



**Congratulations on attaining the rank of Life Scout.** Your journey here has not been easy. Each step required effort to meet challenges, courage and willingness to learn, serve, teach, lead and grow. Now you face the most significant challenge on your path in Scouting, the Trail to Eagle.

Earning the rank of Eagle Scout has always carried with it a special significance, not only in Scouting but also in higher education, business, community and military service. The award is a performance-based achievement whose standards have been well-maintained over the years. It isn't earned by trying, but by achieving. Not every boy who joins a Boy Scout troop earns the Eagle Scout rank; in fact, only about 4 percent of all Boy Scouts do so. But more than 1 million Scouts have earned the rank since 1911, so it can be done. Whether earned or not, the goals of Scouting—citizenship training, character development, and personal fitness—benefit Scouts of all ranks.

This guide will help you along your path. The journey to Eagle is yours. You must take full responsibility for each step along the way. It will not be easy, but you will have the support of Troop 400's leadership behind you and other Scouts beside you. During this journey you will have the opportunity to demonstrate the leadership and integrity Scouting taught you thus far and apply it in new and challenging ways. Then you will be tested and reviewed. If successful, you will then be recognized for your achievements by wearing the badge of an Eagle Scout.

The steps outline in this guide have been taken from the current requirements to earn the rank of Eagle Scout, as of the date above. Changes to the requirements are possible, so make sure you have the latest information. The guidelines and details to meet these requirements are from a variety of resources, most are listed on the last page. These include the National Eagle Scout Association (NESA), the Timberline District, Denver Area Council and other resources. Each Life Scout is responsible for understanding the requirements and to complete them entirely.

Boy Scouts with disabilities may qualify for modified requirements to earn the Eagle Scout rank. Check with our Scoutmaster for more details.

The sequence of events are:

1. Before your 18<sup>th</sup> birthday, complete all Eagle Requirements:
  - Complete merit badge requirements
  - Six months of leadership

- Complete your Eagle Project
  - Write your Life Ambition Statement
  - Complete your Scoutmaster Conference
2. Within 3 months after your 18<sup>th</sup> birthday (extensions by approval only):
    - Have your Letters of Recommendation sent to the Eagle Advisor
    - Complete your Eagle Application
    - Pass your Eagle Board of Review
  3. Hold your Court of Honor

Details for how to complete each of the above is explained in the sections that follow. Please read each carefully before asking questions.

## Eagle Application Requirements

All requirements (leadership, merit badges, and service project) must be completed prior to your 18th birthday. Then the Board of Review must be completed within three months of the 18<sup>th</sup> birthday. Exceptions may be granted for a later Board of Review, subject to approval, but approval is rare.

**NEW !!!! IMPORTANT !!!! All applications and forms must be the current version. The latest forms our troop is required to use are available from the Denver Area Council at <http://denverboyscouts.org>. Click on the link for Eagle Scout Corner, then the expanded list for Eagle Scout Advancement. You should be completely familiar with all content on this page. The forms for the Service Project, Eagle Scout Application, and Letter of Reference form can be found here along with other important information.**

In this guide, each of the requirements is reviewed in the order they appear on the application. But there is no specific order in completing these requirements. In fact, it is probably to your advantage to complete them in a different sequence. Since merit badges are often dependent on when they are offered, they may take the most time. Depending on what leadership position you select, you may want to take advantage of several leadership training opportunities (such as Big Horn National Leadership School, which is offered only in the summer), before running for a position. The best references may be adults that help with your Eagle Project, so you may want to complete the project before requesting references.

To fill out the application, in order of appearance:

Complete your Eagle Application down to the words "Requirement 1." , Be sure to print neatly or type. You need to verify all the dates with your Troop's advancement chairman. These will be rechecked by the Scout Service Center before your application is approved, so be accurate. Confirm dates with the Advancement Coordinator.

**Requirement 1: Time since earning Life.** You have to have been a Life Scout for at least six months. Write in the date of your Life Scout Board of Review.

**Requirement 2: References.** Select adults familiar with your scouting activities and personal character. **The standard form available from the website above is used for them to provide a reference for you.** A letter is not required, but they may write comments to the board on the back of the form. Please note:

The **Parent Recommendation** is to be given to one or both of your parents.

The **Religious Leader’s Recommendation** is to be given to a pastor, priest, rabbi, youth minister, or other minister who knows you personally.

The **School Official’s Recommendation** is to be given to your principal, vice-principal, assistant principal, or school counselor. If you have made the transition from one school to another in the past twelve months (such as from middle school to high school), you may select an official from your previous school.

The **Employer’s Recommendation** is to be used if you are employed. It can be given to your supervisor, manager, foreman, etc. It needs to be given to someone who supervises your work, and not to a co-worker.

The **Scoutmaster’s Recommendation** is to be given to your Scoutmaster.

**Two other Recommendations** are to be completed by adults who know you personally. These could be from teachers, neighbors, church members, community leaders or adult Scout leaders outside of our Scout troop.

It is your responsibility to ask each of the references to complete the reference form on your behalf. They are not obligated to do so. Explain that the reference is for your application to become an Eagle Scout. Mention that the recommendation is to the Board of Review and will be kept confidential to that board. If a person agrees, you then need to give him or her the proper form. You should also give that person an envelope, properly addressed, complete with postage stamp. The envelope should be addressed as shown below.

<p>Writer’s Name          Writer’s Street Address          Writer’s City, State, and Zip</p>	<div style="border: 1px solid black; width: 60px; height: 30px; margin: 0 auto;">Stamp</div>
<p>Larry Petree          Eagle Scout Advisor, Troop 400          8308 S. Alsab Trail          Evergreen, CO 80439</p>	
<p>CONFIDENTIAL          Re: Your Name</p>	

It is important that you write the word “Confidential” in the lower left corner of the envelope. **It is also important that you write “Re: (and insert your name).”** If our troop has more than one Life Scout, we will not know what recommendation is inside--your’s or someone else’s.

Complete this chart to keep track of your letters:

	Name of Person	Date Form Provided	Date Returned
Scoutmaster			
Parent/Guardian			
Religious Leader			

School Official			
Employer (if employed)			
1 <sup>st</sup> Reference			
2 <sup>nd</sup> Reference			

Be sure that the letters you have agree exactly with the references you listed in Requirement 2.

**Requirement 3: Merit Badges.** Write in the date you earned each badge. This information is on your merit badge certificate. Ask your troop advancement chairperson to help you. All of this information will be verified by the Scout Service Center.

**Requirement 4: Leadership.** List only leadership positions you held for a minimum of six months *after* becoming a Life Scout. The list of acceptable positions is on the application.

**Requirement 5: Eagle Project.** Requirement 5 on your application requires two steps to complete. First you must develop your Eagle Scout Project and have it approved. After it is approved, you must then carry it out. *As a rule of thumb, your project should entail a minimum of 50 hours, to include planning the project, carrying it out and writing the summary.*

Information on how to plan and execute your Eagle Project can be found at the National Eagle Scout Association website ([www.nesa.org](http://www.nesa.org)). Take some time to read about notable Eagle Projects.

In selecting your Eagle Project remember: **the result of the project are not as important as the leadership you demonstrate.** Your project must benefit a non-profit community organization or property not affiliated with Scouting. The best projects leave something behind that says “An Eagle Scout was here”, such as building something or making a significant change. Maintenance projects (like re-painting) meet the requirements but are not ideal. Continuing program projects, like setting up a donation clothes closet at a church, are fine if the sponsoring organization agrees to continue the project.

It is recommended you review a completed project and discuss it with the Scout that completed it before selecting your project or starting it. An Eagle Advisor or Scoutmaster can help with recommendations. Proposing several ideas is recommended. Together you can select one that will provide the best combination of community benefit and leadership challenge.

Once you have an idea you want to proceed with here are the steps:

1. Write a Project Summary using the form from the guide. Roughly estimate time, labor and cost. Be clear about what the project will accomplish and who will benefit.
2. Review your project with the Eagle Advisor.
3. Obtain Troop approval from the Scoutmaster and Committee Chairperson. Be prepared to do a short presentation and answer questions.
4. Schedule a meeting to obtain approval from the District Representative for our Troop. Again a short presentation and discussion. Plan to show up in a Class A uniform for this meeting.
5. Complete the detailed planning of the project, again in close cooperation with the Eagle Advisor.
6. Obtain the approval of the sponsor from the benefiting organization.
7. Now you can begin fund raising and planning execution.

In planning your project consider the resources you’ll need. These include financial, specific expertise (like construction, landscaping and building permits) and labor. Remember you can recruit anyone to help with

your project, not just Scouts. Community involvement is encouraged! We have adults in our troop that are great resources!

Raising funds can be a challenge. Lack of funds can stop your project cold. Funds should come from the community and be raised as part of your project. Consider the funds needed when selecting a project and where they will come from. Options include car washes, bake sales and similar events. Local businesses may donate or the sponsoring organization may contribute. Parents and family can contribute to your fund raising effort, but shouldn't just donate the money.

**Requirement 6: Life Ambition Statement / Scoutmaster Conference.** This requirement is an essay you write on your ambitions and life purpose, according to the directions stated on your application. This is a very important essay and will be read by the members of your Board of Review. It becomes a permanent part of your Eagle Application on file with the National Council. Give careful time and consideration to what you wish to say. The Eagle Advisor and Scoutmasters can review your essay as you are writing it and give you feedback and suggestions. This is a great time to do some soul searching on how you want to spend your life and ask adults for their thoughts.

Type it or write neatly. When completed, sign it and attach it to your application. Expect to discuss your ambitions during your Board of Review.

The second part of Requirement 6 states that you must take part in a Scoutmaster Conference. This conference will take some time. Schedule it ahead of time with the Scoutmaster (two weeks advance notice as a minimum). Bring your completed application, Eagle Project Workbook, Life Ambition Statement and a copy of your advancement and activity records. Show up in a Class A uniform. Be prepared to reflect on your total Scouting experience, including highlights and what the troop can do to improve.

## Tips and Suggestions

1. It's your Eagle. Take responsibility for it. Don't count on your parents or adult leaders to remind you to work on it.
2. Be Prepared .....Every Journey Should Start with a Plan. Earning your Eagle is an achievement. Simply fulfilling the requirements will accomplish your goal, but what you learn and experience along the way to that goal will make the journey more meaningful. Planning for the journey will make the time spent more valuable, efficient and memorable.
3. Start your plan with a timeline. When you are sixteen (or younger), eighteen seemed very far away. But sadly, every Scoutmaster knows Scouts waited just a week or two too long, and didn't "make Eagle" even though they did almost all the work. Make a timeline and a plan. Post it in a place you'll see it frequently. Pick a buddy to make Eagle with – hold each other accountable to dates. Share the dates with your parents so they can help you. Allowing at least a year, maybe two, to complete the steps from Life to Eagle is a good guideline. Plan some extra time in case something doesn't go as planned. During this time you will have many distractions and alternative ways to spend your time, such as school, sports, summer camps and social activities. You will also be expected to stay involved in troop activities and hold a leadership position. Managing your time and energy against these is part of the journey and will require focus and discipline. The planning and execution is your responsibility.

4. Don't follow the application sequence. Requirements 1-5 can be done concurrently and they do not have to be completed in the order they are listed in the application. However, some make more sense to start or complete first. An example might be your project, leadership and recommendation letters. You may want an adult involved in your project to write one of your letters. Your Scoutmaster may be able to better assess your suitability for the award after watching you in a leadership role. Requirement 6 is the last step to complete the application.
5. Seek advice. Everyone will work on the requirements in a different way. Discuss your plans with your Scoutmaster and Eagle Advisor to get advice on how to proceed. Find out what is expected of you in participation, Scout spirit and troop leadership. Each of these is a specific requirement for advancement to Eagle.
6. Big tasks first. Plan your merit badges and your service project so that they will be done well before your eighteenth birthday. This means that the Merit Badge Blue cards must be completely signed and registered at the Scout office and the project report (including photos) completed and turned in before that date.
7. Get to know the adult leadership. Our troop activities are led by the boys. The adults are intentionally in the background. They are supposed to serve as consultants to the troop, especially the older Scouts of high rank or with leadership positions. Now is your chance to get to know them. Ask about their Scouting experience, career path family and life ambitions. You can learn a lot from one on one conversations. Don't forget Committee members and District Leadership too. These adults can be great resources for your Eagle Project, references or help with your Life Ambition Statement.
8. Be directly accessible. Try not to depend on being contacted through your parents, but keep them informed. With their permission, setup your own email account. Add that address to the troop list. If you have a cell phone, make sure the troop has it on the official contact list. During your Eagle Project you will communicate with a lot of other people. Being directly accessible will make projects much easier.
9. Stay involved. Once you finish most of your requirements, find a way to stay involved with the troop. This is the point where you can have the biggest positive impact on younger Scouts. Lead a camping trip or service project, drop into a Patrol, help with rank advancement or organize a merit badge. Ask the adult leadership how you can help. Need a summer job? Consider working at a camp. Remember, the younger Scouts are always watching, wanting to be like you.
10. Don't forget outside support. Others outside of Scouting will know of the challenges you face and provide support and encouragement. The Eagle Scout is among the most recognized awards a youth can achieve. Let others know about your challenge. These may include your religious leaders, school teachers and administrators, members of the military, local law enforcement and leaders of local charities. They may support you with simple words or may want to help at your Eagle Project.

## Completing the Application: Final Steps:

1. **Have the Application Reviewed by the Eagle Advisor.** After you have completed all of the items on the checklist, give the complete application to the Eagle Advisor, or designated substitute, for review.

The complete application includes

- Eagle Scout Rank Application
- Life Purpose Statement
- Eagle Service Project Workbook

All of the above should be in the binder with your Eagle Project records.

2. **Scoutmaster Conference:** Schedule this at least a week in advance. Plan on it taking about an hour. Show up in full uniform and be ready to discuss your scouting experience in detail.
3. **Application Review by the Council.** The Council Service Center will verify all of the dates on your application. A Council representative will then sign your application if all is in order and return the application to the Eagle Advisor. If your application is disapproved either by the local or national council, you will be informed as to the reason for the disapproval and will be told what needs to be done to correct the deficiency. Allow at least two weeks for this process to complete.
4. **Board of Review.** The final step is your Eagle Board of Review. The Eagle Board of Review is conducted under the supervision of the District Advancement Committee. Planning your Board of Review is your responsibility. With the exception of the District Representative and Troop Committee representative, you select and invite four other members.

In Troop 400, we prefer:

- Two adults from the troop (not a Scoutmaster) familiar with your journey to Eagle;
- A new adult from the troop (less than one year);
- A member of the community who is not actively involved in Scouting;

From this group you will coordinate the best time for the Board to meet and the location. Allow at least two weeks advance notice in scheduling your Board of Review. You are responsible to reserve the location, invite the board members and confirm all planning details with the Eagle Advisor. Your parents can attend but they will need to sit outside the room while the interview is conducted. But they can (and will enjoy) be present when the board delivers it's conclusion.

Your Eagle Application, Life Ambition Statement, Eagle Project Worksheet, and recommendation forms will be reviewed by the members of your review board. Only the board members will see your recommendations. They will be destroyed following your Board of Review to protect the author's confidentiality. Think of the Board of Review like a job interview. Expect some hard questions and give full complete answers. Your Eagle Advisor, Scoutmaster or parents can help you prepare. Show up in full uniform. Plan on the review lasting several hours.

5. **Application Sign-Off.** Upon successful completion of your Eagle Board of Review, your application is signed by the chairman of the Eagle Board of Review, an appointed representative of the District or

Council and is then sent to the Council Service Center for the Scout Executive's approval. As of the date of sign-off, and barring a very rare issue with nationals, **you are now an Eagle Scout!**

6. **National Approval.** Your application is then forwarded to the National Boy Scout headquarters for review. Approval normally takes about two to four weeks.
7. **Eagle Kit.** When your certificate and Eagle kit are received by your troop, you can then plan your Court of Honor.
8. **Court of Honor.** You earned it! Now it's time to recognize your achievement. You and your parents can plan your Court of Honor to share your Scouting experience and achievements with others. This is often a family celebration as well as one for our troop. There are a variety of scripts available that describe the journey to Eagle you can select from.

While this event is a recognition and celebration of your achievement, it's also a great opportunity to thank those that have helped you along the way and encourage those that will follow. Be sure to invite younger Scouts from our troop or other troops (very motivating for them), friends that have heard about your experiences and adults that have helped you along the way. Give some thought to those that helped you. Most CoH scripts include a segment where you can thank them.

## **You've Made It – What's Next?**

### **Your Troop**

Troop 400 has a number of Eagle Scouts still on the active roster. We'd welcome your involvement and support. You now have more offer than ever before and the younger Scouts will look up to you as an example.

Don't forget about the challenge to add Palms to your Eagle by earning more merit badges. This is a great way to continue your Scouting experience, learn more and stay involved.

The adult leadership needs Eagle Scouts to help run the troop. You'll have a chance to put your leadership skills to work and enjoy Scouting at the same time.

On a national level you will be able to join the National Eagle Scout Association, where you can meet other Eagle Scouts from around the world and have the opportunity to serve at a higher level. There are also local Eagle Scout Associations world-wide, bringing together people with common background and values.

### **Venture Scouts**

Venturing is the "Senior Scout" part of Boy Scouts, for boys and girls aged 14 or who have completed 8<sup>th</sup> grade. Venturing is built on Scouting ideals, taking leadership, learning and adventure to a higher level. The Eagle Badge can be earned while in Venturing. You can be a member of our troop and Venturing at the same time. Venturing units are almost fully run by the participants, with adults acting as advisors. This a great opportunity to refine the leadership and outdoor skills you have learned. The adventures will definitely be a few notches higher than Boy Scouts.

### **Adult Leadership**

If you want to stay involved with a Troop after you turn 18 there is a Junior Assistant Scoutmaster (JASM) program. From there a whole new level of Scout opens up providing more leadership training, activities and a chance to get involved at a higher level. Some Scouts stay involved to earn 10, 20, 30, 40,50 or more year Service Awards. District and Council participation and leadership opportunities are ready and waiting.

Be sure to include your Eagle rank on your resumes. It's also a great addition to job, college and military applications. Be ready to discuss your Scouting experience.

Regardless of where you go or what you do, you will be distinguished among others; for you have achieved the rank of Eagle Scout.

### **Suggestions for Parents**

You are also to be congratulated for your son's achievement in becoming a Life Scout. No doubt you have seen your son grow in many ways. Only in rare exceptions is it possible for a Scout to reach this rank without significant parental support. This probably included encouragement, pushing, organizing and being involved with the troop as an adult leader, merit badge counselor and/or going camping.

For your son to get the most out of this last step, they need to assume most of the responsibility and find their own motivation. The Eagle requirements are similar to challenges they will face in the adult world: planning, execution, responsibility and communication. Non-scouts often don't lead their first project until much later in life. The Eagle Project is intended to give them this experience. The Board of Review will be similar to a job interview.

My suggestion is for you to step back, let them take the lead. Let them make the phone calls. Perhaps set up their own email address (a free one like gmail is perfect – you can ask for the password). Other resources are available, but have them do the asking. When this journey is finished they should be able to work one on one with adults they don't know to enlist support they need to accomplish a goal. They should be able to motivate their peers to contribute to their project. And they should be able to account for their decisions and actions independently.

You can support them in this effort by being involved, but let them do the planning and work. If they are up against limited time due to their 18<sup>th</sup> birthday, make sure the troop is aware of that and any other time restrictions (like sports or family obligations).

The leadership of the troop and district are available for you or your son as needed. We all have the same vision, your son achieving the rank of Eagle.

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## References and Resources

### Eagle Application

Three forms are needed for the Eagle Application. The links below were taken from the Denver Area Council website, Eagle Corner:

Current Eagle Scout Application:

<http://www.scouting.org/filestore/pdf/512-728.pdf>

Letter of Reference form:

<http://denverboyscouts.org/openrosters/DocDownload.asp?id=31195>

Unit Advancement Report:

<http://www.scouting.org/filestore/pdf/34403.pdf>

### Eagle Project Workbook

Information on how to conduct your Eagle Project is also available from the DAC website, Eagle corner:

<http://denverboyscouts.org/openrosters/ViewOrgPageLink.asp?LinkKey=15686&orgkey=1699>

From this link you'll be able to access the workbook template and other information.

### Denver Eagle Scout Association

After you earn the rank, you are able to join other Denver area Eagle Scouts to stay in contact with Scouting and make new friends from this elite group.

<http://denverboyscouts.org/openrosters/ViewOrgPageLink.asp?LinkKey=10890&orgkey=1699>

### National Eagle Scout Association:

The NESA is the premier Eagle Scout group. Obtain access to a variety of resources from their website:

<http://www.nesa.org/>

### Venture Scouting

<http://www.scouting.org/scoutsource/Venturing.aspx>