

# INSTRUCTIONS FOR LIFE TO EAGLE

**Use as a checklist. Proceed line by line.**

April 2014

**First!** As a new Life Scout locate and consult the Eagle Coach assigned to your unit to get started. **If your unit does not have an eagle coach the District Advancement Committee member below for you stake will act as your eagle coach.**

**Contacts for scheduling Project Approval, Eagle Packet Review and Eagle Board of Review at the district level:**

- Kendall Crittenden - District Advancement Committee Rep for Heber Stake
- Laura Marsh - District Advancement Committee Rep for Heber North Stake
- Kim Gilboy - District Advancement Committee Rep for Heber East Stake
- York Fitzgerald - District Advancement Committee Rep for Midway Stake
- Yvonne Barney - District Committee Chair

## **Instructions for completing Eagle Project Workbook**

- Use the **2012 Eagle Scout Service Project Workbook** from your Eagle Coach, Stake Rep or this website ONLY <http://www.utahscouts.org/advancement/45758> . Other versions cause problems. **OPEN IT IN ADOBE READER ONLY, OTHER PDF VIEWERS WILL CAUSE PROBLEMS.**
- Read the entire Eagle Scout Service Project Workbook.** Read page 21 “Message to Scouts and Parents or Guardians” with your parent or guardian.
- Decide what you would like to do for your eagle project.
- Discuss your idea with your eagle coach, scout leader or District Advancement Committee member for your stake.
- Obtain verbal approval from your Eagle Coach; he or she will consult District Advancement Committee as needed.
- Prepare your Project Proposal (pages 6-10 & possibly 17) using the fillable PDF form on your computer. Your Eagle Coach will help you!
  - Page 6 must be **completely** filled out. This means fill in every blank spot. Ask your YM Pres for help.
    - BSA PID #'s not required.
    - Utah National Parks Council's address is **150 N Main Street #102a, Heber City, UT 84032**
    - Council's phone # is **(435) 657-0073**.
    - No email address required.
    - A Tour Plan/Tour Permit *is not required by council* (page 9)
  - The Fundraising Application (page 17) must be completed and signed for **any** contribution(s) received outside of your scout or family unit. If you plan and keep contributions only from you, your parents or relatives, your unit or organization the *fund raising application is not necessary.*
- Email pages 6-10 & 17 (if you need fundraiser approval) to your sub-district's (Stake) Advancement Committee Representative. He/she will forward it to other DAC members for their review and then send it back to you with any needed additions or corrections.
- Print** pages 1-10 & 17 (if needed). Read & sign: Eagle Candidate's Promise (page 10).
- Obtain all proposal approval signatures from Unit Leader, Unit Committee & Beneficiary (page 10). Get signatures on page 17 if necessary.
- Schedule appointment to obtain district approval signature (page 10). Your Eagle Coach or Unit Advancement Chair is **strongly encouraged** to attend this appointment with you.
- Complete Final Plan in your saved fillable PDF (pages 11-16) after you get all signatures on page 10. Your Eagle Coach will help you. Starting date of project (page 11) is anytime after proposal has been approved & signed by District Advancement Committee.
- You may now begin working on your project.**
- Completely fill out Eagle Scout Service Project Report in your saved fillable PDF (pages 19-20) upon completion of project (Give detailed answers).
- Include photos or documentation of letters, maps, handouts, printed material or similar items that might be helpful to your board of review. Do not use any page protectors or binders for your Project Workbook.
- Read and sign: Eagle Candidate's Promise (page 20).
- Obtain completion signatures of Beneficiary & Scout Leader (page 20).

## **Instructions for completing Eagle Scout Rank Application**

- Use the **2014 version of the Eagle Rank Application.** Use only the from your Eagle Coach, Stake Rep or this website <http://www.utahscouts.org/advancement/45758> . Other versions cause problems. **OPEN IT IN ADOBE READER ONLY, OTHER PDF VIEWERS WILL NOT WORK CORRECTLY!**

- Read entirely through** then you can start filling in the fillable PDF.
- Use complete dates (MM/DD/YY).
- Boy Scout, Varsity Scout & Venturer Joining Dates obtained by District Advancement Committee. This will verify your current registration with BSA as a Troop, Team or Crew member of your unit.
- Use Member Unit Advancement Summary from your troop Advancement Chair to fill in rank advancement dates. Verify your tenure between rank advancements (4 mo. for Star, 6 for Life).

**Requirement #1:**

- You must be active in your unit for 6 months as a Life Scout.

**Requirement #2:**

- Request 5 or 6 letters of recommendation that demonstrate how you live the Scout Oath & Law (they cannot be older than 3 months prior to your Eagle Board of Review). See PDF on how to manage your letters of recommendation.
- List full name, address (street, city, state & zip), phone number & email.
- Provide stamped envelopes with your Eagle Coach's or District Advancement Committee member's address on it. (You must not personally handle your letters. This is a BSA requirement!)
- One parent letter.
- Ecclesiastical leader (if not affiliated with a religious organization then your parent or guardian provides this reference). For an LDS unit, it is only your bishop.
- Educational letter from your current school year.
- Employer letter if you are employed.
- 2 other letters (cannot be **current** scout leader or **any** family member).

**Requirement #3**

- List 21 earned merit badges & the unit(s) you earned them in (4 required & 2 electives earned before your Star Rank, 3 required & 2 electives earned before your Life Rank). There will be a total of 12 required & 9 electives.
- Cross off unused merit badges on 6 & 9. If both were earned, list the one earned first as required and the other(s) between 13 and 21.
- Enter elective badges chronologically, not alphabetically.
- Use month, day & year of merit badges found on Member Unit Advancement Summary (not blue card).

**Requirement #4**

- List only positions served after Life Board of Review date.
- Serve actively for a period of 6 months.
- Leadership position must be found on Eagle Scout Rank Application under Boy Scout troop, Varsity Scout team, Venturing crew/ship or Lone Scout.
- Leadership position must correlate with your joining dates on the front of your application.

**Requirement #5**

- Eagle Project name.
- Enter your grand total of hours (page 20 of workbook).
- Enter the date your project was finished (page 11 & 20 of workbook).

**Requirement #6**

- Enter the date of your Scoutmaster (Unit Leader) Conference. It must be held before your 18<sup>th</sup> birthday, it need not be the last item accomplished.
- Statement of Ambitions & Life Purpose, and listing of positions, honors and award* (one page neatly representing your best self). See PDF for instructions
- Before you get any signatures on your rank application email a copy of the completed PDF to your stake representative. After you get approval, print and get signatures.

**Signatures:**

- Obtain original dated signatures and phone numbers.
- Certification by Applicant
- Unit Leader Approval
- Unit Committee Chair Approval

**Your Completed Eagle Packet will include:**

- 2012 Eagle Scout Service Project Workbook*
- 2014 Eagle Scout Rank Application*
- Member Unit Advancement Summary* from your troop advancement chair listing **all** earned merit badges.
- Statement of Ambitions & Life Purpose, and listing of positions, honors and awards.*
- 5-6 Requested *Letters of Recommendation*