



Eagle Scout Candidate Orientation

LaSalle Council, BSA

www.LaSalleCouncilBSA.org

Council Advancement Committee

Advisor/Mentor

After becoming a Life Scout, it is a good idea to seek the guidance of a mentor or Eagle Advisor to support you and be a sounding board as you work your way through the Eagle process.

Eagle Scout Requirements

Section I

Requirements for Eagle Scout

- It is IMPERATIVE that all requirements for Eagle Scout, including your Scoutmaster conference, be completed BEFORE your 18th birthday!

Requirements for Eagle Scout

- You should check with your unit advancement chair to ensure that your advancement records are in order and properly recorded at **LEAST 3 MONTHS** before your 18th birthday.

Requirements for Eagle Scout

1. Be active in your troop and patrol for at least six months as a Life Scout.

❖ Does it have to be continuous?

- NO. Any six month period since your Life Board of Review is sufficient.

It does NOT have to be the most recent six months.

Requirements for Eagle Scout

2. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.

Living the Scout Oath and Law is the very definition of Scout Spirit, not just when engaged in Scouting activities, but in everything you do.

Eagle Required Merit Badges

as of January 1, 2014



Requirements for Eagle Scout

4. While a Life Scout, serve actively for a period of 6 months in one or more of the designated positions of responsibility.

Note: NOT all positions within the Patrol, Troop, Crew, Team, or Ship qualify.

See the Eagle Scout Rank Application.

Requirements for Eagle Scout

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.

More on this later

Requirements for Eagle Scout

6a. Write a statement of your ambitions and life purpose.

Include a list of positions held that demonstrated leadership skills, honors, and awards received both in and out of Scouting .

In LaSalle Council, this is NOT submitted with your application. It will be reviewed at your Scoutmaster Conference and your Board of Review.

Requirements for Eagle Scout

6b. Take part in a Scoutmaster conference.

This takes place **AFTER** all other requirements are completed. It is the last thing before you submit your application to Council.

Requirements for Eagle Scout

Submit a copy of your application to the Council Registrar for verification.

Requirements for Eagle Scout

7. Successfully complete an Eagle Scout Board of Review.

Eagle Scout Service Project

Section II

The Project Requirement

“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.”

Keep Track of What You Do

- From the very beginning keep a log of all the time you and others spend on your project. In your final report you will be asked for these two pieces of information.

Keeping Track

Activity	Me	Others
Call Scoutmaster	15 min	15 min
Talk to project sponsor and her assistant	25 min	50 min
Collect pop cans (5 helpers)	1 hr 10 min	5 hrs 50 min

Total	1 hr 50 min	6 hrs 55 min
Grand Total	8 hrs 45 min	

The Project Requirement

You must use the Eagle Scout Leadership Service Project Workbook (current edition) in meeting this requirement.

Note: It is recommended you use an electronic version.

The Project Requirement

The electronic version of the Workbook is available at the LaSalle Council website.

Note: Be aware that some unofficial websites have outdated, invalid versions of the workbook that aren't acceptable.

Limitations

- Not Routine Labor
(a job or service normally rendered).
- Not for BSA property or activities.
- Not for a Business or of a Commercial nature.
- Not a Fundraiser.
- Not for an Individual.
- Not a one-man show.

Size

- No specific requirement (in terms of minimum or maximum number of hours).
“The amount of time spent must be sufficient for the Scout to clearly demonstrate leadership skills”
- Should be a CHALLENGE to the Scout.
- Must demonstrate leadership of others.
- There is no requirement that the project be “unique” or be “of a lasting nature”.

Project Examples

- Redecorated nursery room for church. Replaced hardware, painted wall mural and walls. Also repaired toys.
- Planned, obtained material, and landscaped a Church yard.
- Designed and constructed a Wooden Foot Bridge over a Creek in the local County Park.
- Collected Children's Books and Toys and set up a Play Area at a Public Hospital Neighborhood Clinic.
- Placing signs on trees, or cementing them on the ground next to plants or shrubs, identifying what they are, for city park.

Project Timing

- Note that the average project can take 4-6 months
 - from project definition,
 - through approvals (District and possibly Governments),
 - through fund raising (if required),
 - through preparations,
 - through accomplishing,
 - through final paperwork.
- You must allow enough time to complete your project and complete all other requirements, including your Scout Master conference, **BEFORE** your 18th birthday.

Your Proposal - What should be in it?

Project Description

- Describe the project fully and accurately.
- Include correct organization information.
- Who will benefit and how must be clearly stated.
- Who are we dealing with (contact info).

Make sure the person you are talking to has the authority to OK your project.

Your Proposal - What should be in it?

Project Details and Method

- What is going to be done?
- Where is it going to be done?
- How will it be done?
- Are any diagrams required?

Your Proposal - What should be in it?

Materials, Supplies, and Equipment

- Materials: things that become part of the finished product (lumber, paint, nails, etc.).
- Supplies: things that are expendable and don't become part of the finished product (sandpaper, food, water, paint rollers, trash bags, etc.).
- Equipment: things not part of the finished product and not expendable (hammers, rakes, wheel barrow, screw drivers, power saw, a back hoe, a jackhammer, a cement mixer, etc.)

Your Proposal - What should be in it?

Materials and Supplies

- Complete lists of both materials and supplies (size, quantity, unit cost, and total cost for each)?
- Tool list?
- Where will all materials, supplies, and tools come from?
- Food and Beverage

Your Proposal - What should be in it?

Funding

- Is fund-raising part of your project? If so, it needs to be included as part of the planning?

“Fund-raising is permitted only for securing materials or supplies needed to carry out the project.”

Sources of donated funds must be documented in the workbook. Provisions must be made for an acceptable way to disperse any excess funds at the conclusion of the project.

Your Proposal - What should be in it?

Project Helpers

- How many people will you need for your project?
- Who will you get to help you?
- You are not required to use only Scouts.
- Projects that use primarily parents and siblings will not get good reviews at your Board of Review and may create a problem.

Your Proposal - What should be in it?

Schedule

- When do you plan to do it
 - how many days,
 - how many people each day,
 - how many hours for each person?
- Are there different shifts planned?
- What is the anticipated number of man-hours?
- Is there a backup plan?
- Does the anticipated time of completion meet the sponsoring beneficiary's expectation?

Your Proposal - What should be in it?

Before Photographs

- Have pictures, diagrams, and/or drawings to show what and where things go (as applicable).
- If yours is a building project, show detailed plans for the thing(s) you will build. Just a statement that you are going to build a “xxxx” will not be sufficient to show adequate planning. If it is small enough, a prototype is always a good idea.

Your Proposal - What should be in it?

Project Approvals

- Your project must be approved
BEFORE YOU START
- Signatures are required by the following:
 - 1) Project Beneficiary
 - 2) Unit Leader / ScoutMaster
 - 3) Unit Committee / Committee Chair
 - 4) District Advancement Chair

The first three signatures must be in place before you take your project to the District Advancement Chair for approval and signature.

Your Proposal - What should be in it?

Project Approvals

This is YOUR project, once you have the first three signatures in place, you are responsible for contacting the appropriate District Advancement person and scheduling a meeting to review and approve your project. Your Unit Leader or Eagle Advisor will tell you who to contact.

In many Districts, your Eagle Mentor/Advisor must accompany you to this meeting.

Project Approval

Remember...

This is a contract between the people signing your project book and you that you will do the things you state in your proposal.

Project Approval

- No project goes exactly as planned, and you will be expected to document what changes you had to make, and leadership you demonstrated to accomplish the goals you set out.
- Minor changes are expected and do not require re-approval.
- Major changes in the goals you signed up for should be brought to the attention of the District Advancement Committee for possible re-approval as soon as known.

Now you're ready to
Carry Out the Project

Carrying Out the Project

Logbook & Photos

- Recommendation - Keep a running record of everything that happens, so you can refer to it later.
- As mentioned earlier, keep a log of everyone, including yourself, who works on the project, with date and time worked.
- Recommendation - Assign someone to be your photographer (keep a parent busy and out of your hair).

Have FUN.

Show your Leadership.

Now you're ready to

Write your Final Report

Materials/Supplies Used

- Adjust your sheet from the project planning to reflect what was actually used and how much it actually cost. (Don't forget to total your figures.)
- If you use the printed workbook and can't fit this in the allotted space, attach additional sheets.

Final Report

Changes

- Changes are normal.
- Were any made? Carefully review your plan and make sure that you have done everything you stated you were going to do and were approved to do.
- List any changes or modifications made and explain why those changes were made.
- What leadership / decision-making was involved in solving these problems.

Final Report

During and After Photographs

- Have as many photographs and drawings as are needed to show your work! Remember to include the photographer's time in your project hours log.
- If you are using the paper workbook, rather than inserting loose photos, you will probably want to display the pictures in picture holders (and an album or binder) so they are not loose.

Approval for Completed Project

- Your signature with date indicating you've completed the project.
- Your unit leader's signature with date verifying you planned, developed, and carried out the project.
- Signature with date from the benefiting organization indicating their satisfaction with the project (or include a letter from them stating that fact).

Approval for Completed Project

- Your project's final approval will come during your Eagle Board of Review.
- The Board is required to determine the manner in which the project was carried out. This will include your demonstration of leadership, value to the sponsoring beneficiary, and whether the project met the approved goals and is deemed complete.

“ The pre-approval of the project does not mean the Board of Review will approve the way the project was carried out.”

Your FINAL REPORT

- Your final report should be written as soon after project completion as possible and must, at a minimum, include the details, and contain the signatures as shown in the workbook.
- The report should answer all of the questions listed in “after completion” in the workbook.
- Write your final report as you would for a major class report at school. Something that you’d expect an “A” from.
- It should be something that you will be proud to display at your Court of Honor, and to show to others.

Writing up the Eagle Project Report

- Eagle Scout Service Project Workbook

Page 19, 1-2 or 4-2

- Leadership

- In what ways did you demonstrate Leadership?
- This is where the project Write Up goes. It is about how the project was carried out, which includes your daily plans, ways you demonstrated leadership in carrying out the project to completion – giving examples of how you directed the project rather than doing the work yourself, however part of leadership is getting your hands dirty as well.

- As you write your report, emphasize your **Leadership**, your **Planning**, your **Organization** of the project details, and your project **Direction** (instruction and direction of project volunteers). Try to include statements, such as “I said...”, “I decided...”, “I thought...”, “I directed...”, “I showed...”, “I instructed...”, “I assigned...”
- Discuss the actual work required to accomplish your project. Was the project completed according to your original plans, or did you have to revise and change some of the steps? Were you able to keep everyone busy, were there any special problems keeping everything under control and running smoothly?

- **Example: Day One** – My plan was to accomplish _____; I had _____ number of people who came. How did you instruct/use these people in carrying out the plan for the day (*This needed to be done; I assigned a group to do this; I explained what they needed to do etc...*). What was accomplished this day? What changes were made in the plan for the day? Why those changes were needed? How you managed those changes. What went well? What did not go as planned? **Do this for each day.**

- The length of the write up is typically 2 to 3 pages (or whatever it takes) to explain your leadership in carrying out the project.
- **Note:** When you calculate hours include all the time you spent planning, discussing, getting materials etc. for the project and the total “man” hours that were needed to complete the project. (5 people working 6 hours = 30 hours)

Don't Forget ...

A Scout is Courteous - Have you formally thanked the people who helped you in this task?

Both individuals and businesses appreciate a formal written thank-you for their donations of time and material.

Eagle Scout Rank Application

Section III

Eagle Scout Rank Application

- Secure a copy of your Individual Scout Record from your Unit Advancement Chair.
- Begin completing the blank Eagle Scout Rank Application. Use the electronic version you can type in to. It is available at the LaSalle Council website. Don't be afraid to ask for help with this.

Eagle Scout Rank Application

- Be conscious of the following:
 - Answer all questions that apply to you.
 - Place one letter or number per box.
 - Use your full legal name, no nicknames
 - Leave a blank box between names.
 - Enter dates for Merit Badges in U.S. form (May 1, 2012 = 05/01/12).
 - Cross off the merit badges that don't apply for #6 & #9. Enter a "unit number" for each badge you list on your application.

Eagle Scout Rank Application

- Be conscious of the following:
 - Provide the required references.
(see next slide)
 - List only positions of responsibility AFTER becoming a Life Scout.
 - You need two positions only if each is less than six months.
 - Write in the title of your project and the total Man-hours, (including your time).
 - Remember to write your *Statement of Life Purpose*, for use later at your Board of Review.

Eagle Scout Rank Application

- The LaSalle Council uses Letters of Reference, rather than making phone calls to listed references.
- Remember to ask people if they will write you a letter before putting their name on the application.
- Work with your Unit Advancement Chair to request Letters of Reference from the people you list as a reference on your Eagle application. A form letter to solicit these letters is available for download on the LaSalle website. (Go to Quick Links - click on Advancement. Under Boy Scouting click on Eagle Scout Rank Process)

Eagle Scout Rank Application

“All references must be complete on the Eagle Scout Rank Application. Only the “employer” reference may be omitted if the candidate has no employer.”

For the **educational** reference, if the Scout is home-schooled, the person listed can be a parent/guardian, but a youth group leader, coach, etc. is preferred.

For the **religious** reference, if the Scout is not part of an organized religion, a statement that he is not currently affiliated with an organized religion but that he does have a belief in God (or Higher Form of Being), may be mentioned in the parent’s letter of reference, or another person that can so attest should be used.

-From Boy Scout Advancement Conference at Philmont -2003

Eagle Scout Rank Application

Letters of Reference:

- The Eagle Candidate requests the reference letter, but must not be involved beyond that.
- The Letters of Reference must be mailed to the LaSalle Council Service Center. They are not to be mailed to the Scout or Troop Leadership.
- Providing Pre-Addressed Stamped Envelopes is recommended.

Eagle Scout Rank Application

- Have your Scoutmaster Conference
- Secure signatures with dates on the application:
 - Yours.
 - Your Unit Leader.
 - Your Unit Committee Chair.
- You are now ready for processing the paperwork

Process your Application

Section IV

Processing your Application

- The Eagle Scout Rank Application must be filled out completely up to the Local Council Certification line.
- Your completed Eagle Scout Rank Application, Workbook and Eagle Project Notebook must be delivered to the LaSalle Council Scout Center.

Processing your Application

- Allow at least one week for the Registrar to process your paperwork.
- You will be informed by the registrar if any information or clarification is needed.

Processing your Application

- When the application has been verified, the Eagle Board of Review may be set up. (The registrar-signed original or registrar-signed copy of the Eagle Scout Rank Application **MUST** be at the Board of Review).

Eagle Board of Review

Section V

Board of Review

Upon completion of all Eagle Scout requirements and Council verification, your District Advancement Chair will contact the Scout to schedule the Board of Review.

Board of Review

- Your Board Members:
 - Will include 3-6 people who are at least 21 years old, at least one of whom will be a District Advancement representative.
 - Current and former Scoutmasters & Assistant Scoutmasters cannot serve on the board.
 - Members don't need to be registered Scouters.
 - Relatives and other scouts MAY NOT attend.
 - Composition of the Board is the District Advancement Chairs decision.

Board of Review

- Your Board Chairman or District representative must bring, unopened, the letters of reference for those people you cited on the front page of your application. You will not see or get a copy of these letters.
- The Board will meet to discuss your application and your reference letters before you are invited in.
- If the required paperwork is not present or hasn't been verified, the Board of Review will not take place.

Board of Review

- Your Eagle Board of Review will be similar to those you've had before. It is not a question and answer session with right or wrong answers. It is a discussion of you, your experiences in Scouting, your leadership, your project, and your goals for the future.

Board of Review

- ❖ When the members of the Board of Review feel they have enough information, you and your unit leader will be asked to leave the room while they discuss your qualifications.
- ❖ If a positive unanimous decision is not reached, then two possibilities exist:

Board of Review

- 1) If your 18th birthday is not imminent and the Board of Review feels you need to improve in certain areas within a defined time frame, the Board of Review may adjourn and then reconvene at a later date and continue your Board of Review
- 2) If the vote was final, then you will be informed on your options for appealing the decision and the how to go about it.

Board of Review

- ❖ Since every Board of Review, including the one for Eagle Scout rank, is a closed meeting, nothing discussed during a Board of Review, whether the candidate is affirmed or denied, will be discussed outside the closed meeting.

Board of Review

- In the event of a denial, you and/or your parents may appeal the decision.
- An appeal must start with the District level.
- If resolution is not attained it may be escalated to the Council Advancement Committee.
- **ONLY** after failure at this level can it be escalated to the National office.

Board of Review

- If the Board approves your application, the Board Chairman and District Representative will sign your application, and initial your Scout handbook.

Board of Review

- Upon approval from the Board of Review, the signed Eagle Scout Rank Application is returned to the Scout Center the Letters of Recommendation are destroyed. The Eagle Scout Workbook and Project Notebook are returned to the Scout.
- Wait for the approval of National prior to scheduling your Court of Honor
 - Typically 2-6 weeks for reply.
 - Your Scoutmaster will be notified by mail.

Eagle Court of Honor

Section VI

Eagle Court of Honor

- Each unit has its own style and tradition for Eagle Courts of Honor. There is no right or wrong way.
- They vary from three - course catered dinners and ceremony, to ceremonies in conjunction with a troop picnic, to special church services. They vary from special ceremonies for a single Eagle, to combined ceremonies for 6 or 7 Eagles.

Eagle Court of Honor

- These are unofficial links and are referenced only to assist in planning your court of honor:

<http://www.eaglebook.com>

<http://www.eaglescout.org/finale/coh/coh.html>

<http://www.usscouts.org/usscouts/eagle.asp>

http://www.scoutresources.org/bs/eagle_material.html

Also available from the Scout Store is the book:
“The Eagle Court of Honor Book” by Mark Ray

Question & Answer Session

First Questions from Scouts

Then Questions from Adults