

YOUR EAGLE PACKET

BSA Troop 221

- **Letter to Life Scout**
- **Guide for Life Scout**
- **Instructions for Reference Letters**
- **Eagle Scout Rank Application Form**
- **Project Workbook**

BSA Troop 221 Cave Spring Methodist Church

To: Troop 221 Life Scout

Planning Your Eagle Service Project

Project Application

When you reach the rank of Life Scout, you need to begin thinking about your Eagle Service Project. You have selected, or have been assigned, an Eagle Guide to help you plan your project. Remember that the project is your project and how much progress you make will depend on your efforts.

The two things you need to get started with your project are included with this letter: the Eagle Service Project Workbook and the Guide for Life Scouts. Review these with your Eagle Guide. You can use the Workbook to make notes and keep dates. To prepare your proposal, you should use the electronic version of the Workbook. The Guide has instructions on how to download the electronic version.

You need to read the Guide for Life Scouts closely and follow the instructions carefully. The Guide outlines, step by step, how to prepare your proposal. Your proposal must include all the information outlined in the Guide and on the checklist.

Once your proposal is complete and has been approved and signed by your Scoutmaster and Troop Committee Chair, it will be submitted to the Eagle Board of Review. The Board reviews proposals on the first Tuesday of every month. **Your proposal must be turned in at least one week before this meeting.** The Board will review your proposal for completeness, organization, and the scope of the project. The proposal must be organized as outlined in the Guidelines and be detailed enough for the Board to have a clear idea of the effort required to complete the project. The project must require significant effort to plan and complete. Most proposals require at least one revision so; if it is not approved on the first review, do not be discouraged. The Board of Review will provide feedback that outlines what you need to do before you re-submit it.

After Project Approval

After approval has been received by the Board of Review, start working on your project:

1. Maintain a journal of work on each session
 - a. Who worked and how long did that person work?
 - b. What was accomplished?
 - c. Note any particular problems, a need for change, etc.
2. Take before, during, and after photos – these will be used for your final report (it is useful to include pictures of your helpers at work).
3. Periodically review your progress with your Eagle Guide.
4. Review progress with beneficiary organization as required.
5. Prepare this journal to be included in your final report.

When Your Project is Completed

Final Report

1. When your project is complete:
 - a. Obtain acknowledgement letter from the beneficiary organization that the project has been completed to their satisfaction – a letter is useful in addition to the required signature on the “Summary and Approvals Sheet” of your report.
 - b. Prepare your Final Project Report. Use the Eagle Service Project Workbook to take notes and keep dates. Use the electronic version of the workbook for your final report. Follow the Guide, step by step. Your Final Report must include all the information outlined in the Guide.
 - c. Use a table format for listing the tools used, material list, and hours worked.
 - d. Meet with your Eagle Guide and Scoutmaster to review the report – revised as necessary.
2. Ensure all other requirements are met – merit badges, leadership, etc.
 - a. Merit badge requirements must have been reviewed with your Eagle Guide at least 6 months before your 18th birthday – this is to allow you time to repeat the work for a requirement if necessary.
 - b. Leadership requirements – you should plan to have met these at least 6 months before your 18th birthday to insure that you have time to continue in case your service has not been satisfactory.
3. Identify six (6) references as indicated on the Eagle Application form:
 - a. For each reference send:
 - the form letter describing the reference you need (download from 221 web page);
 - the Eagle Candidate Evaluation and Reference form (download from 221 web page);
 - a pre-addressed envelope obtained from Scoutmaster. The letters are to be returned by the reference directly to the Scoutmaster.
 - b. Give list of references to Scoutmaster so that he can check when he has received all recommendation letters.
 - c. Your requests for references should be sent out at least 6 months before your 18th birthday to insure that they are returned in time (sometimes the person to whom you send the request needs to be prompted).
4. Fill out Eagle Application Form (58-728) – review with your Eagle Guide. Notes:
 - a. The Merit Badge list should include all of the required merit badges you have earned.
 - b. The references listed must match those from whom you are getting recommendations.
 - c. Note that an attached statement is required for Requirement #6.

5. Participate in a Scoutmaster Conference. Give your report and Eagle Application (including statement for Requirement #6) to the Scoutmaster who will take them, your letters of recommendation, and a copy of the Troop advancement records to the Scout office. This is to be done before your 18th birthday.
6. Scoutmaster will inform you of date, time, and place of your Board of Review (anticipate this occurring 2 to 4 weeks after the Scoutmaster has taken your application to the Scout Office).
7. Participate in Board of Review – be in full uniform.
8. Confirmation by National is required before your Court of Honor can be scheduled (this typically takes 4 to 6 weeks).