

TROOP 172

CHECKLIST AND GUIDE FOR LIFE SCOUTS

EARNING EAGLE RANK

Do not start any Eagle Project without Approvals!

Below are the 12 steps required for Life Scouts earning their Eagle Rank. More information is on the following pages, which complements the steps included in the Eagle Scout Packet.

To many, achieving Eagle Rank seems larger than life. In reality there are only six requirements. If you plan ahead and are systematic in your approach, nothing can stop you. As you advanced through Scout ranks you were recognized for what you did. The Eagle Rank is different, because it is more a measure of the kind of person you've become, not merely what activities you've completed. This guide has been developed to help you begin your Eagle Service Project and hopefully aid in preventing some delays and frustration. Refer to it often. I hope this guide proves of value to you ~ Lisa Ashton

- Choose a service project**
- Talk to the Scoutmaster to review your proposed project**
- Go to the Eagle Advisor to get an Eagle Scout Packet**
- Complete the first half of the Eagle Project Workbook**
- Get on the monthly Troop Committee Meeting agenda to present your project for approval**
- Call the Salt River District to get scheduled for Eagle Board of Review project approval**
- Now you can begin work on your service project**
- Stay in touch with the Eagle Advisor to report your progress**
- Finish the second half of the Eagle Project Workbook, complete the Life Ambitions Statement and Eagle Scout Rank Application**
- Have the Eagle Advisor check your paperwork and Eagle Project Workbook are complete**
- Set up a Scoutmaster Conference**
- Get on the monthly Troop Committee Meeting agenda to present your completed project and call the Salt River District to get scheduled for Eagle Board of Review**

1. Choose a service project

As stated in Requirement 5 – 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....

There are two very important things to note in the first sentence of this requirement that apply to selecting a project. First, the project is to be done while you are a Life Scout. It is all right to look ahead and identify opportunities that might become available after your Life Scout Board of Review. However, never begin planning or executing your project prior to achieving Life rank.

Next, note that the service project is to be "...helpful to any religious institution, any school, or your community...", which means you need to be discerning while selecting a project. You are looking for a project to do for an organization that is non-profit, meaning they provide services to the community at large for purposes other than making a profit. No projects are allowed for profit-making organizations.

What NOT to do:

- Projects that begin prior to achieving Life Rank or end after your 18th birthday
- Work on your project (other than planning) prior to getting ALL approvals
- Any projects for the Boy Scouts of America, including troop or council property
- Any project that another Scout is using for his Eagle project (only one Scout gets credit)
- Projects involving only routine labor normally done by volunteers (your project must allow you to demonstrate creativity, planning, and leadership of others)
- Any project for profit-making organizations. For example:
 - Painting the clubhouse for a homeowners association
 - Installing curb reflectors in a store's parking lot
 - Doing landscaping for a local business

What TO do:

- Consult with Troop 172 leadership while selecting a project
- Choose a project you will be proud of for the rest of your life
- Do a project that really stretches you
- Having problems choosing a project? Google "Eagle Project Ideas" or contact a charitable organization or your church to find their needs
- Start documenting *from day one* (you will use this info for your final report) and keep all of your notes organized in a 3-ring binder.
- Keep a log of the man-hours for every stage including your search for a project. The calculation of a man-hour is a unit of production equal to the work one person can produce in an hour. For example, if you and another person spend 2 hours driving to Home Depot and walk around the store to get prices on wood and nails, your total man-hours would be equal to 4. Your 2 hours plus the 2 hours the other person spent is a total of 4 man-hours.
- Keep a log of notes regarding your search, including names of people you work with

2. Talk to the Scoutmaster to review your proposed project

After you've chosen a project, present the concept to the Scoutmaster. The Scoutmaster can advise you on whether or not the project complies with requirements and if the project is the right one for you.

3. Go to the Eagle Advisor to get an Eagle Scout Packet

It's now time to begin the detail planning and initial write-up, which will be submitted to the Salt River District for approval. Remember, you cannot begin actual work on the project until the Troop Committee and the District approve it. Your Eagle Advisor will answer any questions.

You must use the Eagle Scout Leadership Service Project Workbook in the Eagle Packet to document your project. You can use the paper workbook given to you or use the electronic workbook at http://www.grandcanyonbsa.org/Su526advanceeagle.php?Cat_Idz=21

4. Complete the first half of the Eagle Project Workbook

The Project Plan may be typed on a computer or handwritten, but it must be very neat. Follow the instructions in the Eagle Packet to complete the initial planning and write-up in your workbook. This includes the cover page of the workbook with your name, project description, the name of the group benefiting from the project, the initial date you met with the group along with their signature for the project description, project details write-up, an approval signature from the Eagle Advisor and a second signature from the benefiting group for the project details.

5. Get on the monthly Troop Committee Meeting agenda to present your project for approval

The Troop Committee meets on the 1st Monday evening of each month. You will present your Project Plan and describe the benefiting organization, planning, and research you've done. Once the Committee has approved the project, a Committee Member will sign the Project Plan.

6. Call the Salt River District to get scheduled for Eagle Board of Review project approval

Contact Mack Tarwater who is on the SRD Eagle Board to schedule a time to present your project for approval. His phone number is 480-838-8739. Eagle Board of Review's are held every 4th Tuesday evening each month at the LDS Church (6001 S Lakeshore Drive) across from Marcos de Niza High School in Tempe. You need to call at least 10 days before the board meets in order to be put on the schedule. You will want to have your Eagle Advisor with you during the Eagle Board. After the Eagle Board approves your project, they will put the final signature on your Project Plan.

7. Now you can begin work on your service project

Remember to log your time and the time of others while working on your project. Make notes about everything while working on your project. Keep your documentation, receipts, and diagrams organized in a 3-ring binder with tabs. Take photos of your project – before, during, and after. Get your Reference Letters. Follow the instructions in your Eagle Packet. Send thank-you cards to those who donated materials for your project.

8. Stay in touch with the Eagle Advisor to report your progress

It's a good idea to make sure that the Eagle Advisor knows how your project is going. If you are unsure about any phase in the process, talk to your Advisor.

9. Finish the second half of the Eagle Project Workbook, complete the Life Ambitions Statement and Eagle Scout Rank Application

After you're done with the actual work on your service project, follow the instructions in the Eagle Packet to complete the workbook. Your project is considered complete once you've finished writing the final report in the last section of the workbook and the Advisor verifies it.

Write the statement of your ambitions and life purpose including a list of awards received and positions held outside of Boy Scouts. Fill out the Eagle Scout Rank Application and attach the statement to it. When filling out the application, you may use the paper version or the electronic Excel version that came in the Eagle Packet (follow the instructions carefully). The Advancement Coordinator can help you with dates and other information on the Eagle Application.

If you are using the Excel Eagle Application, be sure to copy the file onto a CD or floppy and place it in your binder. Your electronic application must be printed in color and on ONE page.

10. Have the Eagle Advisor check your paperwork and Eagle Project Workbook are complete

The Eagle Advisor will go over all of the paperwork and workbook to make sure everything is in order and ready to be submitted to the District. Your 3-ring binder should contain your Eagle Scout Leadership Service Project Workbook, Eagle Scout Rank Application with the Life Ambitions statement attached, an Advancement Report from the Advancement Coordinator, Reference Letters, and any other supporting documents or paperwork from your project.

11. Set up a Scoutmaster Conference

You will need the completed Eagle Scout Rank Application as part of Requirement 6 in the Scoutmaster Conference. Additionally, you should have stapled a statement of your ambitions and life purpose to the application. Have the Scoutmaster sign your Eagle Project Workbook and the Eagle Scout Rank Application after your conference.

12. Get on the monthly Troop Committee Meeting agenda to present your completed project and call the Salt River District to get scheduled for Eagle Board of Review – your final presentation for the Committee will cover a discussion on how your project went, any problems you encountered and how you handled them, what you learned while working on the project, and how you demonstrated leadership skills. You'll want to bring your photos to show off your accomplishment. Also bring the Eagle Scout Rank Application for the Committee Chair to sign.

You'll need to contact Mac Tarwater (480-838-8739) at least 10 days before the monthly Eagle Board of Review. Mr. Tarwater will ask you for your 3-ring binder. You may want to make a copy of its contents before you turn it in. He will read everything and make sure you have completed all of the requirements. He does this before your Eagle Board of Review so if something is not correct, you'll have time to fix it. Contact your Eagle Advisor so he will accompany you to the Board.

The Eagle Board of Review will be a formal interview that can cover many things that have taken place during your time in Scouts. You may be asked about your understanding of the Scout Oath/Law, your Scouting and camping experiences, and your plans for the future. You will be questioned about your project to make sure a good standard of performance has been met. The Eagle Board process may last between fifteen minutes to one hour. If all requirements are met, you will be informed at the end of the interview process that you will receive the Board's recommendation for the Eagle award. Your binder will be returned to you and the District will submit your application to the Grand Canyon Council. Once your application has been processed, you'll receive an envelope with Eagle Scout information and your Eagle Scout Rank Award certificate.

Although it's not mandatory, it's customary to hold an Eagle Court of Honor after you receive your award to have it presented. Speak with the Committee if you need help with arranging this ceremony.

Life to Eagle Checklist and Guide
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