

Troop 120 Steps to Eagle

Once you have reached the rank of Life Scout you will probably start thinking about what needs to be done to reach Eagle. The requirements are clearly laid out in your Scout Handbook, but when you get to the point of doing your Eagle Project and turning your paperwork in you may have a lot of questions. Here is the general sequence:

1. **Eagle Fledgling Meeting.** Attend the Eagle Fledgling meeting that is currently held at the Pikes Peak Council office on the first Tuesday evening of each month. Here they will give advice and guidelines for your Eagle Project. The Frontier District now has a set of guidelines (dated February 15, 2002) which can also be found on the Troop 120 website. The Guidelines will provide you with very specific instructions on how to conduct and document your project.
2. **Determine Your Project.** Talk to your Scoutmaster, Committee Chairman or Eagle Candidate Mentor about your ideas for an Eagle Project. Projects need to be performed for a religious institution, school, or community organization. Projects are meant to develop and demonstrate your leadership skills, so you should have at least two other people working with you on the project that you lead and organize. As a general rule of thumb projects should require about 100 hours of volunteer effort (for planning and carrying out the project by you and others). Some projects have been as few as 50 hours and others have been nearly 500 hours. So there is a wide range, but if you shoot for 100 hours then you will have an appropriate size project.
3. **Basic Project Information.** You don't want to put a lot of work into a project before you get a verbal OK for your concept, but you need to do enough research to be able to answer some basic questions. How much will it cost? How will you acquire the materials or funds? How long will it take? What organization will benefit from the project and why? How many people will be involved?
4. **Initial Project Planning and Write-Up.** Once you get verbal approval from your Scoutmaster for your project idea, you need to begin your initial planning and write-up. There are electronic copies of the Eagle Scout Leadership Service Project Workbook available on the Internet. Begin with this or a sample project write-up from the Troop 120 website. This will allow you to easily make changes. Once you have sufficient planning detail in your Project Workbook (See the Frontier District Guidelines for help) you need to get approval signatures from the institution you are doing the project for, your Scoutmaster, the Troop Committee, and the Council Advancement Committee. Each person will review your initial write-up and may ask you to make changes to include things you may not have thought about.
5. **Get All Approvals Before You Start.** It is very important that you do not begin your project or solicit materials or donations until you have all the approval

signatures. However, you may obtain quotes or estimates for materials since this is required for planning purposes.

6. **Final Project Write-up and Approvals.** Once you have completed your project you need to do the final write-up for your project according to the Guidelines and obtain the Approval signature of your Scoutmaster and your sponsor from the organization you are doing the project for. Remember, your project is not complete until your sponsor says it is complete.
7. **Filling Out The Eagle Application.** Assuming you have completed all the other requirements for Eagle Scout it is now time to fill out your Eagle Scout Rank Application. You should have received the application at the Eagle Fledgling meeting or you can pick one up at the Scout Service Center. Arrange to meet with the District Advancement Chairman (currently, Bill Kraft - 596-8355). He will review your progress and will arrange to compare your advancement records from the Scout Service Center with your Scout Records and the Troop Scout Records. If there are any errors, try to resolve them now.
8. **Reference Letters.** The Pikes Peak Council requires that you have five reference letters from people who know you who can provide evidence that you live by the principles of the Scout Oath and Law in your daily life. These should be from the same people you list as references on your Eagle Application. You should provide them a copy of the Scout Oath and Law with your request and a stamped envelope addressed to your Committee Chairman. These letters are read by the Eagle Board of Review committee and then given back to you. They are not submitted as part of your Eagle Application. It is a good idea to ask for these letters at least 30 days before you plan to have your Eagle Board of Review. A week or two before your Board of Review you may want to contact the Committee Chairman to see if all the letters have arrived and make a few reminder phone calls if not.
9. **Eagle Notebook.** Several people need to review your paperwork at this point, so it is a good idea to organize everything neatly in an Eagle Notebook. A 1-2" notebook with a slip cover works nicely. Insert a copy of your workbook coversheet in the notebook slipcover that identifies you, your unit, and your Scoutmaster. Adding the following tabbed dividers will help you organize your material: 1. Application, 2. Life Goals, 3. Merit Badges, 4. Project Workbook, 5. Donations, 6. Planning.
10. **Troop Approval Signatures.** Once you have all your forms filled out and materials organized. You should contact the Scoutmaster for conference and approval signature. He will sign the Scoutmaster Review requirement in your Scout Handbook and your application. If he determines anything is missing, he will ask you to complete it before signing. Next arrange a meeting with your Committee Chairman for his review and approval signature on the application.

- 11. Council Certification.** Once you have all the Troop 120 signatures you need to turn your notebook into the Local Council for approval. This will usually take a week or two. It is a good idea to notify the Unit Commissioner when you submit your notebook to the Local Council so he can track its progress at the Council Office. It is also a good idea to make a copy of important information from your notebook in case anything gets lost.
- 12. Eagle Board of Review.** When the Local Council has signed off on your Eagle Application they will notify your Committee Chairman. The Chairman will contact you to arrange a time for your Eagle Board of Review. The Council has prepared a list of questions that are typically asked at an Eagle Board of Review. This list is available on the Troop website, and you should spend some time reviewing these questions and thinking about your answers. You will also be asked to recite the Scout Oath and Law, so you may want to practice that. Your Board of Review should take about one hour and you should come dressed in your full Class A uniform, including merit badge sash (but not Order of the Arrow sash). If you pass your Board of Review then the Board will sign your Scout Handbook and your Eagle Application and the date of your Eagle Award is the date of your Board of Review. If the Committee determines that any of the requirements have not been fully met, they may defer their decision and ask you to correct certain information or finish certain requirements.
- 13. National BSA Approval.** After your Board of Review is complete, your Eagle Application and Life's Goals (not your whole notebook) are returned to the Local Council Office for the Scout Executive's signature and then sent to the National Scout Office for recording. When your application is returned from the National Scout Office (usually two weeks) you can schedule your Eagle Ceremony. You can pay express mail fees to expedite this process if you have already scheduled your ceremony. Congratulations, you have made it! Now you know why Eagle is such a prestigious Scouting award. It takes a special kind of person to plan and lead an Eagle Project, complete all the rank requirements, and live the Scout Oath and Law on a daily basis.