

Eagle Candidate Checklist

Once you have attained the rank of Life you may begin the path down the Eagle trail. You **do not** have to have all of the required merit badges to choose a project, fill out the Eagle Project Proposal, and present it before the Eagle Board of Review for approval. You may even complete your project and have it completely written up before you finish all of your merit badges. **BUT**, you will need to have all of the paperwork and merit badges completed and turned into the council prior to your 18th birthday. Your appearance before the Eagle Board for your final approval can be after your 18th birthday but be prepared to meet with the wrath of the Board for procrastinating.

512-927 Eagle Scout Project Workbook (A Troop 3 specific version can be found under the Forms-n-Links tab on the Troop 3's web page (www.troop3npc.org) or you will be asking Mr. Anderson all of the personal information that is needed to fill out page 6). The following steps relate to that workbook.

1. Read carefully page 4 when deciding what you would like to do for your project.
2. You and your parents should read pages 2-6, 8, 20, and 25-26 to better understand what is expected of the scout during the Eagle process.
3. Once you've decided on a project that you think will work for you and meets the requirements on the above pages you should have read, fill out the Eagle Scout Service Project Proposal section and I highly recommend to begin filling out the Eagle Scout Service Project Plan. Remember that Troop 3 has a copy on the Troop's webpage with page 9 already filled out for the troop and councils contact information all you will need to provide is your personal information and the name of your project coach which I strongly suggest that you have. **A new requirement has been added and that is to write the email address of your parents at the top of page 9 so that any correspondence the board has with you will also be communicated with your parents.**
4. Be as wordy as you possibly can on each section. Feel free to continue on separate sheets of paper any section that you cannot fit into the limited space provided on the PDF document although most sections will grow as fill them out or insert more pictures. Remember, the more you write down the less questions will be asked of you in the stressful environment of the Eagle Board. If you have pictures, please put them into the document somewhere. Pictures are very helpful for the board members to better understand what is going to be done.
5. It is not about the project, it is about how you will use the project to demonstrate your leadership skills. You can demonstrate good leadership skills doing a project of cutting out paper dolls just as easily as demonstrating poor leadership skills building a skyscraper.

6. On Project Proposal page D, the project phases section, think of it as the steps you will need to accomplish in order to see your project thru to the end. For instance you will need to develop a detailed set of plans/job instructions, establish safety concerns, procure materials, etc. Try to divide the whole project up into at least 6 phases and if you need more room or more than 8 phases, continue on another sheet of paper.
7. The board is very excited to hear the EDGE method and how you will apply it to your project so be well versed in what EDGE is and incorporate that thinking into your write up. I'm leaving it to you to figure out what EDGE is and what it means. You will be drilled on this during the board.
8. They also like you assigning positions such as safety coordinator, whose sole responsibility is assisting you in planning a safe project. For instance, making sure volunteers are wearing the proper safety gear, that the area is safe, that everyone is drinking plenty of water, etc. Also, read and be familiar with the **Guide to Safe Scouting**. You will be specifically asked if you have read and taken into consideration what it contains. A link to that web site is found on page C of the Project Plan section.
9. Think very carefully about how you will obtain the funds for the project. If you are going to do fundraising, read the page Fundraising Application Page B to understand better what will be required. Any leftover funds will need returned to the donors and not just pocketed by the scout. Be prepared to be drilled on this during the board.
10. Once you have shown the completed Project Proposal Pages and any portion of the Project Plan that you have begun filling out to Mr. Anderson and have received his blessing you may get the signatures on page 12. You need to sign it first, then in any order: Mr. Anderson needs to sign it, Mrs. Estes, or Mrs. Sturm needs to sign it, and your beneficiary representative needs to sign it. You do not need to obtain the Council or District Approval signature.
11. Once all of the signatures have been obtained you need to turn it and any portion of the Project Plan in along with 2 other copies to Trina Stapleton down at the scout office any time before the 1st of the month in order to be seen by the Eagle Board on the 3rd Thursday in that same month. Only 1 of the 3 copies turned in has to have all of the signatures and is considered the original. **Do not lose this original** when it is handed back to you at the end of your project approval meeting. Trina will appreciate any additional time that you give her. You may want to make an additional copy for yourself to review as preparation prior to meeting with the board.

PLEASE: After the signatures have been put on the paper don't change any of the wording prior to turning it in to Trina. If you found a mistake, bring it to Mr. Anderson's attention but as a good rule of thumb there is no mistake that warrants changing the document after it has been signed.

After the project proposal and any completed portion of the project plan is turned in to Trina, you may wish to continue work on the planning aspects as well as work on any unfinished merit

badges. Do not begin working on the actual project itself until the Eagle Board meets with you and gives you the OK to continue.

Attire for all Eagle Boards: Scout shirt and pants/shorts, socks if they are going to show (shorts), neckerchief, slide, merit badge sash with all earned merit badges. You can simply pin or staple the badges on if you don't have time to sew them on.

Eagle Board is held at the First Presbyterian Family Life Center at 7pm on the 3rd Thursday of every month. You, your parents, and your scoutmaster will receive a confirmation email that you have been put on the schedule and at what time you are to meet with the board.

CAUTION: The Board is probably going to give you all of the copies of your proposal back to you but only one of them is going to be signed. **Do not lose that signed copy.** It needs to be part of the final project write up when you turn that in.

Once the board has given you the OK you may complete the Eagle Scout Service Project Planning section. **NOTE:** The board is looking for this section to be filled out prior to the actual project date.

1. As soon as you can due to your short memory span, jot down any comments and or suggestions made by the Eagle Board during the project review phase. The Board has excellent memory and will be looking to see if you remembered those items and took their advice.
2. Again, words, words and more words. Pictures are a plus and more words to accompany the pictures, even better. Use extra sheets of paper.
3. Project phases... add lots of detail, use additional sheets of paper if you need to.
4. Materials... items that you are going to use for the project itself. Try to be thorough in your list but don't necessarily count the number of nails you need and the costs don't have to be down to the penny unless you want them to be. The board isn't going to go price shopping to see if you are correct. Just make sure you are close.
5. Supplies... items such as drinks, snacks, food, safety goggles, gloves, hats, T-shirts, etc. Not all of these items are necessary and can be eliminated. Again they are looking for a close estimate not an exact number.
6. Tools can be listed here, especially if you are going to buy/rent ones specifically for this project. If there are tools that you are expecting the volunteers to bring you can either list them here with a cost of \$0 or put them in the Work Processes or Giving Leadership sections.
7. Under the Giving Leadership section, it is extremely useful to attach a copy of the safety briefing and the job briefing that will be given at the beginning of the project by either you or your designated safety coordinator.
8. Safety – Potential Hazard, I have seen one person list every requirement from the scout handbook under the 2nd class requirement for showing how to treat the following

conditions. The board liked it but had an issue about hyperthermia in the middle of the summer. So use some common sense but it doesn't hurt to cover all of the bases that you were taught during Tenderfoot thru 1st Class.

It is extremely advisable to run this section past Mr. Anderson to make sure you haven't overlooked anything prior to beginning your project. The board is looking at the plan with the idea that if you woke up the morning of your project and couldn't make it to the project that the instructions/plans would be sufficient enough that the project could be accomplished without you being there. Obviously someone would have to act as your safety individual, give the safety speech, ensure a safe environment but if you have done the plan thoroughly enough any one would be able to step in and assume the role as safety coordinator.

PLAN YOUR PROJECT, WORK YOUR PLAN

Now that the project is complete and the dust has settled. Fill out the fundraising section only if you choose to raise funds to pay for the project. If your family paid for the project out of pocket then no need to fill out the fundraising section.

1. Write as much as you possibly can. Again, they are going to be looking for the EDGE method and how you showed leadership, not how hard you worked with the other volunteers. Specifically use the word EDGE and how you accomplished each of the phases of EDGE.
2. Have some challenges in your project and tell how you overcame them. The more challenges and problems the better as long as you explain how you overcame them and what to do next time to not make the same mistakes. Tell about roots being in the way and needing to cut them out or move the project.
3. There should be no 1 to 3 word answers for any of these sections.
4. Under the service project data, be sure to account for all of your time. Time spent planning, talking to your coach, talking to Mr. Anderson, typing up the report. The Board typically balks at hours < 20 for the candidate. Account for hours spent by whoever helped deliver the materials, snacks, pizza, etc. Finally account for the volunteers on the day of the project itself such as 6 scouts for 3 hours totaling 18 hours.
5. Funding can be out of pocket and/or by donations by family and friends. It does not have to be thru fundraising.
6. Photos are an excellent adder. The more the merrier. A single photo album is better than nothing. Make sure Mr. Anderson reviews the photos so that no unsafe acts are being shown.

Once the write up is complete, have Mr. Anderson review it. Once it has been reviewed and approved then sign it, have the beneficiary sign it and then Mr. Anderson sign it.

Again you will need to make 3 copies of everything. You can use the copies that you made for the first board unless you made changes in the planning documents in which case you just need

to make 3 copies of the planning pages. Copies of the pictures are helpful. They do not have to be photograph copies, they could be color scanned images into a Word document printed off on a color printer. A paragraph explaining what each picture is showing is extremely helpful to you and the board.

BEFORE: You turn in the 3 copies to Trina at the scout office there are other forms you need to fill out.

First, all of the merit badges for Eagle must be completed, because... you will need the dates of completion on each of those merit badges in order to complete form:

512-928 Eagle Scout Rank Application that can be found under the Forms – n- Links tab in Troop 3’s web page.

1. In order to have most of the information necessary to fill this form out you need to ask Mr. Anderson to print out a copy of your history so that you know the dates that ranks, positions of responsibility, and merit badges were earned.
2. In requirement 2 they are looking for individual names not “Science Teacher” for address you can just put the school or church’s address. The same for the telephone number. If you don’t know the email address it can be left blank. **IMPORTANT:** You must contact each of these individuals and ask them if they would write a recommendation letter. A copy of the form letter that you could use is also found on the Troop’s web page.
3. Requirement 7, have a written plan of what you plan on doing for the next several years such as college, work, etc. This will also be talked about in the Eagle Board of Review.
4. The rest of the form should be self-explanatory.

Once you have the project workbook signed and made 3 copies, the Eagle Rank application signed, and informed your references to send in those letters to the scout office it is time to turn in your paperwork to Trina. Because of the checking that needs to go on for your application, Trina likes to have the paperwork turned in ASAP but definitely before the first of the month that you want to have your Eagle Board in. Earlier than that just makes it easier on her, so help her out as much as you can. That being said the Eagle Board meets the 2nd Tuesday of each month. Again you and your scoutmaster will receive a confirmation email letting you know the time that the board will be meeting with you.

Eagle Board sample questions:

1. Upon introduction by Mr. Anderson you will be shaking everyone’s hand on the Eagle Board. Remember to shake with the left hand all board members that are in scout uniform and with the right hand all board members that are in civilian clothes.
2. Before the board tells you to sit down you will be asked to recite the Scout Law, Oath, Motto, and Slogan in any order but with your right hand raised in the scout sign.
3. What was your good turn for today?

4. If you were to add a 13th Law what would it be?
5. Can you think of any merit badge that you earned that wasn't an Eagle required that should be made Eagle required.
6. What was your hardest merit badge and what made it hard.
7. What merit badge did you have the most fun with and what made it fun.
8. Tell us about your project in detail and explain to us how you showed leadership.
9. Tell us more about how you used the EDGE method on your volunteer's.
10. For those scouts that are 17+ and have been Life scouts for 2+ years you will be asked why it took so long to get to this point. Some ideas that you might think about is that you didn't feel you were mature enough to handle the role of leadership a year ago and be able to explain that reasoning. Too many scouts have coped out with I just couldn't find the time. They have heard it all and they have boys of their own that made it with a lot more on their plate than you ever had.
11. What problems did you have on your project and how did you address and overcome them.
12. Did you follow the board's recommendations that they gave you at the end of your project approval process.
13. "Are you sure you only spent 20 hours on this project. Think about all the time spent planning, writing it up and getting materials?"
14. Tell how you were able to integrate the younger scouts with the older ones so that you were able to get the maximum utilization of the available volunteers.
15. Did the adult volunteers try to take over the project and if so what did you do/say to those adults in order to resume control.
16. Explain how you handled the safety aspect. Were there any injuries? Did the volunteers comply with your safety briefing?
17. What are your future plans after high school, after you become eagle, after college/trade school?