West Central Florida Council, BSA

LIFE TO EAGLE GUIDE

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LIFE TO EAGLE GUIDE

1. LIFE to EAGLE Advancement

Congratulations! If you are reading this, it means you have succeeded in advancing to Life, the last rank before Eagle. Pay strict attention to what follows. This packet is intended to guide you through your efforts to prepare you for your Eagle Board of Review. If you have any questions regarding the process look to this document to provide you with your answer. If you are unable to find your answer, call your District's advancement representative for guidance.

2. Life Advancement

After you've completed all requirements for your Life rank and your unit has submitted the proper unit advancement report listing your successful advancement to Life, this Life to Eagle Packet is provided to you. This document is expensive to create; extra copies as a result are rare, so guard it accordingly.

2.1.   Life to Eagle Packet

The Life to Eagle Packet includes the following items and forms:
1) Life to Eagle Guidelines (yes, the one that you are reading)
2) Eagle Scout Application work copy request form, page 11 of this Guide
3) Eagle Scout Leadership Service Project Workbook
4) An Eagle Scout Application (the latest revision at time of Guide issue.)
5) A Life to Eagle checklist and Scout Troop Eagle Evaluation Report (STEER), page 7 of this Guide
6) National Eagle Scout Scholarship Application

2.2.   Work Copy of Eagle Application

An unofficial reproduction of your Eagle application, called a "Work copy" is available to show you what your application would look like on the specific date your requested Work Copy is printed. It is your responsibility to request this form prior to requesting your Scout Troop Eagle Evaluation Review

2.2.1.   Requesting a copy

Use the Work Copy Request, Eagle Scout Application, and page 11 of this document, to request the Work Copy of your Eagle Application. Follow the instructions on the Work Copy Request form.

Complete the top part of this form, including the names and phone numbers of your unit's advancement coordinator and your district advancement contact. Turn in or mail your request to the Boy Scout Service Center along with a self addressed, stamped, business envelope (size number 10) addressed to you. The Work Copy will be placed in this envelope and sent to you by return mail.

The Work Copy you will receive will list the status of your advancement according to the WCFC Service Center's database. The information is as of the date printed on the Work Copy and will include all your advancements as reported to the WCFC Service Center on prior Unit Advancement Reports.

Please note: the Work Copy will only list a maximum of 21 merit badges and then only those that apply towards your advancement to Eagle.

2.2.2. Page 1 and 2 of the Work Copy

The first and second page reflect the front and back of the actual Eagle application. All of your rank and merit badges of record are listed on the first page as of the date the Work Copy is printed. Ignore the second page.

2.2.3. Page 3 of the Work Copy

The third page of the Work Copy, the Error Report, will list all advancement discrepancies and missing requirements.

3. Eagle Requirements Completion

3.1. Merit Badge completion

If you are approaching their 18th birthday, you must pay particular attention to uncompleted Eagle required merit badges with a specific time period to complete, Sports, Personal Fitness, Family Life, Personal Management, etc. Time extensions for this oversight are not granted. All your merit badges must be completed before your 18th birthday, with no exceptions.

3.2. Eagle Project

This is the necessary element in demonstrating your Leadership ability for advancement to Eagle Scout.

3.2.1. Eagle Scout Service Project Workbook

This workbook contains valuable information for you, the scout to use as you approach the planning, execution, and reporting of your Eagle Project. Read and study the entire Workbook several times before beginning. The message from the Chief Scout Executive on the inside cover summarizes the Eagle Scout Process. The twelve steps to Eagle are listed on the inside of the rear cover. Page 1 is very important and should be 100% completed to include all requested information correct at the time of submittal of your application. Omissions of phone numbers or Zip codes are not acceptable. The Scoutmaster listed must be your current Scoutmaster at the time the Eagle Project is presented for approval <u>and</u> completed. If a leadership change occurs, do not request a new book; simply note the appropriate changes in the margin of page 1. Page 2, 3 and 4 outline some limitations, list examples of projects and offer you suggestions for success. Read and study the Workbook!

3.2.2. Project Selection Criteria

3.2.2.1. Must be performed for a not-for-profit organization

(1) The project may not be performed for a private business, a for-profit corporation, or an individual's benefit.
(2) Routine labor, such as painting, cleaning, repairing, etc., should not be considered.
(3) The project may not be of a commercial nature or be a pure fund-raiser.
(4) The project may not directly benefit the Boy Scouts of America.

3.2.2.2. Project Qualities – Leadership Demonstration

Your project should be one that will showcase your leadership ability to direct a group towards a common goal.

It should be of sufficient size to permit you to develop, exercise, and demonstrate your leadership skills.

The project should be one that allows you to accept responsibility for planning, directing, and following it through to a successful completion.

The project should be one that gives you a sense of satisfaction and pleasure upon completion.

3.2.3. Approval

Projects must not be started without your District's advancement representative's approval. Effort performed prior to approval other than preliminary planning in preparation for your project approval may not be counted and may risk having your project denied.

Your project may not be shared with another scout or be performed in conjunction with, or as another organization's service project.

3.2.3.1. Project Selection

After you have selected and defined your project, performed your preliminary planning, obtained approval from your unit's Eagle advisor and/or Scoutmaster, show your progress to your sponsor.

If he approves of your effort, ask him to indicate his approval (and agreement) by signing next to your unit's leaders on page 9 of your Eagle Scout Leadership Service Project Workbook.

3.2.3.2. District Project Approval

At this point call your District's advancement representative and schedule a meeting for him to meet with you to review and approve your project. You will personally arrange for this meeting, anticipating it well in advance, so you have high assurance that the needed members of your unit and the district advancement representative will all be in attendance.

When the district's advancement representative completes his review and approval he will also sign on page 9 of your Workbook to indicate approval.

**DO NOT START YOUR PROJECT WITHOUT YOUR DISTRICT'S
ADVANCEMENT REPRESENTATIVE'S APPROVAL.**

Even though the district advancement personnel are trained for all elements of projects, the acceptability of a project rests ultimately with the Board of Review and your ability to exhibit the required leadership qualities.

You must present yourself in full uniform at the approval meeting. To encourage mature thinking and problem solving skills and processes, parents, guardians, or other family members are not permitted to participate in the Project approval meeting.

3.3. Eagle Scout Notebook and Blue Cards

The following items must be part of your Eagle Scout Notebook when it is officially presented at the WCFC Service Center.
1) Signed copy of the Scout Troop Eagle Evaluation Review (STEER) form
2) Your completed Eagle Scout Application, with requirement 6 attached
3) An Advancement Report, filled out as directed by your District's advancement representative
4) Copy of the Parents/Guardian reference letter
5) Your Eagle Scout Leadership Service Project Workbook, photos, and attachments
6) Your full complement of blue cards

3.3.1. Other Memorabilia

If you have other material that you feel provides a glimpse into your Boy Scouting career, and you wish to include it, you may. A better idea is to place this material, especially if it has value, in a second notebook that you keep safe until your Board of Review. You may then bring and share this with the members at your Board of Review.

3.4. Scout Troop Eagle Evaluation and Review (S.T.E.E.R.)

This meeting[1] between you, as an Eagle candidate who has completed all requirements, members of your troop committee, and the District's Advancement representative is mandatory. Applications submitted to the WCFC Service Center for processing without completion of this review will be denied and returned to you.

You will personally arrange for this meeting, anticipating it well in advance, so you have high assurance that the needed members of your unit and the district advancement representative will all be in attendance.

You, of course, will appear in complete uniform. Parents and family members may accompany you to this meeting but may not be present for the review.

The following items will be reviewed at this meeting.
1) Unsigned copy of the Scout Troop Eagle Evaluation Review (STEER) form, page 7 of this document
2) Your completed Eagle Scout Application, with requirement 6 attached
3) An Advancement Report, filled out as directed by your District's advancement representative
4) Copy of the Parents/Guardian reference letter
5) Your completed Eagle Scout Leadership Service Project Workbook, photos, and attachments
6) Your full complement of blue cards

3.4.1. Eagle Scout Application

The signatures on an Eagle Application authenticate the data contained on both sides. As a result, downloaded versions of this document are discouraged, especially copies from ink jet printers that maybe subjected to smearing when damp. If a copy must be downloaded it must be printed two sided <u>on one sheet of paper.</u> This document need not be "typeset." Printed neatly is sufficient using a black pen. <u>Pencil is not allowed.</u>

Contact each of the individuals you have listed as references and advise them that they will be receiving a request and a form from the district's advancement representative asking that they provide information to support your advancement to Eagle Scout. Advise them that, should they not honor the request in a timely fashion, it will endanger your advancement to Eagle. Select them carefully; this selection is very important. IF they cannot comply, you should select another reference. Full reference contact information including phone number must be placed both on your application and on page 9 of this document.

All dates on the Eagle application are placed using a 6-digit format, no hyphens, no slashes, no dashes, simply one number per box. Incorrect entries should be struck out with one single line and correction marked adjacent to the error. Do not "White Out™" or tape to cover mistakes.

Follow directions. Mark your selections for merit badges numbers 6 and 9 accordingly. Include the appropriate unit number for all merit badges earned.

Only leadership positions held after your Life Board of Review may be counted towards Eagle for Requirement 4. The effective dates of the leadership positions held must be consecutive and may not overlap.

Pay attention to requirement 6, it has several parts. **Follow directions.**

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[1] In the past, a similar meeting was called a Suitability and Certification review and was considered optional. This is no longer the case. The STEER meeting is now required and applications for Eagle will not be accepted at the WCFC Service Center without proof that the STEER meeting has been successfully conducted.

3.4.2.   Eagle Scout Service Project Workbook

The remainder of your Workbook must now be completed, including plans, photos, time logs, and financial accounting. There must be no blank pages.

Notes to "see attached" must clearly direct the reader to specific attachments to make it obvious what is being reported and what is being signed and approved.

This book need not be type set nor completed on a computer or word processor. It may be handwritten but must be readable and generally easy to follow.

You should pay strict attention to the reporting of your service hours. Four numbers are required:
1) Your planning hours,
2) The hours you worked on the project,
3) The hours others worked on the project and
4) The grand total of all hours.

3.4.3.   Reference Letter Requests

You will assist the District Advancement Committee in soliciting a written questionnaire and letter from each of the individuals listed by you on your Eagle Application as Requirement 2. The solicited letters and reference questionnaires will be collected by your District Advancement Chairman and presented unopened to members of your Board of Review for their information and action. Immediately following the Board of Review, the District's Advancement Chairman, will destroy all letters and questionnaires without sharing any of the contents.

3.4.3.1. Candidate's Responsibility

Once you have completed all requirements for Eagle Scout and you've completed your Eagle Scout Application and Eagle Scout Service Project Leadership Workbook (Workbook for short), you will contact your District's Advancement Committee and request a Scout Troop Eagle Evaluation Review (STEER for short) meeting. It is your responsibility to provide sufficient notification for this meeting to allow District Advancement personnel time to schedule attendance and prepare for this meeting.

You shall appear at his STEER meeting in full uniform with your completed Workbook, completed Application, your parental reference letter, and a pair of stamped, number 10 (business) envelopes, unaddressed, for each reference listed on your application. You will have also filled out page 9 of this guide to give to your District Advancement representative, sharing the complete contact information for each of your references listed on your Eagle Application as requirement 2.

3.4.3.2. District Advancement's Responsibility

The District Advancement representative at your STEER meeting will verify the reference listing you have compiled on page 9 and then prepare each of the "Confidential Request for Reference" letters, assuring that the blanks are correctly completed on the request and that proper postage and addresses are applied to the envelopes, including the preaddressed return envelope.

Upon completion of the STEER meeting, the District Advancement Representative will complete appropriate reporting paperwork and will take possession of the Request for Reference envelopes, posting them within 24 hours.

Your district's advancement representative will mail all requests, directing them to return the reference forms and letters to him. He will present these letters to your Board of Review after which they will be destroyed.

Two weeks prior to your scheduled Board of Review, your District Advancement Chairman will check and verify that a response has been received from each of your references. If a reference has not responded, the District Advancement Chairman must contact the reference to inform them of the impending Board of Review and the importance of completing and submitting the requested questionnaire and reference. He may have to enlist your assistance.

Unless a reference so provides, you, the candidate, will not know or have a copy of what is provided in the letters nor will the Board of Review offer the letters to you. These letters will be destroyed after the Board of Review.

3.4.4. STEER Completion

After the district's advancement representative has reviewed your materials he will either request you to provide correction to areas that require it or he will indicate that all is in order and ready to submit to the Service Center for processing. He signifies this by signing the STEER form AND completing the associated checklist.

At this point you may volunteer for a mock interview in preparation for your Board of Review. This review is optional and strictly one that must be agreed upon by you, the candidate, and the Unit. This review is not a requirement and certainly should not be considered a Troop Board of Review.

4. Eagle Application Submittal

All requirements for Eagle Scout with the exception of the Eagle Scout Board of Review must be completed prior to your 18th birthday, no exceptions.

You are personally responsible for turning in your application to the WCFC Service Center. Relying upon others for this last step is very risky and may cause unreasonable delay.

Your book should now contain as a minimum.
1) Signed copy of the Scout Troop Eagle Evaluation Review (STEER) form
2) Your completed Eagle Scout Application, with requirement 6 attached
3) Your completed Advancement Report
4) Copy of the Parents/Guardian reference letter
5) Your Eagle Scout Leadership Service Project Workbook, photos, and attachments
6) Your full complement of blue cards

5. Board of Review

The WCFC Advancement Committee requires several weeks to review and process your Eagle Application and Workbook. Submittal of your completed Application and Workbook before the second Monday of the current month, will permit adequate time for this review and will usually assure that your Board of Review will be scheduled during the following month. Delays may be encountered in return of reference letters. This is another reason to keep your eye on the calendar. All requirements must be completed prior to your 18th birthday and the Board of Review must be held within 90 days after your birthday.

After your application and Workbook has been turned in to the WCFC Service Center and certified by the Council's Advancement Committee, your district representative will call you and provide you with appointment time and instructions for your District Board of Review. The date for your District Board of Review is usually determined by the date you submit your application to the WCFC Service Center.

Most District Boards of Review are scheduled for the evening of the second Monday of each month. Full uniform is a requirement when you appear for your Board of Review. At your Board you will be photographed for the WCFC Eagle scrapbook and asked to prepare a brief statement answering the question, "What does it mean to me to become an Eagle Scout?"

SCOUT TROOP

☑	CHECKLIST
	Eagle Scout Notebook Submittal to S.T.E.E.R
☐	Application, fully completed, enclosed,and including the following:
☐	Advancement Report addressed to Unit Leader and without signatures
☐	Completed copy of References List, pg. 9, listing:
☐	Your references' names and contact information, identical but separate from the list on your Eagle Application using:
☐	One set of envelopes preaddressed to references including stamps
☐	One set of envelopes, unaddressed, and stamped
☐	Prepared statement of life purpose and activity in other organizations
☐	Blue cards, in order appearing on Eagle application
☐	Eagle Scout Leadership Service Project Workbook
	Eagle Scout Application
☐	Printed Legibly, single page, double-sided
☐	Legal name listed as it will appear on Eagle award
☐	Dates listed for rank advancement are correct
☐	Complete contact information provided for references listed (req. 2)
☐	Dates listed for merit badges agree with blue card dates (req. 3)
☐	Choices are marked for merit badges Nos. 6 and 9 (req. 3)
☐	Unit number is listed for all merit badges (req. 3)
☐	Leadership positions listed are those held since Life BOR (req. 4)
☐	Project completion date is listed (req. 5)
☐	Prepared statement of life purpose and activity in other organizations (req. 6)
☐	Scoutmaster's conference date is listed
☐	Candidate has signed application
☐	Unit Leader has signed application
☐	Unit Committee Chairman has signed application
	Eagle Scout Leadership Service Project Workbook
☐	Approvals obtained with signatures
☐	Project reporting hours complete
☐	Project report, changes and photos complete
☐	Financial accounting for project expenses reported
☐	Project signatures complete

EAGLE EVALUATION REVIEW

Date: _____

We have reviewed the advancement credentials of:

    Life Scout _____,
                                (Print full name)
        Unit Number: _____, District: _____.
             (List unit number)   (List District)

Unit members present for review:

(1) _____
            (Committee Member Signature)

_____
                (Print Name)

(2) _____
            (Committee Member Signature)

_____
                (Print Name)

(3) _____
            (Committee Member Signature)

_____
                (Print Name)

I have participated in this Scout Troop Eagle Evaluation Review (STEER) and concur that the Eagle Scout Application and associated Eagle Scout Service Project Workbook is complete and ready to submit to schedule a District Board of Review

_____
     (District Advancement Member Signature)

_____
                (Print Name)

NOTE: This is <u>not considered a Board of Review</u>. The formal Board of Review will be scheduled once the application has been submitted to the WCFC Service Center and approved. Should the candidate desire, and the unit committee members concur, a dry run interview, symbolic of the formal board to occur, may be conducted.

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References Listing

Eagle Candidate's Name: _____ (print)   Unit No. _____

Reference 1, Parents/guardians:

This letter is solicited by the candidate and placed in his Eagle Scout Notebook.

Reference 2, Religious:

Name:_____ (print)

Address: _____ (City, State & Zip code)

Telephone Number: _____ (Including area code)

Reference 3, Educational:

Name:_____ (print)

Address: _____ (City, State & Zip code)

Telephone Number: _____ (Including area code)

Reference 4, Employer (if any):

Name:_____ (print)

Address: _____ (City, State & Zip code)

Telephone Number: _____ (Including area code)

Reference 5, Other:

Name:_____ (print)

Address: _____ (City, State & Zip code)

Telephone Number: _____ (Including area code)

Reference 6, Other:

Name:_____ (print)

Address: _____ (City, State & Zip code)

Telephone Number: _____ (Including area code)

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WORK COPY REQUEST **EAGLE SCOUT APPLICATION** BOY SCOUTS OF AMERICA	FOR COUNCIL SERVICE CENTER USE ONLY		
	DATE RPT RCVD:	DATE MAILED: OR	DATE HANDCARRIED:

☐ ☐ ☐ ☐ Troop Team Crew Ship	No.	District

Name (as it appears on BSA registration)	Address	
City	State	Zip
Scout's Phone Number	Scout's Date of Birth	Scout's Life BOR Date

Troop Advancement Coordinator	District Advancement Contact:
Troop Advancement Coordinator's Phone No.	District Advancement Contact's Phone No.

This Eagle Scout Application Work Copy Request Form is enclosed in your Life to Eagle Packet to allow you to request a *Work Copy* of your Eagle Application. Do this with the knowledge of your Unit's Advancement Chairman.

The reproduction of your Eagle Application will list the status of your advancement according to the WCFC Service Center's database. The information is as of the date printed on the work copy and includes all your advancements as reported to the WCFC Service Center.

Please note: this work copy will only list a maximum of 21 merit badges and then only those that apply towards your advancement to Eagle.

Page 1 and 2 of the Work Copy

The first and second page reflect the front and back of the actual Eagle application. All of your rank and merit badges of record are listed on the first page as of the date the Work Copy is printed. Ignore the second page.

This Work Copy will only list a maximum of 21 merit badges and then only those that apply towards your advancement to Eagle.

With the help of your unit's advancement chairman, compare your advancement history on page one with your unit's records. Pay particular attention to the all dates listed including the joining date.

Remember the date on the merit badge blue card is the only correct and official date for earning this advancement. All discrepancies between the work copy and your unit's records must be reconciled and corrected.

Page 3 of the Work Copy

The third page of the Work Copy, the Error Report, reflects advancement discrepancies and missing requirements. Expect three to four discrepancies as a minimum when you first earn Life, for example:

(1) "There must be an Eagle Project Completion date."
(2) "There must be a Scoutmaster's conference date."
(3) "At least 6 months total service in selected Life Scout positions of responsibility is required for Eagle rank."
(4) Depending upon your Life BOR date, you may also see "insufficient time as a Life Scout" listed.

These 4 possible discrepancies will clear as you complete your Eagle Scout Project, serve in a listed leadership position, attend your Scoutmaster's conference, and complete your 6 months as a Life Scout.

You will also see listed each merit badge that remains to be earned for your advancement to Eagle. Of course these will clear as you earn the remaining merit badges and the advancement reports are submitted to the WCFC Service Center.

All other items listed on the Error Report must be reported to your Unit's advancement chairman and must be reconciled with the WCFC Service Center's advancement database before requesting a District Scout Troop Eagle Evaluation Review (STEER). This meeting is one conducted prior to submitting your completed Eagle Application and Workbook for processing.

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