

Troop 313
Life Scout -- to -- Eagle Scout Procedures

Who	Action To Be Taken
Eagle Candidate	▼ Acquire Eagle Packet from Troop Advancement Chair at presentation of Life Rank ▼ <ul style="list-style-type: none"> ●Cover letter ●Eagle Scout Rank Application ●Checklist for filling out Eagle Scout Rank Application ●Eagle Scout Leadership Service Project Workbook ●Four instructional letters for personal references ●Four return envelopes for personal references ●List of current District Eagle Board of Review Chair and weekly Coordinators (also listed below) ●Copy of this document
Eagle Candidate	▼ Early in Life rank tenure attend a Life-to-Eagle Seminar offered by New Horizons District ▼ <ul style="list-style-type: none"> ●Usually held in spring and fall -- check http://www.stlbsa.org/Districts/New-Horizons or with Scoutmaster for schedule details
Eagle Candidate	▼ Select Eagle Leadership Service Project ▼
	1. Develop a project general concept <ul style="list-style-type: none"> ●Must be "new" or "improved" thing, not maintenance or continuation of something existing ●Must be of lasting value ●Should provide leadership opportunities ●See Council web site for further information -- http://www.stlbsa.org/Advancement/Eagle+Easel/Eagle+Project+Process.htm ●See the following web site for project examples -- http://www.scoutorama.com/project/index.cfm ●See the following website for further ideas about project selection and planning -- http://www.eaglescout.org/project/select.html
	2. Get preliminary approval from scoutmaster and representative of benefiting organization
	3. Plan project in full detail following the Eagle Scout Leadership Service Project Workbook <ul style="list-style-type: none"> ●Why the project has special significance to you ●Make certain other parties are clearly identified ●Develop a "best case" time frame ●Procedures to be followed ●Estimated man-hours ●Provide pictures, drawings, and/or plans ●Provide parts/material lists ●Provide ideal staffing information ●Identify adult helpers/supervisors who have specific skills important to the project ●Provide for safety -- first aid kits, qualified adults using or supervising the use of power tools, etc. ●Keep a journal of time spent in planning ●Plan should be detailed enough that you could give the report to another scout and the project could be completed.
	4. Review your detailed project plans with Scoutmaster <ul style="list-style-type: none"> ●Revise and repeat as necessary ●Get Scoutmaster's signature ●Get benefiting organization representative's signature ●Get Scoutmaster's approval to present project plan to Troop Committee
	5. Present your detailed project plan to the Troop Committee <ul style="list-style-type: none"> ●Revise and repeat as necessary ●Get Committee Chair's signature
	6. Present your project plan to the District Eagle Board <ul style="list-style-type: none"> ●Revise and repeat as necessary ●Get District Eagle Board Members' signatures <ul style="list-style-type: none"> --Eagle Boards (for Eagle Boards of Review and Eagle Service Project approval) meet the first, second and fourth Wednesday of each month at Edward Jones Building, 12555 Manchester at I-270 --Eagle Board Chair: Bob Backer, 636-386-3006

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	--Week 1 Coordinator: Preston King, 636-227-0941, pking@us.ibm.com as of 4/23/04 --Week 2 Coordinator: Paul Compton, 314-984-8708, rpcompton@travelin.com as of 4/23/04 --Week 4 Coordinator: Mark Stiller, 636-225-9533, mstiller@ameren.com as of 4/23/04 --Eagle candidate chooses from which week's Coordinator to request a presentation time --Check at http://www.stlbsa.org/Districts/New-Horizons for any new coordinators of the weekly boards. ●District Board generally approves project on the night of presentation with minor modifications, unless there are problems
	7. Only after all 4 signatures are obtained can actual work on the project begin. ●Scoutmaster's signature ●Benefiting Organization Representative's signature ●Troop Committee Chair's signature ●District Eagle Board Members' signature
	8. Execute the Eagle Service Project ●Keep a journal of your time and helpers' times ●Name drop. Every time you talk with an "outsider" document the conversation in your journal/log. ●Volunteers don't have to be only Scouts ●Consider soliciting materials from community merchants. The Eagle Board likes to see broader community involvement ●Make provisions for the Eagle Project recognition. (for example: provide a plaque, or sign etc.)
	9. Produce a project report ● Avoid the "I" word ●Should contain most of the detailed Project plan from above, with changes based on the project execution ●Include additional information such as total hours the project took and who helped ● Report should be detailed enough that you could give the report to another scout and the project could be completed.

Eagle Candidate	▼ While developing your Service Project work on completing all other Eagle requirements ▼
	<ul style="list-style-type: none"> ●Tenure from Life Rank ●Merit badges ●Positions of Responsibility ●Scout Spirit ●Conduct Eagle Leadership Service Project (must have all 4 approval signatures before work on project can be started) ●Request 4 letters of reference from individuals you have identified. Give people plenty of time to write reference letters, don't wait until the last minute. (Normally done after completion of service project) ●Scoutmaster Conference

Eagle Candidate	▼ Fill out and review Eagle Scout Application ▼ ▼ (when all requirements except board of review are complete) ▼
	The following information can be found by asking the Advancement Chair to print out an Advancement History Report Dates: <ul style="list-style-type: none"> ●Complete date of birth ●Full month, day and year became a Boy Scout ●Four months between 1st Class and Star rank ●Six months between Star and Life rank ●Six months between Life and Eagle Board of Review ●Completion dates are listed for all merit badges and ranks
	Merit Badges: <ul style="list-style-type: none"> ●Earned seven (7) Eagle required merit badges prior to Life Board of Review ●Earned four (4) Eagle required merit badges prior to Star Board of Review
	Leadership Tenure: <ul style="list-style-type: none"> ●Has served six (6) months in a valid position(s) between Life and Eagle Board of Review dates. Eagle Application shows acceptable positions.

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	<p>Service Project:</p> <ul style="list-style-type: none"> ● Was completed before 18th birthday and before Eagle Scout Board of Review ● Was completed between Life and Eagle Board of Review <p>Scoutmaster Conference: Must be completed by day before Candidate's 18th birthday</p> <ul style="list-style-type: none"> ● Applicant signature ● Scoutmaster signature
Eagle Candidate →	<p>▼ Request Troop Eagle Board of Review from Advancement Chair ▼</p> <p>▶▶▶▶ All requirements except Board of Review must be completed by this point ◀◀◀◀</p>
Advancement Chair →	<p>▼ Recruit members for and schedule Troop Eagle Board of Review ▼</p> <ul style="list-style-type: none"> ● Troop Committee Chair (signature is required on Eagle Application at conclusion of Troop Eagle Board of Review) ● 1st or 2nd year parent ● Older scout parent ● Troop 313 Eagle scout (if not available - adult Eagle) ● Adult leader
Eagle Candidate →	<p>▼ Bring the following items to Troop Eagle Board of Review ▼</p> <ul style="list-style-type: none"> ● Eagle Rank Application - Filled out COMPLETELY per review process above ● Four Letters of Recommendation - Must agree with names listed on Eagle Application ● Completed Merit Badge cards (21) - Must agree with the 21 listed on Application (dates must be correct) ● Completed Eagle Project - all appropriate signatures per above procedure (Bring the official Eagle Project Workbook and any Project Report you created in addition to the official Workbook) ● Statement of Life Ambitions and Goals (normally about 1 page)
Advancement Chair →	<p>▼ Bring the following items to Troop Eagle Board of Review ▼</p> <ul style="list-style-type: none"> ● Eagle Candidate Advancement History Report - 1 copy for each Board Member (Troopmaster) ● Eagle Candidate Activity Participation Report - 1 copy for each Board Member (Troopmaster) ● Sample questions handout - 1 copy for each Board Member
Troop Eagle Board of Review is held:	<p>▼ Needs to be completed before 18th birthday ▼</p> <p>▼ unless unique reasons have been discussed and approved by Advancement Chair ▼</p> <ul style="list-style-type: none"> ● Any question from Scout Rank to Eagle is fair game -- Be Prepared ● Advancement Chair answers any questions for Board Members ● Committee Chair signs Eagle Application at conclusion of Board of Review ● Board members make suggestions to candidate on what/how to improve in his preparation for the District Board of Review
Advancement Chair →	<p>▼ After candidate passes the Troop Eagle Board of Review ▼</p> <ul style="list-style-type: none"> ● Fill out Advancement Form (NCR form 4403) ● Take these six items to Scout Shop Office (Page Ave.) - Ms. Peggy McGartland 314/994-9469, fax 314/994-9623 <ul style="list-style-type: none"> --Eagle Application - Check for all signatures including Committee Chair --Four Letters of Recommendation --Completed Merit Badge cards (21) --Completed Eagle Project (Official Eagle Project Workbook and any additional Project Report only - no picture albums) --Statement of Life Ambitions and Goals --Advancement Form (NCR form 4403) ● Ms. Peggy McGartland reviews everything ● If everything is satisfactory she calls Advancement Chair to pick up reviewed and approved packet (3-4 days)

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Advancement Chair	▼ Pick up reviewed and approved packet at Scout Shop Council Office (Page Ave.) ▼
Advancement Chair	▼ Call Eagle candidate so the candidate can pick up the packet from Advancement Chair ▼
Eagle Candidate	▼ Call District Eagle Board and setup appointment for District Final Eagle Board of Review ▼
	<ul style="list-style-type: none"> ● District Eagle Boards (for Eagle Boards of Review and Eagle Service Project approval) meet the first, second and fourth Wednesday of each month at Edward Jones Building, 12555 Manchester at I-270 ● District Eagle Board Chair: Bob Backer, 636-386-3006 as of 4/23/04 ● Week 1 Coordinator: Preston King, 636-227-0941, pking@us.ibm.com as of 4/23/04 ● Week 2 Coordinator: Paul Compton, 314-984-8708, rpcompton@travelin.com as of 4/23/04 ● Week 4 Coordinator: Mark Stiller, 636-225-9533, mstiller@ameren.com as of 4/23/04 ● Eagle candidate chooses from which week's Coordinator to request a Board of Review (Board of Review need not be the same week's coordinator as the Service Project approval) ● District Eagle Board Coordinator will inform candidate what to bring to the District Board of Review ● Check at http://www.stlbsa.org/Districts/New-Horizons for any new coordinators of the weekly boards.
Eagle Candidate	▼ Attend District Final Eagle Board as scheduled (Must be no later than 18th birthday) ▼
	<ul style="list-style-type: none"> ● District Eagle Board - Weekly Board Coordinator signs Eagle Scout Rank Application ● District Eagle Board - 2 additional members sign Eagle Scout Rank Application
Eagle Candidate	▼ Return only District Board signed Eagle Application to Advancement Chair ▼
Eagle Candidate	▼ Contact Troop Eagle Coordinator about setting up the Eagle Court of Honor ▼
	<ul style="list-style-type: none"> ● Dave Kempa , 314-821-6349, eaglecoordinator@troop313.org as of 4/23/04 ● See Eagle Court of Honor Frequently Asked Questions - below
Advancement Chair	▼ Submit District Eagle Board signed Eagle Application back to Scout Shop Council Office (Page Ave.) ▼
Council Office	▼ Submit Eagle Scout Rank Application to National Office for approval ▼
Council Office	▼ Call Advancement Chair when everything is back from National Office ▼
	<ul style="list-style-type: none"> ● Normally takes 2-3 weeks ● No more expedited service for a fee -- every application gets 2-3 week turnaround.
Advancement Chair	▼ Pick up complete Eagle Packet at Scout Shop Council Office (Page Ave.) ▼
	<ul style="list-style-type: none"> ● Eagle Certificate ● Presentation Case containing <ul style="list-style-type: none"> --Eagle Medal --Mother's pin --Father's tie tack --Eagle's tie tack ● Buy adult Eagle Square Knot for Candidate
Advancement Chair	▼ Provides to Eagle candidate for planning his Eagle Court of Honor (upon request) ▼
	<ul style="list-style-type: none"> ● Individual Advancement History Report (Troopmaster) ● Individual Activity Participation Report (Troopmaster)

Who	Action To Be Taken
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Advancement Chair →

▼ Provides to Eagle candidate at the time of his Eagle Court of Honor ▼

- Eagle Certificate and Eagle Medal
- mother's pin, father's tie tack, Eagle tie tack, adult square knot

Eagle Court of Honor Frequently Asked Questions

Congratulations! You made it. The final step is to plan and have your court of honor. Although it will be a little work it will certainly be one of the most gratifying activities you've ever planned. Here's a perspective you need to bear in mind. This is your court of honor. You plan it, you prepare it, and you enjoy it. It isn't a troop court of honor. Answers to popular questions. Pay attention!

Question	Answer
How soon can I have it?	6 to 8 weeks after you get started.
Who picks the date?	You do.
Does it have to be on a Sunday afternoon?	No.
Who chooses the location?	You do.
Does it have to be at Des Peres City hall?	No.
If I want it at Des Peres, what do I need to know?	You (or your parent) contacts Des Peres City Hall and requests to use the facility. Speak with Judy at 314-966-4608.
Who makes the arrangements for the location and picks up the keys (as may be the case for Des Peres City Hall)?	You do.
Invitations, who sends them out and pays for them?	You send out and pay for invitations. The scout shop has them.
Can I invite local dignitaries?	Yes, the sooner the better.
Who makes sure the flags are available for the ceremony?	You do.
Who plans the program?	You do.
Is there a standard program?	No. We have some samples for you to examine.
Who invites presenters to be a part of the COH?	You do.
Do the presenters need to be from our troop?	No. Friends, relatives, people from church, school, anybody special.
How do I pick or choose the presenters?	They should be somebody who has special insights or knowledge or shared experiences.
Who arranges for flag ceremony scouts?	You do.
Is it a good idea to have a scout or family member to greet guests and pass out programs?	Yes. Little sisters or nieces are good for this.
What other helpers would be good to have?	Perhaps someone to help serve cake and refreshments would be good.
How do my presenters know what to say or read?	Certain things are developed especially for you. Other traditional ceremonies can be found at www.eaglescout.org
How can I make sure my presenters are prepared and show up and don't forget?	If it's important to you....you call them, ask them and remind them and help them when necessary. They're doing you a favor!
I love those slide presentations? Who makes them?	Largely, it's up to you. Either make them yourself or have your slide presenter make one.
Who makes arrangements to have the slide projector and extension cord at the COH?	You do, or delegate.
I heard that I'm responsible for typing my own program. Is that true?	Yes.
I'm told that I copy my own programs, but the troop will reimburse me for up to 50 copies. Is this true?	Yes.
What about the program covers?	The troop has some and will reimburse you for additional purchases up to 50.
Where can I get one of those deep throated staplers for stapling programs?	The troop has one to loan you.
Can I have a cake?	Yes.
Can I choose the flavor?	Yes, white, yellow or chocolate.
How do I get it?	Tell the Eagle Coordinator. The troop will order it, pay for it and deliver it.

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What about plates and napkins?	Buy and pay for them yourself.
My guests may be thirsty after several pieces of cake. What about soda, punch or coffee?	You arrange for the purchase of drinks, cups and ice.
To whom do I give my receipts for reimbursement for printing and program cover?	The Eagle Coordinator.
Who arranges to pick up the eagle light box if wanted?	You do.
Where do I get the eagle light box?	Two on West Pine (314-361-0600) and one on Page (314-872-3334). Deposit may be required.
Should I call early to reserve an eagle light box?	Yes.
I like those letters of recognition. How do I get those?	The troop eagle coordinator will request these letters on your behalf, up to six.
How do I know who to request letters of recognition from?	We've got a list for you to select from, but if you're ordering "off the menu" you need to provide the addresses.
How much time do you need to get a letter of recommendation?	You must allow at least 6 weeks for these busy individuals to respond. Sadly, some may take upwards of months. But you don't need to delay your COH for all to come in.
Do good scouts usually write thank you notes for people who have had a role in the COH?	Yes. A scout is Courteous and Kind. Eagle stationery is available at the scout shop.
I need some red, white and blue candles and candle sticks for my ceremony. Where can I get some?	The troop has candles. Let us know and we'll bring them.
I really like those display tables where they have all my scout badges and pictures and pinewood derbies. Who remembers to put that together?	You do.
This sounds like a lot of work. Is it worth it?	Yes. It will be the best day of your life.