Steps for Life to Eagle

Chief Kiondashawa District **French Creek Council BSA**

Revised 2/1/2014

1. Set up a meeting with scoutmaster to discuss possible projects and obtain counselors to finish required merit badges on time.

2. Verify all scout records with your troop or council.

3. Download and review the most recent copy of the Eagle Scout Leadership Service Project Workbook Online
   http://frenchcreek-bsa.org/advance.php
   this is on the French creek council page
   under resources advancement on left then
   under resources down the right side
   You must scroll down quite a bit.
   the workbook, rank application and
   reference letters are here.
   The workbook is in a writeable pdf form
   The scout types and saves and come back
   and add and correct over and over.

4. Start a journal to track all time and details involved in **planning** the project and completing the beginning of the workbook. (To be brought to the approval meeting)

5. When the scout has determined the desired nature of Eagle Scout project. Contact project supervisor from benefiting (non-profit) organization to agree upon the project details.

6. Complete preliminary write-up of proposed project in eagle workbook up to the first set of signatures including the contact information (1-6)

7. Take "before" pictures Project Workbook pg2-2 at top

8. Present project plan to
   (a) Project supervisor from benefiting organization,
   (b) Scoutmaster /Coach/ Advisor
   c) Troop Committee

   Obtain signatures from each in the "Approval time/ Signatures" section of the Project Workbook (pg 2-4

Because approvals are done' on the spot' at roundtable, the Advancement Committee has no time to verify the benefiting group's intentions and necessary signatures.

We require a letter on official stationary outlining the agreed project and giving their full approval. The signature on the letter needs to match the one in the workbook.

9. Have the scoutmaster schedule an appointment to meet with the advancement committee at roundtable.

10. Come to roundtable with scoutmaster or assistant scoutmaster. Parents may sit in on the discussion but they cannot be the scouting representative. There must be a different adult leader.

11. Bring the following completed paperwork:
    - *a.* The contact sheet and the workbook completed up to and including the 3 necessary signatures dated. Include the log of planning details
    - *b.* If building items, include blueprints or construction drawings
    - *c.* Sketch of area to be included.
    - *d.* List of needed materials and equipment (Include first aid kit, cell phone, and drinking water.)
    - *e.* List how project will be funded.
    - *f.* Before photos with short narrative labels
    - *g.* Letter from the benefiting organization.

    All these papers should typically be placed in a folder, report cover WITHOUT individual plastic sheet covers.

If no approval letter is provided, the project cannot be approved on the spot. All paperwork could be submitted to the committee and they would have to contact the benefiting organization in a timely fashion and call the scout to return the signed project later.
PROPOSALS WITH MISSING ITEMS WILL NOT BE APPROVED.
No work may be completed on the project until the advancement committee has approved and signed the necessary papers.
Projects done without signatures will be denied. NO EXCEPTIONS.

The excuse the scout is too busy is not acceptable. The advancement committee should not have to work around everything else. It should be the other way around. Remember becoming an eagle scout last a lifetime

12. Now that the project has been properly approved, meet with your chosen mentor/coach and complete the final plan section. Make sure to take notes when you meet with your project coach.
13. Once final plan is complete and discussed with your coach complete the project.
    a. Make sure to keep a detailed journal of every step taken to do the work. **Don't** just mark down names and times.
    b. Take photos **with people** in them during the project to show how the scout is showing leadership. Take after photos too.
    c. Record any changes.
    d. All money should be run through the troop account. Any extra must be returned or given to the benefiting organization. It cannot be kept for the troop.
14. Complete the final report and finish the workbook. Secure the necessary signatures.

15. Obtain an official letter of approval from the benefiting institution. The signature should match the starting signature.

16. Fill out the Eagle Scout Rank Application (found at Council web site) **Use the 2014 version. Filled in on the computer**
No other older form will be accepted.
Don't forget to attach Requirement # 7 to this form. Include this in the front of the final report.
When filling in addresses, don't just put the street part**. City, state and zip** need to be there also.

17. Request letters of recommendations as per Eagle Scout Rank Application
(Found on Council website)
Have them mailed to the troop advancement chairman, marked on the outside as to which recommendation they are. **You are not to handle these!**
The troop advancement chairman should leave them in sealed envelopes marked on the outside as to which each is

18. Organize all necessary forms including
    a. The Eagle Rank Application with requirement #7 attached. (2014 version)
    b. The completed workbook, including all the original papers used for the approval process.
    c. Before and after photos with short narrative labels.
    d. Planning and completion journals
    e. Total hour sheets (separate from journal)
    f. Receipts for purchases if applicable
    g. Acceptance letter from benefiting organization.
    h. All 6 recommendation forms. **In sealed envelopes.**

Double check that nothing is missing. The scoutmaster or advancement chairman should check everything one last time. They should not sign the papers unless everything is complete.

Mail or hand-deliver all to the French Creek Council office **BEFORE** the scouts 18th birthday. It will be checked to verify everything is complete and all dates are correct.

19. Council will forward all verified material to the advancement committee.

20. The scoutmaster and scout will be contacted as to where and when the board of review will be held.

21. Appear in full uniform with Boy Scout Handbook at the appropriate time and place to complete the eagle board of review with your scoutmaster or designated leader. This CANNOT BE A PARENT.

22. BE PREPARED!
If scout has turned 18 before the board of review please fill out an adult application and bring it to the board of review or send it to council within a reasonable time shortly after.

23. Pending approval by the district eagle board of review the Scout Executive of the French Creek Council must also approve the Eagle Scout Application. It will then be forwarded to the national office of the Boy Scouts of America for their approval. The scoutmaster coach/ advisor will be notified when the process is finally approved.

CONGRATULATIONS!
PLAN THE EAGLE SCOUT COURT OF HONOR AND CELEBRATION!