



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 outline below up to #23 MUST be completed before your 18th birthday or your application will be denied. Steps #24-25 (your Eagle Board of Review) can be completed within 90 days of your 18th birthday, though we strongly advise aiming to complete prior to your 18th birthday.

Contact information for Troop Adult positions noted in below steps can be found [here](#).

In addition to this document, the [SHAC Life to Eagle](#) page is a good additional general resource for this process.

Initial Steps

1. **Engage with your Life to Eagle Mentor.** If you have not already heard from your Life to Eagle Mentor, please reach out to discuss this document, and how to get organized for your journey to Eagle.
2. **Review Eagle rank requirements and ensure you have a plan to get them completed**
 - **Rqmt 1: Be active in your troop for at least six months as a Life Scout.** *(See page 24)*
 - **Rqmt 2: As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law.** Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future. *(See pages 11–16, 23, and 415)*
 - **Rqmt 3: Earn a total of 21 Merit (14 Eagle required + 7 others).** Login to ScoutBook to review status and ensure you have a plan to complete. Be aware that some (such as Personal Fitness, Personal Management and Family Life) require 12+ weeks to complete because of requirements to track your progress in a particular area. If you are missing any, contact a Merit Badge Counselor for those and make a plan for how you will get them completed.
 - **Rqmt 4: While a Life Scout, serve actively in your troop for six months (or carry out a Scoutmaster-approved leadership project to help the troop).** *(See pages 422-425)*
 - **Rqmt 5-7** are addressed in more detail through the steps below.
3. **Organize your Eagle binder.** Download and review the “Eagle Scout Application” and “Eagle Scout Service Project Workbook” [here](#). You may wish to set-up a physical binder initially with copies of these documents that you can write in and mark-up or you may wish to develop them electronically and print final copies for the binder later.
4. **Determine 4 adults who you will request letters of reference from and make the request.** It is the Scout’s choice of who to request references from, though it cannot be the current Scoutmaster or Committee Chair, and parents are strongly discouraged. Typically we would recommend a teacher/coach, religious leader, employer (if applicable) or other adult(s) in their life who have had material experience with them to write such a letter. The Scout should make these requests and have the letters sent to the Advancement Chair (either via email or physical mail). Some helpful tips can be found [here](#). The Scout should not see these letters.



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Eagle Project Steps

5. **Research and decide on an Eagle Scout Service Project.** This project should typically benefit a church/religious organization, a school, or a community organization (but not BSA directly). Typically, this is an organization/beneficiary that you have a personal connection and passion for supporting. The primary expectation is that you demonstrate leadership through planning, leading and executing your project. You may choose whatever project you feel meets the requirements, but below are some links to possible ideas for reference:
<https://eagleprojects.scoutlife.org/>
<https://nesa.org/resources/trail-to-eagle/project-idea-generator/>
<https://scoutsmarts.com/eagle-scout-project-ideas/>
<https://shacbsa.org/service-projects>

In addition, some helpful tips for the overall project planning process can be found [here](#).

6. **Prepare your Eagle Scout Project Proposal draft.** Utilize the “Eagle Scout Service Project Workbook” to prepare a draft of your Eagle Project Proposal. Once you have prepared a draft, contact the Scoutmaster who can refer you to an Eagle Project Coach. You will then meet with your Project Coach to see if your project meets the general criteria for an acceptable Eagle Project.
7. **Obtain approval of your proposal from the Project Beneficiary.** Meet with your Project Beneficiary to discuss your project proposal, gather their feedback, and refine your proposal accordingly. Make sure to provide them with a copy of “Navigating the Eagle Service Project: Information for Project Beneficiaries” document [in the workbook]. Once you have aligned with your Project Beneficiary, get their signature on the final page of the proposal document.
8. **Obtain approval of your proposal from the Troop 140 Scoutmaster.** Contact and meet with your Scoutmaster. You will discuss your Project Proposal in detail with him. Again, be prepared for constructive feedback and possible/probable revisions. Once you have aligned with your Scoutmaster, get their signature on the final page of your proposal document.
9. **Obtain approval of your proposal from the Troop 140 Committee Chair.** Contact your Committee Chair. Make an appointment with the Committee Chair to present your proposal at a Troop Committee meeting (typically the 1st Monday of each month). During that meeting, be prepared to describe your project proposal in detail, discuss materials/supplies/tools, discuss how you will accomplish the project, how much help you will require, how long it will take, and how you will fund it. At the conclusion of that meeting/presentation, get the Committee Chair’s signature on the final page of your proposal document.

NOTE: Steps #6-9 may need to be repeated multiple times to ensure that your project is acceptable. You will receive feedback at each step. Do not get discouraged. This oversight is to ensure that you will only have to contact the District for approval one time.

10. **Obtain approval of your proposal from the Thunder Wolf District.** Access the thunder Wolf District Website contacts page [here](#). Under the Committee section click “Eagle Project Review”. Follow directions on this form to request a review.

When you meet with the District Representative, discuss your project proposal, incorporate feedback (as appropriate) and get their signature on the final page of your proposal document.

11. **Develop your “Eagle Scout Service Project Plan”.** This is a tool [in the workbook] for you and does not require signatures, but it will help you to better execute your project and communicate about your project when it is completed. Use this to develop and write details both before you do any work and during your



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actual work. Be prepared for unexpected changes or needed adaptations. Make sure to document them as they occur.

12. **Conduct fundraising (if required).** If you will be doing fundraising to support your project, be sure to complete the "Eagle Scout Fundraising Application" [in the workbook], paying close attention to the fundraising procedures and limitations. Once completed, you must obtain approval from the Project Beneficiary and Scoutmaster and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts.
13. **Secure necessary materials, tools and supplies for your project.** Work with Project Beneficiary and your family to ensure all necessary materials, tools, and supplies are in hand/procured in advance of your project work day(s).
14. **Finalize logistics for executing your project and recruit volunteers to assist with your project.** Confirm final date(s) and time(s) with your project beneficiary.

Create a sign-up (Sign-up Genius is often used) to solicit volunteers and any other needs (e.g., tools you may want to borrow) you may have to complete your project. Make sure to provide advance notice (at least 2 weeks) to ensure everyone has adequate time to sign-up and you can ensure you have all your needs covered.

Ensure you have a plan for how you will get all volunteers and materials/tools/supplies to the site on your work day(s).
15. **Execute your project.** You cannot start until you have all written approvals. Document your project progress with pictures and notes throughout the completion of the work.
16. **Prepare your "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 (if applicable), pictures that you took to document your progress, and a list of overage/shortage of materials/tools/supplies, 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).
17. **Obtain approval of your report from your Project Beneficiary.** Meet with your Project Beneficiary to review your report. Once they have reviewed, get their signature on the final page of your report.

Final Steps

18. **Schedule and conduct your Scoutmaster Conference.** Contact the Troop 140 Scoutmaster and schedule your Scoutmaster conference which will include reviewing your completed "Eagle Scout Service Project Report". Get their signature on the final page of the report, and make sure all other requirements other than the Board of Review are signed off in your Scout Handbook.
19. **Complete your "Eagle Scout Rank Application".** Contact the Advancement Chair who will provide a checklist to assist in completing the application. When completing the application, make sure all dates are accurate and aligned with those in ScoutBook. List on your Eagle Scout Rank Application the names of individuals from whom you have requested letters of reference (from #4 above).
20. **Prepare your "Statement of Ambitions and Life Purpose" and List of Achievements.** The "Statement of Ambitions and Life Purpose" is a 1-3 page (12-point font, double spaced, 1" margins) personal essay that contains thoughtful reflection on your Scouting journey and achievements, your short- and long-term goals, and perspective on your life purpose. Some helpful tips can be found [here](#).



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In addition, please prepare a list of honors/awards and leadership positions (within and outside the Troop).

21. **Work with Advancement Chair to ensure your letters of reference are gathered.** The Advancement Chair will contact your reference letter writers to obtain your letters. DO NOT ask them yourself to send you a letter.
 22. **Obtain Scoutmaster and Committee Chair signatures on your application.** Contact the Scoutmaster and Committee Chair to review, sign, and date your completed application. Make sure you sign and date it as well.
 23. **Provide all materials to the Advancement Chair.** 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.
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24. **Schedule your Eagle Board of Review with the Advancement Chair.** Once you have approval from SHAC, and the Advancement Chair has received your letters of reference, the Advancement Chair will schedule your Eagle Board of Review. **Your EBOR must be held no later than 90 days after your 18th birthday.**
 25. **Prepare for and conduct your Eagle Board of Review.** Your Eagle Board of Review will be different from prior Board of Review experiences. Please take the time to prepare fully for this important session. You can find helpful tips [here](#).

Congratulations! You are an Eagle Scout.

You become an Eagle Scout on the day you pass your Eagle Board of Review. 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.

26. **Plan and conduct your Eagle Court of Honor.** While you will be recognized at a regular troop Court of Honor, the Eagle Court of Honor is a 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. You should reach out to your Scoutmaster to discuss your agenda, any desired role you would like them and/or other Troop adults or Scouts to play in the ceremony, and to share the logistics so that the Troop can market the event and encourage attendance by your fellow Scouts and their families. You can find sample Eagle Court of Honor scripts [here](#) and helpful tips [here](#).