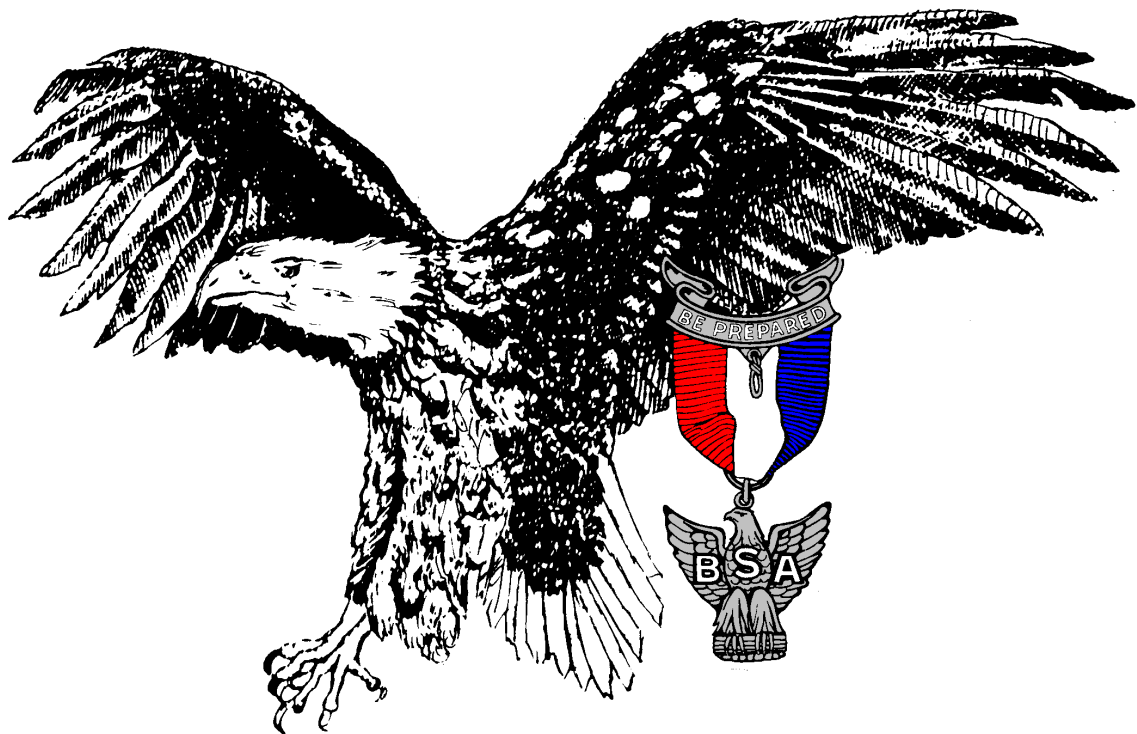


TROOP 116



EAGLE SCOUT

INFORMATION & GUIDELINES

Troop 116 Eagle Scout Information & Guidelines

www.troop116.org

Table of Contents

[Introduction](#)

[Section A: Life to Eagle General Information, Instructions, and Guidelines](#)

[Section B: Eagle Scout Leadership Service Project Application](#)

[Section C: Eagle Scout Rank Application and Supplemental Instructions](#)

[Section D: Board of Review Preparation and Study Materials](#)

[Section E: Eagle Scout Palm Application](#)

Introduction

This booklet was put together by the Scoutmaster and Eagle Scout Coordinator of Troop 116 for use by Scouts who have reached Life rank and are working on Eagle rank. It is a collection of material from various sources and has been assembled into this one booklet as a convenience. The material includes instructions on the Eagle Scout leadership service project, the Eagle Scout application process, study material for the Eagle Scout Board of Review, and the Eagle Palm application. The Eagle Scout Coordinator is a member of the Troop Committee and works with the Scoutmaster and Troop Committee in assisting Eagle Scout candidates in this process.

The Scoutmaster/Eagle Scout Coordinator intends to assist and advise the Eagle Scout candidate throughout this process. However it is imperative that the Scout do much on his own. The initiative and self motivation of the Scout are important elements in the process of becoming an Eagle Scout. There are specific points of interface between the Scoutmaster/Eagle Scout Coordinator and the Scout that are required. The following information in this Introduction identifies these interface points and their requirements along with other important instructions.

1. The Scoutmaster/Eagle Scout Coordinator will hold a project briefing session with the Scout, and his parents if desired, to help explain the project selection and application process. Either before or immediately after this briefing, the Scout and his parents must carefully and thoroughly read Section A, Eagle Scout Leadership Service Project Guidelines.

The Scout should expect that the minimum average time from when a project idea becomes fairly certain to the time when work can actually begin is three months. The process involves research and planning, assembling and documenting data of various kinds, and getting appropriate permission and approval. By necessity, this takes time. It would be an exceptionally rare case for a Scout to start looking for a project in May or June and then complete it during the summer before school starts. A Scout better be doing his initial research no later than March or April in order to complete a project in the summer.

It is the Scout's job, not the Scoutmaster/Eagle Scout Coordinator, to find and decide on a project.

Though it is not even up to the Scoutmaster/Eagle Scout Coordinator to make suggestions, he will gladly help by discussing ideas, pointing out examples, and giving referrals when possible. The Scout must take the lead in locating a project that he desires.

2. The Scoutmaster/Eagle Scout Coordinator will review with the Scout any specific ideas and/or possibilities for projects that the Scout has found. The Scoutmaster/Eagle Scout Coordinator will give advice as to the appropriateness of the possible project and give direction as needed.
3. It is time to complete the Eagle Scout Leadership Service Project application process when a project idea has been definitely determined, the initial research and data gathering has been completed, and permission from the organization that will benefit has been obtained. The Scoutmaster/Eagle Scout Coordinator will review with the Scout the application **in draft form**. The Scout must complete the application as best he can prior to this review. Use an extra copy of the form and write **in pencil**. Extra attachment pages may be handwritten or produced on a word processor. But remember, it must be reviewed while still in draft form. It is very disappointing for a Scout to spend a lot of time typing up this form thinking it is ready for signature only to have the Scoutmaster look at it for the first time and advise substantial changes.
4. The Scoutmaster/Eagle Scout Coordinator will arrange for the project application to be turned in at the Scout Office to be submitted to the Council Project Review Committee after he and other members of the Troop Committee have reviewed the final package and determined it is ready with all of the necessary signatures. Remember, the Council Eagle Scout Project Review Committee meets only once a month, on the third Tuesday. The Scout must keep this schedule in mind if time is critical and he must allow enough time for the required reviews by members of the Troop Committee before it can be submitted to the Council Project Review Committee.

5. The Scout must keep a Project Log or Journal to include all time spent on his project, including planning and labor time. Entries in this log should include date, names of people participating, number of hours for each participant, and a brief description of the task(s) accomplished on each date. Pictures should also be taken with emphasis on including people (youth) doing work. Please read the instructions referenced in Sections A & C, Eagle Award Application Supplemental Instructions by Troop 116 Eagle Scout Coordinator, that refer to Requirement 5 of the Eagle application.
6. When the Scout has completed his project and all other Eagle rank requirements, he should schedule a conference with the Scoutmaster/Eagle Scout Coordinator. At this time any final questions can be answered and explanations can be given for any details about completing the Eagle Scout Rank Application and related papers.
7. When the Scout is ready to finalize his Eagle application, the Scoutmaster/Eagle Scout Coordinator will review with the Scout the application in the same fashion as with the project application, **in draft form**. The Scout must complete the application as best he can prior to this review. Use an extra copy of the form and write **in pencil**. Extra attachment pages may be handwritten or produced on a word processor. But remember, it must be reviewed while still in draft form. It is very disappointing for a Scout to spend a lot of time typing up this form thinking it is ready for signature only to have the Scoutmaster/Eagle Scout Coordinator look at it for the first time and advise substantial changes.
8. The Scoutmaster/Eagle Scout Coordinator must turn in the Eagle award application package at the Scout Office. Prior to turning this in, the Scout must select one or two dates for his Eagle Board of Review which must be requested when the application is turned in. The Board of Review date must be no sooner than one month from the time the application is turned in.

The Scout should make a photocopy of the front and back pages of his Eagle Scout Rank Application. He will not get this back, and it has necessary and valuable information for future reference.

The Scout should expect that the minimum time from when an Eagle application is turned in to the Scout office to the time when the Eagle award is presented in a formal ceremony is almost three months. It often takes five to six or more weeks for BSA National Office approval after the Eagle Board of Review.

9. The Scout must study diligently for his Board of Review. He must review carefully all of the material in Section D, Board of Review Preparation and Study Materials. He must know the answers to the sample questions, and he must know them with confidence. He must come to the Board properly prepared with the proper materials. All 21 of the merit badge "blue cards" listed on the application along with all the rank advancement cards must be brought to the Board. The Scoutmaster/Eagle Scout Coordinator will assist in setting up a practice Board with one or two of the Troop adult leaders. This process is absolutely necessary, and it is up to the Scout to plan for and allocate the time. It should be done approximately one week before the date of the actual Board, not at the last minute.
10. Eagle Palms are strongly encouraged, as with any rank advancement. A conference with the Scoutmaster/Eagle Scout Coordinator should be scheduled when the Palm requirements have been met. Be careful with the listing of the merit badges on the Eagle Scout Palm Application. Don't mistakenly list any badges used on the Eagle application. This is where a photocopy of the Eagle application is needed.

Section A: Life to Eagle General Information, Instructions, and Guidelines

1. The Trail from Life to Eagle

egltrail

This document describes the Life to Eagle Packet available from the Scout Service Center for Eagle Scout candidates.

2. Leaders' Guide to Assist an Eagle Scout Rank Applicant

eglldrguide

This guide is published by the Council in order to acquaint unit leaders with the process and paperwork associated with a Scout's advancement from Life to Eagle.

3. Eagle Award Application Supplemental Instructions Written by Troop 116 Eagle Scout Coordinator

eglreq5t116

This information is important for: (1) Scouts who are completing their Eagle Scout Leadership Service Project application; (2) Scouts who are starting to work on their Eagle Scout Leadership Service Project; (3) Scouts who are completing Requirement 5 of their Eagle Rank Application. Please read and follow these instructions very carefully to avoid problems having your project be acceptable.

4. Eagle Scout Service Project Guidelines Pamphlet Written by Dave Marquis, September 1982

eglgdmarquis

This pamphlet was distributed to Eagle candidates in this Council from 1982 to 2000. It has been superseded by the current council guidelines, but it still provides very good wisdom and insight about the Life to Eagle process and the Eagle Scout project that is still applicable today.

Section B: Eagle Scout Leadership Service Project Application

1. Eagle Scout Leadership Service Project Workbook

Scouting.org Filestore

This workbook is published by National BSA. Print and use the application pages for completing your draft and final copies.

2. The Trail from Life to Eagle, Initial Project Write-up

eglprojwriteup

This document, provided by the Council, gives additional instructions to Scouts about how to complete the Eagle Scout Leadership Service Project Workbook..

3. Eagle Scout Leadership Service Project Review Process Checklist

eglprojcklist

This checklist is provided by the Council Eagle Project Review Committee to give important additional detail guidance to Scouts as they make plans for their Eagle project and as they complete their project application. Please read and follow this checklist very carefully to avoid problems getting your project approved.

Section C: Eagle Scout Rank Application and Supplemental Instructions

1. Eagle Scout Rank Application Form

Scouting.org Filestore

This is a National BSA form. Print and use for completing your draft and final copies.

2. Eagle Award Application Supplemental Instructions

eglreq5t116

Written by Troop 116 Eagle Scout Coordinator

This information is important for: (1) Scouts who are completing their Eagle Scout Leadership Service Project application; (2) Scouts who are starting to work on their Eagle Scout Leadership Service Project; (3) Scouts who are completing Requirement 5 of their Eagle Rank Application. Please read and follow these instructions very carefully to avoid problems having your project be acceptable.

3. Review of Eagle Scout Rank Application Draft

eglapprev

Items to Bring to Conference with Troop Eagle Scout Coordinator

This is a reminder list for Scouts who are planning to meet with the Troop Eagle Scout Coordinator to review the final draft of their Eagle Scout Rank application. Ask the Troop Eagle Scout Coordinator or the Scoutmaster if you have any questions.

4. Processing and Scheduling the Eagle Board of Review

eglschedbor

Published by the Council, this document describes the procedure related to scheduling an Eagle Scout Board of Review.

5. Eagle Scout Reference Form

eglrefform

This form is included with the Life to Eagle Packet available from the Scout Service Center and may be used to assist a Scout in obtaining appropriate personal reference letters. Troop 116, however, prefers for Eagle Scout candidates to request personal reference letters in a more conventional method without using a form. The Troop Eagle Scout Coordinator or Scoutmaster will explain to the Eagle Scout candidate the proper methods of requesting such letter.

6. Eagle Applicant Instructions

eglapplinst90

This older information was distributed to Eagle candidates in this Council during the 1990s and contains useful information about completing the Eagle application, getting reference letters, and the process relating to delay in scheduling the Eagle board of review after a Scout's 18th birthday.

Section D: Board of Review Preparation and Study Materials

1. Eagle Scout Board of Review Structure and Organization

eglbdiv

This is an outline of how topics are categorized for Boards of Review conducted in Troop 116. Each member of the Board is assigned as lead interviewer for one or more of the topics. All members may participate, but each is requested to stay within the category being covered at the moment. Members are requested to stay within the time frame indicated for each category.

2. Ray Phillips Question Set

eglbdivesphillips

These study questions were created in 1985 by Ray Phillips, Troop 116 Eagle Coordinator from 1982 to the end of 1995. They were commonly used throughout the council for a number of years. They provide a good study guide for rank advancement for Star and above. Key questions are marked with an asterisk. Available at this time only in hardcopy from the Troop Eagle Scout Coordinator.

3. Mecklenburg County Council Study Questions

eglbdivesmcc88

For Boards of Review for Star, Life, and Eagle Ranks

These questions were created for an Eagle Reviewers' Workshop, Sept. 20, 1988, and also provide a good study guide to aid in preparation for the rank advancement process.

Available at this time only in hardcopy from the Troop Eagle Scout Coordinator.

4. Sample Eagle Board of Review Questions for Scouting Experience, Leadership, Character

eglbdivexldrchar

These questions were created in 1997 by Julian Love, Troop 116 SM and CC, as more emphasis is being placed on discussing these categories during Eagle Boards of Review.

5. Sample Eagle Board of Review Questions for Scout Skills

eglbdivskills

These questions were created in 1997 by Dave Schlenker, Troop 116 MC, as more emphasis is being placed on using the open-ended type of questions where scenarios are given requiring the Eagle candidate to be responsive to a wide variety of situations.

6. Lord Baden-Powell of Gilwell, 1857-1941 Founder of the Scouting Movement and Chief Scout of the World

badenpowell

Background information summary from several sources. Useful information for Scouts to know.

7. Leadership Skills Taught in BSA Training

ldrskills

BSA teaches 11 skills of leadership. Eagle candidates should refresh their memory of these skills as they prepare for their Board of Review.

8. Factors to Consider in Choosing a Campsite

idealcampsite

These points are taken from an older version of the Camping merit badge pamphlet. Eagle candidates should review these as they prepare for their Board of Review.

9. Citizenship Information - Government Leaders

citinfo

This is a listing of Government Leaders by Branch and by National, State, and Local area.

10. Advancement Committee Policies and Procedures

egladvproc

Selected pages from the National BSA publication explaining important information about scheduling, conducting, and other related procedures for the Eagle Board of Review.

Available at this time only in hardcopy from the Troop Eagle Scout Coordinator.

Section E: Eagle Scout Palm Application

1. Eagle Scout Palm Application Form

eglpalm