



-- **GSLAC -- River Trails District --**



Pathway From Life to Eagle

This checklist was prepared by the River Trails Advancement/Eagle Board Committee. It serves as our District's interpretation of the Eagle Scout Service Project Workbook and Guide to Advancement. Its purpose is to assist the Eagle Scout Candidate with a positive and successful experience along the Eagle trail.

Now that you have attained the rank of Life, it is time to start looking at the rank of Eagle. Here are the requirements for the rank of Eagle Scout.

1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.
2. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references.
3. Earn a total of 21 merit badges (10 more than you already have), including the following:

First Aid, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Cooking, Personal Fitness, Emergency Preparedness OR Lifesaving, Environmental Science OR Sustainability, Personal Management, Swimming OR Hiking OR Cycling, Camping, Family Life

You must choose only one merit badge listed when there is a choice to be the required merit badge. If you have earned more than one of the badges that have a choice (example Lifesaving or Emergency Preparedness), choose one for the required and list the other merit badge as one of the elective merit badges to make your total of 21.

4. While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. List only those position served after your Life board of review date.
 - **Scout BSA troop.** Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or Leave No Trace trainer.
 - **Varsity Scout team.** Captain, cocaptain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, webmaster, or Leave No Trace trainer.
 - **Venturing crew/ship.** President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, webmaster, or Leave No Trace trainer.
5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the *Guide to Advancement*, topics 9.0.2.0 through 9.0.2.15.)
6. Take part in a unit leader conference.
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.

Notes

AGE REQUIREMENT ELIGIBILITY. Merit badges, badges of rank, and Eagle Palms may be earned by a registered Scout BSA Scout, Varsity Scout, or Venturer. He **may earn these awards until his 18th birthday**. Any Venturer who achieved the First Class rank as a Scout BSA Scout in a troop or Varsity Scout in a team may continue working up to his 18th birthday toward the Star, Life, and Eagle Scout ranks and Eagle Palms. An Eagle Scout board of review may occur, without special approval, within three months after the 18th birthday. Local councils must preapprove those held three to six months afterward. To initiate approval, the candidate, his parent or guardian, the unit leader, or a unit committee member attaches to the application a statement explaining the delay. **Consult the *Guide to Advancement* in the case where a board of review is to be conducted more than six months after a candidate's 18th birthday.**

If you have a permanent physical or mental disability, or a disability expected to last more than two years, or beyond age 18, you may become an Eagle Scout by qualifying for as many required merit badges as you can and qualifying for alternative merit badges for the rest. If you seek to become an Eagle Scout under this procedure, you must submit a special application to your local council service center. Your application must be approved by your council advancement committee **before you can work on alternative merit badges.**



Steps on the Pathway from Life to Eagle



Step 1: Requirements 1,2, and 4

As soon as you completed the Board of Review for the rank of Life you may start working on the rank of Eagle Scout requirements 1,2 and 4. These are recommended to be worked on at the same time.

You must be a Life Scout for six months.

You must have a position of rank while a Life Scout for at least six months.

You should always demonstrate the Scout Oath and Scout Law in your daily life so requirement 2 should be easy.

Step 2: Merit Badges

Earn the remaining merit badges that you need to complete the rank of an Eagle Scout. You can also start working on these as soon as you have attained the rank of a Life Scout.

Step 3: Eagle Scout Leadership Service Project Proposal

This step is for requirement 5, the planning and proposal process for your Eagle project. This step also can be started as soon as you attained the rank of a Life Scout. There will be many tasks to this step so check them off as you complete them. Also the tasks are in the order of how they should be done.

(Note: You may not start work on the actual project till you have approve from the Eagle Board.)

- Visit the Greater St. Louis Area Council website** to find Life to Eagle seminar dates. To get this information, type this in a web browser stlbsa.org. Then select "Districts", then select "River Trails", and on the left side select "Advancement". This site has all necessary dates, information, forms, and links for the Eagle Scout process. Download from the Advancement page, all documents listed under the Eagle Materials.

- Time Log:** Start a time log to keep track of all your time and any others that are involved in the planning process. Keeping your hours separate from those who are helping in the planning phase.

- Select a “Coach”.** Work with your Scoutmaster to choose a registered and trained Eagle Scout Project Coach (“Coach”) to advise you through your entire project. Remember, the Project Coach cannot be a parent, relative, or your Scoutmaster.

- Attend a “Life to Eagle” Seminar** with your parents and Coach to obtain the necessary information to get started. A committee member and/or Scoutmaster may attend also.

- Read and review** the Eagle Scout Service Project Workbook, No. 512-927. *(*Note: There are three versions of the Workbook. If you are just starting the process you must use the workbook listed above. If you have already had your proposal approved using the other workbook you can continue using that version. The questions have stayed the same, but the format for entering information was improved. Also, the page numbers were changed. The 2011 version has consecutive numbers and the 2012 version divides the Workbook into four sections, the 2014 is similar to the 2012 version but they repeat the letter for each section. This Checklist shows both sets of page numbers.)*

- Develop several ideas for a Service Project** that will give you an opportunity for planning, development, and leadership. Your project can be for any religious institution, any school, or your community. Refer to page 4 or 1-4* of the Workbook for additional guidelines on “Choosing a Project”.

- Review and discuss** your ideas with your parents and Coach.

- Share your ideas** with your Scoutmaster.

- With your Coach, select the Service Project idea** you would like to develop.

- Complete the Eagle Scout Candidate Information** portion of The Project Beneficiary’s Guide to an Eagle Scout Leadership Service Project.

- Meet with the Project Beneficiary representative** to discuss your project idea. Give them the Eagle Scout Candidate Information to refer to for your contact information.
- Complete the “Eagle Scout Service Project Proposal” portion of the Workbook** (pages 6 to 10 or 1-6, 2-1 to 2-4*) make sure that all Give as much detail as you can for this phase of the project. Pictures of the existing conditions and rough plans/drawings/diagrams, etc. of the project can be included also. The more information you can put into the document, the more knowledgeable you become about your project. Also as people review your proposal they will have an understanding as well as what the project is and to make sure it meets the criteria for an Eagle project. Pages 6 or 1-6 is the **Contact Information** page, fill this page out completely. The Council or District Project Approval Representative is the current Eagle Board Chairman for the River Trails District.
(NOTE: This original document is your master copy and once you start getting signatures, keep this document safe and make copies when letting people review your workbook).
- Fundraising Application :** Per the Greater St. Louis Area Council, the Fundraising Application (pages 17 and 18 or 3-7 and 3-8*) is also part of the **Proposal** phase (not Final Plan). River Trails District requests this form be completed whether you are fundraising or not. It will be part of the District Project **Proposal** review. If you are not doing any formal fundraising and only seeking donations from family and friends, troop members, or business for materials. Please state that on the Fundraising Application and have your Scout Master and the representative from the Benefiting organization sign and date the document.
- Present the completed Project Proposal to your Coach.** (Proposal Presentation #1) Make any modifications to the proposal that are needed from the review with the Coach.
- Set up an appointment** to meet with the Project Beneficiary representative.

- **Present and review with the Project Beneficiary representative the completed Project Proposal and the Fundraising Application.** If it meets their approval, have the representative sign both documents. If the proposal needs changing to meet the needs of the representative, make the changes to the document and meet with them again to get the document approved and signed. Keep in mind, the person who signs the proposal will be the person who signs the final approval. The same person should be responsible for seeing the Project through to completion with you. (Proposal Presentation #2)

- **Provide the Project Beneficiary representative** with the handout, “The Project Beneficiary’s Guide to an Eagle Scout Leadership Service Project”. Also have them complete the Project Beneficiary Information and Agreement Form. (This form must come with you to the proposal Eagle Board meeting.)

- **Present and Review** the completed Project Proposal with your Scoutmaster. Make any modifications to the proposal that are needed from the review with the Scoutmaster. If it meets the Scoutmaster’s approval, acquire a signature. (Proposal Presentation #3)

- **Copy and prepare your proposal** for presentation. Make three copies of the original proposal as they will be needed for the Eagle Board presentation. Find a binder system that keeps the documents neat and organized for presentation. Three-ring binders work best and can be used for your final documentation and presentation.

- **Photos:** If you are bringing before photos of the project you only need one set. They do need to be in an album or some kind of picture organizer.

- **Present and review the completed Project Proposal with your Unit Committee.** If it meets their approval, have the Committee Chair sign it. (Proposal Presentation #4)

- **PRACTICE, PRACTICE, PRACTICE** your presentation. BE PREPARED! It is YOUR project—know it inside and out.

Step 4: Getting Your Project Proposal Approved

- **Call the Eagle Board Chairman** to set up an appointment to sit before the District Eagle Board for your Project Proposal Review. ONLY CALL after you have signatures on ALL the necessary documents. When leaving a message, please speak clearly, leave your name, phone number, troop number and the reason you are calling. It may take up to three days for a return phone call from the Chairman. Your call will be logged and your place in line will be maintained.

- **Attend your Eagle Board appointment.** Your Coach should attend with you. Show up a little early for your appointed time so that you can be checked in for your review. Also make sure you are in full Class A uniform (Class A shirt, scout pants, scout belt, neckerchief).

Make sure to bring the following:

- 1) Your original, completed Proposal with all appropriate signatures plus three additional copies prepared for presentation (Workbook pages 6 to 10 or 1-6, 2-1 to 2-4*).
 - 2) Completed and signed Project Beneficiary's Information and Agreement Form.
 - 3) Eagle Scout Service Project Fundraising Application with all appropriate signatures.
 - 4) Any supporting documents including photos, rough plans/drawings/diagrams, etc.
 - 5) Time sheets/logs.
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- **Present your Project Proposal** and Fundraising Application to a District Eagle Board team. Make any modifications to the proposal that are needed from the review with the Eagle Board team. Take notes during the presentation so you can easily remember what was discussed and agreed upon. (Proposal Presentation #5)

 - **Proposal Approval:** If the Proposal is approved, make sure the Eagle Board review team signs your original Workbook (page 10 or 2-4*) and the Fundraising Application before leaving the review.

Step 5: Planning your Project

(Note: Before you start your project complete this section.)

- Complete the Eagle Scout Service Project Final Plan** section of the workbook. In this section you will in great detail document the plan of how you will actually carry out your project. Use help from your coach, suggestions you received from the Eagle Board and any one that is a subject matter expert for the type of project you may be doing. (Pages 11 to 16 or 31 to 3-6)
- Planning your project's work days.** In the final plan section of the workbook there are many sections by filling them out with as much detail as you can. These sections will help you plan what steps and people needed to carry out the task for the different phases of the project. Make sure you know these steps and the order so when you actually are doing them you can direct everyone on how you want thing to be done.
- Planning Safety in your project.** Make sure that you are aware of the age requirements for using different tools and transporting of your project or its materials. Download from the documents from the website if you have not done so already the **Age Guidelines for Tool Use and Work at Elevations** document. Also if using any chemicals, paint, stains, paint removers, or cleaning solvents that you know what the precautions are and what to do in case of an accident.
- Meet with the Project Beneficiary representative to review your final plan** before you start the project. It is best to communicate with them as the Project progresses to ensure approval/signature upon completion.

Step 6: Actually doing your Project

- Use your Coach for guidance**, your parents and adult leaders for support!
- Schedule the dates** you will be working on your project. Make sure that you can gain access to the location if doing a project onsite. Double check to make sure that your troop is not having any thing schedule so you can get as much help from.
- Gather your materials**. Enlist the help of other scouts to help you get things to carry out the project. (Example: have them go to the lumber store with you to actually pick up the materials.)
- When people arrive** to the work days for your project. Make sure that you have assignments for them to do. Also make sure they understand what you want them to do, especially younger scouts as they may not know what you may be talking about.
- Time Log**. Have a time log at each work day to have everyone sign in and out. This will be helpful at the end when you need to figure out hour many hours you worked and the hours worked by your volunteers.
- Keep a notebook** with you at all times while completing the project. Fill it with project details as you go and these will make your Eagle Scout Service Project Report write-up easier. Pictures should be taken as the project progresses (a good parent job) and these will be used in your final report.
- Have the Project Beneficiary representative review the completed project**. Have the person who signed for the approval of the project, review the project now that it is completed. If it meets with their approval then you have completed the project. If there are issues you must correct them to gain approval. In the next section you will need to obtain their signature of their approval of the completed project.

Step 7: Completing the Eagle Scout Service Project Report

- **Filling out the Service Project Report.** In great detail fill all of the sections in the Project Report section of the workbook. Especially the Observation and Changes sections. If in the middle of the project you plan to do it one way and you had to make a change and do it another way. We want to know why the change was needed and how you came about the process of making the change and how you carried that change to complete the project.
- **Entering Service Project Data.** Using your time log add up the hours for the different groups and phases of the project. Enter that information in the Entering Service Project Data section on the Project Report. Keep the numbers handy as they will also be needed on your **Eagle Scout Application.**
- **Candidate's Promise** There is a section called Candidate's Promise, read it and then sign and date.
- **Thank You** Make sure that you send out Thank You letters to all that helped donated time, money or materials. If you do any Thank You in person be in your full Class A uniform and have some pictures with you.
- **Present Final Plan and Project Report.** Present the Final Plan and Project report to your Scout Master. If they approve of the completed workbook have the Scout Master sign the Project Report section. If there are suggestions for changes make sure they are made and if needed represent to them again. (Presentation #1 of completed project)
- **Present Final Plan and Project Report.** Present the Final Plan and Project report to you Committee. If they approve of the completed workbook have the Committee Chair sign your Eagle Scout application. If there are suggestions for changes make sure they are made and if needed represent to them again. (Presentation #2 of completed project)

- Presenting the Project Report to the Benefiting organization** Take your completed Project Report and present that to the Project Beneficiary Representative. This should be the person who signed the Project Proposal section of the workbook. If they approve the completed project and the report have them sign the Project Report section of the workbook. (Presentation #3)

Step 8: Preparing all paperwork to be submitted to Council

- Eagle Scout Requirements 1,2 and 4** You must have requirements 1,2 and 4 completed prior to submitting your application and supporting documentation.
- Merit Badges** You must have all of the required and elective merit badges completed prior to submitting your application. Gather all of your merit badge cards for the merit badges that you will be submitting with your application. Make a copy of them for safe keeping.
- Eagle Scout Service Project Workbook** After you have completed your project and have completely filled out the workbook and have all of the signatures, make a copy to submit to Council.
- Take part in a Scout Master Conference** Ask your Scout Master for a Scout Master Conference. Once that is complete have them sign and date the Eagle Scout Application.

(NOTE: You must have Require 1, 2 and 4, all of your merit badges for Eagle scout completed. Completed your Eagle Scout Service Project and all of the required signatures. Take part in a Scout Master Conference. All of this must be done before your 18th birthday.)

- Secure at least four (5) letters of recommendation.** Request, in writing, the people you want to write your letters of recommendation. Letters should be requested from the six (6) references (five (5) if not employed)

listed on the **Eagle Application, Requirement 2**. (Note: If not affiliated with an organized religion, then the parent or guardian provides the reference.) The letter writers will return the **sealed** letters to you and you should keep the letters sealed, in your binder with all your originals.

- **Obtain your advancement report** From your troops Advancement Chairman obtain your advancement report that shows all of your merit badges, ranks, positions of leadership and their dates.

- **Eagle Scout Application** You should already have an Eagle Scout Application with a couple of signatures and dates. Now that you have your advancement report, use that to fill out the Eagle Scout Application. Make sure you write neat if you are filling out by hand. There is a fillable version online on the District website. Your application should be filled out completely on the front and down to the line that says BSA Local Council Verification.

- **Statement of Ambitions and Life Purpose** Write document describing your ambitions from this point forward like schools you want to attend, job career, where you see yourself in 5,10 years and beyond. Include your plans for scouting if continuing. Ask your coach for help in what to include. This at minimum should be several paragraphs in length.

Step 9: Submitting Eagle Scout paperwork to Council

- **Gather you documents** for submission to council for verification.
 - 1 Your Eagle Scout Application completely filled out. (Make a copy for safe keeping)
 - 2 All of your merit badges cards that you have listed on your Eagle Scout Application. (you should already have copies for safe keeping)
 - 3 Your letters of recommendation in their **Sealed** envelopes.
 - 4 A copy of your completed Eagle Scout Service Project Workbook (if you want to include photos, I would make a paper copy of a couple and attach it to your workbook.)

5 Statement of Ambitions and Life Purpose

(Take this down to the West Pine Scout office for submission; this could take a couple of weeks before they return everything to you with their signature on your application) (You can also take all documents to the West Count Scout Shop. There the only thing they can do for you is put your documents in an envelope and they will send it to the West Pine location for you. When your documents are ready for pick up you will need to go to the West Pine location to pick them up.)

(You can also submit your application on line. On the RiverTrails advancement section of the website, under Eagle Materials there will be a document explaining how to submit the application and supporting documentation electronically.)

Step 10: Attending your final Eagle Scout Board of Review

- Call the Eagle Board Chairman** to set up an appointment to sit before the District Eagle Board for your Eagle Scout Final Board of Review. **ONLY CALL** after you have signatures on ALL the necessary documents. When leaving a message, please speak clearly, leave your name, phone number, troop number and the reason you are calling. It may take up to three days for a return phone call from the Chairman. Your call will be logged and your place in line will be maintained.

- Return Call from the Eagle Board Chairman** When the Eagle Board Chairman returns your call he will verify that you have all of the following documentation and signatures.
 - 1 Your Eagle Scout Application with the signature from the Council**
 - 2 Your Statement of Ambitions and Life Purpose**
 - 3 Your original copy of the Eagle Scout Service Project Workbook. Make three copies and put them in presentation binders for the Eagle Board to use during the review. Make copies of items 1 and 2 to include in the binders as well.**

4 Photos, story board –which ever you wish to use to present your project to the board. If doing photos you only need one set the board will pass them around to save the cost of making three copies.

- Attending your Eagle Board of Review** Your Coach should attend with you. Show up a little early for your appointed time so that you can be checked in for your review. Also make sure you are in full Class A uniform(Class A shirt, scout pants, scout belt, neckerchief).
- At the end of Your Board of Review.** Make sure that you take your Eagle Scout Application and have the Eagle Board Chairman sign and date. Ensure that the members of your Eagle Board of Review have signed it as well.

Step 11: The final Steps

- MAKE A PERSONAL COPY OF YOUR EAGLE APPLICATION** and make another copy and forward it to your Advancement Chair. Submit your completed, original application and a completed press release to Council. They will submit the application to National Office.
- Getting your Eagle Scout Presentation kit** I a couple of weeks from when you submitted your Eagle Scout Application to the Council office you will receive notification that your paperwork is ready for pickup. You will also receive the Eagle Scout Presentation kit supplied by the Eagle Scout Association of St. Louis. This is to be used at your Eagle Scout Court of Honor.
- Plan and Hold your Eagle Scout Court of Honor** It is your Court of Honor and it is yours to plan. There are a lot of great ceremonies out there for examples or come up with your own. It is your day to celebrate your achievement of obtaining the highest rank in Scouts BSA .
- Thank You** Make sure that you thank everyone that has helped you along your scouting path that helped you to get to the rank of Eagle Scout.

Congratulations from all here at the Eagle Board on completing and receiving your Eagle Scout Rank.