

Life to Eagle Workshop

New Horizons District



Welcome to the New Horizons District Life to Eagle Workshop! It is our hope that you will find the information in this packet helpful on your trail to achieving the rank of Eagle Scout. There is a lot of detailed information included in this handout - it is not meant to overwhelm you, please think of it as a reference document that you can go to for answers. If you have questions as you proceed, please ask your Scoutmaster, Troop Eagle Coach/Mentor, Crew Advisor or one of the Eagle Board leadership team members (listed on the last page). You can find action items noted with this ➤ symbol throughout the document.

Eagle Scout Requirements

1. Be active in your troop, crew or ship for a period of at least 6 months after you have achieved the rank of Life Scout
2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life
3. Complete twenty-one (21) Merit Badges
4. While a Life Scout, serve actively for a period of 6 months in one or more positions of responsibility
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.
6. Participate in a Scoutmaster Conference
7. Successfully complete an Eagle Scout Board of Review

EVERYTHING except submitting your paperwork to Council and completing your District Eagle Scout Board of Review must be completed prior to your 18th birthday. Remember, prior does **not** include your actual 18th birthday!

Below is additional detail regarding the requirements:

1. Be active in your troop, crew or ship for a period of at least 6 months after you have achieved the rank of Life Scout.

National guidelines related to being "active" are outlined in the 2011 Guide to Advancement and include:

1. You are registered in your unit.
 2. You are in good standing. A Scout is considered in "good standing" with your unit and has not been dismissed for disciplinary reasons.
 3. You meet the unit's reasonable expectations; or if not a lesser level of activity is explained. More information related to this point is included in the 2011 Guide to Advancement (page 21 & 22).
- Make sure you contact your Scoutmaster/Crew Advisor to discuss your status.

2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.

Do good turns daily.

List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational and employer references.

- Determined by your Scoutmaster/Crew Advisor and Eagle Scout Board of Review

3. Complete 21 Merit Badges

12 Eagle required, 9 your choice

Reminder - Personal Fitness, Personal Management, and Family Life merit badges take 3 months to complete

- Council records and your merit badge cards will be used to verify
- Make sure you have all of your merit badge cards (if you are missing any, contact your Scoutmaster or Advancement Chair in your troop right away).

4. While a Life Scout, serve actively for a period of 6 months in one or more of the following positions of responsibility:

Boy Scout Troop – SPL, ASPL, Patrol Leader, Troop Guide, OA Rep, Historian, Den Chief, Scribe, Librarian, Quartermaster, Chaplain Aide, Instructor, Venture Patrol Leader, Junior Assistant Scoutmaster, Webmaster, Leave No Trace Trainer. Note – Assistant Patrol Leader does not qualify.

Venturing Crew/Sea Scout Ship – President, Vice President, Secretary, Treasurer, Quartermaster, Historian, Den Chief, Guide, Boatswain, Boatswain's Mate, Yeoman, Purser, Storekeeper, Webmaster, Leave No Trace Trainer.

Varsity Scout Team – Captain, Co-Captain, Program Manager, Squad Leader, Team Secretary, Order of the Arrow Team Representative, Librarian, Historian, Quartermaster, Chaplain Aide, Instructor, Den Chief, Webmaster, Leave No Trace Trainer.

- Scoutmaster/Crew Advisor to certify. Make an appointment with your Scoutmaster and Senior Patrol Leader or Crew Advisor to review your past leadership roles and discuss what position of responsibility is appropriate for you. Be sure you confirm the expectations and responsibilities of the position. Remember, the requirement is to serve **actively**, simply holding the position without doing the work will not qualify you for this 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. (The project must benefit an organization other than Boy Scouting.) A "project proposal" must be approved by the organization benefiting from the effort, your unit leader and unit committee and the Council or District before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

The Eagle Scout service project uses all that you have learned thus far in Scouting – leadership, responsibility, managing tasks & projects, communication, and is an application of the Scout Oath ("to help other people").

Project guidelines to keep in mind:

- May not benefit BSA, **even indirectly**.
- May **not** solely be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project and may need to be approved by Council.
- May **not** be of a commercial nature or a business, this is not meant to disallow work for community institutions such as museums and service agencies (for example, like homes for the elderly). Some aspect of a business operation provided as a community service may also be considered – for example, a park open to the public that is owned by a business. The benefiting organization does not need to be a registered non-profit.
- Must be approved by Scoutmaster/Crew Advisor, Unit Committee, Benefiting Organization and District Board **prior** to starting your project.
- May **not** be routine labor or maintenance. This might be defined as a job or service you may provide as part of your daily life or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- Must be a Life Scout when you start working on your project proposal.
- There is no minimum or maximum number of hours for a project. The size & scope of your project are limited only by the requirement that the project affords you the opportunity plan and clearly demonstrate leadership to others and clearly provides a positive impact for the benefiting organization.

Eagle Scout Coach / Mentor

Many troops utilize Eagle Scout coaches / mentors. Though it is a Scout's option, coaches are **strongly** recommended. They may or may not be part of the project proposal process however their greatest value comes in the advice they can provide to you after approval of a project proposal as you move forward to complete the planning of your project. A coach can help you see that if a plan is not sufficiently developed, then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses and risks, but coaches do not have the authority to dictate changes, withdraw approval, or take any other such action.

- Find out who works with Eagle candidates in your troop. It may be your Scoutmaster, Troop Advancement Chairman or Assistant Scoutmaster Life to Eagle. Make an appointment to discuss your plan for becoming an Eagle Scout. It might be helpful to create a timeline with tasks you need to accomplish and due dates.

Eagle Scout Service Project Workbook

A new workbook has been created by National for you to use which includes the following sections:

- Your project proposal (pages 7-10)
- The final plan (pages 11-16)
- The fundraising application (pages 17-18)
- The project report (pages 19-20)

The new workbook is a great tool for you to use and will help you think through all of the parts of your project. You can begin using the new workbook effective immediately. If you have already started documenting your project plan using the older version, you can continue to use that workbook until June 1, 2012. If you have already received project approval by the District board, you will continue to use the same workbook throughout the rest of the process.

- When writing your project proposal, you **must** use one of the official formats.
- You can find the new workbook at <http://www.scouting.org/scoutsources/BoyScouts/AdvancementandAwards/resources.aspx>
 - A fillable pdf version is available. National recognizes that the editable pdf version has been difficult for Scouts to use so they are researching another electronic option. If one gets approved, you will be able to find it located on the same website.
 - You can also print the workbook and complete it by hand (in ink).
 - You can include any *additional* information in a separate document as needed.

Reminders –

- You may **NOT** create your own workbook.
- Your workbook will be a living document that you will use to carry out your project.

Eagle Scout Project Process Overview

- Create your project proposal.
- Obtain benefiting organization, unit leader (Scoutmaster/Crew Advisor) and unit committee member's signatures for your project proposal in your workbook.
- Call weekly coordinator to schedule District project proposal review appointment.
- Present project proposal to District Eagle board.
- After project proposal is approved, create the project plan. It is recommended that you work with your Eagle coach.
- Submit fundraising application to Council (if applicable) for approval.
- Lead your team in completing the project.
- Complete the Eagle Scout service plan report.
- Obtain benefiting organization and unit leader's completion signatures in your workbook.

Getting Started

Choosing a Project

Your project must present an opportunity for planning, development and leadership!

- Choose a project idea which is valuable to the community and a challenge to you. It does not have to be an original idea, but it could be! **You** must do all of the planning for your project.
 - Project ideas can be found in many places – your church, school, community organizations. Be sure to let people know that you are looking for an Eagle Scout project. You may choose to build something, present a program to a group, complete a remodel, coordinate an event for a worthwhile purpose, or correct a problem area for the benefiting organization. The ideas are almost limitless!
 - Make a list of possible projects.
 - **Select an idea that is interesting to you – one that YOU are passionate about!**
- Meet with your Eagle Coach or Scoutmaster to discuss your list of ideas, they can:
 - Brainstorm ideas with you
 - Assist you in evaluating an idea to ensure it meets the Eagle Scout Project guidelines
 - Help you think through what should be included in your project proposal. Once you've written your proposal, they can provide feedback prior to attending the District project proposal board.

Reminders –

- Always take detailed notes when talking to your Eagle Coach/Mentor.
- Start documenting the time you are spending researching and creating your project proposal. Include date, what you did and the amount of time. You will use this information when completing your Eagle Scout Service Project Report.

Project Proposal

Your project proposal must be completed first. It is an overview, but also the beginning of planning. It demonstrates to the benefiting organization, your unit leader, unit committee and the District board that the following criteria have been met. To receive approval, your proposal must show the following:

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development and leadership will take place; and how the three factors will benefit a religious institution, a school or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to complete.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan has enough details to be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

Reminders –

- Your unit leader and unit committee member need to approve your proposal before scheduling your District board.
- The detail required for a proposal depends on project complexity. It must be enough to provide a level of confidence for the District board that the above tests can be met.
- Do **not** begin any work, raise any money or obtain any materials until your project proposal has been approved by the District board.

The project proposal section of the workbook is divided into specific topics to be completed.

- | | |
|---------------------------------|-----------------------------|
| ✓ Project Description & Benefit | ✓ Preliminary Cost Estimate |
| ✓ Giving Leadership | ✓ Project Phases |
| ✓ Materials | ✓ Logistics |
| ✓ Supplies | ✓ Safety Issues |
| ✓ Tools | ✓ Further Planning |
| ✓ Permits & Permissions | |

District Project Proposal Review Board

- The Scout must **call** one of the three weekly coordinators (1st Wed, 2nd Wed or 4th Wed of the month). Call for an appointment as soon as your project proposal is complete **and** you have obtained all of the required signatures (i.e., benefiting organization, unit leader, unit committee member). Contact information for the weekly coordinators is available at <http://www.stlbsa.org/districts/new-horizons/Pages/Eagle-Board-of-Review.aspx>.
 - Appointments are not scheduled via e-mail.
 - Parents or other Scout leaders may not call to schedule appointments.
 - Parents may call the coordinator to discuss any special needs that the board should be aware of.
 - When you call, the weekly coordinator will ask you several questions to make sure you are prepared to present your proposal. Make sure to have your project workbook with you when you call.
 - When the weekly coordinator has confirmed that you have everything you need for the board, they will give you a specific appointment time.

What to bring with you to the Project Proposal Review:

- **Your original workbook plus three (3) copies.** If you have additional information related to your proposal, bring three copies with you.

Additional information related to the project proposal review:

- You must be in full uniform as defined by your unit. You may wear your OA sash, your merit badge sash over your right shoulder (not tucked into your belt), or no sash at all – it's your choice.
- You can invite an observer (usually a unit leader, Eagle coach/mentor) to attend the Board with you. They can go into the room with you but will sit out of sight and may only speak if asked a direct question by the board.
- Parents are welcome to come and sit in the waiting area with you.
- Be prepared to discuss your project proposal in detail.
- The board's questions will be designed to help them understand your project. A thorough review should generate numerous suggestions and cautions. Their questions and suggestions are to help ensure your success. Your workbook has a section for you to take notes so be sure to bring a pen.

Outcome of the Project Proposal Review

Board decisions are unanimous. There are 2 possible decisions of the board:

- Approved
- Declined

A declined decision results from a project proposal that does not meet the 5 points listed above in the Project Proposal section of this document. This decision should rarely occur however when it does, the Scout will need to update his project proposal and schedule another appointment for a board.

The Final Plan

- You will complete the next section of the workbook once you have received approval of your project proposal. No one approves the plan. It will be important in showing your Eagle Scout board of review that you have planned and developed your project as required. Planning and development require forethought, effort and time. For this reason, you are strongly encouraged to work closely with your Eagle coach/mentor. An Eagle coach can help you avoid many problems and mistakes. This can also improve your chances of passing the Eagle Scout board of review.

As you plan your project, don't be guided by "meeting the minimum requirements" or "is this enough". If your project is designed to just meet the minimum, you missed the meaning of the project.

The workbook includes specific sections for you to complete which will help you thoroughly plan your project.

- | | |
|---|----------------------|
| ✓ Comments from your Proposal Review | ✓ Supplies |
| ✓ Project Description & Benefit – Changes from the Proposal | ✓ Tools |
| ✓ Present Condition | ✓ Expenses / Revenue |
| ✓ Project Phases | ✓ Give Leadership |
| ✓ Work Processes | ✓ Logistics |
| ✓ Permits & Permissions | ✓ Safety |
| ✓ Materials | ✓ Contingency Plans |

Reminders –

- Since your project is a Scouting activity, make sure to include 2-deep adult leadership at each work session with at least one adult being Youth Protection trained.
- Keep track of the time you spend planning your project.
- Make sure you've identified a measure of success. If the project is a "building type project" this will be easy to determine because you will have the completed items. However, if your project is a drive, collection or some other type of intangible project then you will need to determine how you will measure the success of your project.
- When determining your work processes, make sure to take into consideration any safety considerations. You might want to use the Guide to Safe Scouting and Sweet 16 documents as a reference. You can find these documents at <http://www.scouting.org/sitecore/content/Home/HealthandSafety/GSS.aspx> and <http://www.scouting.org/scoutsource/HealthandSafety/Resources/sweet16.aspx>.
- Projects should be planned to maximize your opportunity to demonstrate leadership to others. It's not about completing the project in the most efficient manner. It's about the opportunity to show leadership to others and providing a positive impact to the benefiting organization.

Leadership Methods

How do you give leadership to others? There are multiple types of leadership styles: 1) EDGE, 2) telling or ordering, 3) persuading or selling, 4) consulting or soliciting group input, 5) delegating (identify problem, set guidelines, turn over responsibility). You might plan to use various leadership styles during your project.

- You might employ the E.D.G.E. method which is taught at NYLT.
 - Explain** – You explain how something is done.
 - Demonstrate** – You demonstrate while explaining again.
 - Guide** – Your workers performs the task while you guide them through it.
 - Enable** – Your workers continue working on the project as you supervise and support them.
- You can lead by mastering the necessary skills for your project, teach others how to accomplish the task, direct their activities, evaluate and adjust.
- A leader coordinates all the activities of others to make sure the final goal is reached. He considers everyone's talents and decides which tasks each member is given and then makes sure they understand their assignment.
- A leader takes care of his team. He ensures they are safe and have sufficient food and water. Help your team enjoy the activity, feel appreciated for their efforts, and earn a sense of pride in the accomplishments of the group.
- A leader is the problem solver. No matter how well a project is planned, there will be things that don't go according to plan. When problems arise, the project leader must consider all available information and make a decision on how to resolve it.
- A good leader will consider advice and suggestions from others, but in the end the leader must make the final decision. A wise Scout will listen to his troop's adult leaders and parents because they have many years of experience to share. However, be careful that the well-meaning adults don't lead YOUR project. Adults should only give you guidance and suggestions, but he/she should not give direct instructions to your work crew.

Financing Your Project

Many projects have a cost associated with them. A section in the workbook is included for you to forecast your expenses. The Eagle Scout Service Project Fundraising Application follows the Final Plan in the workbook and must be used in obtaining approval for service project fundraising or securing donations of materials. The application does not need to be completed for contributions from you, your parents or relatives, your unit or its chartered organization, parents or members of your unit or the benefiting organization. If the application is necessary, you will send the completed form to council for approval.

Specific standards are listed in the workbook and if your fundraising effort meets these, you will most likely receive approval.

Completing Your Project**This is the fun part!!**

- Keep a log of who worked on your project and their actual hours worked. You will include this in the Eagle Scout Service project report.
- Be sure to do the project that was approved by the District project proposal review board.
- Document any changes that you decide to make that are required of you by the benefiting organization or were required by the Board.

Note: It is possible that major changes to the project may make it ineligible as an Eagle Scout project, even if they were requested by the benefiting organization. Contact a your weekly coordinator or the Eagle Board Chair prior to making major changes if you have any question about whether a proposed change would be considered a material change to the project.

Eagle Scout Service Project Report

- After the actual work on the project is done, you are ready for the last phase of your project – complete the project report section in your workbook. In this section, you will include things that went well, what was a challenge, changes, leadership, number of people and hours, funding update, photos and any other applicable documentation.
- You need to obtain signatures from the benefiting organization and your unit leader (Scoutmaster/Crew Advisor) certifying that you completed the project.

Final Steps on Your Trail to Eagle

Next steps include:

- Complete the Eagle Scout Application
- Write your Statement of Life's Ambitions (this is a forward-looking document, not a list of everything you'd done in Scouting)
- Collect the four letters of recommendation (names must match the references listed on the front of the application)
- Gather your merit badge cards
- Obtain a completed Advancement report from your troop.

Scoutmaster Conference

Schedule a Scoutmaster conference. Your Scoutmaster's/Crew Advisor's signature is needed on both the project workbook and the Eagle Scout application and must be completed **prior** to your 18th birthday.

Unit Committee Chair Signature

In addition to your Scoutmaster's signature, you will need to receive your unit's Committee Chair's signature on your Eagle Scout application. Again, this needs to occur **prior** to your 18th birthday.

EVERYTHING except submitting your paperwork to Council and completing your District Eagle Scout Board of Review must be completed prior to your 18th birthday. Remember, prior does **not** include your actual 18th birthday!

Submission to Council

Before you call a weekly coordinator to schedule your Eagle Scout Board of Review, you must submit the following to the St. Louis Council office (Page Avenue or West Pine) for review and approval.

- ✓ Completed Eagle Scout application with approval signatures
- ✓ Twenty-One (21) merit badge cards listed on the application
- ✓ Statement of Ambitions and Life Purpose
- ✓ Completed Eagle Scout Service Project workbook
- ✓ An Advancement report (troop to provide)
- ✓ The four letters of recommendation sealed in envelopes.

Eagle Scout Board of Review

- Once you have received approval from Council, you can call one of the three weekly coordinators requesting to schedule your Eagle Scout Board of Review.

Just like when you scheduled your Project Proposal Review, parents or other Scout leaders may **not** call to schedule the appointment. Parents may call to discuss any special needs that the Board should take into consideration.

When you call, the weekly coordinator will ask you several questions to make sure you are prepared for the board. Make sure to have your paperwork with you when you call. When the weekly coordinator has confirmed that you have everything you need for the board, they will give you a specific appointment time.

Your District Eagle Scout Board of Review may take place up to 90 days after your 18th birthday.

What to bring with you to the District board:

- ✓ Complete workbook including all required signatures. If you created an additional document with details not included in the workbook, you will need to bring it.
- ✓ Eagle Scout application.
- ✓ Statement of Ambitions and Life Purpose
- ✓ **Your originals plus three (3) copies of all of the above documents.**

- ✓ The four (4) sealed letters of recommendation:
 - May not be from the Scoutmaster/Crew Advisor
 - Must be from references listed on the front of your Eagle Scout application form
 - These will **not** be returned to you
 - Letters from parents are acceptable but generally not given much weight
 - Note – Your four (4) sealed letters of recommendation should **NOT** be opened or copied. They must be delivered unopened to the Board.

Additional information related to the Eagle Scout Board of Review:

- You must be in full uniform as defined by your unit. You may wear your OA sash, your merit badge sash (not tucked into your belt), or no sash at all – your choice.
- You can invite an observer (usually a unit leader / Eagle coach/mentor) to attend the board with you. They will go into the board with you but will sit out of sight and may only speak if asked a direct question by the board.
- Parents are welcome to come and sit in the waiting area with you.
- You should be able to recite the Scout Oath, Law, Motto, and Slogan.
- Be prepared to discuss your project plan, changes you encountered, how you showed leadership to others and “lessons learned” in carrying out your project.
- The Board’s questions will be designed to help them get to know you, your leadership project, and your experience in Scouting. Your project will be evaluated primarily on impact – the extent of benefit to the religious institution, school or community and on the leadership provided by you. There must also be evidence of planning and development.
- There is no set list of questions that you will be asked, however you will be asked to discuss what Scouting has meant to you, and what the principles and ideals of Scouting mean to you.
- You will not be tested on Scouting skills or trivia.

Outcome of the District Board

Board decisions are unanimous. There are 3 possible decisions of the Board:

- Recommended for the rank of Eagle Scout
- Pending
- Declined

Submission to Council for National Approval

Assuming that you receive the Board's recommendation for rank of Eagle Scout, the next step is to have an adult turn in your original Eagle Scout Application with the District Board's signatures to either Council office.

When your application is approved by National it will be effective the date of your District board. You will receive a phone call when the approval comes from National. You are officially an Eagle Scout for the rest of your life and you may schedule your Court of Honor! An adult needs to pick up the Eagle packet at the Council office.

Eagle Scout Court of Honor

Your Eagle Scout Court of Honor can not be planned or scheduled until after your application is approved and returned from National.

This is a time for celebration – your family is certainly welcome to be involved in planning your Court of Honor but please remember this is a troop function. This is a great opportunity for your troop to shine and should be planned when Scouts in your troop have the opportunity to attend. All Scouts, parents and leaders in the troop should be invited.

Congratulations!

**New Horizons District Advancement Leadership Team
Eagle Scout Board of Review Contact Information**
(As of November 2011)

To schedule a Project Proposal review or an Eagle Scout Board of Review appointment, please contact the weekly coordinator for the specific week you are requesting.

1st Wednesday of the month

Mr. Tim Welsh
636-458-5336
twelsh5336@charter.net

2nd Wednesday of the month (until 12/14/11)

Mrs. Roberta Everson
636-227-7552
bertaevrsn@aol.com

2nd Wednesday of the month (beginning 12/15/11)

Mrs. Karen Alexander
636-256-3564
mkcalexander@netzero.net

4th Wednesday of the month (until 12/30/11)

Mr. Mark Stiller
636-225-9533
mhstiller@sbcglobal.net

4th Wednesday of the month (beginning 1/1/12)

Mr. Mark Shapland
636-273-6428
Mark.Shapland@milliman.com

For additional information or questions, please contact:

Eagle Board of Review Chairman

Mrs. Miriam Love
636-458-9033
miriam.love@live.com

District Advancement Chairman

Mr. Paul Compton
314-984-8708
rpcompton@sbcglobal.net

Reminders Regarding Scheduling a Board of Review

- You must **call** a coordinator to schedule a review. Appointments are not made via e-mail.
- When scheduling an appointment have your paperwork handy.
- Call as far in advance as possible (once you have all of the requirements met), the week you prefer may be full.
- All of the coordinators work full-time so plan to call in the evening and to leave a message. **If you leave a message, speak slowly, clearly and repeat your phone number twice.** The coordinators are great about returning calls, but please allow a day or two for a return call. If your call is not returned in a few days it may be because the coordinator couldn't understand your message, or because you forgot to leave your number.
- Remember – A Scout is courteous; please **don't call after 9:00 p.m.**

Feel free to contact anyone on the leadership team with questions or concerns. We are eager to see you succeed and are happy to answer questions!