candidate.
- **Don't call before 9:00 am or after 9:00 P.M.**
- Be prepared to allow a day or two for a return call or email, Sometimes longer if the coordinator is out of town.
- Procrastination on the part of the candidate does not constitute an emergency for the board. We'll do our best to accommodate you when possible. However, bear in mind planning is one of the skills we are reviewing.
- **The board never reviews walk-in's – All reviews must be set up in advance.**

Feel free to contact any board member with questions or concerns. It's far easier to get questions resolved "up front" than to do it during a review. All board members are eager to see you succeed and are happy to answer questions.

Additional Resources –

www.stlbsa.org Under Advancement/Eagle Easel
www.scouting.org Under Boy Scout /Awards/Eagle
www.eaglescout.org Useful, Not an official BSA site