



Life to Eagle

A Scout's Guide to the Trail to Eagle

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The Process

Congratulations on reaching the rank of Life Scout. You are now eligible to complete the final requirements on your journey to become an Eagle Scout. Here is the path of your journey:

- *Select a project. Share your idea with your parents and unit leader. After receiving support and preliminary approval, contact a representative of the organization your project will benefit and discuss the project with them. They will become your **project beneficiary**.*
- *Download, save and print the Eagle Scout Project Workbook (ESPW). The latest version of the work book can be found on the BSA's national website or by performing a quick search on your favorite search engine. This workbook is laid out into 4 sections:*
 - *Section #1 – Information intended for the Candidate, Parents and Beneficiary Representative.*
 - *Section #2 – Project Proposal, Contact Sheet and Fundraising Application.*
 - *Section #3 – Final Plan*
 - *Section #4 – Final Report.*
- *Read Section #1 and use a printed copy of the ESPW to begin entering information as a rough draft. Once you have finalized your ideas, concepts and desires go back to your electronic copy of the workbook and enter the necessary information in Section #2. **NOTE: As a precaution save each page of data as you progress.***
- *A reminder that all information you prepare for your Eagle project, plan, report, and rank application **MUST BE TYPED!** Handwritten copies will be refused and returned to the Scout to type, further delaying their project or rank timeline.*
- *Once you have transferred your handwritten notes into the ESPW, print Section #2 **ONLY!** Sign the proposal on the signature page. You are now ready to meet with you Unit Leader and Unit Committee for their approval of your project proposal.*
- *Once you have obtained the signatures of the Unit Leader, Unit Committee, and Beneficiary Representative on the proposal and the Unit Leader and Beneficiary Representative on the Fundraising Application you may submit the proposal to the Utica office of the Leatherstocking Council for review and approval.*

All Eagle Scout Project Proposals are submitted to the Utica office of the Leatherstocking Council first for purposes of tracking and documentation

When the original project proposal is received at the Utica Office of the Leatherstocking Council, the following occurs:

- 1) A folder is created with the candidate's name and unit number.
- 2) A copy of the entire printed proposal submitted is made.
- 3) The proposal is given a preliminary review to ensure the necessary elements are submitted:
 - a) Contact Sheet – filled out with all required information
 - b) Proposal Signatures
 - c) Fundraising Application with Signatures
 - d) Proposal **MUST** be typed

NOTE: If any of these are missing the candidate will be contacted for submission or correction.

- 4) After the above preliminary review, the file is forwarded to the respective District Advancement Committee for the Life Scout's Troop for their review and approval.

The District review should be a face-to-face meeting with the candidate and at least one parent/adult. Suggestions may be made and requests for more information may take place prior to approval. The District Advancement Committee will make arrangements with the candidate as to meeting these requirements.

- 5) Once approval is obtained at the face-to-face meeting, the candidate will be returned their original proposal and the original fundraising application, now signed by the District Advancement Committee. Copies of the signed pages are forwarded to the Utica office and placed in the candidate's folder.
- 6) Eagle Candidates may now send for references (4-6 are requested to be sent by the Scout to be available for his Eagle Board of Review). The reference letter template and directions for use can be downloaded at the council web site at <http://www.leatherstockingcouncil.org/Eagle>

Having received District-level approval to begin the Eagle Project, the candidate proceeds as follows to complete the project as outlined in the proposal:

- *Prior to beginning to physical part of the project the candidate needs to complete Section#3 of the ESPW – Final Plan. Here the candidate incorporates and new ideas, suggestions or set for the elements resulting from the meeting with the District Advancement member. Also a more accurate listing of materials, supplies and cost should be listed. This is important as the Final Plan is submitted at the time of applying to become an Eagle Scout.*
- *It is suggested that the candidate keep a record of everything that happens. This journal, notebook, diary will become most useful when completing the Project Report. Scouts should document all of the preparation and execution time (in man-hours, where appropriate) in conducting their project, including all of the planning time devoted to develop the concept and plans for the project.*
- *Now you can start the project as described in the Final Plan.*
- *When the project is completed it will be time to complete the Project Report. Using Section #4 – Project Report and your accounting of everything written in you project log complete the Project Report.*
- *The Project Report requires the signatures of the Beneficiary Representative and the Unit Leader, stating the project was completed in an acceptable manner to both the organization and the unit.*
- *After obtaining the necessary signatures you have completed your project and one of the key requirements in obtaining the rank of Eagle Scout.*

Submitting the Eagle Scout Rank Application, Post-Project Reports, and other necessary paperwork

- *The following must be completed prior to your 18th birthday:*
 - *All 21 merit badges (13 required & 8 optional)*
 - *6 months as a Life Scout and in a leadership position - Time requirements will only count time served from the date of your Life Scout Board of Review to the date of your Scoutmaster Conference*
 - *Completion **and full documentation** of an Eagle Scout service project*
- *Download, save and print the Rank Application for Eagle Scout – available online on the BSA website. Ensure that you are using a **current version** of the application!*
- *Complete the application. Be sure to use your complete name as you wish to appear on your Eagle Scout Certificate.*
- *Above your signature, be sure to read **and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.***
- *Don't forget your signature!*
- *Next you need a Unit Leader conference and his/her signature*
- *Now the signature of the Unit Committee Chair*
- *You are now ready to submit the paperwork to the Leatherstocking Council for final review and approval.*

- *Your application package must contain the following:*
 - ✓ *Completed Eagle Scout Rank Application*
 - ✓ *Eagle Scout Project Final Plan (Section 3)*
 - ✓ *Eagle Scout Project Report (Section 4)*
 - ✓ *Eagle Candidate statement of future goal & ambitions and positions of leadership outside of scouting*

Note: *Reference letters and their handling is explained in detail on the council website. Life Scouts may assist in the process, but are not required to see it through that their reference writers submit their reference letters. An Eagle Scout Board of Review cannot be postponed due to a lack of reference letters received for a prospective Eagle Scout candidate.*

Having submitted your completed Eagle Scout Application Package, the following takes place:

1. The application (merit badge, tenure, and other dates) is verified against information in the national BSA membership database by the Leatherstocking Council Registrar.
 - a. The Council office can provide a “person profile” to document the information in the database for specific Scouts on request. Please contact your field professional for more information.
2. After the application is successfully verified, the entire package is forward to the appropriate District Advancement Committee for scheduling of an Eagle Scout Board of Review.
3. The District Advancement Committee Chair will contact the candidate for scheduling the Board of Review.
4. Boards of Review are conducted by a committee of at least 3 but no more than 5 members. The Scout’s unit leader may attend, but plays no part in the Board of Review except to clarify questions related to the Scout’s record and history in the unit.
5. The Board of Review takes place at the time and place agreed upon.
6. Candidates who pass their Board of Review are considered Eagle Scouts as of the date of their Board of Review.
7. After a Board of Review is completed, all material is returned to the Utica office of the Leatherstocking Council until the Eagle Scout Credentials are received from National Headquarters.
8. Once received in the Utica office, the Scout Executive signs the Eagle Scout Application and pertinent information is updated in the membership database and sent to the National Advancement Team.
9. The National Advancement Team prepares and ships to the local council the Eagle Scout Certificate and pocket card.
10. Council Registrar prints congratulatory letters, adds them to the packet returned from the National office, and contacts the unit leader that the Eagle credentials are ready for pickup.
11. A representative from the unit signs for and picks up all documents, applications, project write-ups, and the Eagle Certificate, pocket card, and presentation kit. Reference letters and copies of Eagle materials are retained by the Council.