



Troop ____ Life Scout to Eagle Scout



Dear Life Scout,

Congratulations on achieving the second highest rank in Scouting – Life Scout! You’ve worked hard, learned many new skills, experienced leadership opportunities, volunteered your time with service to others, explored the outdoors, and are a seasoned Scout! Your journey to Eagle Scout continues by completing the requirements for the Eagle Scout Rank. What is most important now is that you focus on achieving your goal of Eagle Scout.

What follows are requirements and recommendations for you to earn your Eagle Scout rank. Much of what you learned or will learn in the Personal Management merit badge in planning your time will help you continue on your journey to Eagle Scout (specifically: setting goals, establishing priorities, planning a project, and taking action). There is no one set path and you choose how you want to proceed. You may ask for assistance and guidance from your parents, Scoutmaster, Eagle Scout project mentor, other Eagle Scouts, and Troop leaders. Don’t hesitate to reach out for help but do so early in the process. Be aware that it takes time to obtain assistance, schedule reviews, and gain approvals so plan accordingly. Best of luck!

Yours in Scouting,

1. You must complete requirements 1-6 for Eagle Scout prior to your 18th birthday using the latest edition of the BSA handbook when you earned Life Scout. Scoutbook Plus stays current with the latest rank requirements and they can be found here as well: <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/>

Your Scoutmaster is usually the only leader who will sign requirements 1-6 in your Scout handbook and in Scoutbook Plus.

2. It is **highly recommended** that you write down your remaining requirements for Eagle Scout using the example Life to **Eagle Scout Timeline Checklist** provided later in this letter.
 - Once you identify what you have left, establish dates to complete each of the requirements and merit badges. Schedule time to review the checklist and timing with someone familiar with the requirements.
 - Your timeline should integrate and balance your other activities and commitments (e.g., athletics, clubs, work, and family travel). How you divide your time and execute your checklist is up to you.
 - Your checklist does not have to be perfect and will likely change due to unforeseen events. It is your best estimate of what it will take to complete all the requirements within the amount of time you have left. As Dale Carnegie stated, “An hour of planning can save you 10 hours of doing.”
3. Life Scouts will be assigned Troop Leadership positions and are expected to carry out your responsibilities and duties to meet your Eagle Scout rank leadership requirements. Your leadership role may require you to attend meetings, participate in Scout activities, and provide service to others. Holding a position and doing nothing, producing no results, is unacceptable.
4. Active participation in Troop ____ expects Life Scouts to attend troop meetings, activities, and support service projects. This level of participation is considered reasonable and is required to meet the requirement for rank advancement. If you can’t meet this participation level, please discuss this with your Scoutmaster.

5. Be prepared to discuss how Scout Spirit has become a lifestyle for you. Simply put- how do you embody the qualities of the Scout Oath, Law, Motto, and Slogan at all times.
6. Your Eagle Scout Service Project uses a required workbook which can be found at: <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>
 - **FIRST – Start an Eagle Scout Project journal** to document all the hours you (and others) invested in you project. You can simply add sheets of lined paper in your Eagle Scout Project Workbook (see next step) or a separate journal to help you document your thoughts, action items, and hours accumulated. Please count everything you and others contributed (meetings, visiting sites, obtaining permits, funding, phone calls, legwork, research, travel time, time spent obtaining materials, etc.).
 - You should sit down with your parents and read pages 2 through 5 of this workbook before starting your project selection. It is critical that you study the entire workbook and helpful if your parents do as well. Place your workbook in a heavy duty three ring binder with a cover document that has your name, Eagle Scout Project Workbook, Troop number and city. See an example of the cover letter at the end of this letter.
 - Selecting your Eagle Scout Service Project is challenging, and it must meet the requirements of Eagle Scout Requirement “5” in your Scout handbook. You may get help with an Eagle Scout Service Project coach or if not, then start with your Scoutmaster to get ideas or points of contact to create a list of project ideas. This discussion will help you either rethink the Service Project idea, add more complexity, or proceed with your Eagle Scout Service Project Proposal
 - Before meeting with a project beneficiary, have a copy of “Navigating the Eagle Scout Service Project” at the end of the workbook ready to provide to your project beneficiary.
 - Your Eagle Scout Service Project Proposal must meet the “**Five Tests of an acceptable Eagle Scout Service Project**” (found in the Eagle Scout Service Project Proposal).
 - i. You are writing this workbook to give reviewers a complete understanding of what you intend to accomplish with your project. Write in full sentences and use a spell and grammar checker. Make it neat and complete so it clearly meets the five tests. Gaining signature approval may take longer than expected so plan accordingly.
 - ii. Use photos, maps, handouts, and/or drawings to show what you plan to do. Neatly handwritten documents are acceptable.
 - iii. You must sign the proposal and obtain signatures from the Project Beneficiary, Scoutmaster and Unit Committee Chairman. Signatures obtained don't have to be in that order, but it usually helps to do so.
- iv. **YOU MUST DO THIS BEFORE STARTING YOUR SERVICE PROJECT:** The Eagle Scout Service Project Proposal must be approved by the Historical Triangle District Eagle Scout Project Review Staff. Coordinate with Troop leadership on how to gain this approval.
 - Next, use the Eagle Scout Service Project Plan to **plan and develop** your service project. This portion of the workbook shows reviewers and members of your Eagle Board of Review Panel that you have done the required planning and development to conduct your project. Again, write in full sentences and use a spell and grammar checker. **The Project Plan should be fully completed prior to conducting your project.**
 - Please check with Troop leadership if you are considering fundraising. Complete the Eagle Scout Service Project Fundraising Application if fundraising is required.
 - Coordinate the scheduling of your Eagle Scout Service Project with your Scoutmaster and the Patrol Leader’s Council to ensure the best chance of support with other Troop activities. The Troop Calendar is useful too.
 - After your project is done, **complete** the Eagle Scout Service Project Report.
 - i. This helps you prepare to discuss your project during your board of review.
 - ii. Use photos, maps, handouts, and/or drawings to show what you did.
 - iii. Write in full sentences and use a spell and grammar checker.

- iv. Plan a meeting with Troop leadership to review your Eagle Scout Project Workbook. Once you have completed their review and made any additions or corrections, obtain final signatures from the project beneficiary and your Scoutmaster found at the end of the Project Report.

All three parts of your Eagle Scout Project Workbook will be reviewed in detail at your Eagle Scout Board of Review.

Life to Eagle Scout Timeline Checklist

| Eagle Scout Rank Requirements | Start Date | Finish Date | Actual Completed Date |
|--|------------|-------------|-----------------------|
| 1 Active in Troop | | | |
| 2. Scout Spirit | | | |
| 3. 21 Merit badges (list those left to do) | | | |
| merit badge | | | |
| merit badge | | | |
| merit badge | | | |
| merit badge | | | |
| merit badge | | | |
| merit badge | | | |
| merit badge | | | |
| merit badge | | | |
| merit badge | | | |
| merit badge | | | |
| merit badge | | | |
| 4. Leadership position | | | |
| 5. Eagle Scout Service Project | | | |
| Project Selection* | | | |
| Proposal (section 1) | | | |
| Planning (section 2) | | | |
| Project Workdays** | | | |
| Reporting (section 3) | | | |
| Post Review | | | |
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* It is strongly encouraged to support other Life Scouts' Eagle Scout Service Projects prior to completing yours. You will gain valuable insight from their experience on how they went about selecting/planning/executing their project.

** Eagle Scout Project workdays should be coordinated through SM Reeves. Review the Scoutbook Calendar to pick workdays that don't conflict with other Troop activities. Plan to have backup workdays in case of weather delays or unexpected project problems. Give several weeks advance notices at Troop meetings with signup lists and handouts for Scouts to take home to get Scouts to commit to your project.

SCOUT NAME
Eagle Scout Service Project Workbook



Troop _____

City _____

Scoutmaster: _____

References

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

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

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

“A **dream** written down with a
DATE
becomes a **goal**.
A goal broken down into
STEPS
becomes a **plan**.
A plan backed by
ACTION
makes your **dreams**
come true.”

Greg S. Reid
Author – Motivational Speaker - Filmmaker

Consider using the Stephen Covey Time Management Matrix to prioritize your work:

| | Urgent | Not Urgent |
|----------------------|---|---|
| Important | Quadrant 1 (Manage) Crises Emergency Deadlines | Quadrant 2 (Focus) Planning Projects Goal Setting Reading Exercise Chores Homework Relationships (Family/Friends) |
| Not Important | Quadrant 3 (Avoid) Interruptions Distractions Email | Quadrant 4 (Avoid) Surfing Facebook, Instagram, Tick Tock etc. Escape Activities Mindless TV Watching Time Wasters |

Steven Covey is author of “*The Seven Habits of Highly Effective People*”, “*The Seven Habits of Highly Effective Teens*” and “*First Things First*”