



The 12 Steps from Life to **Eagle**

Old Baldy District



Congratulations!

We would like to start with congratulating you for earning the rank of Life Scout. This is a tremendous accomplishment to be proud of. You are now ready to take the next step toward becoming an Eagle Scout. You have a major task ahead of you. Your Service Project is a learning tool that will follow you the rest of your life.

This “12 Steps from Life to Eagle” guide is designed to assist you and your unit leader through the steps toward becoming an Eagle Scout. While adult assistance may be required, it is intended for you to complete all of the work and planning required to execute your Service Project and the other Eagle requirements.

Please use this guide as a tool to enhance your Eagle process.

Congratulations!!

The Eagle Scout Process

1. Requirements

In order for you to advance to the rank of Eagle Scout, while a Life Scout, you must complete all of the following requirements:

- 1 Active Tenure as a life scout for 6 months**
- 2 Scout Spirit**
- 3 Any remaining Merit Badges including cooking**

Not all Merit Badges have to be complete before you begin work on your Service Project. However, **All** Merit Badges must be completed prior to turning in your fully completed Eagle Scout Project application.

- 4 Approved positions of responsibility for a minimum of 6 months after your Life board of review.**
- 5 Plan, develop, and provide leadership to others in a Service Project**
- 6 Take part in a Unit Leader Conference**
- 7 Prepare a Statement of your ambitions and life goals.**

It is imperative that all requirements for the Eagle Scout Rank except for the Board of Review be completed prior to your 18th Birthday.

2. Project Selection

You must select a project in strict adherence to the BSA guidelines. The Project must be:

1. Non-Commercial nature.
2. Beneficial to a Church, Service Organization, Hospital, Forest Service, School, or Community. Can't be for an individual without prior approval of exception from the District Approval Rep..
3. Discussed and approved by the benefactor. Tangible and must show tangible evidence that it was performed.
4. There are no minimum hours for a project.
5. Routine labor is not normally appropriate for a project.
For example, pulling weeds on the football field at your school.
6. A project may not be a fundraising.
In other words it may not be an effort that primarily collects money.
7. No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
8. Projects must not be performed for the Boy Scout of America, or it's councils, units, or properties.

The project selection must take into consideration the needs of the organization.

Work and fundraising cannot begin until the project is approved.

3. The Eagle Scout Project Proposal

Once you have decided on a project it is time to write up your project using the Eagle Scout Project Workbook. The current Eagle Scout Project Workbook may be downloaded from this link

[CIEC Website](http://ciecbsa.org) ciecbsa.org >Advancement>Eagle Scout Resources>Eagle Scout Service Project Workbook

It is recommended that you write enough of a description of the project to enable the reviewers to ***Paint a Mental Picture*** of the project. If necessary, use supplemental pages to fully describe the project.

The project description must have enough information so that the reviewers can validate the project and can see that the project has been thoroughly thought out.

The Project Application should include:

1. Photographs of the site
2. Where the funding for the project will come from
3. Estimation of the number of hours and people required to complete the project
4. Estimation of the number of days required and any restrictions that must be overcome prior to the start of the project. I.e. Local permits, environmental conditions, funding. A time line showing the project schedule is recommended.
5. A statement explaining how you plan to lead and carry the project to completion.
6. A letter of approval from the Benefiting Organization is optional.
7. The signatures of the Unit Leader and the Unit Committee Member and Beneficiary Representative, must be obtained before submitting for district approval.
8. Provide to the beneficiary representative a copy of the last two pages of your workbook "Navigating the Eagle Scout Service Project" this will help with what they can expect, and what you are and are not responsible for.

4. Submitting the Workbook Proposal

Once the planning details and the Proposal section of the Eagle Scout Project Workbook are completed (**Including all of the above Signatures**) make a copy of the book for your records then contact The Advancement Committee to schedule a time for the Advancement Committee to go over the workbook with you in person. Upon review of the project, The Advancement Committee will either approved the above project, or explain what may still be needed.

Do Not Start Any Work prior to receiving approval from The Advancement Committee.

Who is the Advancement Committee:

Mr. Michael LaPre' – Advancement Chairman

Mr. Tim Perry – Eagle Coordinator

Ms. Laura DeMirjyn – Merit Badge Coordinator

Our email address is: oldbaldyeagle@gmail.com

5. Complete the Project Plan

Congratulations!!!! Your Eagle Project has been approved. It is now time to begin the detailed planning of the project. Do not start the project until the plan is finished. Have the finished plan checked by the beneficiary.

Follow the steps in the project planning section of the Eagle Scout Workbook

1. Make a flyer seeking help from your Troop, Team or Crew, fellow students, church members, and other groups. Remember to include the flyer in your project workbook.
2. Keep a log of all of the hours worked by all individuals. This includes you the candidate, BSA youth, other youth, BSA adults, and other adults. Remember having someone drive you to the store counts. You will need this log to be included in the project workbook.
3. Keep track of the specific leadership skills that you used and how you used them in directing others.
4. Keep track of all of the costs incurred. Include supplies, food and other items required. Keep track of your donations and any fundraising that you did.
5. Keep track of all of the problems that occurred and how you used your leadership skills to resolve them.
6. Take plenty of pictures before, during and after the project is completed. Show both scouts and adults working.
7. **Keep Safety in Mind!** Make certain that the BSA guidelines are followed.
8. Keep the work area safe and avoid injuries by eliminating horseplay.
9. Keep a First Aid Kit handy – **Be Prepared** have a Safety Specialist designated.
10. Keep copies of all correspondence sent and received including fundraising letters and Thank You notes.
11. Review your plan often and revise it if you find a better way.
12. Keep track of any changes to the plan.

6. Complete The Project Report

You have now completed the labor and leadership requirements for your Eagle Project. Now is the time that you will put together your notes, pictures, sign in rosters, and, most important, those things that you learned in putting together and leading a team to complete the project.

You now need to complete the Project Report section of your Eagle Scout Project Workbook. Once again it is recommended that you write enough of a description of the finished project to

enable the Eagle Board to *Paint a Mental Picture* of the project. Ask for a letter of approval from the beneficiary indicating how much they appreciated your project.

Reminder: The Eagle Project must be completed all Merit Badges must be earned and Eagle application submitted to council before your 18th birthday. Remember the sooner you become an Eagle Scout the more Eagle Palms you can earn.

DO NOT PROCRASTINATE!!!

7. The Eagle Scout Rank Application

The Eagle Scout Rank Application may be downloaded from the California Inland Empire Council website at [CIEC Website](http://ciecbsa.org) ciecbsa.org >Advancement>Eagle Scout Resources>Eagle Scout Rank Application

Once downloaded:

1. Complete the application. The merit badges dates earned must coincide with the records on file with the Council - Blue card date.
2. Have your application signed by your Unit Leader and your Unit Committee chair.
3. Write a statement **to be included with your workbook** of your ambitions, life purposes 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. (Requirement number 7)
4. Review for any empty spaces, missing Merit Badges and missing signatures.
5. Call Mr. Perry anytime with questions.

8. Turning in Your Paperwork

Once all of the above has been completed and reviewed to make sure that nothing is missing, then it is time to turn it all in. You will again need to contact Mr. Perry to make an appointment to review your final Project Workbook and Eagle Scout Application. Mr. Perry will hold the project workbook until the board of review. If all is okay, then you will be instructed to hand-deliver the application.

California Inland Empire Council

Hand Deliver: 1230 Indiana Court, Redlands Ca. 92374 Attn. Mrs. Weinrich

Council will verify and confirm all of the information on the Eagle Application. They will then return the Eagle Application to you with instructions to contact Mr. Perry to schedule your Eagle Board of Review. You will need to bring the returned Eagle Application and your Scout Handbook with you to your Eagle Board of Review. Eagle applications are only approved on Mondays and Tuesdays in Redlands.

9. Preparing for Your Eagle Board

The Eagle Board of Review is usually held the 3rd Thursday, and 4th Thursday of each month. If any of those dates fall on a Holiday then an Eagle Board will be held on a different date.

The Eagle Board consists of a panel of 3 to 6 Adults who will reaffirm and test your commitment to leadership and scouting.

Preparing for the Eagle Board is up to you. Some units hold a mock Board of Review to help you prepare for your actual Board

Tips:

1. Your uniform will be reviewed. Wear your field uniform (Class A), including socks, merit badge sash with all patches placed correctly.
2. Know your Scout Oath, Law, Motto, Slogan and Outdoor Code.
3. Show Scout Spirit
4. Demonstrate that you have performed the leadership requirements for being an Eagle Scout.

10. Your Eagle Board of Review

Upon entering the room your Unit Leader will introduce you to the Members of the Board. Your Unit Leader will remain in the room; however, they will not be able to participate in the Board of Review unless called upon by the Board to clarify a point in question. In no case should a parent, guardian, or relative attend the Board of Review, even as a Unit Leader.

There are no set questions that you will be asked as each Board of Review is different and the questions will vary depending on the Board Members. As you know, this is the highest rank that you may achieve so a thorough discussion of your successes and experiences in Scouting will be reviewed.

After the review, both you and your Unit leader will be asked to leave the room while the Board Members discuss your acceptability as an Eagle Scout.

11. The Decision

The decision must be unanimous.

Should you be approved – The effective date of your Eagle Rank is the date of the Board of Review.

The Eagle Board Members will submit your application to the Scout Office which in turn will notify the National scouting office for formal recognition.

You will receive your Eagle Scout Project Workbook back. Be proud of it as it is a One of a Kind Workbook that you worked hard on.

Your Unit Leader will be contacted when your Eagle Certificate arrives at the council approximately 3-4 weeks after your Board of Review.

Please do not plan any ceremonies until after your Unit Leader has notified you that they have received the Certificate.

If you are not approved – If a board does not approve, the candidate must be so informed and told what can be done to improve. Most Scouts accept responsibility for their behavior or for not completing requirements properly.

If it is thought that a Scout, before his or her 18th birthday, can benefit from an opportunity to properly complete the requirements, the board may adjourn and reconvene at a later date. If the candidate agrees to this, then if possible, the same members should reassemble. If the candidate does not agree, then the board must make its decision at that point. In any case, a follow-up letter must be promptly sent to a Scout who is turned down. A copy of the letter should also be sent to the council's designated appeals coordinator. The letter must include actions advised that may lead to advancement, and also an explanation of appeal procedures. (See ["Appealing a Decision," 8.0.4.0](#), or—if applicable—["Appealing a Quartermaster Bridge of Review Decision," 4.4.2.8](#) or ["After the Venturing Board of Review," 8.0.5.5](#).) The council must keep a copy of the letter.

An Eagle candidate may have only one board of review (though it may be adjourned and reconvened). Subsequent action falls under the appeals process. (See ["Appealing a Decision," 8.0.4.0](#).)

12. The Ceremony

Congratulations – You have earned the highest rank that Scouting can award you as a Scout!

You now deserve to celebrate. Your Unit Leader will notify you when they receive your Eagle Scout Rank Certificate from National at which time you can schedule your Court of Honor.