

## Troop 540 Process to Proceed from Life to Eagle Scout



1. Once you have reached Life rank, it is time to think of Eagle Scout. There are three main areas of focus to complete the Trail to Eagle:
  - a. Serve in an approved leadership position for 6 months.
  - b. Complete 21 merit badges, 13 of which are Eagle-required.
  - c. Complete your Eagle Scout Project

**Note:** all Eagle requirements, including the project and Scoutmaster Conference must be completed prior to your 18<sup>th</sup> birthday.

2. Meet with the Advancement Chair to discuss your remaining items in order to achieve the rank of Eagle Scout.
  - a. Review Merit Badges
  - b. Review position of leadership
  - c. Discuss potential Eagle projects

**Note:** after the initial meeting with the Advancement Chair, follow-up meetings related to the Eagle Scout Project and other requirements for Eagle Scout may be with an Eagle Scout Coordinator.

The Advancement Chair is responsible for all aspects of Advancement in the troop, including progression through the Eagle Scout requirements.

An Eagle Scout Coordinator is solely responsible for items related to Eagle Scout advancement. However, if there are not any Eagle Scout Coordinators, the responsibility will default to the Advancement Chair.

3. Meet with project beneficiary to discuss project.

4. Download and complete the Contacts Page, Project Proposal and Fundraising Form of Project Workbook
  - a. [http://www.scouting.org/filestore/pdf/512-927\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf)
5. Review project workbook with the beneficiary, Eagle Scout Coordinator and Advancement Chair. Then obtain signatures (for BOTH the Project Proposal and Fundraising form) from
  - a. Project Beneficiary
  - b. Scoutmaster
  - c. Committee Chairperson
6. Submit completed Project Proposal and Fundraising Form to the District or Council Representative. They will review it and sign Council approval.
7. Work with the Advancement Chair/Eagle Scout Coordinator to complete preparations for your project.
8. Complete the Project Plan section of the Eagle Scout Project Workbook.
  - a. Discuss your project plan with the Advancement Chair/Eagle Scout Coordinator and obtain additional comments from the Advancement Chair/Eagle Scout Coordinator and others, as needed.
  - b. Signatures are not required for the Project Plan section, but your plan must be approved by the Advancement Chair/Eagle Scout Coordinator before implementation.
9. Complete your project.
  - a. Complete the Project Report of the Eagle Scout Project Workbook.
  - b. Submit your project report to the Advancement Chair/Eagle Scout Coordinator for review.
  - c. Get signatures from the beneficiary & Scoutmaster.
10. Speak with your Scoutmaster to arrange and complete a Scoutmaster Conference before your 18<sup>th</sup> birthday.
11. Download and fill out the Eagle Scout Rank Application carefully and completely!
  - a. [http://www.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)
  - b. Remember requirement 6 – “a statement of your ambitions and life purpose and 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.”
  - c. Request your Troopmaster Individual History report and Internet Advancement Status Report from the Scout Records Coordinator. These forms will be of great assistance in completing the Eagle Scout Rank Application.
  - d. Have the form signed by your Scoutmaster and Committee Chairperson
12. Submit your entire Eagle Scout Service Project workbook, Eagle Scout Rank Application, and “Internet Advancement report” report (which shows your completed Merit Badges) to the District or Council Representative.
13. Once that has been reviewed, Council will certify that you are ready for your Eagle Scout Board of Review.

14. Once notified by Council, schedule your Eagle Scout Board of Review. The Board of Review must be completed no later than 90 days after your 18<sup>th</sup> birthday. The Board of Review must include at least one council representative and three troop committee members.
  - a. The prospective Eagle Scout is expected to arrange for the Council representative and troop committee members to sit on his Board of Review, to schedule the date, time & location of the Board of Review and to work out any scheduling conflicts.
  - b. Please note that scoutmasters and assistant scoutmasters are not permitted to sit on Boards of Review.
15. Once you have successfully completed your Board of Review, you're an Eagle Scout!