

# Troop 10 Eagle Scout Process

## Important Phone Numbers:

Troop 10 Eagle Scout Project Coordinator: Bob Carrington 215-321 0767 (Home) 215-378-3652 (Cell)

Troop 10 Scoutmaster: Michael Gordon 215 485-2392 (Cell)

Troop 10 Committee Chair: Dr. Lance Wilson 215-493-8916 (Home) 215-407-9113 (Cell)

Troop 10 Advancement Chair: Peggy Pelosi 215-321-1582: (Home) 215-595-1840 (Cell)

Council Eagle Scout Project Coordinator: Tom DeShields 215-378-3708 (H)

**Make that First Call!** Most importantly, *make that first call!* You'll be amazed how quickly your project progresses once you've got that call out of the way and you have a project idea to work on!

## STEP 1: Call to meet with Eagle Project Coordinator Bob Carrington

If you have an idea for an eagle project you need to discuss it with Mr. Carrington. Mr. Carrington will review your proposed idea to see if it is Eagle worthy. If it is not, he will give you guidelines on how to improve the project. **If you need project ideas** log onto Troop 10's website [www.bsa-troop10-lmt.org](http://www.bsa-troop10-lmt.org) click on the links bar on top and scroll down to the community service links list. Mr. Carrington will give you the official Eagle Scout Leadership Service Project Workbook (the "Workbook") which you should read many times. You should meet with Mr. Carrington and the non-profit organization that will benefit from your project (the "Benefiting Organization") as many times as needed until you have enough information to fill out a project description. Once the project description is completed ask Mr. Carrington to review it one more time before presenting it to the Benefiting Organization to get their signature (on page 6) in the Workbook.



**DO NOT** enter the text for your project description and details directly in your Workbook. Instead, create a Word document that follows the headings in the Workbook. Then, after your project has been approved by the Scoutmaster and the Troop Committee, and before you present it to Council, Mr. Carrington will help you attach the pages from your Word document to your Workbook.

## STEP 2: Project Details

Take pictures of the project site and/or make drawings of what you will be building. Develop lists that describe how you will complete your project, including lists of: safety procedures, supplies needed, and a day by day description of what you plan to accomplish. **Quality paperwork versus quantity of paper is recommended.** One of the most common questions Life Scouts have when drafting their Eagle project write-up is, "How much detail do I have to provide?" A good rule of thumb is that if you can hand your project to another Life Scout and that Life Scout can complete your project without your involvement, then you have provided enough detail.



### Don't Do This Alone!

The Life Scout is not expected to complete the Life-to-Eagle journey by himself. In fact, we advise against it. You need to meet with Mr. Carrington our Troop's Eagle advisor. Do not attempt to complete this process without relying on Mr. Carrington's wisdom and guidance.

### STEP 3: Signatures for Project Plan from the Scoutmaster and Troop 10 Committee

When Mr. Carrington agrees that you have sufficiently described the details of your proposed project, you should obtain a second signature (on page 9 of the Workbook) from the Benefiting Organization and make an appointment with our Scoutmaster, Mr. Gordon. The Scoutmaster will review your project, and upon approving it, sign the Workbook. Next call Dr. Lance Wilson, Troop 10's Committee chair, to schedule an appointment at the next Troop Committee meeting to present your project for approval by the Committee. **The committee meets the first Wednesday of each month at the Yardley United Methodist Church starting at 7:30 PM.** Bring your Workbook and 8 copies of your Word document that follows the sections in the Workbook. (You need only one set of the before pictures for the Committee meeting.) Attend this meeting in full class "A" uniform and be prepared to answer questions about your project. The Committee will either sign your Workbook at the meeting, or instruct you on required changes/improvements to the project and its documentation. After all the changes are made and you have the final sign off from the Troop Committee, you need to meet with Mr. Carrington to help you correctly paste the word documents into the Workbook. **[You now have the FOUR signatures that are required before submitting your project to Council: Dr. Lance Wilson our Committee chair, Mr. Gordon our Scoutmaster, and TWO signatures from the Benefiting Organization.]**

Remember, you cannot begin work (other than planning and write-up) on your Eagle project until it has been approved by Council.  
If you begin work *before approval* your project will be disqualified.

### STEP 4: Council Approval Signature

Call Tom DeShields, Council Advancement Chairman, at 215-378-3708 or 215-295-5432 to schedule time to meet for final approval and to get our Council signature. **The Council meets on the second Wednesday of each month at Crossing Community Church, 80 Silver Lake Road, Newtown.** The Council may have additions or changes that you may need to make before they will sign off on your project. Get the contact information from the Council advancement representative you meet with so you can call him as soon as your project details are edited to their satisfaction. **Call Mr. Carrington and Mr. Gordon to let them know the outcome of the Council meeting.**

**Begin the fun part - working the project!** If you have prepared a good plan (which you will have or it won't be approved by Council), all you have to do is follow the plan and make the project happen. Do what you said you were going to do. It is important that you **keep very good notes about everything that is done.** Keep lists of all work done, who helps on the project, and how much time each of them spend. For your final report, you will need to discuss any required deviations from the plan, so keep good track of this information as you go along. **Take pictures of each stage of the work.** These will be included in the final report and will be a nice souvenir of an important milestone in your life. Keep track of all materials, supplies, tools, etc. used, paying particular attention to any differences from you original plan. **Save all receipts.**



## **Step 5: Request letter of completion and get signature sign off**

Request a letter from the Benefiting Organization, stating that they are very satisfied with your finished job. Have the Benefiting Organization certify that the project was completed to their satisfaction by signing the designated place in the Workbook.

### **Essential non-project requirements**

***Earn a Total of 21 Merit Badges:*** As a Life Scout you have already earned at least eleven merit badges, including seven that are Eagle required. All of these badges may be counted toward your Eagle rank. Of the twenty-one merit badges you must earn for Eagle, twelve are identified as *Eagle-required* badges, and all twelve must be earned. The remaining nine can be any merit badges you choose. Our Troop 10 Advancement Chair will have records of the badges you have earned. However, you should keep a record as well. Mistakes can happen or records can be lost. Keeping the Applicant's portion of the merit badge cards as you earn them is a good way of protecting yourself. **You can begin your Council approved Eagle Project before earning the required 21 merit badges, all merit badges must be completed before you are 18.**

**Send or deliver the appropriate Eagle Character Profile forms to the people listed below. Through these forms you are asking the designated people to recommend you for the rank of Eagle Scout. You will need a total of seven if you have an employer, six if you do not. The Scoutmaster's recommendation is not recorded on the application, however it is mandatory. The Scoutmaster's recommendation is extremely important and cannot be listed under the "other" category.**

#### **Character Profiles are to be given to:**

- Scoutmaster (cannot be used as an "other")
- Parents
- School
- Religious Leader
- Employer, if any (if none, leave blank)
- Two (2) other people, whom you know personally and can provide a recommendation like neighbors, relatives or other group or Scout leaders

**If you don't attend a religious institution, you will need to type a letter stating your belief in God.** Our Scoutmaster can give you guidance, and Pastor Bob Combe of Yardley United Methodist Church has offered his services in this area. With each character profile form, provide a stamped envelope addressed to Troop 10 Advancement chair, Peggy Pelosi, 884 Henry Drive, Yardley, PA 19067. These letters must be submitted with your Project Workbook for the final review. You will need to record the addresses, phone numbers, and email addresses of the people filling out the character profile forms on your BSA Eagle Scout rank application.

### **Completing The Eagle Scout rank application**

The Eagle Scout rank application can be found online at [www.buckscountybsa.org](http://www.buckscountybsa.org). Click on "districts", choose "Playwicki", click on "information for eagle applicants", and then click on "Eagle Scout Application." You can fill in all the information online and then **print the application DOUBLE-SIDED and in color. It is very important to fill out the application neatly and accurately.** Mrs. Pelosi will print out your Individual History Report which lists all the dates

you will need to fill out the application. If you see any discrepancies on this report, let Mrs. Pelosi know as soon as possible.

**Fill out the Statement of Eagle Scout Award Applicant** - This is a Bucks County Council requirement. Use the forms supplied in your Eagle Packet and continue on separate paper if necessary. *Write your Statement of Life's Ambitions*, as described in the Eagle Scout Rank Application. This is a very personal item and there are no guidelines as to its length. The intent is for you to think about what you have done in your life up to now and what you are going to do in the future. Describe any honors and awards you have received outside of Boy Scouts.

**Call your Scoutmaster to schedule your Eagle Scoutmaster Conference.** Wear your full Class A uniform. Bring your Boy Scout book, Eagle Packet, and BSA Eagle Rank Application. After a successful Scoutmaster Conference you can now fill in the date of the Scoutmaster Conference on the BSA Eagle Scout Rank Application (requirement 6). Receive the character reference forms from your Scoutmaster in a sealed envelope. Do not open the envelope. **Obtain his signature on the BSA Eagle Scout Rank Application.**



**Call to meet with Advancement Chair, Mrs. Pelosi, at 215-321-1582 or cell 215-595-8940 or email [peggy.pelosi@verizon.net](mailto:peggy.pelosi@verizon.net).** Bring your entire packet; signed Eagle Packet, the character profile form from your Scoutmaster, statement of Eagle Scout award application, and letter of completion from the Benefiting Organization. The entire Eagle Application will get reviewed to make sure it is filled out correctly and all the documents are in order.

**Call Committee Chair, Dr. Lance Wilson, at 215-493-8916 or (H) or 215-407-9113 (C) to schedule a time to meet with him to obtain his signature on the BSA Eagle Scout Rank Application.** Bring your entire Eagle Application so he can also review the packet.

**Call to meet with Advancement Chair, Peggy Pelosi, to present your completed Eagle packet and application.** She will copy the entire Workbook and deliver it to Council and obtain a dated receipt.

**Council will take up to two months to process your application (It depends on when the packet is delivered since the Council meets the second Wednesday of each month). Direct all questions to the Advancement Chair.** Council will forward your packet to the Eagle Board of Review Coordinator. The Eagle Board of Review Coordinator will review your application packet and deliver the packet to the representative who will schedule and conduct your Eagle board of review with two more adults from our Troop.

**Eagle Board of Review:** The Eagle Scout candidate will be contacted to schedule their Eagle Board of Review. Following a successful Board of Review, application Requirement 7 will be signed on 5 copies of the application and you are an Official Eagle Scout! Call our Scoutmaster Mr. Gordon 215 485-2392 (Cell) and Mr. Carrington 215-321 0767 (Home) or 215-378-3652 (Cell) letting them know the outcome of your Eagle Board of Review! You also should call your mentor(s). You will be given a copy of the signed Eagle application.

Mrs. Pelosi will deliver the competed application to our Council office which will send it to the National Boy Scout Council. Council will inform the advancement chair when your Eagle Certificate and card is ready for pickup.

**Congratulations! Now to plan your Eagle Court of Honor.....**