

## **Now That Your Project Is Done, What Are The Next Steps?**

Now that your project is complete, here are your next steps:

### **1. complete the rest of the project booklet**

You begin with the section “Carrying Out the Project”. You fill in the sections, just as you did on the first part of the booklet when you got the District Eagle Board of Review to approve your project.

The sections are:

#### **a. Hours I spent working on the project**

We encourage you to add as an attachment the log of the hours you spent which shows the date, hours, and what was done. You enter the total hours in the booklet form.

#### **b. Hours spent by Scouts, Venturers or other individuals working on the project**

Again, you should add as an attachment your log of the hours others spent showing the date, hours, and what was done. You can say “see Attachment XYZ” for this log or if you are using the booklet in the Word document, you insert this log at this point (this is the best and most clear way).

#### **c. Materials Required**

Using the Word document, you can insert this record – what materials did you finally use and what was the final cost of each item and the total. The Board will compare this to your original estimate. If you are not using Word, then you can say “see Attachment ABC”.

#### **d. Changes**

Here, you list the changes made in your plan. Again, using the Word document, you can insert the changes, or if not using the Word document, say “see Attachment DEF”.

#### **e. Comment on all the points made by at your first District Eagle Board of Review**

At your first Eagle Board of Review, the Board wrote their comments for you to consider on a form (called the A-4) that they signed and you signed. All their comments were suggestions on how to make your project a success. You need to write your response to each comment on an Attachment in the workbook. We suggest you title the attachment “Comments by the District Eagle Board of Review”. You then copy their comments below that and under each comment, address what you did or did not do (in this case, you need to explain why you rejected the Board’s suggestion).

#### **f. Photographs**

Include photographs of the project in progress and of the final completed project. The photographs are worth their weight in gold. When making copies for the Board, you can submit the original photos in color and then just make black and white copies for the remainder of the copies you need to provide. When you contact the Board, they will tell you how many copies to provide. Usually it is the original plus two.

## **g. Approvals for Completed Project**

Here you fill in the blanks and get the Scoutmaster to sign and someone from the organization for whom you did the project.

## **2. Fill out the Eagle Application form**

Copy the Eagle application (the color version) and begin filling out the copy. Once you are satisfied everything is there, then you fill out the original in ink. This becomes the ONLY permanent piece of paper saying you are an Eagle Scout and will be on file at the Council office on West Pine.

When completing the Eagle application, at the bottom of the first page, you list all the merit badges you earned and show the date the merit badge was earned. Get all the original merit badge cards in front of you and make sure the date on the merit badge card agrees with the date you enter on this form.

## **3. Life Ambition statement.**

This is a one to two-page statement of your life ambitions. This is an opportunity for you to review your achievements in school, Scouts, church, family, and with volunteer work. Most importantly, you want to talk about your future plans: graduation from high school, activities you plan to participate in at high school, college aspirations, career interests, how you plan to return something to Scouting in the next several years and in your life, and perhaps an expression of thanks to those who have made a difference in your life (in Scouts and out of Scouts).

## **4. Merit Badge Cards**

Gather up all your merit badge cards (all the 21 merit badge cards for Eagle and all others you have earned) and make sure everything is in order (each card signed by the merit badge counselor and the Scoutmaster, and all the dates entered).

## **5. Four letters of recommendation**

Get your four letters of recommendation, sealed in an envelope from the authors.

The people who you ask to write these letters of recommendation are the same people you list as references on the first page of your Eagle application (see 2 above).

## **6. Thank you letters**

Write thank you letters to anyone who helped you on your project (those who gave donations, provided service time to work on the project, coached you, etc.) Make a copy of these letters and include in your Board submission...this is not required, but it's a nice thing to have, and a good habit to have for the rest of your life. People really appreciate a thank-you.

## **7. Meet with an Assistant Scoutmaster, Life to Eagle (Barry Bingham or Tim Welsh) one last time!**

Once you have done all the above, let's meet together one last time. We will double check that everything is ready, that all the dates your Eagle application are correct and will pass the review by Council.

## **8. Meet with the Scoutmaster**

This is your final Scoutmaster's conference with Mr. Davies. You can contact Mr. Davies at 636-527-3840 and at [jrdavies@yahoo.com](mailto:jrdavies@yahoo.com). Mr. Davies will sign the project workbook and your Eagle application at this session.

## **9. Troop Eagle Board of Review**

Contact Mr. Jim Keller and/or Mr. Ruben Brill, the Advancement Chairs, to schedule your Troop Eagle Board of Review. You can contact Mr. Keller at 636-256-7943 or on email at [jkeller002@earthlink.net](mailto:jkeller002@earthlink.net). Mr. Brill can be contacted at 636-256-7853 or on email at [jrbrill@sbcglobal.net](mailto:jrbrill@sbcglobal.net)

Mr. Keller or Mr. Brill will schedule three adults from the Troop for your final Troop Board of Review. This review will be conducted just like the final District Eagle Board of Review.

You will be asked to say the Scout Oath, Scout Law, the motto, and the slogan. Do this flawlessly. Practice it and practice it until you can deliver all of it without hesitation.

## **10. Meet with the Troop Committee Chair**

You will meet with Mr. Dan Whithaus, the Troop Committee Chair. His signature goes on the Eagle application.

You can contact Mr. Whithaus at 636-207-7098 or on email at [dwiththau@up.com](mailto:dwiththau@up.com).

## **11. Take your Eagle materials to the Council Office for approval**

You will take the following to the Council Office in the West Port Plaza area (the Page Avenue office). If you take it downtown to the West Pint office, they will take another day or so to send it out to the Page office. All Eagle materials are reviewed by Peggy McGartland at the Page office.

Here's what you take to the Page office:

- a. your Eagle application filled out and all signatures in place.
- b. your four letters of recommendation all sealed up (the Council office will not open them but will make sure they are with your materials). Only the District Eagle Board of Review will open and read these letters.
- c. all your merit badge cards (the originals)
- d. your Life Ambition statement
- e. your completed and signed Eagle Scout Service Project workbook.

The Council office will take up to three days to review your materials and make sure everything is in order. They will then sign the Eagle application stating that Council has approved your application. They will call you to pick it up.

## **12. Call the New Horizons District Eagle Board of Review for an appointment**

This is the same process you followed when making your first District Eagle Board of Review appointment. You choose the Wednesday night you want to use, either the first, second or fourth. You contact the coordinator for that evening.

To see who you contact, go to the Council web site at [www.stilbsa.org](http://www.stilbsa.org), click on Districts, then click on New Horizons, then read the activities listed until you see the District Eagle Board of Reviews. If you cannot access the web site, call one of the Assistant Scoutmasters, Life to Eagle.

The first question the coordinator will ask is “do you have Council approval of the Eagle materials?” The Board will not meet with you until Council has approved your application.

To prepare for your final Board of Review, read over the material in the three-ring binder titled “Preparation for the Final Eagle Board of Review.” You will find that once you say the Scout Oath, Scout Law, motto, and slogan at the beginning of the meeting, you will have fun, enjoy the conversation, and be confident that with all this preparation, you will be an Eagle Scout.

If one of the Assistant Scoutmasters Life to Eagle is available, we can attend this final Board of Review with you. We will introduce you to the Board and remain in the room, but cannot say anything unless asked by the Board. Our presence says that the Troop leadership supports you becoming an Eagle Scout. It is your choice whether we go with you or not.

You will want to have your parents go with you to the Board of Review. They will wait in the lobby. If you are approved by the Board as an Eagle Scout, you and your parents will be invited into the meeting at the end as part of the congratulations from the Board. It’s a very nice touch. Be sure to thank your parents in front of the Board and to thank the Board for their time and interest in you.

The effective date of you becoming an Eagle Scout is the date of this District Eagle Board of Review.

The Board will sign your Eagle application and return all materials, books, etc, to you.

After this final Eagle Board of Review, we will interview you and write your “Trail To Eagle” story that is posted on the Troop web site ([www.troop677.org](http://www.troop677.org)) along with a picture of you, sent by email to all the parents of Troop 677, and is published in the Troop newsletter.

## **12. Take the signed Eagle application to Council**

The Eagle application is now worth “platinum” – this is the only document that will exist that proves you are an Eagle Scout. Immediately after the District Eagle Board of Review, take it to the Council office on Page Avenue. They will send it to the National office in Texas where it will be reviewed a final time and they enter you in the permanent national records as an Eagle Scout. They will send the application back to the Council office on Page Avenue. The Council office will call you when they receive the application from National. The original application is retained by Council as part of the permanent records proving you are an Eagle Scout. The Council office will ask you to pick up a

package of materials which includes your Eagle badge, your Eagle certificate, and other information about becoming an Eagle.

Congratulations! At this point you are completely done....but wait, there's more! You can remain active in Scouting and Venturing – earn more merit badges and Eagle palms, and return something to Scouting by helping others on the trail to Eagle.

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