

LIFE TO EAGLE STEPS & CHECKLIST

Written to the Scout, for the Scout
and by the Council's Eagle Advancement Coordinator!
All other audiences are welcome.

Instructions:

A. Please approach the Eagle Process with the Same level of respect you expect to receive after you have been awarded the Rank of Eagle.

B. I want you to Succeed! Read this Entire Document, then Start. Some steps can be accomplished before others, and some steps Must Absolutely Be Taken in the Order Written!

C. If you have questions about this directive or any instructions herein, please call your District Advancement Representative/District Advancement Chair or the Council and speak to Wendy J. (Jagodzinski). Consult www.gswcbsa.org for contact information.

D. Self-Responsibility and Reliability is the ultimate test of Eagle Readiness.

E. The authoritative description of all requirements containing the authoritative rules pertaining to Eagle Advancement is, "The Guide to Advancement 2017." Any Council specific designations and flexible procedures applicable to Great Southwest Council are published here within.

Steps from Life to Eagle:

Short Version Checklist:

1. Earn the requisite merit badges you might be lacking.
2. Serve in a leadership position within your Unit for at least 6 months.
3. Be active with your unit for at least 6 months after earning the Life Rank.
4. During that active period, embody and display Scout Spirit.
5. Download a digital copy of the Beneficiaries guide to the Eagle Project, the Eagle Application, and the Eagle Project workbook.
6. Read from cover to cover all 3 documents referenced in # 5.
7. Seek out an Eagle worthy Project
8. Obtain Proposal Approval signatures
9. Obtain Fundraising Approval signatures and Council approval.
10. Start Fundraising and working on your Project.
11. Finish your Eagle Project.
12. Complete the Eagle Report from the Workbook and obtain signatures.
13. Participate in a Scoutmaster Conference.
14. Talk with your prospective references and ask for letters of recommendation from them to be given to your Coach or Unit Representative.
15. ONLY submit to Council True and Correct information on all documentation.

16. Participate in your Board of Review.
17. Wait OR fulfill option OR file an appeal. Wait again.
18. Pick up National Eagle Credentials, if Board was successful.
19. Plan and Enjoy your Court of Honor, if Board was successful.

Explanation Checklist:

1. Earn the Rank of Life Scout.
2. Find yourself a binder, folder with brads, etc. to keep your documents in (aka document storage item) if you don't already have one. Keep all your Scout papers here and insert some scrap paper to keep notes on – Don't forget your Pen/Pencil – take this with you whenever you are doing something that pertains to your Eagle Project.
3. Find and insert all of your Blue Cards into your document storage item!
4. Go to gswcbosa.org. Find the Tab marked Eagle, Hoover, Click and explore the Eagle pages and relevant information available to you.
5. Use the link provided on our webpage or just Google "Eagle Scout Application" (aka. application) – use the "filestore" source page. Download, Save, and Print this to/from your computer. Saving the link to your computer first will allow you to later use the PDF filler capability to fill in the paperwork. If you try to just open the file, you might have trouble getting it to open. Read the entire application.
6. Ask your parent, Committee Chair or Scoutmaster to call or e-mail a "Person Profile" request to council so you can compare what you have already earned to the list of Merit Badges required to Earn the Rank of Eagle. 505-345-8603 or Kathy.Ferdig@Scouting.org, or come by the office in person.
7. If you are missing required Merit Badges, earn them. See page 1 of the application for all required Merit badges. BUT don't stop here, keep pushing on.
8. Take at least one leadership position within your Unit and remain in this position for at least 6 months. For applicable Leadership positions consult page 2 of the Eagle Scout Application. Write down the dates you were elected and the dates you turned your position over to the next scout. BUT don't stop here, keep pushing on.
9. If you haven't already, Save a copy of the Eagle Scout Service Project Workbook (workbook) to your computer. Remember to save the link first, then open the workbook from your saved file.
10. Read "The Workbook" in its Entirety! This will give you an idea of what you need to focus on, what is important, and what needs to be tracked for your project.
11. Google, download, and print a copy of the Handout, "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries" (aka. beneficiary handout). Read the handout, so you are familiar

with the expectations and roles of the Beneficiary, and so you are informed and prepared when your beneficiary asks you questions.

12. (Optional, but recommended) Choose an Eagle Project Coach. Someone who has experience with Eagle Projects and is willing to help you along the way. Consult with your coach throughout your Project Process. Check in with your Eagle Coach at every step along the way.

13. Start Brainstorming ideas for possible Beneficiaries and contact them to see if they have a need for a Service Project. Concentrate on Schools, Non-Profit Agencies, Churches, and places in your community where you think your efforts could make a difference. Visit parks, hiking trails, and open spaces and think about what you could do to make those places more user friendly, welcoming, inviting, educational, accessible, and interesting to everyone.

14. If the above doesn't get you started, you could always try selecting a project you find referenced in scouting magazines and blogs, then see if you can find a willing beneficiary. Council only has a short list of possible beneficiaries, so if you come into contact with a good source of projects let the Council Eagle Advancement Coordinator know so the source can be added to our list! Remember, your project should provide a significant benefit to the Beneficiary, and ultimately it is their needs you are fulfilling.

15. Meet with your selected Beneficiary to get a full understanding of the project, their needs, their wants, and even their desires. Come to a decision with their help (and your Coach's) as to what your project will include, what it won't, ideas for materials to be used, sizes, and of course funding and materials sourcing.

16. Write up your Proposal in the Project Proposal Section of your workbook. Be efficient in your writing; thorough, but brief. (Certain projects may lend themselves to completion of the Eagle Scout Service Project Fundraising Application at this stage [aka. fundraising application]. If this is the case, certainly prepare it and bring it with you for your consultations at this point.)

17 Part 1. Consult and discuss your proposal with your Coach, Unit Leader, Committee Chair or Advancement Chair from your Unit. If there are changes to be made, make them, then re-consult with the parties listed above. Only if your Proposal is ready for signatures, should you present Proposal Page E for dated signatures. Keep this page and the whole of your proposal safe! (Bring and get your fundraising application signed ONLY if you are ready at this step.) All Original signatures must be submitted to the Council at Verification, keep them all on the same page if possible.

17 Part 2. Meet your Beneficiary, GIVE them the beneficiary handout, and discuss the proposal. If there are changes to be made, make them, then re-consult with the party listed above. Only if your Proposal is ready for signatures should you present Proposal Page E for a dated signature. Keep this page and the whole of your proposal safe! (Bring and get your fundraising application signed ONLY if you are ready at this step.) All Original signatures must be submitted to the Council at Verification: keep them all on the same page.

NOTE: If your proposal only needs slight notes/changes please do not feel the need to have it retyped and perfect at a later date. Council wants to see the full document that was signed at the Proposal Approval process, not a document you have altered, retyped or changed in any way after the approval signatures have been obtained.

**** IF significant changes must be made at any later date to the scope of the work involved, you must restart the Proposal Process Step 15! (Significant changes, for example, excluding a portion of your project i.e. 2 tables instead of 3, or exchanging activities, doing something in lieu of something else. Significant changes will be defined by the Council Advancement Chair or the District Advancement Chair.) At this point, you must rewrite the Proposal to be appropriate to your adjusted scope of work and reobtain signatures from all parties before you may resume working on your project. ****

18. Once you have obtained Unit & Beneficiary signatures, you may contact your District Advancement Chair/District Advancement Representative. The current list of District Advancement Chairs or Representatives is located on <http://www.gswcbsa.org/eagle-scouts/eagle-scout-resources/44556>. Only those listed here are acceptable representatives of the District. All Proposal signatures must be obtained before you can start on your project.

NOTE: If your District Advancement Chair wasn't able to sign your original Project Proposal Page and only provided you with an E-mail Approval, the E-mail must Read, "Your Project is Approved. Please print this page..." If it does not contain these specific words – then your project is NOT approved and you must stop and Repeat Step 17 until it is acceptable at step 18.

19. Start preparing your plan. Some projects really require you to already have this section of the workbook completed prior to obtaining your Proposal signatures. If this is not the case, this is the time to really work through all the details of the project. This is where you need to be thorough and include everything needed to complete the project.

20. If you haven't already, contemplate the Fundraising application; it is located at the end of the Project Planning Section of the workbook.

IF... Your project requires fundraising of a Monetary and/or Materials value that is greater than \$500

AND your project Donations or Funding comes from outside these sources...

Your own family, Your Unit, Your Chartering Organization, or Your Beneficiaries Bank Account (if your beneficiary has members, the donations do not come from them, but rather all monies/materials are already accounted for as assets by the beneficiary.)

THEN you must submit a fundraising application.

Fill out the fundraising application, obtain the appropriate signatures, make a list of businesses, people, etc. you plan to contact for donations, subsidies, etc. then send it to the Council office. Approval is usually very quick. E-mail wendy.jagodzinski@scouting.org or bring it in person. If you choose to fax the form, send a note or call Wendy to let her know to look for a fax from you. (345-8603 x 108). Working together we can expedite the process.

NOTE: For example your project costs \$501. \$500 come from your Troop, and \$1 worth of donated stepping stones, comes from Home Depot, you must have fundraising approval from Council before starting your project.

21. Once you have all Project approvals, you may now start to schedule your project, obtain your materials and donations. DO NOT PREMATURELY START THIS STEP! – if you start the project before approvals, your project will not be able to count as your Eagle Project. Any donations of any kind made or promised before the date of your Proposal Approval Signatures will disqualify your project as an Eagle Project and you must begin again with a New and Different Project.

NOTE: In essence your plan for the completion of the project could be picked up by anyone else and they would be able to complete the project to the same level of satisfaction of the beneficiary as you would have! If this is not the case, please rewrite your plan.

22. Keep all records of the time spent on your project (a log is frequently required for approval), keep all receipts or copies of receipts for donations and purchases, keep all related documentation to your project in your document storage item of choice.

23. Finish your project. Be sure that you are actually providing the leadership to this project. You are not to be the one working the specific tasks involved to complete the project, but rather assigning, demonstrating, and overseeing these tasks as they are completed by others

24. Write up your Project Report. Be explanatory, and concise. Answer all questions with thoughtful and organized thoughts. Think about what you could have done better, what you did awesome at, how was leading others a challenge, how was it enjoyable? Council and the BOR are more interested in what you learned from this experience and how you use this information to alter your future behavior than whether or not your project was perfect. Obtain your project acceptance signatures if possible.

25. If you are unable to obtain Project Acceptance Signatures from your Beneficiary, or Unit, you are not stuck, you may continue on with a Board of Review Under Disputed Circumstances. Consult the Guide to Advancement 2017.

26. Type your statement of Purpose/Letter of Ambition. This letter should be at least two pages, typed double spaced and contain how Scouting has affected your life, what your goals and ambitions in life are. How you will take the lessons learned in Scouting to pass on to the world around you. Use Grammar and Spellcheck to review your work.

27. Type up your list of achievements outside of Scouting. Any scholarships you may have been awarded, trophies, other awards, honors or evidence of your successful childhood experiences, adventures and Leadership positions. This is especially important to show Scout Spirit and Leadership outside of Scouting.

28. Fill out your Application! All information must be True and Correct! Double Check that you have typed all dates in correctly, spell check your leadership positions, project name, and any abbreviations you may have used.

29. Have your Project Coach/SM READ over your application to verify all information is true and correct and things are spelled correctly.

30. Using your Project Coach's/Scout Master's (or the address of someone in your Troop who is not your relative and is a responsible Unit representative) Address, send a stamped, addressed, envelop to your References listed on your Application along with your written request for a Letter of Recommendation. Instruct your reference to return the letter to your designated trusted person "using

the enclosed envelope." Then politely inform your Unit representative who is to receive these letters, that it is now their responsibility to bring any and all references to your Board of Review. Also let the Unit Representative know it is now their responsibility to follow up and ensure receipt of those reference letters from this point forward.

NOTE: You or your family may Under No Circumstances and At No Time be in possession of these letters of Recommendation once written.

31. If you held a leadership position in a Troop other than the one you are currently registered to and want to use this information on your Application, you are responsible for obtaining satisfactory written proof of this position and supplying this information to your current Scoutmaster.

32. Attend a Scoutmaster Conference – Bring your Workbook, pictures, Application, Letter of Ambition, List of outside awards/honors, and anything and everything you might need. Have your scoutmaster verify all information is True and Correct.

33. Make sure that you obtain your SM's signature as well as your Committee Chair's personal signatures on your Eagle Application. Have him/her/them Verify all information is True and Correct. Your Unit Adults should not sign that your application is true and correct, if it is not!

ALL OF THE ABOVE STEPS MUST BE DONE BEFORE THE 18TH BIRTHDAY

34. Bring or Mail your Workbook, Pictures, Application, Letter of Ambition, List of Awards/Honors to the Council Service Center for verification. Great Southwest Council; 5841 Office Blvd NE; ABQ, NM 87109. Provide Council with a Person from your Troop (not a reference, not a parent) who is able to set up your Board of Review.

NOTE: Original Applications with original (wet) signatures must be brought/mailed to the Council office. No Application will be Verified without the Original.

35. If corrections must be made, you must retype/refill/redo and reobtain all signatures on the new document. "... a formal application process has evolved that is important in maintaining the award's well-recognized prestige." Guide to Advancement, 9.0.1.0

NOTE: Repeat step 34 until the application is True and Correct. Council will not accept an application that has visible changes or mistakes. Council will not accept applications that are in pieces parts taken from one application and taped/glued or otherwise attached to another application. Reasoning: if you change things on your application that your Scoutmaster and Committee Chair have already attested to as correct by signing their names. These individuals must be made aware of changes and must be able to again attest that the information provided is True and Correct.

36. Once Verification is complete, an e-mail will be sent out by Council to the District Advancement Chair/District Advancement Representative and your Troop representative stating that you are ready for your Board of Review.

NOTE: This E-mail verification will only allow its recipients to see that procedures about timelines were followed and get a taste of how the scout answered the questions from the workbook, as well as a taste of the scout's life ambitions. This gives them a

basic knowledge of the scout so they are not going in cold, but can prepare some questions they might want to ask (Each Board should be tailored to the Scout, Project, Requirements fulfilled, etc., it is even acceptable practice to include a member outside of Scouting that is a professional in the area of expertise that a Scout is interested in).

37. Once Verification is complete, take the documents home with and keep them in a safe place. Council will send an e-mail to the District Advancement Chair/District Advancement Representative and your Unit representative stating that you are ready for your Board of Review.

NOTE: You might want to inform your Unit Rep of dates and times that aren't acceptable due to schedule conflicts, so repeating the next step is not necessary, however sometimes a choice of priorities must be made by the Scout. It is the Schedule of the District Advancement Chair or District Advancement Representative that takes precedence here. Please note that your BOR scheduling may be 2 – 3 weeks in the future, so please bear in mind that your BOR is not likely to happen immediately.

38. THIS STEP IS OUT OF THE SCOUTS CONTROL: Your Unit Representative must contact the District Advancement Chair or District Advancement Representative to whom the e-mail was sent and set up with that person a Time and Place for the Board of Review. After the Unit Representative has set an appointment, he/she must then acquire appropriate members for an Eagle Board of Review.

Note: The candidate, parents or guardians can NOT be involved in selecting members of the Board of Review. The Scout must not be made to request a Board of Review, it is the responsibility of the Unit representative to schedule then find members. No Unit Leader nor Assistant Unit Leader should be a Member of the BOR. Each Board should be tailored to the Scout, Project, Requirements fulfilled, etc. IT IS ACCEPTABLE practice to include a member outside of Scouting that is a professional employed in the area of expertise that a Scout is interested in. Please be sure to make this Professional Person aware of the solemnity and importance of the situation and Rank. No less than 3, no more than 6 people may sit on a Board. Best Practice: No person used as a Reference should be a Member of the BOR.

39. THIS STEP IS OUT OF THE SCOUTS CONTROL: The Unit Representative must inform the Scout and the Unit Leader(s) of the Date and Time of the Board of Review. The Unit representative should tell the Scout how many copies of the Workbook the Scout should bring.

40. Part 1. The Scout is responsible for Bringing to the Board of Review, Copies of The Workbook, the Original Application with all wet signatures, and the signed Letter of Ambition and the List of Honors and Awards earned outside of Scouting.

NOTE: It is a Good Idea to come in full uniform with badges or wear attire befitting the solemnity of the occasion. It is also wise to bring a parent or friend who will wait with you and provide positive and calming support before and after your Q & A session.

40 Part 2. The Unit Representative is responsible for reminding Members about the Date and Time, Bringing the Advancement Form, being the Chairman of the Board, ensuring all signatures are obtained in all the right locations, ensuring the arrival of the Letters of Reference in their Sealed Envelopes, and all appropriate documents are properly placed into the Envelope.

NOTE: UNDER NO CIRCUMSTANCES OR AT NO POINT IN TIME is the Scout or any Scout's Family member/Guardian allowed to possess, hold, read or see the Letters of Reference. The minimum required number of references should be 3. It is the responsibility of the Eagle Coach or person entrusted with these letters, as well as the Unit Representative's responsibility to contact the references listed on the Application form to request these references prior to the BOR. If multiple contacts have been made to the Scouts reference list and no references were elicited from these attempts, then the BOR should not be delayed any longer. Please keep your District person in the loop as to where references stand.

40 Part 3. The District Representative is responsible for bringing the Large Manila Envelope into which all documents must be sealed and returned to the office after signing.

41. The board should meet approximately 30 minutes prior to the SM introducing the scout (SM & Parents then leave and are not involved in the process: If they force themselves upon the Board, they must be in a back corner and far enough off they can't be heard or seen by the Scout. Exceptions are made for Scouts with Disabilities, but there must be an application for alternative Merit Badges with Documented Disability on file at Council). During this 30 minutes, the Board members review all materials including the whole workbook and the letters of recommendation.

NOTE: "Completed Reference responses of any kind are the property of the Council and are confidential, and only review-board members and those officials with a specific need may see them." ... "Once a review has been held, or an appeal process conducted, responses shall be returned to the council, where they will be destroyed after the Eagle Scout credentials are released or the appeal is concluded." Guide to Advancement 9.0.1.7. Any "Officials with a specific need" will be determined and designated only by Council or the Council Advancement Chairperson.

42. The Board of Review Members will conduct a Q & A session with the Scout. When all Board Members have reached their individual decisions and have no more questions for the Scout, it is proper to Thank the Scout for his time and ask him to wait outside for the Board members to make their deliberations.

Note: It is wise for the Scout to have brought calming and positive support with whom the Scout can sit with while waiting for the deliberations to end.

43. When the Scout is dismissed, and any observers have vacated (if present), The BOR should take a vote to approve the Rank advancement or to disapprove of it. Each member is allowed to vote.

- If there is a unanimous decision to allow the Rank Advancement, then the Advancement form must be properly filled out and signed by all members of the Board.

- If there is one or more dissenting vote the Board may discuss the issue or requirement that the member(s) feel was not fulfilled. The Board must decide on specific action(s) that the Scout must do that would allow the Scout to complete the requirement he/she is lacking, if there is time to do so before the scout's 18th B-Day. Then they must write up only the option for solution to fulfill the

requirement. All Board members must sign this paper indicating they all agree this is a solution for the Scout. Then they present the option to the Scout that night at that time. The Board does not discuss specifics only the options available to the scout – appeal or accept.

- if the Scout agrees to fulfill the requirement, a date is set to reconvene, and the Board and it is temporarily adjourned until the stated Date and Time.

- If the Scout does not agree, this written option along with The Workbook, the Application, the Letters of Reference, letter of Ambition and list of Honors and Awards, any and all other documents present at the BOR must be returned to the office. The Scout may appeal the decision of the Board in writing. See Guide to Advancement for Board and Scout's next actions. (GtA 8.0.1.5)

FURTHER ACTIONS for an unsuccessful Board of Review (GtA 8.0.4.0) or a Board of review under disputed circumstances (GtA 8.0.3.2), or further actions of the Board, Scout, and Council can be obtained by reading the Guide to Advancement section 8 & 9, and specifically 8.0.4.1.

The Steps will continue as if the Board of Review was successful.....

44. After the Board has deliberated and come to a successful conclusion, then the Scout is asked to reenter the room and is congratulated on becoming an Eagle. The effective date is that of the BOR. All BOR members must print and sign their names to the large Manila Envelope and must sign the advancement form to indicate their unanimous decision to promote.

45. The Unit Representative/Board Chair is responsible for Bringing the Large Manila Envelope containing the documents to the Council Office for the Certification Process.

46. No Rank, Court of Honors or anything else may be purchased, planned, or proceed until National Credentials have been received by the Council office and returned to the person on the Advancement form whom your Troop has designated to receive this notification.