

HEART OF NEW ENGLAND COUNCIL LIFE TO EAGLE GUIDE

FIRST AND FOREMOST: ***Read all materials in this packet carefully and completely. This portion of the guide will focus mainly on your Service Project, Application process, and Board of Review. See the Steps to Eagle Tips and Advice insert for more useful information on the other rank requirements.***

Requirements:

1. Be active in your Troop and your Patrol for at least six (6) months as a Life Scout.
2. As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future.
3. Complete all merit badges required for the Eagle rank (21 Total).
4. Serve actively for at least six (6) months in a qualified Troop position of responsibility while a Life Scout.
5. Eagle Service Project: While a Life Scout, plan, develop, and give leadership to others in a service project.
6. Participate in a Scoutmaster Conference.
7. Complete your Board of Review.

1-6 CAN BE DONE IN ANY ORDER! DO NOT WAIT TO PICK / START A SERVICE PROJECT!

YOU CAN WORK ON MERIT BADGES WHILE WORKING ON YOUR PROJECT AND BEFORE/AFTER YOUR PROJECT IS DONE

Guide to Navigating Your Eagle Scout Leadership Service Project (Requirement 5 above):

Choose an Eagle Service project (see “Frequently Asked Questions About Eagle Leadership Projects-attached). The project may be started after you become a Life Scout but **DO NOT BEGIN ANY WORK UNTIL ALL PROJECT APPROVALS HAVE BEEN OBTAINED!** Otherwise, your project will be voided and you will have to start over with an entirely new project! Consult your Scoutmaster or Advancement Chairperson for guidance.

The planning and leadership **MUST BE YOURS**, not your parent’ or anyone else’s. They can provide ideas and assistance, but **YOU** are the leader. Remember, your Board is going to be looking at your Project and asking how you showed leadership through the project!

It is **REQUIRED** you use the Eagle Service Project Workbook 2023 version. It has **EVERYTHING** you need in it to complete a successful project and report back on your work in a clear and concise manner. You can find a fillable PDF copy at:

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

PROJECT PROPOSAL:

Begin to complete the cover page with your full name and give your project a brief name. Then start filling out pages B-E. If you have any questions, look at the guide on page A! It will help. Your proposal should answer all the who, what, where, when and hows of your idea: Who is benefiting from what, where it will take place, how many people it will take to plan, fundraise (if applicable), procure and implement, over what period of time. Check the Council calendar to see if a Life to Eagle workshop is scheduled; workshops are a great guide and will help you avoid common mistakes. If you still have questions, contact your Scoutmaster, Committee Chair or Advancement Chair.

In uniform secure the written approval of an official of the group or organization that will benefit from the project (your project beneficiary). Do this before securing any other signatures.

In uniform present your detailed Eagle Project proposal to the Troop Committee. The Troop Committee knows what the requirements are and what the District Advancement Team will be looking for. Get their advice and make any changes they think will help you with your Project. They can't change the project or its scope, but they may recommend adding things like safety measures or more detailed wording. Secure the written approval of your Unit Committee Chairperson for your project. This signature must be obtained before the signature of the District Advancement Chairperson (or representative).

Any donations of goods, materials, or financial assistance requires a Fundraising application. Even if a local hardware store is donating your project materials, you must submit a Fundraising Application. If you are raising funds to purchase anything in conjunction with your project, you must submit a Fundraising Application. You can be vague when filling this out, but approvals must be submitted and signed. *It will make life easier if you have this when you meet the Advancement Chair or the representative to sign at the same time as you get your approval!* If anyone asks for a tax ID number, you cannot get one from the Council or District. As an individual, you cannot solicit donations in the name of the Council or District you're your unit or sponsoring organization has a number, you may use that, or if the organization you are doing the project for has a Tax ID number, you can use that. Otherwise, the goods and gifts received for your project are non-deductible.

In uniform, secure the written approval of the District Advancement Chairperson (or representative) **before you begin any work on the project**. There are two approved methods to submit with HNE: you can upload pertinent pages in .pdf or .jpg formats using the web portal at hnebsa.org, under the Program/Advancement tab, or submit to the Council Service Center at Treasure Valley Scout Reservation. You will then be contacted by a Council Eagle Advisor to meet for a formal review and outline the project with them. IT IS EXTREMELY RARE THAT YOUR PROJECT WILL BE SIGNED WITHOUT A FEW QUESTIONS BEING ASKED! BE PREPARED! YOU MAY NEED TO REWRITE THE PROPOSAL MORE THAN ONCE. Once it is signed, and only then, you can proceed with working on your Project. START YOUR SERVICE HOURS LOG! YOUR PROJECT STARTS NOW!

PROJECT PLAN: HERE IS WHERE THE HOMEWORK BEGINS.

Start filling out the Service Project Plan. This is where you can add recommendations from your Troop Committee, Project Coach, and Council Eagle Advisor (or rep) and SKETCH OUT HOW YOU HOPE YOUR PROJECT WILL WORK. Here is how you tell your "Team" how they are going to do things from A-Z. You will be working off this plan; it should be VERY DETAILED, so detailed that if for any reason you were not able to be at your Project, another Scout could still run the project in your absence. This is where you figure out the quantities of materials, the exact cost, and how you are going to get everything done. This is where you figure out the "hows" and put it on paper. Give yourself plenty of time to plan, and include a timeline that includes delays. Also, include alternate options if something (like planned donations) do not come through. BE PREPARED! Review with your Project Coach and your Project Beneficiary.

PROJECT WORK

You may now proceed to carry out your Project. Take photos before, during and after project work. You and your unit will be required to have two-deep leadership at all times during the execution of your project. While you will be leading the project, the adults will be responsible for ensuring the safety and well-being of all youth under your responsibility, including determining whether persons using tools are capable of using them properly. Be sure that you and the adults you select are aware of and comply with this important responsibility. If you or the adults have questions, refer to the GUIDE TO SAFE SCOUTING. Don't forget to log *every minute* that you and your team has worked on the project. Phone calls count. E-mails count. Meetings count. Actual work counts. Keep a spread sheet and have a sign in sheet with you on your work days! **REMEMBER- THIS IS YOUR PROJECT! LEAD, DIRECT, ADVISE AND DELEGATE! MAKE/KEEP NOTES on every phase of the project. They will be very valuable when you are filling out your Project Report.**

PROJECT REPORT:

Be as specific as possible, include as many pictures as possible, and be honest! Use additional pages if you feel you need more space to explain any of your answers. Refer back to your notes on each phase of the project. Attach the sign in

sheets and any work logs, and attach pictures. Remember, your Board of Review will be looking closely at how you led, how you delegated, and how you overcame obstacles. Be detailed. BE PREPARED!

Have your project beneficiary review your work, and if they are satisfied that the work has been completed as outlined in your proposal, have them sign the Report (page C). Remember, the project terms cannot be changed by the beneficiary! If you have any issues with procuring the authorizing signature from the beneficiary, please contact your Project Coach, Unit Advancement Chair and Scoutmaster for guidance.

Have your Unit Leader and Committee Chair sign Page C of the workbook.

The Home Stretch (After Eagle Requirements 1-5 are done)

Complete the Eagle Scout Rank Application. This form can be found here:

https://www.scouting.org/wp-content/uploads/2026/02/512-728_26-Eagle-Scout-Application_WEB.pdf

OR you can start filling out the application directly from Scoutbook.

Practice on a draft copy before completing the original. Be sure the form is current. This form must be completed in blue or black ink or in Adobe. Be sure your dates are accurate. Your Scoutmaster can run an Advancement Report for you, or have Council run one (just call Council, they will be happy to accommodate). All of your rank dates are listed on the report and will be helpful.

Complete your Personal Statement and attach this to your application. The statement is to be either typed or neatly, legibly printed (or handwritten) in blue or black ink and signed. Include some of your life goals and how your Scouting experience will help you achieve these goals.

Participate in a Scoutmaster conference. Attend in full uniform. Your Unit leader will review your completed Eagle Scout Rank Application, your Scouting history, unit participation, future goals, and Scout spirit. If satisfied that you are ready for the Eagle Rank, the Unit leader will sign and date your Eagle Scout Rank Application. His/her signature indicates confirmation that you have the skills and requirements to become an Eagle Scout.

ALL OF THE ABOVE REQUIREMENTS MUST BE COMPLETED, SIGNED AND SUBMITTED TO COUNCIL BEFORE YOUR 18TH BIRTHDAY

You are now ready to submit your Eagle Application.

Step 1: **MAKE COPIES!** Please keep a copy of your SIGNED full application, SIGNED Service Project paperwork and Life Ambition Statement letter. Again, you have two approved options for submission:

Upload on the hnebsa.org website under Program/Advancement using a .pdf or .jpg file. You do not need to submit your Service Project Paperwork. You will need to bring your Service Project Paperwork to your Board of Review.

Deliver your application and statement of ambition to the Council office at Treasure Valley Scout Reservation*. Any of the Council staff can accept your application. Please check Council Service Center hours before you visit!

What to expect next:

A Council representative will send out letters requesting references using the names and addresses you supplied. Double check these before you submit your application! Make sure all your information is legible! Someone from Council will contact YOU if they get no response on recommendation requests. Hint: give your references a heads up that they will be contacted. The registrar will also run a report off of the National BSA database outlining all your rank requirements and confirm you have met all the rank requirements set forth by the BSA.

Once your letters have arrived and your rank credentials validated, Council will forward your application to your Eagle Advisor. This takes about two-three weeks.

Your Advisor will review your completed materials, then will then contact your Scoutmaster and Troop Committee Chair to schedule an Eagle Rank Board of Review.

EAGLE BOARD OF REVIEW CHECKLIST:

Attend your Eagle Board of Review in FULL CLASS A UNIFORM.

Have your Scout Handbook ready for review. Has everything been signed? Are they the MOST CURRENT rank requirements? If you are not sure, check with your Scoutmaster!

Have your FULL Project Workbook including all pictures for the Board. If possible, have a copy or two of the pertinent pages. Remember, there will be 3-6 people on your Board to review your paperwork, it is much easier and quicker if they have their own copies and not have to pass one copy around the table. You will be waiting with your Scoutmaster, your Committee Chair and/or your parents at this time. The Council Representative will ask your Scoutmaster or unit representative to present you for consideration to the Board and has the option of staying in the room with you, *but cannot participate in the Board.*

Your Eagle Board is not unlike all your previous Boards of Review. You will be asked about your Scouting experiences, your home and school life and your Project. They may ask to have more information about your Project. Be honest. Remember, your Scoutmaster and Committee Chair have already validated that you have earned the honor to be considered for Eagle. The Board is there to make it official.

Once your Board feels they have gathered enough information from you to make an informed decision, you will be asked to leave the room so they can discuss, deliberate and vote. The vote must be unanimous in favor of attaining your rank. If you pass, the Advancement Chair or Representative will sign your Application and your Scout Handbook.

Your Application will be forwarded to Council via the Advancement Chair or Representative. The Council will record your paperwork and forward it to National for final approval. This normally takes two to four weeks if all forms are correct. After National approves your Application, they will send back your official Eagle Packet and Council staff will contact your Scoutmaster and/or Committee Chair to pick it up.

You can now start planning your Eagle Court of Honor! Congratulations!

IF YOU HAVE ANY QUESTIONS, REFER TO YOUR SERVICE PROJECT PROPOSAL WORKBOOK, FAQ SHEET (ATTACHED), YOUR SCOUTMASTER, COMMITTEE CHAIR OR EAGLE ADVISOR. THEY ARE ALL AVAILABLE AND HERE TO HELP YOU SUCCEED.