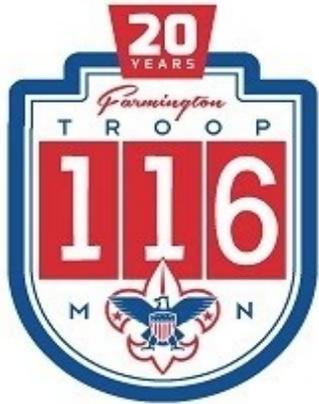
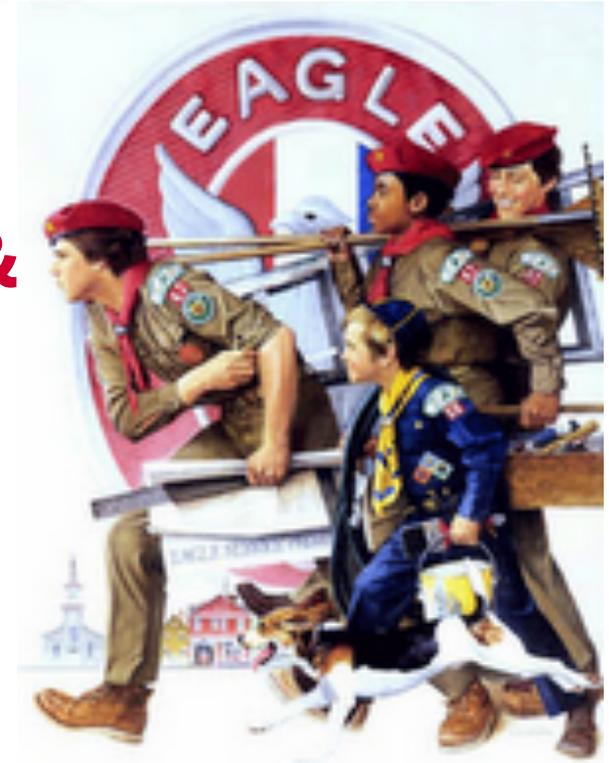


# TROOP 116



## EAGLE SCOUT PROCESS, REQUIREMENTS & RESOURCES REVIEW



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# Roles and Names

- **Mentor**
  - The person you choose to help guide you through the eagle process. Normally an adult within the troop. This is the person that helps with day to day questions.
- **Eagle Scout Coordinator:**
  - Dean Haddy – [deanhadd@gmail.com](mailto:deanhadd@gmail.com) 612-986-0680
  - Steve Lock – [steve.lock.sl@gmail.com](mailto:steve.lock.sl@gmail.com) 651-470-9764
- **District Advancement Chair – Eagle Review Coordinator:**
  - Blake Erickson - 612-245-3898 - [blakeerickson@mchsi.com](mailto:blakeerickson@mchsi.com)
- **Troop Advancement:**
  - Steve Lock – 651-470-9764
- **Committee Chair/Scoutmaster**
  - Mike Lukkari, Steve Gifford, Roger Huling
- **The Beneficiary –**
  - The person and organization the Scout is working with.

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# Pre-Steps: Before you Start...

- **Complete the Life Scout Rank.**
- **Do you have most of the merit badges completed for the Eagle Rank?**
  - 21 will be needed in all. Are you only one or two away?
- **Have you completed your leadership requirements?**
  - A list is in your Scout Book
- **Pick a mentor and discuss starting the Eagle Journey.**

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# Step 1: Initial Meeting

- **Scout schedules a meeting with parent/s, Eagle Scout Mentor and the Eagle Scout Coordinator.**
  - Ideas, Ideas, Ideas
  - Google, Churches, Schools, other Organizations.
  - Something that is important to you.
- **Troop 116 Eagle Scout Progress, Requirements & Resources will get reviewed**
  - We will go over the steps, forms and answer any questions.
  - PLEASE start tracking YOUR project hours here! Spreadsheet

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# Step 2: Review Reference Letters with Mentor

## Candidate completes reference letters and review with their Mentor

The following are the recipients of the Confidential Reference Letters:

- Parent/Guardian
- Principal/Counselor/Teacher (1-2 of these)
- Religious Leader
- Employer (Optional)
- Other (2-3 of these)
- Scoutmaster (Skip that one we'll do it in the end)

Fill in, **Reference Name, Address, and Email.**

For each letter, include a stamped envelop addressed to the Eagle Scout Coordinator

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## Step 3: Review/Sign Reference Letters with Eagle Scout Coordinator

### Reference letters go to Eagle Scout Coordinator:

The envelope should be addressed to:

**Steve Lock**

**Troop 116 ASM, Eagle Scout Coordinator**

**5089 Lower 183<sup>rd</sup> St. W**

**Farmington MN, 55024**

Don't forget the postage!

The reference letters go directly back to the Eagle Scout Coordinator.

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# Step 4: Start the Eagle Scout Rank Application

## Candidate starts the Eagle Scout Application.

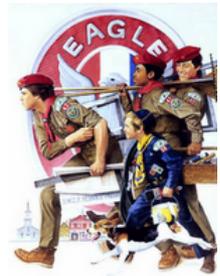
- This one will take a bit of research.
- The Troop Advancement Chair can help.
- Dates now in Scoutbook!
- Dates should come out of the Troop report, not your scout book or blue cards.
- The main things we are looking for at this point are the **Leadership Positions** and the **Merit Badges**.

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# Step 5: Describe the Eagle Project



**After you agree on a Project, candidate starts the Service Project Workbook and completes the “Project Proposal” Pages A - E.**

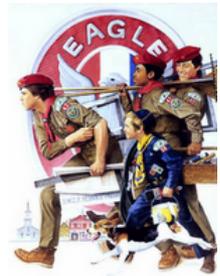
- Project must Demonstrate leadership and provide service to a worthy institution other than boy scouts.
- You should choose a project idea that is valuable to the community and a challenge to you.
- This is a project management project. Part of the learning is how to manage a project from start to finish.
- Communicate, communicate, communicate.

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# Step 6: Preliminary District Approval



## Candidate makes appointment with District Advancement Chair for phone call review of the Project Proposal

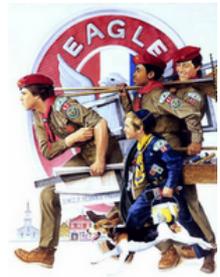
- This is a “verbal” approval from District to go ahead and start the proposal section of the workbook.
- For this the Scout calls Blake Erickson - 612-245-3898.
- For this part they are just looking for high level information about the project.

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# Step 7: Review Project with Mentor



## Candidate completes the “Service Project Proposal” section and reviews with Mentor.

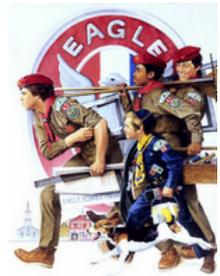
- Work with the Beneficiary/Mentor to scope out the project.
- At this point it is just a proposal, no agreements to complete the work should be made until after the project is fully scoped out.
- Be sure to include “Before” photos as an attachment, do not include them in the pdf, it makes it too big to email.
- **If Fundraising is needed, the Fundraising Form should be filled out.**

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## Step 8: Review Project Proposal with Sponsor Organization



### Candidate reviews final project with the Sponsor Organization Representative for approval/signature.

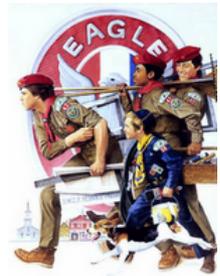
- If approved, the Beneficiary signs under “Beneficiary Approval.”
- NOTE: If changes are required the Sponsor Organization Representative should NOT approve and sign the project until all changes are made and final scope agreed upon.
- Get the beneficiary signature before the Committee review. This shows the committee that the entire project has been discussed and agreed upon with the beneficiary.

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## Step 9: Review Project Proposal with Troop Committee



### Candidate schedules project review with Troop Committee

- Create a presentation. Practice, Practice, Practice.
- Pictures, picture boards, schematics are important.
- This is like presenting in front of a board of directors.
- Troop 116 has an internal policy that if a scout is unable to complete the project, the troop will pick it up and complete it for the beneficiary.
  - Typically these reviews are done at the Troop Committee Meetings which are the 1<sup>st</sup> Thursday of the Month 6:30 at the VFW.
  - Bring the completed fundraising form if fundraising is required!

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# Step 10: Review Project Proposal with District Advancement Committee



## Candidate makes an appointment with District Advancement Chair for review of the Project

- Reviewed on the 2<sup>nd</sup> Tuesday of the month at District Round-Table.
- Lakeville South High School.
- These are first-come first serve so arrive early and sign in.
- If approved the district Committee member will sign under “Council or District Approval”
- **Be prepared!** There will be questions!
  - Bring the presentation that was used for the Troop Committee
- **If fundraising is required, bring signed fundraising form.**
- **Make copies of the completed form. Send to Mentor.**

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# Step 11: Candidate completes Final Project Plan Section



## Candidate completes the “Project Plan” section

- Be detailed: Details are important as it will make the project go smoother and at the final review they are looking with a critical eye at all the details.
- Do not upload any pictures, attach them as appendixes, adding them to the PDF makes it difficult to email if the size gets too big.
- As the planning needs to be very detailed, several iterations will be needed as the final project plan is completed.

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# Step 12: Project is Scheduled

## Candidate schedules Eagle Project

- Work with the organization to set the date, and possibly a contingent date if weather is a factor.
- If using a sign-up genius (highly recommended) give enough time for the troop sign-up Genius person to see it, draft it, review it with you, update it, and finally post it. 1 month lead time recommended.



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# Step 13: Eagle Scout Project is Completed

## Complete Eagle Scout project.

- It is recommended that a copy of the Service Project Workbook is brought to the at the actual project.
- Keep notes on any changes to the project the day of the project.
- Each work crew should have their own copy of the Project Details, materials and tools required to complete the project.
- Keep detailed hours logs.



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# Step 14: “Eagle Scout Service Project Report” Section is Completed

**Candidate updates and completes the service project report section Service Project Workbook**

- Do this right way when the project is fresh in your mind, within a week is highly recommended.
- Track changes during the project so filling this out is easier.
- Review this with your Mentor.



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# Step 15: Write/Review Life Goals with Mentor and Eagle Coordinator

**Candidate writes Life Goals letter and reviews it with their Mentor for feedback.**

- Reflect upon what you wish to do with your life, and how Scouting has helped you toward that goal.
- This should be more than a sentence or two. A page in length is recommended.

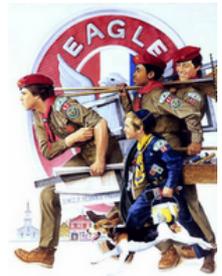
“REQUIREMENT 7. Successfully complete an Eagle Scout board of review. In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service”

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## Step 16: Project is Signed



**Candidate secures the signatures for the approval for completed project section of the Project Workbook.**

- ✓ Candidate must get the signature of the Sponsor Organization Representative after completing the project. They sign under “Beneficiary Name.”
- ✓ When the beneficiary signs, they agree that the entire project is completed and there is nothing outstanding.

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# Step 17: Final packet reviews

## Bring print outs of all materials to Eagle Scout coordinator for review:

This includes:

- ✓ Life goals
- ✓ Reference Letters (Eagle coordinator should already have)
- ✓ Eagle Scout Application
  - Troop advancement report from John/Kent
- ✓ Eagle Project Workbook
  - Before and after pictures
  - Spreadsheet or tracking of all hours
  - Signed signature sheets
  - Fundraising application





# Step 18: Scoutmaster Conference

**Work with the Scoutmaster to schedule a conference.**

- Give them plenty of time to schedule a timeframe that works with their schedule.
- This is where the scoutmaster signs the project workbook.



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## Step 19: Packet is sent in

**Eagle Scout Coordinator will forward the packet to Northern Star Council for final approval.**

This includes:

- Life goals
- Reference Letters
- Eagle Scout Application
- Eagle Project Workbook
- Pictures
- Hours Log

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## Step 20: Contact for Review Board

**District Advancement person will contact Candidate for board of review.**

- Reviews are the second Tuesday of the month at District Round Table.
- Candidate will notify Troop Eagle Scout Coordinator and Mentor of date of Board of Review.

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## Step 21: Review Board

**Board of review will be convened by council to review Candidate's qualifications.**

Wear your Uniform and Sash

Bring your Mentor

Sit up Straight

Bring your Scout Handbook

**If you pass your board of review, this will be the day you officially become an Eagle Scout.**

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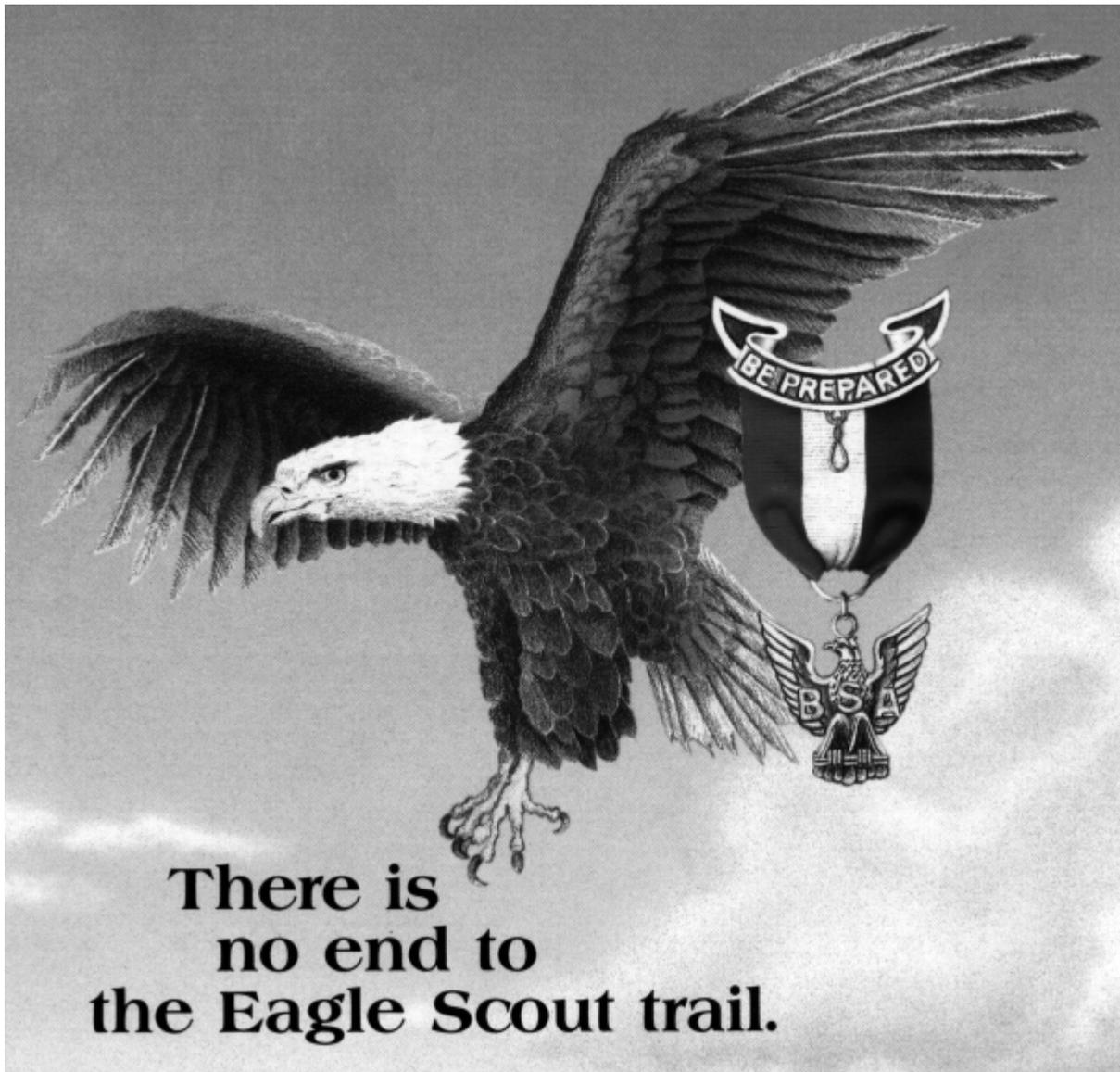


# Step 23: Plan the Court of Honor

## Eagle Scout plans Eagle Court of Honor



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**There is  
no end to  
the Eagle Scout trail.**

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