

# Life to Eagle Guide

As soon as you are awarded the rank of Life, start thinking about an Eagle Service Project. A few ideas for projects can be located by contacting any religious institutions, any school, local government, state, or federal agencies.

**Requirement 1.** Be active in the troop for at least 6 months as a life scout.

**Requirement 2.** For the rank of eagle is to demonstrate you live by the principles of the scout oath and law in your daily life. In NEGA, you fulfill this requirement by having 5 persons (6 if you are employed) write reference letters and mail them to T39 Scoutmaster. These 5-6 persons **MUST** be the same individuals you list on the front of your eagle application. The night your eagle project is approved you will be given introductory letters for your references. Provide copies of these letters to the individual listed on the front of your eagle application. **YOU** are responsible for getting your references to send in their letters. It is strongly recommended that you provide each of your references, a stamped envelope addressed to the troop 39 scoutmaster. It is also recommended that you call your references to ensure they mail their letters to the troop 39 scoutmaster in a timely fashion.

**NO REFERENCE LETTERS = NO EAGLE BOR = NO EAGLE RANK**

**Requirement 3.** Earn at least 12 eagle required merit badges and at least 9 non-eagle required merit badges

**You do not have to have all of your merit badges before starting or completing your eagle project.**

**Requirement 4.** Hold a responsibility approved by your scoutmaster for at least 6 months as a life scout

**Requirement 5.** Plan, develop, and give leadership in a service project.

After you have talked over possible project ideas with your troop leaders and chosen the right one for you, it is now time to begin the detail planning and initial write-up, which will be submitted to the district for approval. Remember, you cannot begin actual work on the project until it is approved by the district, but there is a lot of planning to be done before you get that far.

Get a current copy of the BSA *Eagle Scout Leadership Service Project Workbook* (BSA 512-927), from the National website

[http://www.nega-bsa.org/doc/Eagle\\_Scout\\_Leadership\\_Service\\_Project\\_Workbook512-927.pdf](http://www.nega-bsa.org/doc/Eagle_Scout_Leadership_Service_Project_Workbook512-927.pdf)

or from one of the troop leaders to use in preparing your plan. This is the official booklet, which must be submitted to the district for approval. It includes the official BSA requirements that must be met while this guide just provides additional information to help you meet those requirements. Read and understand everything in the BSA workbook before beginning to write up your plan. You may use an electronic version of the workbook.

The project plan may be typed on a typewriter or computer, or may be hand written, but it must be very neat. While this is not an English paper, you should use your best grammar. You must have your life-to-eagle coach review your final version before you turn it in to the scoutmaster.

**The scoutmaster MUST have the final write up a minimum of one week before your appointment with the district advancement committee.**

**You should include the following information as shown in the workbook.**

As you decide how much detail to include, try making a goal that in your absence, a friend or another Scout could successfully work the entire project, doing only what was written in the submitted project plan.

### **A. - Project Description**

Briefly (approximately one to two paragraphs) describe the project. This section should not include any details; those will come later. Address this section as though you were telling a friend what you were going to do. Think of this as an executive summary of the overall project. All of the details will be covered later.

### **B. - Who Will Benefit**

Name the group or organization that will benefit from your project and how your project will benefit them. Remember, the project cannot benefit the Boy Scouts. Do not describe the project again, just focus on the benefit of the project. Some possible benefits to consider are: improves safety, enhances appearance, helps needy people, provides essential services, provides entertainment to a needy group, or improves functionality of a facility. These are just examples and are not all possible benefits to your project.

You should also work with an official of the institution in planning the project. See the section below for some hints on working with an agency.

### **Hint - Coordination with Benefiting Agency**

Discuss your coordination with the agency that is benefiting from your project. Be sure to include the name, position within the agency (e.g. Personnel Director, Community Relations Coordinator, etc.), and phone number of your point of contact. Use full names (no nicknames) and proper titles (e.g. Mr., Mrs., Dr., Chief, etc.) when referring to adults. Discuss your coordination meetings with the agency to include dates you have met or talked on the phone, who was present, and exactly what they agreed to provide to you and what you agreed to do for them. You should also obtain a letter from the agency authorizing you to conduct your project. Do not get into a position of saying, "I talked to some lady a few weeks ago." Whenever you call the agency again, be able to ask for your contact by name.

Finances are of particular interest. Be sure both you and the agency understand all financial obligations, and preferably have them stated in writing. Are they going to "fund your project" (which you might assume means they will pay for everything) or "pay up to \$100 toward your expenses"? No one should try to cheat you, but a misunderstanding can create hard feelings or cost you more than you had planned.

Another area where you should ensure complete understanding is in the materials to be provided. When an agency says they will provide building materials, make sure you both understand exactly what is to be provided (see the materials section below). Find out if the agency will deliver the materials to your work site or if you must pick them up. If you are going to have to go get materials, find out exactly where (i.e. address) and the name and phone number of the person you need to talk to when you get there. Do you need to call ahead and setup an appointment to pickup the materials? Dealing with government agencies can be particularly frustrating if you do not ensure that all details are understood by both parties. Making assumptions is dangerous!

## **C. - Planning Details**

This is the heart of the project plan and the area that will require the most work. The plan should include all details needed to carry out the project. The plan will include the sections discussed below, if appropriate. All sections are not applicable to all projects, so may be omitted, if not needed. Since there is limited space in the workbook, you may attach extra pages with the details.

### ***Present Condition***

Describe the current condition or situation that you are going to change. Do not repeat the benefit of the project or how it will be in the future, but focus on creating a word picture of how things are now. This is a good place to include photographs of the project area. Remember, the District Advancement Committee does not know what your project area looks like, so they cannot understand why your project is important unless you show and tell them.

### ***Local Government Compliance Issues***

There may be local laws or other requirements / limitations that could impact your project. Check with a knowledgeable authority to see if your project is in compliance with all community zoning laws. You may also be required to obtain a Building Permit for some construction projects. These are rarely a problem for Eagle Projects, but they are better resolved in advance than to be surprised on your workday or after the project is completed. If you will need to dispose of a significant amount of trash / garbage, investigate possible community dump fees, or other waste disposal regulations / limitations. Pay particular attention to hazardous waste regulations. Some permits may take some time to acquire, so plan ahead.

### ***Plans/ Drawings/ Designs***

If your project is to build something, you will need **detail** plans or drawings. These are like blue prints and should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn. Photographs are a must. If you have made a design (e.g. emblem, logo, etc.) include it in this section. All plans, drawings, or figures should be labeled with a Figure Number and a Title (e.g. "Figure 1, Playground looking east"). Refer to them in the appropriate sections of the text.

## Written / Printed Information

If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy each in the plan. These should be included as attachments to the workbook should have a Figure Number and Title (e.g. "Figure 6, Sample handout to the troop") and be referenced in the appropriate section of the text.

## Materials

Materials are those things that become part of the finished product. Examples are lumber, paint, nails, concrete, etc. This is truly a shopping list, so include material specifications (exact size, quality, brand, finish, etc.), number/amount of each item, and cost. Don't just say, "lumber", you need to describe exactly what pieces of lumber. If items are to be donated, state so. This section is best presented in the form of a separate list or table attached to extra pages in the workbook. Tables should include a Table Number and Title (e.g. "Table 1, Materials & Supplies") and be referred to in the appropriate section of the text.

The Materials table may look something like this:

**Table 2 - Materials**

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plywood	3/4", 4' x 8' B-C interior grade	3 sheets	\$20.00	\$60.00	Home Depot - donation
Paint	Sherwin-Williams interior off-white (#1342), semi-gloss	2 gal	\$15.00	\$30.00	Sherwin-Williams - purchase
Nails	3 inch Galvanized	1 pound.	\$8.95.	\$8.95	Home Depot
etc.	.	.	.	.	.

## Supplies

Supplies are those expendable things which do not become parts of the finished product, but that are used to complete it. Examples of supplies are sandpaper, trash bags, posters, gasoline, pens, markers, paper, paint rollers, drop cloths, etc. Provide a list of all supplies you will need and where you will get them. Since supplies cannot normally be reused, you need to either buy them or have them donated. You cannot 'borrow' something that you cannot return. You may choose to combine the materials and supplies into one list (see above); but label it as such.

## Tools

Tools are those items used to aid in making the work easier, or even make it possible to do at all. Tools are not used up and should be saved and used again and again. Examples of tools are hammers, shovels, tractors, or saws. Provide a list of all tools required to work the project; don't take for granted that required equipment will just appear when you need it. Be very specific (e.g. number of hammers, type of shovels, type/size of paint brushes, etc.). Tell how those tools will be obtained. If you must purchase tools, include them in the financial plan. You should be able to borrow most tools from the people who are working on the project or from someone else. Try not to spend much money on tools since they are expensive but not part of the finished product. If you must buy tools, discuss what is going to be done with them after your project is complete

The Tools table may look something like this:

**Table 3 - Tools**

<b>Tool</b>	<b>Quantity</b>	<b>Source</b>
Claw hammers	6 minimum	Workers to bring
Air Compressor	1	Mr. Rush' company will loan
Garden rakes	4 minimum	2 from church, 2 from Mr. Jones
Circular power saw (7 in)	1	My dad
Extension cord, grounded / 3 prong, 50' minimum	2	1 from Mr. Smith, 1 from church
Camera, 35mm automatic (to document work)	1	My mother
Cooler, 5 gallon (for drinks)	1	Scout Troop
etc.	.	.
etc.	.	.

## Schedule

A good schedule is a necessity for any successful plan. It shows when everything is done and in what order each step happens. You must make your best estimate of how long tasks will take and in what order they will be done. Your schedule may be in the form of a Chart, a calendar with tasks entered on the appropriate days, or just a list of tasks and the date when they will be done. Include project planning and approval on your schedule. No project follows the planned schedule exactly, but it helps make things happen logically. When you complete your project and do the final write-up, you will discuss how well the project followed the planned schedule and why you think it deviated from it.

## **Step by Step Workday**

In addition to the schedule, which shows the dates when you think tasks will be worked, you will also need detailed instructions. These should read like a recipe in a cook book and tell the workers exactly what to do. Include a list of every task you can think of, what order they will be done, and who will do them. Include the clean up of the work site in your plan.

A sample detailed workday plan may look something like this:

- 8:00 My dad and I arrive at work site and begin preparation.
- 8:15 Workers and other leaders scheduled to arrive.  
Donuts & juice/coffee provided for workers as they arrive.
- 8:30 Brief 3 team leaders on their duties.
- 8:45 Get all workers together and tell them what we are going to do.  
Discuss safety.  
Assign workers to one of 3 teams.
- 9:00 Team 1 begins clearing ground.  
Team 2 begins cutting lumber according to plans.  
Team 3 begins clearing brush and moving dirt to designated area.
- 10:00 Teams 1 & 2 begin constructing the thing-a-ma-gig according to plans.  
  
etc., etc.
- 12:00 Lunch
- 12:45 Teams 1 & 2 construct the thing-a-ma-gig according to plans.  
Team 3 finishes moving all dirt and brush to the designated areas.  
  
etc., etc.
- 3:00 Teams 1, 2, and 3 paint the thing-a-ma-gig with one coat (note: 2nd coat will be applied next week)
- 4:00 All workers begin cleanup and put trash bags in Mr. Smith's truck.
- 4:30 All workers go home  
Mr. Smith and 2 volunteers take trash to dumpster

## ***Financial Plan***

Every project will cost something and you need to discuss those costs in your plan. Provide a list of all materials, tools, supplies, etc. with a cost of each. This information may be shown on your list of materials/supplies. If items are loaned or donated, state so. Remember to include any fees (e.g. building permit fees, city dump fees, etc.) in your cost estimate.

Once you have determined how much the project is going to cost, you must find the money to pay for it. You may consider several sources for funding, including the organization for which you are doing the project, donations from others, from your

allowance, from your parents, or any other legitimate source. While your project MAY NOT BE A FUNDRAISER, you may conduct fundraising activities, if necessary, to finance the supplies and materials needed for your project. Obtaining the funds to do the project is your responsibility; don't assume that someone will cover cost until you have asked them.

A major part in any project, whether for Scouts, church, community, or a business, is funding. If you cannot come up with all the money you need, look at reducing the cost to get within your budget. You may even find that the project is too expensive and you will have to choose another one.

**Hint – Requesting Funding:** You will have better success in getting funds or materials donated by an organization or business if you can show them exactly what you need. Take your list of Materials / Supplies, with associated costs, when you meet with an organization or business leader. They will be more likely to help if they feel that you know what you are doing and have a real plan.

After the source of your funding is established, you should also consider how the money is to be handled. As money is brought in from fundraising activities, where will it be held for safekeeping? Exactly how will supplies and materials be paid for? . Whatever you decide, ensure you have a complete paper trail for all financial transactions and include a summary in your final report.

**Any money left over from the project will need to be offered back to the donating parties.**

One last financial point to consider – since your project must benefit a not-for-profit organization, see if the organization has an exemption from state sales taxes. If so, find out how to take advantage of this savings before you go to buy your materials. This may help you stay within your budget. If they are not tax exempt, then don't forget to include the sales tax in your budget plan.

### ***Helpers / Workers***

You may recruit your workers from your Scout unit, your school, your friends, or anywhere you can find willing volunteers who you feel will follow your leadership. You are not required to use Scouts to work your project. Your workers may be youth or adults, but a word of caution – adults will be more likely to 'take charge', thinking they are helping you. However, their leadership may actually interfere with your chance to demonstrate leadership (which is the purpose of the project). If you are going to use adult workers, make sure they understand that you have to be the leader to get credit for this Eagle requirement.

In this section, discuss who will be doing the work. You do not need to state names (which you most likely will not know yet), just the number of people, what organization they are part of, and what special skills will be required. For example, are you going to need a carpenter? Describe how you are going to organize the workers to get the work done efficiently. Will they be divided into teams and, if so, who will lead the teams? What tasks will each team be doing? How will you use adult leaders? Remember, you do not have to DO any of the physical work yourself; you are responsible for LEADING others in carrying out the project and ensuring that everything is done the way you want it (i.e. show leadership).

## Safety

The supervisor of any project, in Scouting or otherwise, is responsible for the safety of the workers. While the adult leaders who are present during your project will step up to handle any real emergency, you as the project leader should prepare for the overall safety of your workers in your project plan. The key to a safe project is avoiding accidents and being prepared to handle likely consequences if an accident does happen.

There will be safety hazards peculiar to your project and your worksite(s) and you should review these as part of your planning. Inspect the worksite for potential hazards and either plan to correct them early on your workday or develop a way to keep your workers away from the danger. Simply marking minor hazards to alert workers may be acceptable. Watch out for the life-threatening hazard of tools or work materials coming in contact with overhead electrical wires. You should review the worksite hazards during your first project briefing to your workers.

Often the tools you will be using may create a safety hazard. Picks, axes, hammers, electrical wires / extension cords, and motorized vehicles may all cause injury if not used properly. Power tools are especially dangerous and you should ensure that only qualified people operate them. If youth are to operate power tools, they must do so under the supervision of a trained adult. Anyone (youth or adult) using special tools must be trained in their safe operation. You or a qualified person may need to provide training before dangerous tools are used.

Do not forget the common health & safety issues like sunburn, poison ivy, heat stroke, heat exhaustion, hyper / hypothermia, and a supply of safe drinking water. Warn everyone to watch out for poisonous snakes, if appropriate. Include the location to the nearest restroom. Discuss these and any other safety issues during your worker briefing, before they begin any physical work.

As with any Scouting activity, you should have a suitable first aid kit available on-site. It would be a good idea to actually open it up and ensure it is clean, properly stocked, and that items are organized so you can quickly find what is needed in an emergency. A serious accident will require more than a first aid kit. It may become necessary to seek professional medical attention, either at a doctor's office or hospital emergency room. Ensure a suitable vehicle is available at the worksite and that you know where the nearest hospital with an emergency room is located. Include a map to the nearest hospital in your project write up. In case of a very severe injury, you may need to call an ambulance, so access to a telephone or cell phone should be planned.

The [BSA Guide to Safe Scouting](#) is a valuable resource in planning a safe project workday. You must also ensure that you follow all BSA safety policies. There are strict policies on the use of fuels, vehicle operation, adult leadership, and use of power tools, so read through this document and address any areas applicable to your project.

## **Adult Supervision**

Boy Scout policy (Guide to Safe Scouting, p. 4) states: "Two registered adult leaders, or one registered adult and a parent of a participating Scout, one of who must be at least 21 years of age or older, are required for all trips or outings." It is your responsibility to ensure that this policy is followed. Don't assume that the required adults and leaders will just 'be there' – arrange, in advance, for them to be there. You should state how you will ensure this in your plan. Without the proper adult supervision, you will not be able to work your project.

Also, remember that the adults are not your Eagle Project's leaders. They should be there as safety monitors or they may do some work at your direction. You may need to help the adults resist the temptation of taking charge of your project.

## **Work Site**

Where will the work be done? If you are going to build something, are you going to build it at the location where it will be used or somewhere else then moved? Remember, you must get permission to use any work site from the responsible person/owner. If the location where you are going to work requires special facilities or tools, state so. Think about how the weather will affect your work site.

## **Transportation**

Moving people, materials, supplies, tools to/from a work site will most likely be required. Discuss what needs to be moved, what vehicles you will need, where you will get those vehicles, and who will drive. BSA policy places limitations on drivers under 21 years old; ensure you are aware of these limits and work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion. NO ONE, child or adult, should ever ride in the bed of a moving truck under any circumstance! All of this is your responsibility.

## **Initial Project Approval**

There are several approvals required for your project along the way. The first is the approval from your Scoutmaster and life-to-eagle coach that your idea will qualify as a valid project. You should get this before spending too much time writing up the detail plan. After your life-to-eagle coach has helped you get the written plan in order and ready to submit, you will then need several signatures in the Eagle Scout Leadership Service Project Workbook. An authorized representative from the organization you are doing the project for is the first signature required. It is also a good idea to get a letter from the organization, if possible. Next the Scoutmaster will need the project for at least one week to review and sign, followed by a member of the Troop Committee. Now you are ready to schedule an appointment with the Etowah District Advancement committee, to have your project reviewed by going to the website [www.etowah-bsa.org](http://www.etowah-bsa.org) You will be sent a confirmation e-mail with the date, time, and location of

the review board. On the night of your review dress in complete Class A uniform and bring the original plus 2 copies of the signed workbook. When your project is approved be sure that your review boards dates and signs your project workbook.

It is very important that you **DO NOT** do any of the project work, except planning, until the District Committee has signed it. Once they have approved the project plan, it will be returned to you in accordance with the District Advancement Committee's procedures. After you have the approved version of your project, THEN you can begin the project!

## Working the Project

Now that the hard part is over, you can begin the fun part – working the project! If you have prepared a good plan (which you will have or it won't be approved by the district), all you have to do is follow the plan and make the project happen. Do what you said you were going to do.

It is important that you keep very good notes about everything that is done. Keep lists of all work done, who does the work, and how much time they each spent. For your final report, you will need to discuss how well the plan worked and all areas where you were not able to follow the plan, so keep good track of this information as you go along. **Take pictures of each stage of the work.** These will be included in the final report and will be a nice souvenir of an important milestone in your life. Keep track of all materials, supplies, tools, etc. used, paying particular attention to any differences from your original plan. **Save all receipts.**

## Leadership

As stated in the BSA Project Workbook, the real purpose of the Eagle Project is to give you an opportunity to “demonstrate leadership of others.” This is not to say that service to the community is not important, just that leadership is equally important.

Eagle Scouts are considered leaders, both in Scouting and in their community. From the time you first joined Scouting, you have been receiving leadership training. Hopefully you have been a member of a “boy led troop.” The Patrol Leaders Council (PLC), which is made up of the Senior Patrol Leader, Patrol Leaders, and several other youth leaders should have been leading your troop: planning the troop meetings and campouts. To reach the ranks of Star, Life, and Eagle you have served in several leadership positions in your troop and most likely served on the PLC. The Eagle Project is just another chance for you to lead others in accomplishing a significant goal for the benefit to your community. This time, you get to choose the activity that interests you.

So how do you “demonstrate leadership of others?” First, you need to establish yourself as the man in charge, the one who others look to for guidance. This means you must take the initiative to choose your project, coordinate it with the appropriate agency, and prepare the detail plan on how to accomplish the goal. Don't wait for others to do your job. This makes you the expert – the man with the answers. Others will come to you to learn what they need to do to complete their task.

The 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. The leader takes care of his team. He ensures they are safe and have sufficient food and water to remain healthy and productive. He makes sure they have the proper training and tools to do the job.

A good leader will consider advice and suggestions from others, but in the end, the leader must make the final decisions. A wise Scout would 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. Beware of a common problem, which can easily hamper your chance to lead. During projects where an adult's technical skill is required, the adults often tend to take over the leadership role. Both you and your adult technical advisor should be very aware that YOU must lead the project. Your advisor should only give you guidance and suggestions, but he should not give direct instructions to your work crew, unless you have directly assigned him to supervise a small team for a specific task. That would deny you your leadership opportunity.

The leader gets the job done and keeps the group together. Getting the job done is fairly easy to understand. Keeping the group together means you help the group enjoy the activity, feel appreciated for their efforts, and earn a sense of pride in the accomplishments of the group. A leader continually encourages his workers and gives them positive feedback on what they do well. He helps his workers understand when they are doing something that does not help the group accomplish the goal and he gives them guidance on how to do the right thing. Often when workers aren't doing what the leader wants, it is because the leader did not do a very good job of explaining the task to them.

Leadership is a very rewarding activity. As the leader, you should feel a sense of pride for what your team accomplished under your guidance. A well-led activity is also rewarding for those who follow. In the end, the goal is reached and the team feels good about their collective accomplishment. The leadership skills you have learned in Scouting and demonstrated in completing your Eagle Project will serve you throughout your life.

## **Final Write-up**

After the actual work on the project is completed, you are ready for the last phase of your project – the final report. This is the section where you describe what actually happened as you carried out the plan. This information is entered in the last section of the Eagle Scout Leadership Service Project Workbook, titled, 'Carrying Out the Project'.

As with any project, it is important to review what was done and see what lessons were learned, as well as providing a historic record. In this case, you also need to write a final report because your project is not complete without it! In the 'Carrying Out the Project' workbook section, briefly describe what was done and how you deviated from the plan. The following sections are required.

### ***Changes***

You should use your project plan as guide for preparing the final report. Go through each section of the plan and write a summary of the results versus the plan. Summarize the actual costs, the tools used (and tools needed that you did not have), what objectives were accomplished or not accomplished (and why not), how your workers performed their tasks, how you handled any major problems, and anything else of interest (both positive or negative).

### ***Materials Required to Complete the Project***

Discuss if you had all of the materials and supplies you needed or if you had a lot left over. If you had a shortage, how did you resolve this? If you had a significant surplus, what did you do with those items? The simplest way to show this information is to include an updated version of the Materials / Supplies Table from the original plan, with all changes annotated

### ***Hours Spent Working the Project***

Provide a record of all the time worked by you and your volunteers. Don't forget to include all the time you spent planning the project, writing the plan, getting approvals, and gathering tools / materials, not just the time doing the labor. This can be documented in a list or table showing names, dates, hours worked, and tasks performed by you and each volunteer. Also, don't forget to give your Scoutmaster a list of those who worked on your project so that they can get credit for service hours toward their own advancement.

### ***Photographs***

Include a section in your final report for representative photographs, which you took during each phase of the project. The photos help the Eagle Board of Review members better understand your project and it will be easier for you to discuss the project if you can show them the actual work in progress and the final results. A photo of you presenting the finished product to the organization for which you did the work helps show off the value of the project. A group photo of your work crew is also a good memento of your project. Of course, the photographs should be securely mounted and labeled, not just thrown in an envelope.

Since the objective of the project is to demonstrate leadership of others, you should discuss your leadership role. Give examples of how you were able to lead the volunteers. Did you have any problem with getting them to come to work or to stay focused on the assigned tasks? Leading people is a difficult task and you most likely learned something about this. The final reviewers want to read about what you learned about leading people.

You will most likely require some advice from your life-to-eagle coach before you are ready to turn the project in for final signatures. Consult with him / her often as you are completing the report. Once you and your life-to-eagle coach are happy with the result, it is time to get the final approval signatures.

## **Final Project Approvals**

There is three signatures that are required on your final report, the most important of which is yours. If you are proud of your effort and pleased with the write-up, then sign it on the last page. You also need the signature of your Scoutmaster. The representative of the institution benefiting from your project must also sign your workbook after you complete the work. Now you need to obtain the eagle application from the Etowah District website and fill it out neatly. Next go to the troop website and schedule a scoutmaster conference.

**ALL OF THE ABOVE INCLUDING THE SCOUTMASTER CONFERENCE MUST BE COMPLETED BEFORE YOUR 18<sup>th</sup> BIRTHDAY**

After the scoutmaster conference you are now ready to set an appointment with the District Advancement Committee. Go to the Etowah District website and schedule the appointment for an Eagle Board of Review. Then the completed original workbook, Eagle application, and life ambition letter needs to be taken to the Jefferson Service Center. The original project write-up is kept until District, Council, and National has approved the workbook, and then it will be returned to you. The night of your board of review you will need to bring 3 copies of your original workbook, application, and life ambition letter. The Etowah District Eagle Board Chair will have your original.

### **The Eagle Board of Review**

Among other topics, the members of the Eagle Board of Review will ask you about your Eagle Project. This is the final judgment on whether your overall project (the plan, how it was carried out, and the final report) meets the BSA requirements. While your plan was approved in advance of beginning any work, how you worked that plan and your final write-up are evaluated here.

The Board members will likely ask you to describe what you did and why you chose that project. They will want to know how it went, and in particular how the actual work compared to your original plan; what went right, what went wrong. They will probably ask how you handled any changes in plan; any shortage in materials, supplies, and tools;

**Beware: Poor planning is not a good excuse,**

Since the real purpose of the Eagle Scout Leadership Service Project is for you “to demonstrate leadership of others”, they will certainly want to discuss this area in some detail.