

Troop 116

The Trail to Eagle



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The Trail to Eagle

Congratulations. You are ready to begin your final push toward Eagle Scout. In the coming months, you will propose and complete your Eagle project, finish your merit badges, write an essay about your Scouting career and your ambitions and life purpose and ultimately apply for a position of honor that will remain with you throughout your life.

Here's the first step on your Eagle trail with Troop 116. Print out this document and insert it into a one-inch binder. This binder ultimately will become your Eagle application packet.

In these pages, you will find detailed checklists to guide you through the required steps to reaching your Eagle. Keep these checklists up to date, noting when you have completed each step in the process. Throughout the Eagle process, bring this packet with you when you meet with me. This will help us both keep track of your progress.

This guide is not a requirement of the Eagle process. Think of it as a trail map. In these pages, you will find a step-by-step process for completing your final hike to Eagle. If you are uncertain about the steps ahead, this guide includes some helpful hints. If you have questions, send me an e-mail or ask me or another member of the Eagle Scout Coordinator committee for help at a Troop meeting.

Finally, the members of the Eagle Scout Coordinator committee are available to help you on your trail to Eagle, but this is your journey. Take the initiative, and be personally responsible for your progress. As a Life Scout, you should be ready to take this on, and as an Eagle Scout, you will have more appreciation for your accomplishments.

Yours in Scouting,

Troop 116 Eagle Scout Coordinator Committee

Jim Pierpoint

Tom O'Bannon

Brian Tomey

Kent Stroud

The Eagle Project Proposal

The Eagle project is a major step in the Trail to Eagle, demonstrating your ability to develop, plan and lead others in a project that benefits some segment of your community.

As you work through this project, remember that it is yours and yours alone. You are in charge, and you are responsible. Once you are an Eagle Scout, people will often ask you about your project. Keep that in mind as you develop a project idea and carry it out.

Here is a checklist of the first steps that you will take to get your project started:

- Download the writable pdf workbook that you will use to prepare your proposal and save it to your hard drive. Read through the entire workbook to gain a thorough understanding of the trail ahead. Here is the link to the workbook. Look under the header “Rank Advancement” and download the expandable version:

<http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>

- After you have read through the entire workbook, meet with your project Beneficiary to outline the project with them. Take “before” photos of your project site. Make certain you have a clear sense of the project description (what you plan to do) and the benefit to the sponsor (what they will get out of it). This is the one of the points where you “develop” your project. Provide the Beneficiary with a copy of this document:

<http://www.scouting.org/filestore/pdf/510-025.pdf>

- Draft your proposal using the writable pdf that you downloaded to your hard drive from the council website, and e-mail the draft to Jim Pierpoint for review. Caution: Be certain that you have saved the pdf to your computer before you start filling it out. Type in the Contact Information and add your Sponsor’s contact info. Leave the council’s Approval Representative box blank. That box will be filled out when your project is approved.

Deadlines

Here are the general deadlines for preparing your project for district approval. Proposals are reviewed at a meeting on the second Thursday of the month. Look at the calendar and work backward from that date.

- Last day of the prior month -- Deadline for submitting a draft proposal to Mr. Pierpoint. Once you have submitted a draft proposal to me and we have agreed to the scope of your project, advise Mr. Fredenberg that you are working on an Eagle project proposal for submission next month. Let him know you will need to schedule a Scoutmaster conference to review the proposal when it's complete and I've signed off. Note that he will not meet with you again on this until he hears from me that your proposal is ready.
- Last day of the month – Once you have approval from Mr. Pierpoint, notify the Apache district that you are preparing a project for their review at the upcoming district Roundtable meeting. You should e-mail the council at apache.advancement@gmail.com with your name, Troop number and a short note that you plan to submit a proposal at the next meeting
- First week of the month – Revise and finalize your proposal. Expect to work through at least one or two rounds of edits on the proposal with me this week.
- First week of the month-- Obtain sponsor signature on the final page of the proposal and on the Fundraiser Application, which also is in the workbook.
- Second week of the month-- Once Mr. Pierpoint has affirmed that the final edits are done, print out the proposal including the contact list, photos and a sponsor signature on the signature page. Obtain his signature. Mr. Pierpoint must sign the proposal before you can meet with Mr. Fredenberg.
- Monday before the second Thursday of the month– Discuss the proposal and obtain Mr. Fredenberg's signature at the Troop meeting.
- Second Thursday of the month – Project proposals and fundraising applications must be submitted **in person** to the 5:00 p.m. Apache District Advancement Committee meeting prior to the monthly Apache District Roundtable. As of April 2016, this meeting is usually held at South Mecklenburg Presbyterian Church, 8601 Bryant Farms Road, Charlotte 28277. But there are sometimes exceptions for certain months. To be certain of the proper location for the month you plan to go, please confirm with a member of the Troop's Eagle Scout Coordinator Committee.
NOTE: Class A uniform is mandatory for this meeting.

- When your signed proposal and fundraising application are handed back to you, three-hole punch the documents and insert them into a one-inch binder. This is the first part of what will become your Eagle application. Do not lose these documents.
- Begin drafting the Final Plan.

TIPS

Do not leave any boxes blank in the proposal. If you don't know your PID, it's on your BSA card. If you don't know the Sponsor's e-mail, ask them for it.

Be sure that you have signed the proposal before it is submitted. It looks sloppy if you have to sign it in from of the reviewers.

Think about whether you are really ready to do this. Will you be able to plan this out? Will you be able to really lead your volunteers? Do you have time between school, sports, clubs, band? If the answer to any of these is no, and you still have time, you may want to wait until you are ready to really tackle the project.

In order for your project to ultimately be approved at your Eagle Board, you must have completed these objectives:

- Develop the project – one way you will accomplish this is by working with your Sponsor/Beneficiary organization to conceive and carry out the project. You also will develop the project through changes that you make in the project plan during the project itself.
- Plan the project – you will accomplish this through completion and execution of your Final Plan, and noting any changes in planning that occur during the project in the Final Report. *Plan the work.*
- Lead – you will accomplish this by being in charge of the project from start to finish, knowing what steps lay ahead, organizing and guiding your volunteers, and being responsible for every phase of the project. *Work the plan.*
- Benefit the community – you will accomplish this in your project proposal and final report, demonstrating how your project will and has helped your Beneficiary/Sponsor, and by extension your community.

Fundraising

A Fundraising Application should have been submitted to the Council along with your project proposal for approval. You do not need to submit this form if you only plan to solicit donations from your parents or relatives, or from parents or members of the Troop, or the beneficiary.

Write up a fundraising letter or e-mail that outlines who you are, what you are doing, and how you will do it. You are asking people to support you and your project. Be thoughtful about this. Tell them why the project will benefit the community.

In your letter or e-mail requesting donations, mention that checks should be made out to Troop 116.

Money raised from friends (anyone besides family) should be turned in to Mrs. Holbert, the Troop treasurer, and deposited into the Troop's account. Mrs. Holbert will write a check back to you to cover your expenses.

Any money left over after the project expenses are covered must be donated to the beneficiary organization. That check also would come from Mrs. Holbert.

Remember to thank everyone who donates to your project. Send them a personal note to show your appreciation for their support.

Completing your Eagle Project

Congratulations on finalizing your proposal and successfully submitting it to the Council. At this point, reach out to Mr. Tomey at BTomey001@yahoo.com to begin work on your Final Plan. Mr. Tomey will be your project coach, working with you from project approval through the completion of the project.

Again, the project ultimately will be approved at your Eagle Board of Review if you have met these four requirements:

- Develop the project – you took initiative to identify and carry out a project
- Plan the work involved – you planned out the steps to complete it
- Demonstrate leadership – you took charge, managed the work
- Benefit your community – your project helped your Sponsor group

Here is a checklist and some tips for completing the project successfully:

- Insert your approved Eagle Project Proposal workbook pages and signed Fundraising Application into your Eagle binder. Do not lose them!
- Begin fundraising once your project is approved and Fundraiser Application is returned to you. Note: In keeping with Troop tradition, donations should not be solicited from Scoutmasters, troop leaders or troop families who are not family friends.
- Complete your Final Plan, following instructions in the workbook.
- Carry out the project, leading your volunteers and managing the work.
- Complete your Final Report once your project is complete.
- Have your Project Coach review the completed workbook.
- Print out and insert the completed workbook in your Eagle binder.

The Eagle Project Workbook contains all the information you should need to plan, execute and report on your Eagle project. But here are a few final tips:

- Take notes. Nothing elaborate, just jot down who worked each day, what was accomplished, what went right, what went wrong. This will help when you write the final report.
- Take pictures. Before, during and after. Showcase your volunteers.
- Thank everyone who helps you in any way on your project. A handwritten note is best.

Guidelines for Completing your Eagle requirements

While you are working on your project, you can begin completing your remaining Eagle requirements, including remaining Merit Badges. You will work with Mr. O'Bannon to complete the application.

Below you will find helpful tips for completing each of the Eagle advancement requirements and preparing your application. You also can find important information and forms on the Mecklenburg County Council website.

The Eagle Scout Rank Application itself is a good trail map for completing all of your Eagle requirements. Here are some tips for completing the requirements.

Merit Badges

Keep us posted on your progress. Keep in mind that Family Life, Personal Management and Personal Fitness, take at least three months to complete with close supervision from your merit badge commissioner.

Make these merit badges meaningful to you, and to your family. These merit badges will help you develop healthy habits for life.

The Life Essay

This is an essay that will help your committee get to know you before your Eagle Board of Review. Typically, the first section will tell them about your Scouting career – why you joined, what you did, what you remember fondly, what was most challenging, what you will remember. Second, you should think about and articulate your future plans and ambitions. This could include where you want to go to college, what you want to study, the types of jobs or careers you are interested in and how you plan to give back to your community and to Scouting. Once you earn the rank of Eagle, you are an Eagle Scout for life. At the end of your essay, consider adding a few sentences about what that means to you, and how you feel that Scouting and the ideals of Scouting will be part of your life.

Following the essay, you need to list your accomplishments both in and out of Scouting – awards, honors, academic and athletic achievements, clubs or groups you are involved in and examples of community service.

Once you have drafted the Life Essay, send the draft to Mr. O'Bannon for review and comment before it goes into your application binder.

References

Get approval from Mr. O'Bannon before requesting references.

You will seek references from five adults plus an employer, if you have one. The adults could include teachers, coaches, family friends, a minister/religious leader, your project Sponsor and a parent or guardian.

A link to a suggested sample form that may be used to for requesting references is found on the Mecklenburg County Council's Website in the Eagle Scout section under the Programs & Advancement tab at:

<http://www.mccscouting.org/eagle-scouts>

References also should be provided with a stamped envelope addressed to:

Tom O'Bannon
100 North Tryon, 47th Floor
Charlotte, NC 28202

This is important. In the bottom left corner of the envelope, write your name and the name of the reference, like this: Scout Last Name – Reference Last Name. That way, Mr. O'Bannon can keep you posted on who has mailed in their references.

Note: You should request references in person or by phone before providing the reference form and envelope. Keep in mind it can take references several weeks to complete and send in the reference.

Drafting the Eagle Application

Once you have requested references and completed your project reports, life essay and all required merit badges, you are ready to finalize your application. Here are some tips for completing your application binder:

- Download the Eagle application at www.scouting.org/media/forms.aspx
- Save it to your computer, close the online window and reopen the workbook from your computer. If you fill it out online, you will lose your work.
- Fill in all of the boxes. Refer to your blue cards, rank advancement cards and project report. If in doubt, ask. Remember to complete the Unit No. (it will be 116 if you have earned all of your merit badges while a Scout in this Troop) and to cross out the non-applicable merit badges in 7, 8 and 10.
- List optional merit badges in order they were earned, oldest first. If you have earned more than 21 merit badges, the additional badges will not be listed.
- Double check all dates.—merit badges, rank advancement dates, the date you joined the Troop.
- NOTE: You will sign and date your application during your Eagle Scoutmaster conference (not before).

Finalizing the Eagle Application

At this point, you have completed your Eagle project and reports, written your Life Essay, requested your required references and filled out your Eagle application. Now it's time to finalize your application.

The application ultimately must be signed by the Scoutmaster -- Mr. Fredenberg -- and the Troop Committee Chairman -- Mr. McFalls. **Before you request meetings with them, your application binder must be reviewed and approved by Mr. O'Bannon.**

You will need to get the binder to Mr. O'Bannon, typically during a Monday Troop meeting, so he can read through it thoroughly. Once it is ready for signatures, he will give you the green light to request a Scoutmaster conference with Mr. Fredenberg, and a meeting with Mr. McFalls.

For the Scoutmaster conference, you should bring the entire Eagle application binder, along with your Boy Scout Handbook so the Eagle rank page requirements can be initialed and dated. You also need to show the completed application binder to Mr. McFalls.

During the Scoutmaster conference, Mr. Fredenberg also will sign your Eagle project Final Report.

Once the project report and Eagle application have been signed, return your application binder to Mr. O'Bannon and he will submit it to the Mecklenburg County Council for their review and approval. That process typically takes two to four weeks, at which point a council member will be assigned to your Board of Review.

Meanwhile, once the application has been filed, you can begin the final steps toward achieving the rank of Eagle Scout. Read on.

The Eagle Pre-Board and Board of Review

Congratulations on finalizing and submitting your Eagle application. The next step is to reach out to Mr. Stroud at KStroud2@carolina.rr.com to schedule an Eagle pre-board and your board of review.

Working with Mr. Stroud, you will schedule and participate in an Eagle pre-board and Eagle Board of Review. These are the final steps on your Trail to Eagle.

During the pre-board, you will review the date, time and location of the BOR, and learn who will be conducting the board. *Be Prepared. Come to your Eagle pre-board in full uniform with your blue cards, Scout handbook and merit badge sash.*

During the pre-board, you will review the procedures for your Eagle board, which are somewhat different from the boards of review that you have had as you rose through the ranks of Scouting.

First, here are your responsibilities on the day of the Eagle board:

- When you arrive at the designated site of the board, you should first go to the meeting room and set it up.
- Then you will wait outside the building to meet and greet the Council Representative, who you will escort to the meeting room.
- Once you have done that, you will need to meet with the Scoutmaster, who will escort and introduce you to the full board.

Your Eagle Board will focus on **Faith, Leadership and Character**. The board is not an examination, but a chance for you to demonstrate your achievements and affirm the accomplishments that have brought you to this point. Keep in mind that demonstrating Scout spirit is an important part of the board's consideration in deciding whether you are ready to advance to the rank of Eagle.

Here are some tips other Scouts said helped them prepare for the board:

- Practice the **oath, law, motto and slogan** in the mirror.
- Be sure your uniform is up to date and worn correctly.
- Practice sitting up straight, speaking clearly and projecting confidence.

During the board, you will discuss your Scouting career, your project, your accomplishments in and outside Scouting, your faith and your plans as you head into young adulthood. Here's how the board will be carried out:

The Scoutmaster will escort you into the room and introduce you to the review board, and then depart.

The board chairman typically will then ask you to recite the Scout oath, law, motto and slogan. Once that is done, he may ask you to *"tell us about yourself"* so the committee can get to know you a little better. This is a good time to take a deep breath, relax and settle into the conversation with the board.

You should be prepared for two standard questions in every board.

- Have you ever been in trouble with the police?
- What role has "Duty to God" played in your life or what does the phrase "duty to God" imply.

You can expect the BoR to last 30 to 45 minutes. At the end of the BoR you will be asked to leave the room while the board members discuss your performance. You then will be asked to return and discuss the results.

The outcome is a recommendation by the board to either advance or not advance in rank to Eagle. In the event that it is the latter, there is an appeal process.

Once the BoR is complete, call the Scoutmaster and your parents to advise them of the results. Remember to thank all of them for their efforts on your behalf. You also are strongly encouraged to send either an email or thank you note to all of those involved in your Eagle board process, particularly the adults who took time out of their schedule to sit on your board.

The next step in the process is to schedule an Eagle Court of Honor, which is recognition of your accomplishments, as well as a chance for you to acknowledge the contributions your family and Troop have made in your Scouting career. Contact Mr. Fredenberg to begin that process.

One final thought:

The rank of Eagle Scout is hard-earned and well-deserved. It is an achievement that will remain with you as you fork off the Trail to Eagle and continue on your journey through life. We hope you will take pride in what you have accomplished, and honor your Scouting achievements through the years.

Congratulations.