



Pathway from Life to Eagle



This checklist was prepared by the Beaver Valley District Advancement/Eagle Board Committee. It serves as our District's interpretation of the Eagle Scout Service Project Workbook and Guide to Advancement. Its purpose is to assist the Eagle Scout Candidate with a positive and successful experience along the Eagle trail.

Now that you have attained the rank of Life, it is time to start looking at the rank of Eagle. Here are the requirements for the rank of Eagle Scout.

NOTE: The BSA Youth Protection policies of two-deep leadership and no one-on-one contact between adults and youth members (less than 18 years of age) also apply to digital communication. Leaders may not have one-on-one private online communications or engage one-on-one in other digital activities with youth members. You shall always copy a parent and another leader in digital and online communication, ensuring no one-on-one contact takes place in a text, social media, or other forms of online or digital communication to any adult.

1. **Be active** in your troop, team, or crew, for a period of **at least six months** after you have achieved the rank of Life Scout.
2. **Demonstrate** that you live by the principles of the Scout Oath and Scout Law in your daily life. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references.
3. **Earn a total of 21 merit badges** (10 more than you already have), including the following: First Aid, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Cooking, Personal Fitness, Emergency Preparedness OR Lifesaving, Environmental Science OR Sustainability, Personal Management, Swimming OR Hiking OR Cycling, Camping, Family Life. You must choose only one merit badge listed when there is a choice to be the required merit badge. If you have earned more than one of the badges that have a choice (example Lifesaving or Emergency Preparedness), choose one for the required and then cross out the ones that you are not using as a required merit badge. Any of the other merit badges can be one of the elective merit badges to make your total of 21.
4. **While as a Life Scout**, serve actively in your unit **for a period of six months** in one or more of the following positions of responsibility. List only those positions served after your Life board of review date. ♣ Scout BSA troop: Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or Leave No Trace trainer.
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. (The project must benefit an organization other than Boy Scouts of America.) A project proposal must be approved **by the organization benefiting** from the effort, **your unit leader** and **unit committee**, and the **Beaver Valley District Advancement/Eagle Board Committee** **before you start**. You must use the Eagle Scout Service Project Workbook, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the Guide to Advancement, topics 9.0.2.0 through 9.0.2.15.)
6. **Take part in a unit leader** conference.
7. **In preparation** for your Eagle Scout board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose. Also, 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. Merit badges, badges of rank, and Eagle Palms may be earned by a registered Scout BSA Scout, Varsity Scout, or Venturer. You may earn these awards until your 18th birthday. Any Venturer who achieved the First Class rank as a Scout BSA Scout in a troop or Varsity Scout in a team may continue working up to his 18th birthday toward the Star, Life, and Eagle Scout ranks and Eagle Palms.

An Eagle Scout board of review may occur, without special approval, within three months after the 18th birthday. Laurel Highlands Council must pre-approve those held three to six months afterward. To initiate approval, the candidate, his parent or guardian, the unit leader, or a unit committee member attaches to the application a statement explaining the delay.

Consult the Guide to Advancement in the case where a board of review is to be conducted more than six months after a candidate's 18th birthday. If you have a permanent physical or mental disability, or a disability expected to last more than two years, or beyond age 18, you may become an Eagle Scout by qualifying for as many required merit badges as you can and qualifying for alternative merit badges for the rest. If you seek to become an Eagle Scout under this procedure, you must submit a special application from the Laurel Highlands Council. Your application must be approved by the Laurel Highlands Council advancement committee before you can work on alternative merit badges.

Life to Eagle in 11 Steps Check List

Step 1: Requirements

As soon as you completed the Board of Review for the rank of Life you may start working on the rank of Eagle Scout requirements 1, 2, and 4. These are recommended (see *BSA Eagle Application, Version 2021c, January 2020*) to be worked on at the same time. You must be a Life Scout for six months. **You must have a position of rank while a Life Scout for at least six months.** You should always demonstrate the Scout Oath and Scout Law in your daily life so requirement 2 should be easy.

Step 2: Merit Badges

Earn the remaining merit badges that you need to complete the rank of an Eagle Scout. You can also start working on these as soon as you have attained the rank of a Life Scout.

Step 3: Eagle Scout Leadership Service Project Proposal

In step for requirement 5, **the planning and proposal process** for your Eagle project also can be started as soon as you attained the rank of a Life Scout. There will be many tasks to this step so check them off below as you complete them. Also the tasks are in the order of how they should be done. (**Note: You may not start working on the actual project until you have approval from the Beaver Valley District Advancement/Eagle Board.**)

- Time Log: Start a time log to keep track of all your time and any others that are involved in the planning process. Keep your hours separate from those who are helping in the planning phase. Record the hours as adults, youth, scouts, and non-scout workers.
- Select a "Coach." Work with your Scoutmaster to choose a registered and trained Eagle Scout Project Coach ("Coach") to advise you through your entire project. Remember, the Project Coach cannot be a parent, relative, or your Scoutmaster.
- Read and review the Eagle Scout Service Project Workbook, No. 512-728, 2020 Printing.
- Develop several ideas for a Service Project that will give you an opportunity for planning, development, and leadership. Your project can be for any religious institution, any school, or your community. Refer to Workbook for additional guidelines on "Choosing a Project."
- Review and discuss your ideas with your parents and Coach.
- Share your ideas with your Scoutmaster. With your Coach, select the Service Project idea you would like to develop.
- Complete the Eagle Scout Candidate Information portion of The Project Beneficiary's Guide to an Eagle Scout Leadership Service Project.
- Meet with the Project Beneficiary representative to discuss your project idea. Give them the Eagle Scout Candidate Information to refer to for your contact information.
- Complete the "Eagle Scout Service Project Proposal" portion of the Workbook. Make sure that you give as much detail as you can for this phase of the project. Pictures of the existing conditions and rough plans/drawings/diagrams, etc. of the project can also be included. The more information you can put into the document, the more knowledgeable you become about your project. Also, as people review your proposal they will have a better understanding as to what the project is and to make sure it meets the criteria for an Eagle project. Fill out the Contact Information page completely. The Beaver Valley

District Advancement/Eagle Board Project Approval Representative is the one who will sign-off on your project. (NOTE: This original document is your master copy and once you start getting signatures, keep this document safe and make copies when letting people review your workbook).

- Fundraising Application: Per the BSA & Laurel Highlands Council, the Fundraising Application is also part of the Proposal phase (not Final Plan). Beaver Valley District Advancement/Eagle Board Project Approval Representative requests this form be completed whether you are fundraising or not. It will be part of the District Project Proposal review. If you are not doing any formal fundraising and only seeking donations from family and friends, troop members, or business for materials please state that on the Fundraising Application and have your Scoutmaster and the representative from the benefiting organization sign and date the document.
- Present the completed Project Proposal to your Coach. Make any modifications to the proposal that are needed from the review with the Coach.
- Set up an appointment to meet with the Project Beneficiary representative.
- Present and review with the Project Beneficiary representative the completed Project Proposal and the Fundraising Application. If it meets their approval, have the representative sign both documents. If the proposal needs changing to meet the needs of the representative, make the changes to the document and meet with them again to get the document approved and signed. Keep in mind, the person who signs the proposal will be the person who signs the final approval. The same person should be responsible for seeing the Project through to completion with you.
- Provide the Project Beneficiary representative with the handout, "The Project Beneficiary's Guide to an Eagle Scout Leadership Service Project." Also have them complete the Project Beneficiary Information and Agreement Form. (This form must come with you to the meeting with the District Eagle Board Project Approval Representative.)
- Present and Review the completed Project Proposal with your Scoutmaster. Make any modifications to the proposal that are needed from the review with the Scoutmaster. If it meets the Scoutmaster's approval, acquire a signature.
- Copy and prepare your proposal for presentation. Make copies of the original proposal. Find a binder system that keeps the documents neat and organized for presentation. Three-ring binders work best and can be used for your final documentation and presentation.
- Photos: If you are bringing before photos of the project you only need one set. They do need to be in an album or some kind of picture organizer.
- Present and review the completed Project Proposal with your Unit Committee. If it meets their approval, have the Committee Chair sign it.
- PRACTICE, PRACTICE, PRACTICE your presentation. BE PREPARED! It is YOUR project—know it inside and out.

Step 4: Getting Your Project Proposal Approved

- Call the Beaver Valley District Advancement/Eagle Board Project Approval Representative to request an appointment for your Project Proposal to be reviewed and approved. ONLY CALL after you have signatures on ALL the necessary documents. When leaving a message, please speak clearly, leave your name, phone number, troop number and the reason you are calling. It may take up to three days for a return phone call from the Chairman. Your call will be logged and your place in line will be maintained.
- Attend your appointment Project Proposal review. Your Coach, a parent, or guardian should attend with you. Show up a little early for your appointed time so that you will not be late. Also make sure you are in full Class A uniform (Class A shirt, scout pants, etc). Make sure to bring the following: 1) Your original, completed Proposal with all appropriate signatures 2) Completed and signed Project Beneficiary's Information and Agreement Form. 3) Eagle Scout Service Project Fundraising Application with all appropriate signatures. 4) Any supporting documents including photos, rough plans/drawings/diagrams, etc. 5) Time sheets/logs.
- Present your Project Proposal and Fundraising Application to the Beaver Valley District Advancement/Eagle Board Project Approval Representative. Make any modifications to the proposal that are needed from the review with the Beaver Valley District Advancement/Eagle Board Project Approval Representative. Take notes during the presentation so you can easily remember what was discussed and agreed upon.

- Proposal Approval: If the Proposal is approved, make sure the Beaver Valley District Advancement/Eagle Board Project Approval Representative signs **your original Workbook** and the **Fundraising Application** before leaving the review.

Step 5: Planning your Project (Note: Before you start your project you must complete this section.)

- Complete the Eagle Scout Service Project Final Plan section of the workbook. In this section you will in great detail document the plan of how you will actually carry out your project. Use help from your coach, suggestions you received from the Beaver Valley District Advancement/Eagle Board Project Approval Representative, and any one that is a subject matter expert for the type of project you may be doing.
- Plan your project's work days. In the final plan section of the workbook there are many sections. Fill them out with as much detail as you can. These sections will help you plan what steps and people are needed to carry out the task for the different phases of the project. Make sure you know these steps and the order so when you actually are doing them you can direct everyone on how you want things to be done.
- Plan safety in your project. Make sure that you are aware of the age requirements for using different tools and transporting of your project or its materials. Download from the website if you have not already done so, the Age Guidelines for Tool Use and Work at Elevations document. Also, if using any chemicals, paint, stains, paint removers, or cleaning solvents make sure you know what the precautions are needed and what to do in case of an accident. Meet with the Project Beneficiary representative to review your final plan before you start the project. It is best to communicate with them as the Project progresses to ensure approval/signature upon completion.

Step 6: Actually doing your Project

- Use your Coach for guidance; your parents and adult leaders for support!
- Schedule the dates you will be working on your project. Make sure that you can gain access to the location if doing a project onsite. Double check to make sure that your troop does not having anything scheduled so you can get as much help from the troop.
- Gather your materials. Enlist the help of other scouts to help you get things to carry out the project. (Example: have them go to the lumber store with you to actually pick up the materials.)
- When people arrive to the work days for your project make sure that you have assignments for them to do. Also make sure they understand what you want them to do, especially younger scouts as they may not know what you may be talking about.
- Time Log. Have a time log each work day to have everyone sign in and out. This will be helpful at the end when you need to figure out how many hours you worked and the hours worked by your volunteers.
- Keep a notebook with you at all times while completing the project. Fill it with project details as you go and these will make your Eagle Scout Service Project Report write-up easier. Pictures should be taken as the project progresses (a good parent job) and these will be used in your final report.
- Have the Project Beneficiary representative review the completed project. Have that person who signed for the approval of the project, review the project now that it is completed. If it meets with their approval then you have completed the project. If there are issues, you must correct them to gain approval. In the next section you will need to **obtain their signature** of their approval of the completed project.

Step 7: Completing the Eagle Scout Service Project Report

- Filling out the Service Project Report - In great detail fill all of the sections in the Project Report section of the workbook, especially the Observation and Changes sections. If in the middle of the project you had to make a change and do it another way, we want to know why the change was needed and how you came about the process of making the change and how you carried that change to complete the project.

- Entering Service Project Data - Using your time log, add up the hours for the different groups and phases of the project. Enter that information in the Entering Service Project Data section on the Project Report. Keep the numbers handy as they will also be needed on your Eagle Scout Application.
- Candidate's Promise - There is a section called **Candidate's Promise, read it and then sign and date.**
- "Thank You" - Make sure that you send out thank you letters to all that helped donated time, money or materials. If you do any thank you's in person be in your full Class A uniform and have some pictures with you of your project to show them.
- Present Final Plan and Project Report - Present the Final Plan and Project report to your Scout Master. If they approve of the completed workbook have the **Scout Master sign the Project Report section.** If there are suggestions for changes make sure they are made and if needed present changes to them again.
- Present Final Plan and Project Report - Present the Final Plan and Project report to your Unit Committee. If they approve of the completed workbook have the Committee Chair sign your Eagle Scout application. If there are suggestions for changes make sure they are made and if needed present changes to them again.
- Presenting the Project Report to the Benefiting organization - Take your completed Project Report and present that to the Project Beneficiary Representative. This should be the person who signed the Project Proposal section of the workbook. If they approve the completed project and the report, have them sign the Project Report section of the workbook.

Step 8: Preparing all paperwork to be submitted to Laurel Highlands Council

- Eagle Scout Requirements 1, 2 and 4 - You must have requirements 1, 2 and 4 completed prior to submitting your application and supporting documentation.
- Merit Badges - You must have all of the required and elective merit badges completed prior to submitting your application (21 total). Gather all of your merit badge cards for the merit badges that you will be submitting with your application. Make a copy of them for safe keeping.
- Eagle Scout Service Project Workbook - After you have completed your project and have completely filled out the workbook and has all of the signatures, make a copy for you records prior to submitting the original to Council.
- Take part in a Scoutmaster Conference - Ask your Scoutmaster for a Scoutmaster Conference. Once that is complete have them sign and date the Eagle Scout Application. (NOTE: You must have Requirements 1, 2 and 4, and all of your merit badges for Eagle Scout completed. Complete your Eagle Scout Service Project and all of the required signatures. Take part in a Scout Master Conference. **All of this must be done before your 18th birthday.**)
- Secure at least four (4) letters of recommendation. Request, in writing, the people you want to write your letters of recommendation. Letters should be requested from the six (6) references, (five (5) if you are not employed) listed on the Eagle Application, Requirement 2. (Note: If not affiliated with an organized religion, then the parent or guardian provides the reference.) The letter writers will return the sealed letters to your Coach, or Unit Advancement Chair. They shall be kept sealed and presented sealed to the Beaver Valley District Advancement/Eagle Board of Review Representative at your Eagle Board of Review.
- Obtain your advancement report from your troop's Advancement Chair - Obtain your advancement report that shows all of your merit badges, ranks, positions of leadership and their dates.
- Eagle Scout Application - You should already have an Eagle Scout Application with a couple of signatures and dates. Now that you have your advancement report, use that to fill out the Eagle Scout Application. Make sure you write neatly if you are filling it out by hand. There is a fillable version online on the BSA National website. Your application should be filled out completely on the front and down to the line that says BSA Local Council Verification.
- Statement of Ambitions and Life Purpose – Write a document describing your ambitions from this point forward like schools you want to attend, job, career, family, where you see yourself in 5 to 10 years and beyond. Include your plans for scouting if continuing. Ask your coach for help in what to include. This at minimum should be several paragraphs in length.

Step 9: Submitting Eagle Scout paperwork to Laurel Highlands Council

- Gather your documents for submission to council for verification.
 - 1) Your Eagle Scout Application completely filled out. (Make a copy of everything for safe keeping, hard or electronically)

- 2) All of your merit badges cards for those merit badges that you have listed on your Eagle Scout Application. (You should already have copies of them for safe keeping)
- 3) Your letters of recommendation in their **sealed envelopes**.
- 4) A copy of your completed Eagle Scout Service Project Workbook (if you want to include photos, I would make a paper copy of a couple and attach it to your workbook.)
- 5) Statement of Ambitions and Life Purpose (Take this down to the Laurel Highlands Council Scout office for submission; this could take a couple of days to a week before they let you know it's done. They should return everything to you with their signature on your application) When your documents are ready for pick up you will need to go to the Laurel Highlands Council location to pick them up.)

Step 10: Attending your Eagle Scout Board of Review

The Beaver Valley District Eagle Board Chairman will receive a post card from the Laurel Highlands Council to set up an appointment with the District Eagle Board for your Eagle Scout Final Board of Review. This will be logged in the Beaver Valley District Advancement/Eagle Board tracking system and your place in line will be maintained.

The Beaver Valley District Eagle Board Chairman will then then contact your Unit's Eagle Coach, Scoutmaster or Advancement Chair to schedule the Eagle Board or Review.

You will need to provide the following for your Eagle Board of Review:

- Your Eagle Application
- Your Statement of Ambitions and Life Purpose
- Your original copy of the Eagle Scout Service Project Workbook in binders in the correct order for the Eagle Board to use during the review. Statement of Ambitions, Eagle Application, should be included in the binder as well.
- Photos, story board, a three ring binder - which ever you wish to use to present your project to the board. If doing photos you only need one set for the board, they will pass them around to save the cost of making copies.
- If possible your Coach should attend your Eagle Board of Review with you. Show up a little early for your appointed time so that you can be checked in for your review. Also make sure you are in full Class A uniform (Class A shirt, scout pants, etc.).
- At the end of Your Board of Review - Make sure that you take your Eagle Scout Application and have the Eagle Board Chairman sign and date. Ensure that the members of your Eagle Board of Review have signed it as well.

Step 11: The final Steps

- MAKE A PERSONAL COPY OF YOUR EAGLE APPLICATION - Submit your completed, original application to Laurel Highlands Council. They will submit the application to National Office. Also it's requested that you complete a press release to the District so the Beaver Valley District can promote your project in the area. In a couple of weeks from when you submitted your Eagle Scout Application to the Council office you will receive notification that your paperwork is ready for pickup.
- Plan and Hold your Eagle Scout Court of Honor - It is your Court of Honor and it is yours to plan. There are a lot of great ceremonies out there for examples or come up with your own. It is your day to celebrate your achievement of obtaining the highest rank in Scouts BSA .
- Thank You - Make sure that you thank everyone that has helped you along your scouting path that helped you to get to the rank of Eagle Scout. *****