



## Troop 140 Life to Eagle Scout Process



\*\*\* ALL electronic communication between a scout and an adult leader must have at least one additional adult copied (usually a parent) to comply with YPT guidelines. Phone calls should be on speaker phone with your parents able to listen. \*\*\*

**NOTE: All of the steps outlined below #1-#25 MUST be completed before your 18<sup>th</sup> birthday or your application will be denied.**

Steps #26 – 29 can be completed after the 18<sup>th</sup> birthday, but only in extreme circumstances. Only by completing through Step #25 in a timely fashion can you be certain your application can be accepted before your 18<sup>th</sup> birthday.

### **Preliminary Background Steps on the road to Eagle:**

1. **Login to ScoutBook** to make sure you are on track to finish all of your Merit Badges (13 Eagle required and 8 others). Be aware that some (such as Personal Fitness, Personal Management and Family Life) require months to complete because of requirements to track your progress in a particular area.

**If you are missing any, contact a registered merit badge counselor for those and make a plan for how you will get them completed.**

2. Make sure you will meet the **Eagle leadership requirement** by serving 6 months in an approved leadership role while a Life Scout and being active in the troop during that time.
3. **Download, save to your computer, print out and read through carefully** copies of the "Eagle Scout Rank Application" and "Eagle Scout Service Project Workbook" available at [www.scouting.org/advancement](http://www.scouting.org/advancement).
4. **Create a dedicated 3-ring binder** to keep and organize all your documents through the process. Place the "Eagle Scout Service Project Workbook" in this binder. The workbook contains many details to help you through the process. *You might want to consider keeping a "draft" version that you print out and write on that can get messy and a "clean" version that lives on your computer that you can print out when you are done.*
5. **Contact the Troop 140 Advancement Chair, Darlene George** ([darlenemgeorge@yahoo.com](mailto:darlenemgeorge@yahoo.com) & (832)746-9844). Let her know you're starting your Eagle process.
6. **Decide on  $\geq$  5 adults from whom you'd like to request Eagle character letters of reference**, including one parent, one religious figure and one educational figure. You can let your references know to expect the request in the future, but DO NOT ask them to send you personally a letter. Please specify for Mrs. George which category (religious/education/etc.) each letter writer is. Provide all the contact information for your reference letter writers (minimum information needed: name, letter of reference



## Troop 140 Life to Eagle Scout Process



category, phone number and email) to the Troop Advancement Chair so they can request the letters, which will eventually be sent directly to them.

### Eagle Project Steps

7. **Research an Eagle service project** which will benefit a church, school and/or community organization (but not BSA directly). **The primary expectation is that you demonstrate leadership through planning, leading and executing your project.** Use the “Eagle Scout Service Project Workbook” to help you plan your tentative project ideas. Decide on your (tentative) Service Project concept.  
**Possible ideas for Eagle Scout Projects (you don’t need to choose one of these; just for brainstorming):**  
<https://eagleprojects.boyslife.org/>  
<http://www.myprojectfinder.com/>  
<http://www.scoutorama.com/project/>  
SHAC - <https://www.samhoustonbsa.org/service-projects>
8. **Contact and meet with the Troop 140 Eagle Coach, Rusty Major** [email: [rusty.major@gmail.com](mailto:rusty.major@gmail.com) & cell: (713)724-4914]. Prior to meeting with Mr. Major, write out as best you can (use the Project Workbook to help you think about all the different aspects you must consider) a description of your project idea. You must discuss your plan with Mr. Major to see if your project meets the general criteria for an acceptable Eagle Project. Be prepared for constructive criticism on how to refine your project idea. You will likely need to re-submit a revised version of your Eagle Scout service project plan after this initial discussion.
9. **After approval from Mr. Major, contact the beneficiary** for your proposed Eagle project and ask for approval to do a project for their organization. You must meet with them to discuss your plans and get information from them about their expectations. Make sure to provide them with a copy of “Navigating the Eagle Service Project: Information for Project Beneficiaries” document [in the workbook]. They will likely have revisions to suggest for your project. When you both agree on the details of the project, get their signature in your project proposal book.
10. **After meeting with the Project Beneficiary organization, contact and meet with the Troop 140 Scoutmaster, Rusty Major** [[rusty.major@gmail.com](mailto:rusty.major@gmail.com) & (713)724-4914]. You will discuss your Project Proposal in detail with him. Again, be prepared for constructive feedback and possible revisions.
11. Once you have the final plan for your Eagle Scout Service Project plan, **write out your detailed final [neatly typed] version of the “Eagle Scout Service Project Proposal.”** On the “Contacts” page, you must make sure to have meet with all of your contacts except for “Your Council Service Center.” This is: Nathan Doherty, 2225 N. Loop W., Houston, TX 77008 (713)756-3308.



## Troop 140 Life to Eagle Scout Process



**NOTE: Steps #7-10 may need to be repeated multiple times** to ensure that your project is

acceptable. Do not get discouraged. This oversight is to ensure that you will only have to contact the District for approval one time. Make sure that you have the signature of your Eagle Coach, Project Beneficiary and Scoutmaster for the final version of your "Eagle Scout Service Project Proposal."

12. **Contact the Troop 140 Committee Chair, Mrs. Vicky Surber** [[rairscat@gmail.com](mailto:rairscat@gmail.com); cell: (281)682-0615]. Make an appointment to present your proposal at a troop committee meeting (usually the 1<sup>st</sup> Monday of each month). Be prepared to describe your project proposal and discuss materials required, how you will do it, help you will require, how long it will take, and how you will pay for it. Get Mrs. Surber's signature on your "Eagle Scout Service Project Proposal" afterwards.
13. **Go to the Thunder Wolf district website, look in the "Life to Eagle Scout" section** (<http://thunder-wolf.shac.org/>) and request an "Eagle Project District Approval Meeting."

Before scheduling this meeting, the signatures of your Eagle Coach, Project Beneficiary, Scoutmaster, and Troop Committee Chair must all be completed in your workbook. When you meet with the District Representative, discuss your project proposal and if they approve of your project, get their approval, their signature and their contact information.

14. **Once you have your project formally approved by all, begin to work on your "Eagle Scout Service Project Plan"** [also contained in the "Service Project Workbook"]. This is a tool for you and does not require signatures, but will help you to better execute your project and communicate about your project when it is completed. Use the "Project Plan" to develop and write details both before you do any work and during your actual work. Be prepared for unexpected changes or needed adaptations. Make sure to document them as they occur. WRITE/TYPE NEATLY!!
15. **Start working on your project.** You cannot start until you have all written approvals. Document your project progress with pictures and notes throughout. Make sure to take clean, neat notes for your documentation.
16. **Make sure to provide advance notice** (>1-2 weeks) before scheduling any work days for volunteers so other Scouts can be available to you for help. Make sure that you have adequate amounts of any needed supplies for work days (water, snacks, sunscreen, tools etc.).
17. **After your project is finished, complete the "Eagle Scout Service Project Report."** Make sure to include leadership examples, any changes or adaptations you made along the way, a summary of any fundraising that you did [*must adhere to guidelines outlined in workbook!!*], pictures that you took to document your progress and a list of overage or shortage of materials, supplies, tools, if any. Make sure to carefully summarize the hours spent by you and other individuals who helped you categorized by adults and youth, scouts and non-scouts. Make sure to be neat and tidy in your completion.



## Troop 140 Life to Eagle Scout Process



### Final Eagle Steps

18. **Re-contact the Troop 140 Scoutmaster** and schedule a meeting to hold a Scoutmaster conference and review your completed "Eagle Scout Service Project Report." Get his signature in the report, and make sure all other requirements other than the Board of Review are initialed in your Scout Handbook.
19. **Re-contact the Troop 140 Advancement Chair, Mrs. Darlene George** ([darlenemgeorge@yahoo.com](mailto:darlenemgeorge@yahoo.com) & (832)746-9844). Let her know you've completed your project and are ready to fill in your "Eagle Scout Rank Application." You will receive a detailed checklist for completing the application.
20. **Fill out your "Eagle Scout Rank Application."** Make sure all dates are accurate, and consult ScoutBook if necessary to verify. Be neat and tidy.
21. **You must write a "Statement of Ambitions and Life Purpose"** and create a list of honors, awards, and leadership positions that you have earned including your religious institution, school, community and any other organizations outside of Scouting. The "Statement of Ambition" should be **1-3 typed, carefully proofread pages (12-point font; double spaced, 1" margins)** of thoughtful reflection on your achievements and what your goals are for your immediate future and your life.

Both of these are part of Requirement #6 on the application.

22. **Mrs. George will contact your reference letter writers to obtain your letters.** DO NOT ask them yourself to send you a letter.
23. Follow the instructions and login information provided by the Troop Advancement Chair to **enter all the hours worked on your project into the Journey to Excellence (JTE) website (directions follow):**
  - a. Go to the SHAC website: <http://www.samhoustonbsa.org/>
  - b. Under the "Resources" pull-down at the top, click on "Journey to Excellence"
  - c. Click on the "Report Service Hours" box in the middle of the next page
  - d. In the next page that opens, scroll down to the "JTE Support Documents" heading. Under the "Service Projects" subheading, click on the "Eagle Scout and Exploring Service Projects Entry" link.
  - e. Login on the next new window with Username: taylorfjordan and Password: beach1
  - f. Select "click here" next to "Would you like to report an Eagle Scout service project?"
  - g. Fill in all the information, submit the report, and print your certificate
  - h. Include the certificate within your project workbook
24. Get the Troop Scoutmaster and Committee Chair to sign and date your application. Make sure that you sign and date it yourself as well.



## Troop 140 Life to Eagle Scout Process



25. Give your completed Eagle Service Project binder (with Service Project Proposal, Service Project Plan and Service Project Report), your completed Scout Handbook, your completed JTE certificate and completed/signed Eagle Application to the Troop Advancement Chair so they can submit it to the Sam Houston Area Council Office for approval.
- 
26. Once you have approval from SHAC, you can proceed with your Eagle Board of Review (EBOR). Your EBOR must be held no later than 90 days after your 18<sup>th</sup> birthday. The EBOR requires a District Representative, so the Troop Advancement Chair will schedule it only after receiving your reference letters.
27. You become an Eagle Scout on the day you pass you Eagle Board of Review.
28. Your official certificate will arrive 2-6 weeks later. You can choose whether to receive it right away or have it presented at your individual Eagle Court of Honor.
29. While you will be recognized at a regular troop Court of Honor, the Eagle Court of Honor is special separate ceremony planned and organized by the new Eagle Scout and their family. This personalized program can highlight your entire journey through Scouting and include any influential people in your life.

*Version last edited April 2023 NE*