

Introduction and Purpose

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Congratulations! You are on your final leg of your journey to Eagle Scout!

There are many steps along this path that need to be completed to attain the rank of Eagle, and this booklet is to be your guide through those steps.

## Resources and Notes

- All resources provided to Life Scouts to assist with the Eagle Scout process can be found on our troop website [www.troop2003.com](http://www.troop2003.com) (hover over Members Only and click on Eagle Scout information. The password is T2K3)
- All paperwork must be presented to the Eagle Coordinator for review in hardcopy (paper) form.
- For follow-up meetings with the Eagle Coordinator, please bring all paperwork (new and revised).
- Plan on meeting with the Life to Eagle Coordinator several times, and more so as you are working on your project and final steps.
- When meeting to discuss your path to Eagle, you must wear your Class A Uniform.
- Remember– the best way to eat an elephant is one bite at a time. If you become overwhelmed with the process, talk to the Life to Eagle Coordinator.
- The process documented must be followed by all Life Scouts– no exceptions without prior approval from the Life to Eagle Coordinator and Scoutmaster.

## **The Life to Eagle Process**

### **Initial Meeting with Life to Eagle Coordinator and Eagle Patrol Assistant Scoutmaster**

Your initial meeting with the Life to Eagle Coordinator (LTEC) and ASM will be scheduled at the time you earn your Life Scout Rank. This meeting will take place during a regular troop meeting unless a different time is requested and approved by the LTEC and ASM.

At this initial meeting, you will:

- Be provided with your Troop Life to Eagle booklet and the Parent Guide to Eagle
- Be instructed on the process of completing all steps to Eagle Scout.
- Review Merit badges and Advancement report
- Set some goals and initial deadlines for each step of the way.

So let's get started!

Life to Eagle Checklist:

- Schedule a meeting with the Life to Eagle Coordinator
- Start your Eagle Scout Binder (if you have not already done so)
- Complete any merit badges required for Eagle Scout
- Complete leadership requirement
- Complete Eagle Project
- Request Letters of Recommendation
- Write Life Ambition Statement
- Finish assembling your Eagle Binder
- Complete your Eagle Scout Application
- Schedule a Scoutmaster Conference
- Get final Council approval on Application
- Schedule your Eagle Board of Review
- Rock your EBoR and be the next Eagle Scout of Troop 2003!

***Requirement #1***

**Be active in your troop for at least six months as a Life Scout.**

While this may see like a no-brainer, you should note that the important word in this requirement is **active**. Being active goes beyond just being a registered member of the troop. It means that you are an active, contributing member of the unit.

We understand that life can get hectic with school, sports, jobs, and family. We do ask that you make a concerted effort to come to weekly troop meetings and as many troop outings/camping trips as you can. Being an active scout not only helps you, but helps the younger scouts.

The minimum time needed for this rank is six months. That does not mean that you have to complete this rank in six months. Many boys take up to a year to complete all of the requirements. The only official restriction you have is that the application must be completed and signed by Council by your 18th birthday.

**Date Life Scout Approved:** \_\_\_\_\_

**Notes:**

**Requirement #2:**

**As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and 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. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.**

During your Scoutmaster Conference for Eagle Scout, you will discuss Scout Spirit and how you apply it to everyday life.

On your Eagle Scout Application, you will need to list your references. More on the Application when you get to Requirement #6 in this booklet. While working on Eagle Scout, write names of people you may want to ask for recommendations. For some of the references, write more than one name in case your first choice does not work out.

Other references can come from additional educators, leaders in the troop (but not the Scoutmaster, your current ASM, or the Life-to-Eagle Coordinator), grandparents, etc. Your references should not be under the age of 18.

You need a total of 5 letters of recommendation (6 if you are employed at the time):

1. Parent/Guardian

\_\_\_\_\_

2. Religious leader (or other parent if not affiliated with an organized religion):

\_\_\_\_\_

3. Educational (teacher, counselor, principal, etc):

\_\_\_\_\_

4. Employer (if applicable):

\_\_\_\_\_

5. Other Reference #1:

\_\_\_\_\_

6. Other Reference #2:

\_\_\_\_\_

See Requirement #6 for more detailed instructions on the letters of recommendation.

**Notes:**

**Requirement #3**

**Earn a total of 21 Merit Badges (10 more than required for the Life Rank), including these 14\* merit badges:**

Eagle Required Badge	Date Completed
First Aid	
Citizenship in the Community	
Citizenship in the Nation	
Citizenship in the World	
Citizenship in Society*	
Communications	
Cooking	
Personal Fitness	
Emergency Preparedness OR Lifesaving	
Environmental Science OR Sustainability	
Personal Management	
Swimming OR Hiking OR Cycling	
Camping	
Family Life	

**List your 7 optional merit badges below (please list the first 7 you earned. All others will go on a Palm application):**

Merit Badge	Date Completed

If you have merit badges that you need to complete, you need to decide if you want to complete the badges before you do your project, or do your project first then complete your badges. We do not advise that you do both your project and complete merit badges at the same time. Remember, you have a minimum of 6 months to complete everything, so if you plan accordingly, you have plenty of time.

\*As of July 1, 2022, Citizenship in Society is an Eagle-required badge. This brings the total of Eagle-required badges to 14, with 7 optional/elective badges, to get to the total of 21.

**Requirement #4**

**While a Life Scout, serve actively in your troop for *six months* in one or more of the following positions of responsibility:**

**Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Den Chief, Scribe, Librarian, Historian, Quartermaster, Instructor, Webmaster, or Outdoor Ethics Guide.**

Assistant patrol leader is **NOT** an approved position for this rank.

Unlike lower ranks, you **cannot** use a scoutmaster-approved leadership project in lieu of one of the above mentioned positions. You must be in one of the above positions.

Since you are now towards the top of the mountain, you are encouraged to take on one of the upper leadership roles (SPL, ASPL, Eagle PL, Troop Guide, Instructor). The younger scouts will be looking at you for leadership and guidance.

Current Troop 2003 Leadership roles (as of Spring 2022) include:

Senior Patrol Leader

Assistant Senior Patrol Leader

Patrol Leader

Quartermaster

Webmaster

If you are not elected to one of these positions, you can approach the SPL, ASPL, and Scoutmaster to see what role you can fill (Scribe, Librarian, etc).

### **Requirement #5**

**While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. The project must benefit an organization other than the Boy Scouts of America. A project proposal must be approved by the organization benefiting from the effort (beneficiary), your Scoutmaster and unit committee, and the council/district before you start. You must use the Eagle Scout Service Project Workbook (BSA Publication 512-927) in meeting this requirement.**

This is probably the most important thing to complete correctly and thoroughly on your Trail to Eagle Scout. We are going to split this requirement into 4 different phases:

1. Proposal
2. Planning
3. Completion
4. Report

One very important thing to remember— you cannot do any work (purchasing, asking for donations, building, etc) before you receive all required signatures on your proposal.

It is advised to meet with the Eagle to Life Coordinator several times through your project.

Your Eagle Project workbook should be done as a fillable PDF (which you can save while you are working on it). When meeting with the coordinator, please bring a paper copy. All Eagle documents are on the troop website: [www.troop2003.com](http://www.troop2003.com)

### **Phase 1: Proposal**

- Brainstorm ideas for your project. Remember, not all projects need to involve building. And projects cannot be solely a fundraising effort to provide money to an organization. A list of previous Eagle projects completed by the troop are included in the appendix of this booklet.
- Once you have decided on a project, contact the beneficiary to get approval for your desired project.
  - This is not the official approval needed on the Project Proposal— this is just a meeting (or a couple meetings if needed) to discuss your vision with the beneficiary.
  - Please make sure you wear your full Class A uniform when meeting with your beneficiary.
- Determine how you will raise money to fund your project.
- Talk over your ideas with the Life to Eagle Coordinator before you begin your paperwork.
- Complete the following sections of your Workbook
  - Project Proposal (pages 7-15)
    - If working on a location, take before pictures
    - All sections must be completed to the best of your ability.
    - Do not worry about signatures at this point.



- Eagle Scout Fundraising Application (found after the Project Planning section on Page 23)
  - We request, even if you do not think you will need to raise funds, to fill out the Fundraising application in the Eagle Project Workbook. You cannot raise any money without approval from the beneficiary, scoutmaster and council/district. If you plan on funding the project solely by yourself or by family contribution, you do not need to fill this application out. Err on the side of caution and fill the application out.
- Schedule a meeting with your Eagle to Life Coordinator to review your project proposal
  - You will be provided guidance and recommended additions/corrections
  - If changes are necessary to your proposal, make them and schedule another meeting
- Once all changes are made and approved by the Eagle to Life Coordinator:
  - Sign your proposal
  - Have the beneficiary sign the Project Proposal and Fundraising Application
  - Get the signatures of both the Scoutmaster and Committee Chair.
- Schedule a meeting with the district Eagle Project Approver (see Contacts in Appendix)
- Meet with the district approver
  - Bring all paperwork (proposal and fundraising application)
  - Wear your Class A uniform
  - Be prepared to answer questions by the approver regarding your project.

## **Phase #2: Planning**

- Start a document (spreadsheet) to track the time you actively spend planning your project after the approval has been received.
  - Include the time that your parents help you
  - This time includes time writing your plan, researching things needed for your project, shopping, etc
- Set a date that you will complete your project.
  - Be realistic when setting a date. If you have a lot of fundraising to do, or if you need to gather a lot of materials, make sure you give yourself enough time.
  - Verify with the benefactor that this day works on their schedule if working at the benefactor location.
  - If working elsewhere, secure a space to complete your project.
  - Once a date is set, let the Troop Committee know of the date so it can be put on the troop calendar. Have backup dates just in case you need them.
- Complete the Project plan in your workbook
  - In this section of the workbook, you will be planning, in detail, your project. Be as thorough and complete on each of the sections.
    - If there were any suggestions made during your meeting with the district approver, note them.

- If you are changing any aspect of your project, you need to describe the changes.
- Plan out the different phases of your project
- Estimate how much you need in materials, supplies, tools, etc.
- Think about the logistics of the entire project
- Describe any safety issues and how you will mitigate or respond to these issues
- Have a contingency plan in place.
- If you are fundraising, begin your fundraising as soon as you have all of the signatures on your proposal.
  - For recordkeeping, all funds raised for your Eagle Project need to come to the troop. There are times that people ask for a receipt for tax purposes.
  - The troop is able to set up a Square fundraising site you plan on asking for donations online (there is a small fee for each transaction)
    - If you would like a site, please talk to the Treasurer about setting one up.
  - Remember 'fundraising' may include actual raising fund and it may involve shopping for materials at a discount (asking for donations from stores)
    - Some stores require a letter for donations that include a Tax ID Number. This number can be provided by the troop. Your letter needs to describe your project and what exactly you are asking for from that particular establishment (food, materials, etc)
    - When asking for donations from a store, when you go to talk to the manager of the store, make sure you are in uniform.
  - Keep all receipts from things you purchase (materials, food, etc) as you will need to include these in your Eagle binder.
- Gather your materials, supplies and tools for your project. This includes:
  - Purchasing items from retail stores
  - Receiving donations of items from individuals
  - Taking inventory of tools needed and asking to borrow some if needed

### **Phase #3: Completion**

- Start asking for volunteers and ask to borrow tools if needed
  - Start this process at least 3 weeks before your planned project date.
  - The troop can help you set up a SignUp Genius using their account for volunteers.
  - Announce the project at troop meetings.
  - Send emails to solicit help
- Make sure you have all materials, tools, etc gathered several days before your project.
  - This includes having food/drink for the volunteers

- Make sure you have a sign in/out paper so you can track hours of all volunteers.  
Make sure your family signs in as their hours count!
- Recruit someone to take pictures during your project. You will need these for your final report.
- From your volunteer signup, start assigning jobs. Try to follow BSA guidelines when it comes to using tools (if applicable)
- Complete your project.
  - Remember that you are to demonstrate leadership. That means you are to manage the project and provide direction to your helpers. You are not to be 'hands-on' on your workdays– this is why you have volunteers.

#### **Phase #4: Report**

- Complete the Project report (pages 26-29)
  - Include any pictures (before and after)
- Write thank you notes and send to your donors and volunteers
  - A copy of this will be included in your Eagle Binder
- Schedule a meeting with the Life to Eagle Coordinator to review your project report
  - Make any corrections/additions as recommended
- Once the report is approved by the coordinator, sign you project report
- Have your beneficiary sign your project report.
- Schedule a meeting with the Scoutmaster to get their signature.

**Requirement #6**

**While a Life Scout, participate in a Scoutmaster Conference.**

You are almost there! This section will walk you through

Things to verify before you start putting things together

- Complete the Eagle Project Workbook and obtain final approval signatures.
- Verify you have at least 6 months of leadership recorded since becoming a Life Scout
- Verify that you have completed the minimum 21 Merit badges and they are recorded in Internet Advancement.
  - This is important as Council offices will verify merit badge completion in their system.

Once you have verified the above requirements, there are several things you still need to do before you request your Scoutmaster Conference.

**Life Ambition Statement**

*In preparation for your board or review, prepare 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 demonstrated leadership skills. Include honors and awards received during this service.*

Your life ambition statement is a short essay that describes your goals, values and mindset. These statements are usually broken into 4 parts:

- Introduction
- Short-term and long term goals
- Leadership and honors
- Life Purpose

Many Life Ambition Statements start with a quick stroll down memory lane of their scouting career. The troop has several examples of life ambition statements in archived Eagle binders for you to review.

**Request your Letters of Recommendation**

Remember the list you created back in requirement #2. This is when you ask those people for the letter of recommendations:

You need a total of 5 letters of recommendation (6 if you are employed at the time):

1. Parent/Guardian

2. \_\_\_\_\_  
Religious leader (or other parent if not affiliated with an organized religion):

3. \_\_\_\_\_  
Educational (teacher, counselor, principal, etc):  
\_\_\_\_\_

4. Employer (if applicable):

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5. Other Reference #1:

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6. Other Reference #2:

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When you ask for your letters of recommendation, you will be sending the Council Recommendation form (included in the appendix), along with a stamped return envelope addressed to the Scoutmaster. In the bottom left corner of the return envelope, please write '[your name] Eagle recommendation– [parent/educator/other/etc]'

***These letters must not be sent back to you or your parents*** (unless your parent is the Scoutmaster). The scoutmaster does not open and read these letters– the letters are delivered by the Scoutmaster to your Eagle Board of Review and are only read by the 3 members of the board. Letters are then destroyed afterwards.

These letters need to be received before your Eagle Board of Review. It is recommended that you send these requests a couple of weeks before your Scoutmaster Conference. Give them about 2 weeks to send the letter back from the day you requested the letter.

### **Assemble your Eagle Binder**

Now is the time to assemble your Eagle Binder. You will need at least a 1-inch 3-ring binder and, minimum, 6 dividers. Your binder should have the following (in order):

- Table of Content– explain what is behind each divider tab (you do not need a divider for this)
- Eagle Application
  - Eagle Application
  - Palm Applications (if applicable)
- Life Ambition Statement
- Awards and Certificates
  - Include copies of awards/certificates received from school or extra curricular activities including scouts.
- Eagle Project Workbook
  - Make sure all 3 sections are included (including all signature pages)
    - Project Proposal
    - Fundraising Application
    - Project Plan
    - Project Report
  - Sign in Sheets
  - Receipts
  - Copy of letter used for donations (if applicable)
  - Copy of thank you letter to volunteers/donors
- Eagle Project Pictures

- Remember the pictures you had someone take at your project? This is where you want to display them.
- You could order prints and put them here, or you can create a document with your pictures to print at home.
- Ranks and Merit Badge Cards
  - Using baseball card holders ,have all of your ranks and merit badge cards
  - If you still have your cards from Cub Scouts, include those!
  - Include your last advancement report from ScoutBook– Ask your coordinator for this.

### **Eagle Scout Application**

- Once you are done with the above steps, contact your Life to Eagle Coordinator to schedule a meeting. Let them know that you are ready to schedule your Scoutmaster Conference. Your Coordinator will print out the Application out of Scoutbook (pre populated) for you and bring it to this meeting.
- Bring your Eagle Binder to this meeting for review.
- Bring your Scout Handbook to make sure it is completely filled out.
- If you have qualified for any Palms, those applications will also be given to you.

**Life to Eagle Coordinator meeting date:** \_\_\_\_\_

You are almost done! Once you meet with the Life to Eagle Coordinator and everything is good, you need to schedule your Scoutmaster Conference.

- Wear your Class A, including your sash.
- Bring your Eagle binder with all paperwork included
- Bring your Scout Handbook (this is your official record)
- Bring a small notebook and a pen for notes and instructions.
- Practice the Scout Oath and Law so you know it by the back of your hand.

**Scoutmaster Conference Date:** \_\_\_\_\_

At the Scoutmaster Conference, you will obtain the signatures of both the Scoutmaster and Committee Chair on your Eagle Scout Application.

## **Requirement #7**

### **Successfully complete your board of review for the Eagle Scout Rank.**

After the Scoutmaster Conference

- You will need to take your Application and Eagle Binder to the Council Office for final Council Approval.
  - Wear your full Class A uniform (including proper current rank badge, neckerchief and sash. Wear either jeans or Scout pant/shorts)
  - Have the Signature pages of your Eagle project clipped for easy locating
  - This needs to be done before your 18th Birthday.**
- Once you received the Council Signature on your Application, schedule your Eagle Board of Review. See the Appendix for current contact person.
  - You will need the scoutmaster information as the EBoR chair will need to contact them.
- Once your EBoR is scheduled, let the troop committee know to put it on the troop calendar.
  - At this time, the troop committee will choose the troop representative to sit on your EBoR.

Now that your EBoR is scheduled, there are a few things you will need to do:

- Make 2 additional copies of your Eagle Binder. You will need to bring 3 copies to your Board (one for each board member). You will get all 3 copies back—please give one of these copies to the troop for future reference.
- Make sure you have all of your merit badges on your sash and the correct rank badge on your uniform (Life).
- Announce your EBoR to your troop. The troop tradition is to have scouts at your board to give you support, then over the Dairy Queen to celebrate!
- Gather everything you need to bring to your EBoR:
  - Eagle Binder x3
  - Scout Handbook
  - Make sure your Scoutmaster has the letter of recommendations to bring.
  - Bring a small notebook and pen

The troop's role at the Eagle Board of Review:

There are only 2 troop representatives allowed in your Board of Review.

- The troop committee will choose an adult to sit on your board of review as the troop representative. The scoutmaster, ASMs, Eagle Coordinator, or parents cannot sit on your board. Also, if you have an adult in the troop write a letter of recommendation for you, they cannot sit on your board.
- The Scoutmaster will be there to support you while in your EBoR. If your parent is the current Scoutmaster, and ASM will sit in on the EBoR.

## List of Eagle Projects previously completed by Troop 2003:

November 2021– Thanksgiving dinner for A Brighter Community (Zach): planned, hosted and served Thanksgiving Dinner at an organization that helps disabled adults.

October 2021– Tee Boxes and markers for Drake Middle School Frisbee Golf (Caleb): completed the course first started by another T2K3 Eagle Scout by installing tee boxes and hole markers.

December 2020– Christmas Toy Drive for Children’s Hospital (Noel): organized a drive to collect gifts for children in the hospital during the holidays.

November 2020– Clothing Drive for Severe Weather Shelter Network (Josh M): Organized a clothing drive to support a local homeless shelter network.

October 2020– No Sew blankets and activity bags for Children’s Hospital (Josh R): made no-sew fleece blankets and put together activity kits for different age levels to give to Children’s hospital (during COVID, this was greatly appreciated as the shared toys/activities could not be used). Josh wanted to give back to an organization that helped him throughout his youth.

August 2020– Outside beautification project at Arvada Covenant Church (Gage): New bushes and rocks were installed in the front of ACC at the request of the facility.

October 2019– First 4 holes of the Drake Middle School Frisbee Golf Course (Cruz): installed 4 frisbee golf holes at Drake and donated frisbees.

September 2019– Van Arsdale Elementary playground beautification (James): installed 2 benches by the playground and painted the outside backboards the school colors along with installing metal basketball nets.

August 2019– Stanley Lake footbridge restoration (Nick): Took apart and rebuilt a footbridge that was overgrown and falling apart.

June 2017– Fire Mitigation around Sheds at ACC (Alex): at the request of ACC, the area around the sheds were cleaned and new rock installed.

April 2017– Tree Planting at Arvada West HS (Charlie): Several trees around AWHS were removed and replaced with new trees.

August 2016– Allendale Elementary playground Beautification (Gavin): painted safety lines on steps, washed windows and repainted the playground

July 2015– Church patio construction (Grant): constructed a new patio at a church on Simms and 66th

July 2015– Shed Building (Derek): built a storage shed for a local charity

August 2014- School Supply collections for Title I schools (Kyle): Collected new and used school supplies for a Title I school (Lawrence Elementary)

Other Eagle projects:

Patios at ACC were built by troop members

The stairs leading from the back of the church down to Van Bibber





# Contacts



- Eagle Project Proposal Approval and Advising by Appointment
  - ◆ Rick Baldessari - 303-423-1887 Arvada/Golden/WheatRidge
  - ◆ Dick Beach - 303-986-7977 Green Mountain
  - ◆ Mark Edelen - 720-289-9584 Lakewood
  - ◆ Mark Schultz - 303-883-2435 North Jeffco
  - ◆ Gary Williams - 303-985-5283 Lakewood
  - ◆ Tom Wycaver - 303-278-0059 Arvada/Golden
  - ◆ Steve Yexley - 303-506-9210 South Jeffco
  - ◆ Wendy Elder (girls) - 303-657-8249 North Jeffco
  - ◆ Jessica McMahill (girls) - 720-341-8945 South Jeffco
  - ◆ Plan on 30 minutes of review and include your leader and/or parent
- Eagle Boards by Appointment
  - ◆ Jack Major - 303-901-1366 (Youth Only)
  - ◆ Plan on 1 hour of review [jackcmajor@gmail.com](mailto:jackcmajor@gmail.com)
  - ◆ Proposal Approvers may also be contacted to chair Eagle Boards in units
- Alpine District Advancement Chairman
  - ◆ Tom Gould - 303-526-1020 (Adults Only)
  - [TLGould@irt-inc.com](mailto:TLGould@irt-inc.com)



Denver Area Council

Boy Scouts of America (BSA)

Eagle Scout Candidate: \_\_\_\_\_

Letter of Recommendation

Scout's Name

You have been asked to provide a recommendation for a candidate for the rank of Eagle Scout. This is the highest award in Scouting and is recognition that the Scout has mastered the Scouting skills and has adopted the ideals of Scouting in daily life. BSA membership believes that the principles set forth in the Scout Oath and Law are central to the BSA goal of teaching the values of self-reliance, courage, integrity, and consideration to others. An Eagle Scout carries special significance as the Scout enters higher education, business, or community service.

Does the Scout understand the value of Scouting in the home, scouting unit, school, and community? Has the Scout really tried to live up to the Scout Oath and Law in everyday life?

*The Scout Oath*

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.

*The Scout Law*

A Scout is:  
Trustworthy                      Obedient  
Loyal                                Cheerful  
Helpful                              Thrifty  
Friendly                              Brave  
Courteous                          Clean  
Kind                                  Reverent

On the back of this sheet (or attach a separate letter), which will be destroyed after the Eagle Board of Review, please give examples or explain how the candidate:

- Exemplifies the principles of Scouting as stated in the Scout Oath and Law and applies them in everyday life;
- Demonstrates good citizenship;
- Demonstrates leadership in activities in which the Scout is involved;
- Respects the rights and opinions of others.

Do you recommend this candidate for the rank of Eagle Scout?  Yes  No

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Your Title \_\_\_\_\_

Please send your letter to: BSA Adult: \_\_\_\_\_

By \_\_\_\_\_ Address: \_\_\_\_\_

Date \_\_\_\_\_ City, State Zip: \_\_\_\_\_

Do not send your letter to the Eagle Scout Candidate. All letters are considered confidential.

**Confidentiality**

All reference letters will be destroyed after the Eagle Board of Review in order to protect confidentiality. If you attach extra information (such as art work, poems, or special documents) that you intend to share with the scout, family, or court of honor, then please indicate your intended use of this extra information in writing.

**EAGLE SCOUT PALM APPLICATION – BOY SCOUTS OF AMERICA**  
**(SUBMIT TO LOCAL COUNCIL – DO NOT SUBMIT TO NATIONAL OFFICE)**



The Boy Scout advancement plan of the BSA is for registered members from their joining until their 18<sup>th</sup> birthday. Members who have completed all requirements for advancement before their 18<sup>th</sup> birthday may be recognized after that date.

Troop |  Team |  Crew | Unit No. \_\_\_\_\_ | Date: \_\_\_\_\_  
 City: \_\_\_\_\_ | State: \_\_\_\_\_  
 District: \_\_\_\_\_ | County: \_\_\_\_\_  
 Expiration date of Unit: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**APPLICATION TO LOCAL COUNCIL**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

The required 3 months have elapsed since I became an Eagle Scout OR received my \_\_\_\_\_ Palm. Now that I have completed the five (5) requirements\* listed below, I respectfully submit my application for the award of the:

**Bronze Palm** |  **Gold Palm** |  **Silver Palm**

I became an Eagle Scout on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I was awarded the Bronze Palm on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 (5 merit badges)

I was awarded the Gold Palm on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 (10 merit badges)

I was awarded the Silver Palm on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 (15 merit badges)

\* The merit badges listed below may have been earned at any time since joining.

**RECORD OF MERIT BADGES**

Merit Badge	Unit where registered when awarded the merit badge			
	Number	Town	State	Date

**Unit Leader Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ACTION OF LOCAL COUNCIL**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**LOCAL COUNCIL RECORD**

1. Checked:	2. Certificate prepared:	3. Award Made:
4. Posted to District Advancement Summary:		5. Filed in Unit history folder:

**You may wear only the proper combination of Palms for the merit badges you have earned.**

## INFORMATION & PROCEDURES

Effective August 1, 2017, BSA changed the guidelines for awarding Eagle Palms. You will find the new guideline on the BSA's website at: [http://www.scouting.org/filestore/boyscouts/pdf/eagle\\_palms\\_2017.pdf](http://www.scouting.org/filestore/boyscouts/pdf/eagle_palms_2017.pdf)

The procedure for requesting Eagle Palm awards is:

- 1 For each five (5) merit badges earned, complete the Eagle Scout Palm Application form.
- 2 For Scouts earning Eagle rank after August 1, 2017, if you have multiples of five merit badges at the time of your Eagle rank advancement, you will need to submit a form for each group of five merit badges.
- 3 Submit the form to Council along with a copy of your Eagle Rank Application form showing the merit badges you listed for your Eagle rank.
- 4 If you already have a Palm award – or multiples – include a copy of those submissions. This will assist Council in their verification process.

**Eagle Palm Combinations**

	Merit Badges	Bronze Palms	Gold Palms	Silver Palms		Merit Badges	Bronze Palms	Gold Palms	Silver Palms
26	1				76		1	3	
31		1			81			4	
36			1		86	1		4	
41	1		1		91		1	4	
46		1	1		96			5	
51			2		101	1		5	
56	1		2		106		1	5	
61		1	2		111			6	
66			3		116	1		6	
71	1		3		121		1	6	

# **A Parent's Guide to the Life to Eagle Process**

## **Troop 2003**

Congratulations! Your scout is on their final leg of their journey to Eagle Scout. Getting to this point is no easy task, and the final journey to Eagle Scout is not either. Here is what you can do to help your scout.

### **Encouragement**

One of the most important things you can do is to provide encouragement. Many young men get discouraged, while others get distracted. They may feel pressure from their peers that Scouting isn't "cool". You can encourage him, and remind him that earning the Eagle Scout rank will have more long-term significance throughout his life than almost anything else he does as a boy. He must make the decision to reach for this accomplishment, but your support and encouragement often makes the biggest difference. Help him set deadlines, timelines, goals, and waypoints so that he does not run out of time to complete the process.

### **Life to Eagle Coordinator**

You and your son should meet with the Life to Eagle Coordinator and Assistant Scoutmaster and discuss the Life to Eagle process. At the initial meeting, your scout will be given a Life to Eagle booklet that lays out the journey. You will hear the same things he does, and can help him absorb all the information presented. The discussion should cover all seven requirements, and concentrate on the planning and carrying out the Eagle Scout leadership service project. This meeting can save many hours of work and frustration. Please make sure that your scout utilizes their Life to Eagle Coordinator as they have a wealth of information regarding Eagle Scout.

### **Finding a Project**

When your son is ready to find a project, help him to evaluate ideas in light of his skills and interests. Whatever he chooses to do, he will have to teach a group of youth how to carry out the project. If he has worked with tools all his life, a construction project might be a good choice. If he is a computer expert, he might consider using those skills. If he has a green thumb, a landscaping project might be the best choice. Suggest he talk to other Eagle Scouts, talk with the unit's Eagle Coordinator, visit the numerous Eagle Scout Project web sites for ideas, and talk with his other unit leaders. The restrictions on what makes an acceptable Eagle project are detailed in the Eagle Scout Leadership Service Project Workbook.

### **Learning the Skills Needed to Carry Out the Project**

Your son may need to learn new skills. You can help your son find people who can help him learn these skills. Remember that he will need to understand these skills well enough to teach

others while leading the project. You may have skills and information that he needs. Other Scout leaders or parents may be able to help him out. In some cases your son may need to contact a professional for help. The library is always a good source of information, from basic construction to landscaping and horticulture to designing events for younger children.

### **Writing the Proposal**

Once your son has decided on a project, and learned the skills to plan, develop, and lead the project, he needs to write up the project in the Workbook. He needs to write this. Writing up the details is an important step in the planning, and demonstrating to himself and others that he is ready to lead the project. You can help with proofreading, spelling, formatting, and editing. Make sure he follows the instructions carefully.

### **Reviewing the Proposal**

Your son should be able to tell to you, step by step, what the boys working on the project will be doing. He will be leading the project. The boys working with him probably will know much less about how to carry out the project than he does. You can take him through the project step by step. Ask questions such as: “On the first day of your project you are at your site, you have a pile of materials and tools, and a group of boys ready to work. What do you tell them to do?” “How should they do it (remember these are boys, not skilled craftsmen)?” “What next?” And so forth through the entire project to completion. Ask, “when you go to buy the materials, exactly what materials, types, sizes, and quantities will you buy?” All these details should be laid out fully in the Workbook project plan details. These are the same types of questions he will be asked when he is ready to get his proposal approved by his Scoutmaster, Troop Committee, and the District Advancement Committee. Your son should also have the unit’s Eagle Coordinator review the proposal before submitting it for approval.

### **Carrying Out the Project**

You and other adults in the troop should have very little to do while your son is actually carrying out the project. Scout policies require two adults to be present during a Scouting event. Be careful not to take over running the project. You may need to be involved with transportation. Only adults can operate dangerous tools and machinery. Beyond these few specific activities, the most helpful thing you can do is to bring a lawn chair and a good book. Stay close enough that you can be reached in an emergency, but far enough away that he (and his workers) will not be tempted to turn to you with questions that he needs to answer.

### **Writing the Report**

Here again, you can help with encouragement, review, and ideas for improvement. Help him to be sure he has covered all the points listed in the Workbook under “Project Report”. Remind your son that this report is a key piece in demonstrating that he should be one of that top 4%. It should be the kind of report he would turn in at school for a yearlong project with the expectation

of receiving an A+ grade. For most of the Board of Review members, this is the only exposure they have to this project and the basis for approving the project he has carried out.

### **Eagle Board of Review**

After your Scout passes his Eagle board of review, the new Eagle parents treat the troop (those who came for moral support) to DQ as a celebration.

### **Recognition**

While your and your son are planning the Eagle Court of Honor, work with them to help make this event have the importance and lasting significance to your son that is appropriate for the accomplishment he has achieved. If your son is not sure what he wants, he can talk to other boys and troops about what they have done for an Eagle court of honor.