



Troop ____

Eagle Scout Scoutmaster Conference and Eagle Scout Board of Review Preparations



Dear Life Scout,

Congratulations on completing your Eagle Scout Service Project! It is time to prepare for your Eagle Scout Scoutmaster conference, Eagle Scout Committee Chair review, and Eagle Scout Board of Review. Remember, you must complete Eagle Scout requirements 1-6 **before you turn 18.**

MARK the following checklist complete prior to:

1. Conducting your Scoutmaster Conference (requirement 6),
2. Completing your Committee Chairman review (signature on application)

- Downloaded your Eagle Scout application from Scoutbook. Completed remaining sections and signed your application. * <https://help.scoutbook.scouting.org/knowledge-base/eagle-application/>
- Downloaded your Scoutbook Scouts BSA History Report. **
- Written your two-page double-spaced "Statement of Ambitions and Life Purpose." *
- Drafted 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. *
- All **three** sections of your completed and signed Eagle Scout Service Project Workbook. *
- Entered your Eagle Scout Project in Scoutbook Plus*
- Secured four individuals to provide recommendations using T103 reference procedures.
- Fully assembled your Eagle Scout binder for your Advancement Team Review, SM Conference, Committee Chairman review, and Eagle Scout Board of Review. *
- Eagle Scout Binder **reviewed by a member of the Advancement Team**
 - Eagle Scout Binder reviewed by** _____
- Complete and signed BSA Scout handbook (SM Reeves signs your Eagle Requirements).
- Cleaned and ironed your Troop Scout BSA uniform with all the correct patches and emblems and your merit badge sash. Dress to impress! Worn during your SM Conference, Committee Chairman review, and Eagle Scout Board of Review.

The following section will help you complete the above requirements and assemble them in your Eagle Scout Binder. This binder will be used at your Eagle Scout Board of Review. Do not hesitate to ask for help from your parents, Eagle Scout mentors, Advancement Coordinator, or Troop leaders.

* Save electronic copies of each portion of your Eagle Scout Binder (Take a photo of the signature pages).

TROOP ____ EAGLE CANDIDATE BINDER

1. **Cover page** (See example following). Scout Name will be replaced with your full name. The cover page is more impressive if printed in color. If the binder allows, slip the cover page into the outside cover; otherwise, it should be first page inside the binder. Document protectors are not required, but they are helpful for the application and project workbook

Insert a tab/divider after the cover page (only if the cover page is inside the binder)

2. Your **Eagle application** is prefilled and downloaded from Scoutbook. It goes behind the first tab. Complete any missing information and then print the application in color. **You must sign and date page 2 of the application.** Using a document protector facilitates removal for signatures.

You must list four adult references on page one of the application. Consider asking teachers, religious leaders, employers, coaches, T103 Scout Leaders, neighbors, or anyone who knows you well and can attest to your character. Use T013 Eagle Scout Letter of Reference Guidelines. Letters do not go through you

Insert a tab/divider after your application.

2. Insert your Scoutbook **Scouts BSA History Report behind your Eagle Application.** The advancement team can help you with this report.

Insert a tab/divider after your application.

3. **Statement of Life Purpose and Ambition** (commonly called the “Life Letter”) goes after the second tab. Your letter should tell the board who you are and where you want to go. See example format attached. Common Life Letter paragraph themes:

- What Scouting means to you and how Scouting has shaped your life.
- Challenges on your journey (Leadership difficulties, adversity you overcame, and how they became successes or pushed you in a new direction)
- Ambitions (family, religious organization, friends, social organizations, community service, Scouting, sports, hobbies, and other pastimes that give your life meaning and satisfaction.)
- Life Purpose (How you will contribute to society through your profession/job/trade, your religion, your community/school)

Also, on a **separate page list position held** in your religious institution, school, camp, community, or other organizations, wherein you demonstrated leadership skills. Include honors and awards during this service.

Insert a tab/divider after your Statement of Life Purpose and Ambition.

4. **Eagle project workbook** goes after the third tab. Remove all instructional pages. It is optional to insert additional tabs for the subparts of the workbook (proposal, plan, and report) and one for “supporting documentation” (time log, briefings, service hour log, photos, receipts, fundraising, plans/drawings). Tape loose papers (receipts, etc.) onto full page blank bond paper. Document protectors are good for capturing taped documents and any oversized papers (e.g., drawings). Don’t forget Thank you notes to your teams.

Once your binder is assembled, coordinate with Troop leadership for your Eagle Scout Binder review. Once you have passed this review, submit a copy of your completed Eagle Project Service Hours Log to [ADULT IN

CHARGE OF SERVICE HOURS LOGGING] so he can enter service hours for the Scouts who helped you. **ENTER your Eagle Scout Project in Scoutbook Plus on your Personal Info page.**

Ask to schedule your Scoutmaster conference prior to your 18th birthday. **Your Scoutmaster will sign your Scoutbook Eagle requirements and your project workbook at this conference.**

SCOUT NAME
Eagle Scout Candidate



Troop _____
CITY _____

Scoutmaster: _____

[date]

SUBJECT: [name] Statement of Ambition and Life Purpose

TO: Eagle Scout Board of Review, Historic Triangle District, Colonial Virginia Council

Dear Eagle Scout Board Members:

[Introduce yourself. Did you have older siblings or other family members in Scouting? (Always capitalize Scout....) Or did you join after 5th grade or transfer into the Troop? Why? Anything that motivated you to commit yourself to the journey to Eagle Scout is worth mentioning. If you are home-schooled and lack multiple leadership positions, consider explaining that up-front. Stress benefits of finding learning opportunities outside the classroom. Does your family have a history of camping or other outdoor activities?]

[Recite how long you have been a Scout. If you can identify an adverse situation during a troop outing that you overcame, paint out that picture and how you developed resilience from it. If you contributed to a Scouting success, do not be shy about taking credit. If you were a patrol leader for a patrol that won a competition, parade that here. Did you lead a troop activity? How successful was it? What did you learn in your leadership position(s)?]

[Have you identified a future life purpose by virtue of Scouting, school, employment, or other experience? Maybe a merit badge class or other activity/trip piqued your interest that you want to pursue either as an avocation or perhaps a vocation. If planning on joining the military will your Scouting background be a benefit? Alternatively, if you wish to pursue a trade, go to college, or enter business/the workplace, add a few sentences about that. Try to tie your future self into the values of the Scout Oath and Law as much as possible.]

[You should have ambitions in many areas of life, not just a job or profession. Your life can gain meaning and satisfaction from a range of pursuits including family, religious organization,

friends, social organizations, community service, Scouting, sports, hobbies, and other pastimes. Explain how you will further your ambition(s) and how you might give back so others may benefit. If you found spiritual growth in Scouting (just being in/experiencing nature for extended periods can foster that experience), you might tie that into a Scout being Reverent.]

[Last paragraph (In conclusion,) can be as simple as drawing on your Scouting character to make your home, community, and nation a better place. Then add: Thank you for your time and consideration.]

Sincerely,

[name]
Life Scout
[current office], Troop _____

[-You can attach a list of leadership positions or simply incorporate them into this letter.
- The letter should not exceed one page single-spaced, or two pages double-spaced.
- Spell-check and grammar check.
- Be sure to sign your letter above your name.]

References

How your Eagle Scout application is processed:

BSA Eagle Scout Rank Guide to Advancement Section 9.0.0.0
<https://filestore.scouting.org/filestore/pdf/33088.pdf#page=64>

Advancement Information (Eagle Scout Service Project Workbook, Merit Badges

BSA Advancement Resources <http://www.scouting.org/.../AdvancementandAwar.../resources.aspx>

Eagle Scout Application (<https://help.scoutbook.scouting.org/knowledge-base/eagle-application/>)