So, you think you are ready to plan your Eagle Project? The following are some guidelines to get you started.

You should familiarize yourself with the Eagle Scout Rank section in the Guide to Advancement document located on the scouting.org resources page. Section 9 covers everything regarding the Eagle Rank requirements including guidelines for Eagle Projects (Section 9.0.2.0)

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/>

Here is a step-by-step guide that will help you through every step and phase of the Eagle Trail.

Before we go through the different phases of your Eagle Project, please download the Eagle Project Workbook from the following link.

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

DOWNLOAD the PDF and save with your name. Do not fill it out on-line! You will want to be able to edit it, so you need to continuously save.

You must use the most current version, which is from **February 2023.**

The workbook is divided into the 3 phases of your Project

1. The Proposal
2. The Project Plan
3. The Project Report

Before we go through the phases here are some initial steps you must follow:

1. Once you have an idea for a project you should run it by your Scoutmaster and Eagle Coordinator before promising it to the beneficiary. This is important because we do not want to promise things to the beneficiary that the troop or you cannot follow through on, nor do we want to promise things that do not meet the guidelines for an Eagle Project.
2. Verbally present the project to the beneficiary, if the beneficiary agrees to accept your Eagle Project you are good to go to fill out the first section of the workbook, The Eagle Scout Service Project Proposal.
3. Keep in mind after finishing your proposal you will need to present it to the troop committee of 3-4 members after which The Troop 5 or Troop 6 Eagle Coordinator will provide their signature. (This does not happen at the second Thursday of the month meetings, please contact The Troop 5 or Troop 6 Eagle Coordinator to set up this review.)

**Phase 1 – The Proposal**

This is the time to sit down with your beneficiary and the Scoutmaster to discuss and document what the project would include and what the expectations are for the project. It is highly recommended that you seek out a project coach.

A note on Project coaches: Coaches are highly recommended; you will be more successful if you work with a coach. Questions in the workbook will ask you what comments your project coach made.

This section requires four levels of review. All of the following will sign the proposal in this order:

* Beneficiary
* Scoutmaster (Mr. Guerin or Mrs. Kiernan),
* Committee review which will then lead to the unit Eagle advancement coordinator (the Troop 5 or Troop 6 Eagle Coordinator)
* District Advancement Representative (Mr. Bill Morris)

Complete the written proposal and email it to the Troop 5 or Troop 6 Eagle Coordinator for their input. Please consider this document as leaving your first impression on the committee, therefore you should use complete sentences, correct grammar and proper spelling. Complete the modifications, if recommended, then present it to the beneficiary for their signature and discuss any other requests or concerns that they may have.

After receiving the beneficiary’s signature contact the Scoutmaster for his signature on the proposal.

Once you have your Scoutmaster’s and your beneficiary’s signatures, the Troop 5 or Troop 6 Eagle Coordinator will arrange for you to present the project to a committee. Next, make any corrections to the proposal that the committee requires. Once this is done the Troop 5 or Troop 6 Eagle Coordinator will sign the Proposal.

Finally, you may email the project proposal to Mr. Morris for the final District approval. (This will always be the last signature to be obtained.) All the signatures must be on the same page, but they do not all have to be the original (some may be from a scan in other words.) When emailing Mr. Morris please put the Troop 5 **and** Troop 6 Eagle Coordinator on copy so they are aware of your progress.

**ALWAYS KEEP AN EXTRA COPY OF THE SIGNATURE PAGE!**

Once you have collected all required signatures, you may begin the planning, fundraising and actual work on the project – Phase 2.

Another note about the proposal. If you have images, schematics or other attachments to support your proposal, please send them as PDF or JPG files in addition to the workbook.

**Phase 2 – The Project Plan**

The Project Plan is a planning tool to help you organize your project. It does not require any signatures; however, you are encouraged to share the final plan with your project coach and your beneficiary before you start implementing the work. This will ensure that you are on the right track for success.

The plan, like it states is a PLAN, it is not actual. This is NOT information that you enter in after you complete the project. Will things go exactly as you plan? Most likely not. There are always things that come up, and that’s okay. That’s part of the process. You will need to make decisions, be flexible and adapt to the situation. Although there are no signatures required, your Eagle Board of Review (EBOR) members will look at the final plan. This is where you prove that you provided adequate planning and development for the project. Make note that this is the only way for the council representative to grasp the full extent of your project and is therefore a key component to passing your Eagle Board of Review.

A few areas to pay close attention to while planning and executing your project:

* The plan is where you clearly document the materials required and determine the cost of your project. (Save all your receipts and your estimates.)
* If you are building something, you must include schematics with exact measurements and exact materials that you will use.
* Safety is always a concern that you need to adequately plan for.
  + A key to this success is referencing the Guide to Safe Scouting and the sweet sixteen of BSA safety.
  + Follow this link to the Guide to Safe Scouting and the sweet sixteen of safety. <http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>
* I highly recommend that you have some verbiage in your safety section that comes from the guide to safe scouting
  + For example; “I have reviewed the guide to safe scouting and I will maintain 2-deep leadership at all times.”
  + You should also include other safety measures that apply to your project.
* Tools: BSA has specific guidelines for power tools and who is allowed to use them. You should reference this when deciding who will do what job. Here is the link to the tool use guidelines  
  <http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf>
* You will need to keep a log of volunteers and hours worked. This includes your own hours as well, including planning hours. Keep this log with your workbook for reference in the EBOR.

**Phase 3 – The Project Report**

This is the section of the workbook that you complete after the physical work has been completed. This is an opportunity for you to reflect on the project. What went well? What didn’t go well? What did you learn about leadership? What were the challenges and how did you overcome them? You will need to account for the money collected through fundraising or donations and what was spent. **SAVE ALL RECEIPTS for purchases.** For projects with many fundraising efforts and purchases you may need to show a basic spreadsheet with income and expenses. It does not need to be an itemized spreadsheet for every board and nail, but may have an entry for Home Depot on 2/9/16 for -$234.76 and a Bake Sale on 1/15/16 for $149.00.

The project plan worksheet for expenses may not be the same as your final costs, but you will need to carefully document the amount of funds collected and how they were used, if they were not all used then how the excess funds were given back to the beneficiary.

**The project report requires two signatures:** the beneficiary accepting your project as complete and the Scoutmaster, Mr. Guerin/Mrs. Kiernan.

**What happens after the project?**

The best way for the Troop 5 or Troop 6 Eagle Coordinator to understand that you have completed your project is to send the complete 3-part workbook. (Sharing via Google Drive works best as the file is very large at this point.) Once the Troop 5 or Troop 6 Eagle Coordinator has reviewed the full workbook and corrections have been made, the final step of the Trail to Eagle is the Eagle Application.

**Eagle Application:**Here is the link to the most recent application as of the time this document was last edited. It is recommended to check the scouting.org resource page as noted in the first paragraph of this document that this is still the most current application.  
<https://www.scouting.org/wp-content/uploads/2022/07/512-72822c-Eagle-Scout-Application_WEB.pdf>

**Scoutmaster Conference -** When you have completed your project, completed all merit badges and have held the appropriate leadership ranks you can have a Scoutmaster conference. This is one of the requirements on the Eagle Application and must be completed before your 18th birthday.

You should be able to fill in all the required rank dates and merit badges from your scout book, but we will also verify these with the Council’s Advancement Summary from Scoutbook.

The Application has several parts, much of it are dates of achievements and positions of leadership held; please review these requirements carefully to ensure that you have satisfied them. You are required to provide the names and **contact information** for several **references.** **NOTE** you are not asking the people to provide the recommendation directly to you. They will be contacted by the Council representative when your application is submitted. This means that once you ask someone for permission to use them for a reference that you should not delay in getting your application completed, as the reference will be expecting to hear from someone quickly.

One of the biggest parts of the application is your **statement of ambitions and life goals**. **This is an essay** and should show that you gave it considerable thought. You will also need to include a resume of sorts that highlight your achievements in and out of scouting, such as membership in order of the arrow, any clubs/extra-curriculars from school, church activities and especially any leadership roles you may have held.

Once your application is complete, please share it with the Troop 5 or Troop 6 Eagle Coordinator. This provides the troop advancement with the opportunity to ensure it is complete and accurate before we request our Council representative to begin processing it.

Once the Troop 5 or Troop 6 Eagle Coordinator gives it the OK, **PRINT** your entire workbook (all three sections with all signatures) plus **PRINT** your application.

You must **present this entire printed packet** to the committee chair and Scoutmaster for review when you request their signatures on your application. Once you have obtained the Scoutmaster (Mr. Guerin/ Mrs. Kiernan) and the unit Committee Chair (Mr. Dean) signatures, this entire packet goes to our Council representative (Mr. Morris) for the start of the requirements for the Eagle Board of Review.

**Eagle Board of Review**

By the time you get to the Eagle Board of Review you will have completed all the hard work. This is the chance for you to sit back and reflect on the experience. The best way to be prepared for this EBOR is to bring your cherished scouting memorabilia, your scout book, your workbooks and your merit badge records.

Class A dress is required. Enlarged images of your project phases are welcome and encouraged. The committee will ask many questions about your scouting life, your project and your leadership achievements. You do not need to have a speech prepared; all of the answers to the questions will flow easily based on your experiences.

**REVIEWING EAGLE CANDIDATE DOCUMENTS**

**Step One –** Inventory Documents

\_\_\_ Do you have the Project workbook with ALL signatures?

\_\_\_ Do you have the Eagle application with three signatures and most current version?

\_\_\_ Do you have the advancement summary of Scoutbook?

\_\_\_ Do you have the statement of ambitions and accomplishments?

**Step Two –** Eagle Project Workbook Review

\_\_\_ Check that all questions are answered, including project coach comments.

\_\_\_ Note whether a possible major scope change occurred.

\_\_\_ Check hours for planning, counting, and 2-deep leadership. [6 scouts times 4 hours = 24 hours]

**Step Three –** Eagle Application Review

\_\_\_ Name needs to agree with advancement summary/Scoutbook as that is what will be on Eagle certificate.

\_\_\_ Is there a complete address, troop number and city, state, and zip code noted?

\_\_\_ Check advancement/Scoutbook that the date the scout became crossed to BSA is the Scout rank date or earlier.

\_\_\_ Confirm that first class BOR date agrees with advancement summary/Scoutbook.

\_\_\_ Confirm that Star BOR date agrees with advancement summary/Scoutbook.

\_\_\_ Confirm that Life BOR date agrees with advancement summary/Scoutbook.

\_\_\_ Check that Life Scout BOR permits six months of active time in troop.

\_\_\_ References need to be completely filled in.

\_\_\_ Are the references people?

\_\_\_ Unit number must be filled in for all merit badges.

\_\_\_ If the scout was in more than one unit, make sure the unit numbers are correct.

\_\_\_ Check that all merit badge names are spelled correctly.

\_\_\_ All merit badge dates must agree with advancement summary/Scoutbook

\_\_\_ Check that no merit badge dates are prior to the date the scout became a scout.

\_\_\_ Scout needs 4 Eagle and 2 non-Eagle badges for Star

\_\_\_ Are there 4 months from 1st Class to Star and 6 months from Star to Life?

\_\_\_ Scout needs 7 Eagle and 4 non-Eagle badges for Life.

\_\_\_ Confirm that leadership position is valid Eagle position and that 6 months have passed since Life BOR.

\_\_\_ Start date of position should be Life BOR or later. Time prior doesn’t count.

\_\_\_ End date should be either the date he signs the application or earlier.

\_\_\_ Grand total hours should agree with page twenty of the project workbook.

\_\_\_ Review statement of ambitions and accomplishments.

\_\_\_ Date of SM conference is earlier or the same as the Scout’s signature.

\_\_\_ Confirm that all signatures are AFTER all requirements are complete