

Timeline for Eagle Scout

- 1. Life-to-Eagle Mentor is assigned. Mentor's name is:

- 2. Obtain and review most recent copy of Scout Leadership Service Project Workbook (online from Council website). Pay particular attention to the sections *Your Eagle Scout Leadership Service Project* AND *The 12 Steps from Life to Eagle* (back cover).
- 3. Start a log to track all time involved in planning and completing the Eagle Scout Project
- 4. Eagle Scout Applicant, with Mentor's guidance, determines desired nature of Eagle Scout Project. Contact project supervisor from benefiting (non-profit) organization to agree upon the project details (Note: you will need the project supervisor's signature in the workbook before beginning work. See step #7, below).
- 5. Complete preliminary write-up of proposed project (Project Workbook Pp 5-8).
- 6. Take "before" pictures (Project Workbook p.9)
- 7. Present project plan to (a) project supervisor from benefiting organization, (b) Scoutmaster / Coach / Advisor, and (c) Unit Committee. Obtain signatures from each in the "Approval Signatures" section of the Project Workbook.
- 8. Contact the Eagle Clerk at the Council Service Center to schedule the project presentation for approval. Record appointment here:
Date: _____
Time: _____
Location: _____

- 9. Appear in uniform at the appropriate time and place to present the project plan.
- 10. Obtain project approval signature from Eagle Board Chairperson before continuing.

DO NOT BEGIN WORK ON YOUR EAGLE PROJECT UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED

- 11. Request Letters of Recommendation ASAP as per *Eagle Scout Rank Application* requirement #2.
- 12. Perform the agreed upon project as outlined in the approved project plan. Take "during" and "after" pictures.
- 13. Complete the Project Workbook, incorporating it into the final report (reference *Mentoring Life to Eagle, Appendix E - Eagle Scout Final Report Checklist* for additional details).
- 14. Fill out *Eagle Scout Rank Application* (reference *Mentoring Life to Eagle, Appendix F - Eagle Scout Rank Application Checklist* for additional guidance). Don't forget to attach Requirement #6 to this form. **Include in the front of the final report.**
- 15. Periodically call the Eagle Clerk at the Council Service Center to verify receipt of all Letters of Recommendation. Letters must be received prior to Scout's 18th birthday.
- 16. Turn all paperwork into the Council Service Center *before* Scout's 18th birthday, where it will be checked to verify that everything has been completed. Leave enough time before 18th birthday to correct any errors or omissions!

- 17. The Eagle Scout Applicant will be contacted to schedule the time / place of their Eagle Board of Review. Record appointment here:
Date: _____
Time: _____
Location: _____
- 18. Appear in uniform (reference *Mentoring Life to Eagle, section 9.2 – What is the Board Looking For?*) at the appropriate time and place to present the final project report and complete the Eagle Board of Review (refer to hints at the end of *Mentoring Life to Eagle, Appendix C - Eagle Board of Review Checklist* for insight into what the Board is looking for).
- 19. Pending approval by the District Eagle Board of Review, the Scout Executive of the Hiawatha Seaway Council must also approve the Eagle Scout application. It will then be forwarded to the national office of the Boy Scouts of America for their approval. The Scoutmaster / Coach / Advisor will be notified when this process is completed.

Congratulations!

Now begins the planning of the Eagle Scout Court of Honor and celebration!

Eagle Scout Final Report Checklist

This is the final report of probably one of the most important projects you will have undertaken up to this point in your lifetime. Neatness, organization and spelling count.

This report will typically be placed in a report cover or a 3-ring notebook, and contain the following information; much of which is from the Project Workbook:

- 1. Scout / Unit / Unit Leader / Committee Member information [Page 1].
- 2. Project Description, as first written up for project approval [Pages 5 & 6].
- 3. Project Details, including any of your drawings or diagrams where applicable [Pages 7 & 8].
- 4. "Before" pictures [Page 9].
- 5. Approval Signatures for Project Plan [Page 9].
- 6. Carrying Out The Project – Be sure to include the sign-in sheet(s) used on the day(s) of the project, showing a list of workers' names and hours spent on the project [Page 10].
- 7. Materials Used and Costs [Page 11].
- 8. Changes from the original plan, and why... [Page 12].
- 9. "After" pictures [Page 13].
- 10. Approvals for Completed Project [Page 13].
 - Applicant Signature, dated after project was done.
 - Unit Leader signature and date.
 - Signature / Date from representative of the group that benefited from the project.

- 11. If applicable, include copy of "Thank You" note written by Eagle Scout Applicant to participants assisting with his project.
- 12. If applicable, include copy of Acknowledgement Letter received by Eagle Scout Applicant from group that benefited from his project.
- 13. Miscellaneous info – e.g. newspaper clippings, benefiting organization's newsletter article, handouts / flyers you used, thank you notes received, etc.
- 14. Include your properly completed Eagle Scout Rank Application (including your essay for Requirement #6, Statement of Ambitions and Life Purpose) at the beginning of the report.

Note 1: All page numbers shown are from the printed version of the *Project Workbook*, #18-927E, 2007 printing.

Note 2: *Mentoring Life to Eagle*, section 7.7 - *Writing Up Your Results* may also be helpful.



Hiawatha Seaway Council BSA website:
<http://cnyscouts.org/>



Life to Eagle Quick Start Guide

Oneida District
Hiawatha Seaway Council BSA
Syracuse NY

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