

LIFE to EAGLE

Leatherstocking Council

A Guide to the Trail to Eagle

1. After passing the Life Board of Review, the Scout will be given by the Troop's Eagle Advisor/Advancement Coordinator or will download it from the Council's website "Life to Eagle: A Guide to the Trail to Eagle."
2. The Scout can download the current and fillable Eagle Scout Service Project Workbook (512-927_fillable.pdf) at the National Website with this link [Eagle Workbook](#).
Always remember to SAVE-SAVE-SAVE your information as you work through the workbook
3. The Scout "**MUST**" type the PROJECT PROPOSAL and FUND-RAISING APPLICATION,
 - a. Include all requested details on Contact Information Sheet.
 - b. File the Fundraising Application (p.23) with your proposal.
 - c. Give the "Navigating the Eagle Scout Service Project" pages 30 & 31 to beneficiary to review and get their approval signature as requested on page H.
 - d. Obtain three additional signatures (including Scout's) as requested also on p. H.
4. The Scout will mail or take Proposal & Fundraising Application to the Council. Original signatures required; therefore, do not email or fax. Paperwork will be checked for completeness, tracked, & filed at Council. The District Advancement Chair will contact the Scout to schedule Project Review.
5. The Scout will meet with the District Advancement Committee to review & have proposal approved. Project cannot be started until all approvals are complete!
6. The Scout "**MUST**" type The PROJECT PLAN.
 - a. Add comments from District review in first box.
 - b. Be specific; list materials' cost even if donated or funded by beneficiary.
 - c. * Project Coach reviews plan, adds comments in final box, dates, & initials.
 - d. BEGIN PROJECT and Fundraising.
 - e. Take photos of steps taken of your project before, during & after.
 - f. Keep detailed & accurate time with a sign-in log sheet.
7. The Scout will: download current reference letter form from the Council website. It is located at this link [Reference Letter](#).
 - a. Make six copies of reference letter form.
 - b. Consider asking beneficiary rep. or project coach if no employer.
 - c. Distribute forms with self-addressed stamped envelopes.
 - d. Keep list available for future use.
 - The contact info will be required to be listed on the Eagle Application.

8. The Scout “**MUST**” type PROJECT REPORT, a self-evaluation of leadership.
 - a. Include reasons for any changes in project.
 - b. Obtain three signatures on Project Plan Page C.
 - c. Mail or take Project Plan & Project Plan Report to Council’s Utica office.

9.1 The Scout “**MUST**” type the EAGLE RANK APPLICATION.

- a. Please use the Scoutbook software program for this application.
- b. It is located at this site **Scoutbook**.
- c. Log in with proper credentials and follow these steps.
 - Scroll down & click on Troop#.
 - Scroll down & click on Troop Roster.
 - Scroll down & click on Life Scouts Name.
 - Scroll down & click on Reports.
 - A small window will appear click on Eagle Application.
 - A fill in PDF File will appear for you to save.
- d. Parents – Scout (if signed up) – Scoutmaster – Committee Chair – Advancement Chair and Charter Rep all have access to the Scoutbook software.
- e. It will auto populate all current Scoutbook information required with exception to the following.
 - Designees for 5 of the 6 required Eagle Reference Letters.
 1. Parent/Guardian is filled out for you.
 - Eagle Project Title w/ Total Service Hours.
- f. This application can be edited, saved and printed from your computer.
- g. Scout signs the application and obtains signatures from Scout Master and Committee Chair.

9.2 If your Troop does not use the Scoutbook Program you can download a blank copy of a fillable PDF file of the application here **Blank Eagle Application**.

- a. This will require a lot of work for the scout to look up and verify all required information on the application is correct with the national database.
- b. All information provided must match the national scout database records which includes:
 - Full Name & Address.
 - Troop number and location.
 - All requested dates as noted on the application (there are multiple dates needed).
 - Check question boxes with the appropriate answers.
 - Reference Letter contact information (6) names, address, phone and emails.
 - Completed Merit Badges w/ Date Earned and Troop number.
 - Cross out merit badges not earned in #'s 8, 9, & 11.
 - Troop Leadership Position w/ Dates.
 - Project Title and total number of labor hours.
 - Scout signs the app and obtains signatures from Scout Master and Committee Chair.
- c. Any discrepancies on the application will slow your process down.

d. IMPORTANT NOTE (for either Option 9.1 or 9.2)

- Pay particular attention to your name on the Eagle Application as this will determine how your Eagle Credentials will arrive from the National Office.

10. **Statement of Ambitions** and Life Purpose (must be typed).
 - a. In preparation for your Board of Review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose. Include 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.
 - b. Mail or take to the Council Office, the Eagle Rank Application with statement letter attached.

11. Project Plan & Report, Eagle Rank Application, and References.

Paperwork checked at Council for completeness; noted on tracking form.

 - a. District Chair will be notified to hold Eagle Board of Review.

12. Eagle Board of Review to be set up and held monthly per the published District dates as follows:
 - a. ADK Foothills – 3rd Tuesday Monthly.
 - b. Powderhorn – 4th Monday Monthly.
 - c. Susquehanna Headwaters – 3rd Friday Monthly.

If all goes well at the Life Scout’s Board of Review then Eagle status will be given at that time. Eagle Application will be signed by two Board of Review Members and/or Committee Chair. District Advancement team will return all required paperwork to the Council office. (ie.. Eagle Application – Letter of Ambition – Reference Letters)
Project paperwork will be return to Scout.

13. National Certification of Eagle Scout Rank.
 - a. Necessary paperwork is signed by our Scout Exec and sent to BSA National.
 - b. National responds and sends out Eagle Scout Credentials to the Utica Office.
 - c. District Chair notified who then notifies Eagle Scout and an adult.

14. Adult (parent or leader) signs for and collects Eagle Credentials and Presentation kit from the Utica Scout Office.

Items presented or displayed at Scouts Eagle Court of Honor.
 Congratulations!

Links as noted above

Leatherstocking Council Eagle Resource Links

Council Eagle Resource	https://www.leatherstockingcouncil.org/scouting-resources/eagle/
Eagle Workbook	https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/
Reference Letter	https://www.leatherstockingcouncil.org/wp-content/uploads/2024/04/reference-letter.pdf
Statement of Ambition	https://www.leatherstockingcouncil.org/wp-content/uploads/2024/04/Statement-of-Ambitions-and-Life-Purpose-1.pdf
Scoutbook	https://scoutbook.scouting.org/
Blank Eagle Application	https://www.scouting.org/wp-content/uploads/2022/07/512-72822c-Eagle-Scout-Application_WEB.pdf