

# A Guide (and Checklist) to Attaining Your Eagle Rank in Troop 890

Attaining the Eagle Rank is the highest award given to a Boy Scout. This guide is designed to help you navigate the final steps from Life to Eagle. Remember, you must finish all of the requirements and submit your completed Eagle Application prior to your eighteenth birthday!

## YOU'RE NOT ALONE

Troop 890 has leaders who will help you along this final leg of your journey. As you go through this guide you'll see the following leadership positions referenced:

|                                  |   |
|----------------------------------|---|
| <b>Scoutmaster / Unit Leader</b> | Doug Kirsop   |
| <b>Eagle Coordinator</b>         | Brad Knowlton / Robert Nieporte   |
| <b>Advancement Chairmen</b>      | Mike Lieb / Phil Martin   |
| <b>Troop Committee</b>           | Pat Brochette   |
| <b>District Representative</b>   | Bill Wilson   |
| <b>Merit Badge Coordinator</b>   | Rick Berry / Dan Larson   |
| <b>Eagle Advisor **</b>          | TBD (Different for each Eagle Candidate)<br>** see list of Eagle Advisors on Life to Eagle web page |

Now let's begin.

## GET ORGANIZED SO YOU KNOW EXACTLY WHERE YOU ARE

Start an Eagle file. We suggest you have a paper file (in a 3-ring binder), with an electronic backup (just in case something gets lost). Keep it next to where you keep your Scout Handbook. As you accumulate paperwork related to your Eagle, add it to the file. Rank Advancement cards and Merit Badge cards should be part of this file. Those cards fit perfectly into plastic baseball card holder sheets in a 3-ring binder.

Before taking one step forward, make sure your records and the records of the Troop are accurate.

1. Check your Scout Handbook and make sure each advancement box has been checked and/or initialed;
2. When you received a rank advancement badge or a merit badge it was attached to a card. Place all of those cards in your Eagle file (baseball card sleeves work well); and
3. Request an Individual History Report from one of the Advancement Chairmen or the Scoutmaster. This will provide you with the dates for advancement, when you were awarded each merit badge, and leadership positions. If there is any discrepancy between your records and the troop's records bring it to the attention of the Advancement Chairmen immediately so the issue can be resolved!

When you get close to having your Scoutmaster Conference and Eagle Board of Review, ask one of the Advancement Chairmen to provide you with an updated report.

## INITIAL STEPS

Contact the Eagle Coordinator next (see his name above). He will discuss the overall process with you, and will have the forms (Eagle Application, Eagle Project Workbook) you will need. The forms are also available on the troop website, under Troop 890's Life to Eagle page, <http://troop890.org/youth/scouts/life-to-eagle.html>.

The Eagle Coordinator delivers a periodic presentation for Scouts, their parents, and Eagle Advisors about completing the trail to Eagle Scout. You are encouraged to attend.

Select an Eagle Advisor. The Eagle Coordinator (and the Troop website) will also have a list of Eagle Advisors from which you can choose. The Eagle Advisor is a mentor with whom you will work with and is there to be a resource while you complete your Eagle requirements. Select an Eagle Advisor from the list and ask that adult to be your Advisor.

### **FINISH THOSE MERIT BADGES (Requirement 3)**

There are thirteen mandatory Eagle merit badges – Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Emergency Preparedness (or Lifesaving), Environmental Science or Sustainability (added Jan 1, 2014), First Aid, Cycling (or Hiking or Swimming), Personal Management, Personal Fitness, Family Life, and Cooking (added Jan 1, 2014).

In addition to these thirteen, another nine merit badges, elective topics of your choosing, must be earned.

To augment the offerings at Summer Camp, the troop offers many of the Eagle merit badges and several elective merit badges. These are offered during three Merit Badge semesters during the school year.

We strongly encourage scouts to complete merit badges during the course semester when they are taught, and certainly no later than one year after beginning the merit badge. Scouts that do not complete a course are issued a blue merit badge card which identifies the requirements they have satisfied, and also the ones that remain. It is the Scout's obligation to keep up with the blue card, complete the work, and have the merit badge instructor sign off the blue card and submit it to the Advancement Chairmen.

**Don't let this sneak up on you!** There are several mandatory merit badges that have lengthy time commitments (one is 90 days) in satisfying certain requirements.

### **BE A LEADER (Requirement 4)**

Upon attaining Life rank you must serve in a position of responsibility for at least six months – what you did before your Life Scout Board of Review doesn't count, and you can't turn eighteen before your term of service is up. Plan ahead!

The following positions qualify:

**Boy Scout:** Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Historian, Venture Patrol Leader

**Venture Crew:** President, vice-president, secretary, treasurer, den chief, quartermaster, historian, guide, boatswain, boatswain's mate, yeoman, purser, and storekeeper

If you are not in an elected leadership position (Senior Patrol Leader, Patrol Leader), contact the Scoutmaster. There are plenty of non-elected positions available.

## DO YOUR EAGLE PROJECT (Requirement 5)

While you can do your Eagle Project at any time after attaining Life, the project must first be approved by the Troop Committee. Don't put yourself in jeopardy – take the time to learn the process.

Follow these steps prior to commencing physical work on the project:

1. If possible, attend the “Life to Eagle Presentation” delivered by the Eagle Coordinator;
2. Use the Eagle Scout Leadership Service Project Workbook  
(link available at <http://troop890.org/youth/scouts/life-to-eagle.html> );
3. Read the instructions in the Eagle Scout Service Project Workbook. Pay special attention to the “Examples” section – Collection drives and pre-existing programs do not qualify as acceptable projects;
4. The group that will benefit from the project is called the Beneficiary. The group's point of contact with whom you will work is called the Beneficiary Representative. Discuss the project concept with them and then talk with your Eagle Advisor about what you would like to do;
5. Discuss the project concept with the Scoutmaster to ensure that is meeting Scouting requirements;
6. Once the project concept is approved, you will then complete the Proposal Section of the Project Workbook, by filling out the Project Description and Project Details (methodology and materials) in the Workbook, and take “Before” pictures;
7. Four signatures are required **before** any project work can be started. Signatures go on last page of the Proposal Section;
  - a. **Signature #1** is the Beneficiary Representative;
  - b. **Signature #2** is the Troop 890 Scoutmaster. Use the Unit Leader block on page;
  - c. **Signature #3** Contact the Troop Committee Chairman and arrange for a time for you to present your project to the Troop Committee. You will be asked to explain what you intend to do, how you intend to do it, and how the materials for the project will be acquired. If the project is approved by the Committee the Troop Committee Chairman will sign it.
  - d. **Signature #4** is the Northern Trail District Representative, discuss the project and secure his or her signature in the Workbook
8. **NOW** you can actually do the project

Keep accurate records of the time spent on the project (by you and your volunteer work force), take pictures during the work and after it is completed. Use this information and photos in completing the Final Report section of the Project Workbook. You will also need two more signatures to be officially done.

1. Secure signature #1, the Beneficiary Representative, indicating they are satisfied that you met all requirements of the project
2. Secure signature #2, the Troop 890 Scoutmaster (Unit Leader block).

## FILLING OUT THE APPLICATION, PERSONAL RECOMMENDATIONS (Requirement 2), and WRITING TWO ESSAYS (Requirement 6)

While paperwork is not inherently enjoyable, with a bit of organization and a positive frame of mind, it is not really that daunting of a task.

1. Fill in the blanks. The on-line application is an interactive PDF file that you can save to your computer, fill it in, and then print off. You'll be able to fill in 3/4 of the application using the information contained in your Individual History Report and in your Eagle Project Workbook.
2. Recommendations. The application asks you to provide contact information for your parents (guardians), religious leader, an educator, your employer, and for two other adults that can comment on how you live by the principles of the Scout Oath and Scout Law. Be courteous and ask the adult if they'd be willing to write a recommendation prior to listing them on the application. ***You can use the example letter on Page 6, as one method to request this letter.***

There is no specific format of the letter from the adult. In most cases, the letters the Troop sees are from a half page to a full page in length. The adult can provide the letter to you and you should put the letter into your Eagle file. Some adults are more comfortable in putting the letter into a sealed envelope before handing it to you, but this is not a requirement by Troop 890.

3. Eagle Application Essay. Part of Requirement 6 is to write a statement of "your ambitions and life purpose, and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you've demonstrated leadership skills. Include honors and awards received during this service." This essay is to be attached to your application.

This isn't a test; it's an opportunity for the Scout to do some self-reflection and to articulate what he thinks he'd like to do with his life and how he's used his leadership skills outside of Scouting.

4. Troop Essay. The troop also requires the Scout to draft a separate essay to be read and discussed at the Scoutmaster Conference. The intent is for the Scout to demonstrate how he feels the Scouting Experience has prepared him for life as an adult. The following questions should be answered:
  - a. Explain the various principles contained in the Scout Law and how they influence the way you live your life. Discuss what is meant by honor, duty to God and Country, and what it means to obey the Scout Law. Why should we be willing to help people at all times? Why is it important to keep yourself physically strong, mentally awake, and morally straight?
  - b. Summarize the Scout Law. What is the common bond between the first six points of the Scout Law? What is the common bond between the last six points of the Scout Law? What impact will obeying the Scout Law have on your life and the lives of others? What is your favorite point of the Scout Law, and why? What is the most difficult point of the Scout Law for you to obey, and why?
  - c. The ultimate objective of Scouting is good citizenship and self-reliance. Explain what it means to be a good citizen. How has Scouting helped you become more self-reliant?
  - d. Explain in your own words what it means to have good character, integrity, and courage. How do they relate to the Scout Oath and Scout Law? Explain why it is important that your actions are consistent with your words and professed beliefs.
  - e. Once you have earned the rank of Eagle Scout, what duty and obligation do you have to your troop, friends, community, church and family? How do you plan to give back to Scouting in the same measure it has given to you?

## I'M FINISHED, RIGHT?

No, not quite. There are still a few things left to do, and again, they've got to be done in the right order.

1. Scoutmaster Conference. This is the opportunity for the Scoutmaster to visit with you, go over your application, review your Eagle Project Workbook, read your essays, and talk with you about your Scouting experience. Bring your Scout Handbook and Eagle file (completed Eagle Scout Project Workbook, the Eagle Scout Application, your essays, recommendation letters, and a current Individual History Report).
2. More Signatures. Once the Scoutmaster Conference is completed, ensure he signs the Eagle Application. Then, find the Troop Committee Chair for his signature. Hand the application to the Eagle Coordinator. He has to pass it to the Circle Ten Council for Verification against the database. Once the verification is satisfied, then the Eagle Coordinator will schedule your Eagle Board of Review.
3. Eagle Board of Review. The last step in the process is to contact the Eagle Coordinator and schedule your Eagle Board of Review. This Board is comprised of a District Level representative of BSA and at least two members of the Troop Committee.

**It is extremely important that you schedule your Eagle Board of Review in advance with the Eagle Coordinator.** Eagle Boards of Review are lengthy, and only a few (2-3) can be conducted in one Troop Meeting evening. Plan ahead, please, to be respectful of the Board members' time.

Treat this as your final exam – “BE PREPARED!”

- a. Neatly organized Eagle file: Your application, essays, Eagle Project Workbook and any letters of recommendation;
- b. Be in full Class A uniform, including socks and your merit badge sash; and
- c. Recite the Oath and Law without prompting or stumbling, and be prepared to discuss any element of the Oath, the Law, your Eagle Project, or your application.

Upon approval by the Eagle Board of Review, the Eagle Coordinator will forward the necessary paperwork to BSA to complete the process.

I look forward to working with you and assisting you on your way to the rank of Eagle.

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Brad Knowlton, Eagle Coordinator

Revised: September 2015, Brad Knowlton

## Letter Template – Asking for Letter of Recommendation for Eagle Application Requirement 2

Date: \_\_\_\_\_

Dear \_\_\_\_\_:

My name is \_\_\_\_\_. I am a candidate to achieve the Boy Scout rank of Eagle Scout. Part of the application process is that I obtain Letters of Recommendation from people who know me. The subject of the letter should be that I have demonstrated that I live by the principles of the Scout Oath and Scout Law in my daily life.

I would greatly appreciate it if you could provide a Letter to me. I will then add the letter to my Eagle file, which will be assessed by a Board of Review.

For your reference, the Boy Scout Oath (or Promise) and the Scout Law are written below.

### **Scout Oath (or Promise)**

On my honor I will do my best  
To do my duty to God and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.

### **Scout Law**

A Scout is trustworthy, loyal, helpful, friendly,  
courteous, kind, obedient, cheerful, thrifty,  
brave, clean, and reverent.

Thank you for time in considering this request.

Sincerely,

// sign your name ///

## Checklist for Success: From Life to Eagle

| ## | Task   | Planned Complete Date | Completed | Scout Initials | Eagle Advisor Initial |
|----|--|-----------------------|-----------|----------------|-----------------------|
| 1  | Start an Eagle File<br>(Scout Eagle Rank Application, Eagle Scout Service Project Workbook, Rank Advancement cards, Merit Badge cards)           |                       |           |                |                       |
| 2  | Visit with the Eagle Coordinator   |                       |           |                |                       |
| 3  | Select your Eagle Advisor<br>(different than the Coordinator)  |                       |           |                |                       |
| 4  | Request and Review Individual History Report<br>(Source: Scoutmaster, First-Year Scoutmaster, Advancement Chairman)                              |                       |           |                |                       |
| 5  | Secure and Fulfill Obligations of Leadership Position  |                       |           |                |                       |
| 6  | Complete Remaining Merit Badges  |                       |           |                |                       |
| 7  | Come up with an Eagle Project idea and discuss with your Advisor (Eagle Scout Service Project Workbook, pages 4, 5)                              |                       |           |                |                       |
| 8  | Secure Troop Committee Approval of Eagle Project and get required Signatures<br>(Project Proposal, pages 7-10)                                   |                       |           |                |                       |
| 9  | Final Plan of Eagle Project<br>(Final Plan, pages 11-16)   |                       |           |                |                       |
| 10 | Complete Eagle Project and Secure Signatures<br>(Project Report, pages 19-20)  |                       |           |                |                       |
| 11 | Fill out the Scout Eagle Rank Application  |                       |           |                |                       |
| 12 | Write two Required Essays<br>1. Eagle Application Requirement 6<br>2. Troop 890 Essay<br>(both are explained in Troop 890 - Road to Eagle guide) |                       |           |                |                       |

| ## | Task   | Planned Complete Date | Completed | Scout Initials | Eagle Advisor Initial |
|----|--|-----------------------|-----------|----------------|-----------------------|
| 13 | Secure Recommendations (Application Requirement 2)   |                       |           |                |                       |
| 14 | Schedule Scoutmaster Conference and Secure Signature on Scout Eagle Rank Application   |                       |           |                |                       |
| 15 | Secure Signature of Troop Committee Chairman on Scout Eagle Rank Application   |                       |           |                |                       |
| 16 | Schedule Eagle Board of Review with Eagle Coordinator  |                       |           |                |                       |
| 17 | Participate in Eagle Board of Review (Uniform: Full Class A, Neckerchief, and yes those socks!!)   |                       |           |                |                       |
| 18 | Secure two Signatures on Scout Eagle Rank Applications after Eagle Board of Review – Board Chairman and District Board Representative                                    |                       |           |                |                       |
| 19 | Eagle Coordinator takes fully-signed Eagle Rank Application and makes copies. Then, the application is turned into Circle Ten offices for routing and official approval. |                       |           |                |                       |
| 20 | Schedule, plan, and participate in an Eagle Court of Honor (see the Planning the Eagle Court of Honor guide on the Troop 890 Life to Eagle webpage)                      |                       |           |                |                       |
|    |  |                       |           |                |                       |