



## **SOARING TO EAGLE**

### ***21 Steps Towards the Advancement of Scouting's Highest Rank***

1. Scout meets with his Troop Scoutmaster for viable project ideas and direction. Scoutmaster is Scout's point of contact throughout the entire Eagle process.
2. Pertinent project idea is presented by the Scout to the Representative (beneficiary of project) for approval. Appropriate signatures for the Eagle Scout Project Workbook section entitled, "Approval Signatures for Project Plan" must be obtained.
3. Scout completes Eagle Scout Workbook. This Workbook is available online at Annawon Council's website: [www.annawonbsa.org](http://www.annawonbsa.org). (Click on "Forms—Eagle Info—Workbook—RTF Version.") The Workbook will open in Microsoft Word. A hard copy of the Workbook can also be obtained from the Annawon Council office. This document *must be* typed. The Workbook will step Scout through each requirement; please read carefully. The Advancement Committee looks for project detail and how you will utilize leadership skills throughout the project.
4. Completed Workbook is to be placed in a clean, durable 3-ring binder, whose cover shows the Scout's name, Troop Number, home address, and telephone number. You may also decorate the cover with appropriate clipart. If you are submitting "before" photographs, clear plastic page protectors should be utilized, and all "before" photographs of project to be undertaken should be labeled. All appropriate signatures must be included. Neatness counts!
5. Finished Workbook is then submitted by the Scout to the Annawon Council office. From there, the Advancement Committee will review the project for approval. Scout will receive telephone confirmation of project status from Annawon Council within approximately one to two weeks after obtaining the Workbook. Scout then retrieves his workbook from the Annawon Council office. ►►**IMPORTANT!! SCOUT, SAVE YOURSELF HEARTACHE -- DO NOT BEGIN PHYSICAL WORK ON YOUR PROJECT *UNTIL* YOU HAVE RECEIVED ADVANCEMENT COMMITTEE APPROVAL! Reason: The project could possibly be rejected, for example, due to safety concerns or because of insubstantial details.**◄◄
6. Upon project approval, Scout begins his project. A Scout's leadership skills are paramount here, as it is essential to obtain his Troopmates' cooperation and assistance with the project. Photographs of the work are to be taken as the project progresses.
7. Upon completion of his project, Scout must make certain that signatures for approvals for completed project are obtained—refer to the section titled, "Approvals for Completed Project" at the end of the Eagle Scout Project Workbook.
8. Scout carefully and accurately completes Eagle Application, which can be found on our website under "Forms." You want your information to be as accurate as possible, as errors will result in processing delays. Your Eagle certificate will reflect your name *exactly* as how you provide it on your Eagle Application. Again, if a computer is unavailable, hard copies of the Eagle Application are available at the Annawon Council office. (Computers and printers at school and at public libraries might also be available for use.) This document may be typed or hand printed neatly in black ink.
9. Eagle Application with completed project, Workbook, and labeled "before and after" photographs, are all presented in page protectors in the neat, durable 3-ring binder that was originally used for the Scout's Workbook Project. The Scout's name, Troop number, home address, and telephone number should be clearly displayed on the binder's front cover. Scout delivers his project to the Annawon Council office in Norton.
10. Once the Scout submits his project, the half-sheet Eagle personal history form should be typed (see our website under "Forms" for this document; it can be completed and saved in WORD) and brought with him to his Eagle Board of Review. PLEASE DO NOT PRINT THIS BY HAND, AS IT NEEDS TO BE ABSOLUTELY LEGIBLE! THIS IS CRITICAL! Put some good thought into what is written, because the half-sheet Eagle personal history form will be read at the Eagle Court of Honor.

11. Also at this time, the Scout needs to obtain six letters of recommendation, along with six council-addressed envelopes from the council. The Scout then forwards the request for letters of recommendation to the six names he has listed on the front of his Eagle Application, under Requirement 2. *These letters are due at the time of your Eagle project/Eagle application deadline.*
12. If there is no name available for the "Religious" field, the parents' name, address, and telephone must be listed. Also, if there has been no "Employer", put "N/A." Letters of recommendation will not be required for these two fields under these particular circumstances.
13. The letters of recommendation are to be mailed or hand delivered directly to Annawon Council by those who are writing the reference letters; they should not be given to the Scout. Request the person giving the reference to make a copy of his letter to keep for his files. Letters of recommendation are due in to Annawon Council by the Annawon Council Board of Review date!
14. Scout should check in periodically with council beginning a few weeks after he distributes the reference letters to make sure that these letters are being received by council.
15. Next is our semiannual Board of Review. These occur in October and March, and Scout and Scoutmaster will be notified via memo of its date, time, and location. The Scout must appear in full Boy Scout uniform and bring his Boy Scout handbook, along with his 3-ring binder containing his merit badges. Scout will be notified here whether he has passed his Board of Review, and his project will be returned to him at this point. Board of Review retains Scout's Eagle Application, half-sheet Eagle personal history form, and letters of recommendation. NOTE: Prior to Scout's Eagle board of review, the Troop's committee should do a practice mock board of review with the applicant.
16. The Eagle Application will be carefully checked line by line and then signed by the appropriate parties. Avoid delays in processing—make certain your information (*particularly* dates) is correct! Two areas to watch for: Under Requirement #2, "Religious," if you or your parent/guardian have no church affiliation, please list your parent/guardian's name, address, and telephone number. If this area is left blank, the National BSA will reject your Application. Additionally, under Requirement #3, Items #6 and #9, there are two possible merit badges to earn on each; please cross out the one merit badge on each that was not earned.
17. Annawon Council will electronically forward all Eagle Applications to the National Boy Scout office for their approval. Be prepared to be contacted by your Scoutmaster if National's online application approval system picks up on any errors that council could not fix. This can occur due to lack of information or a date discrepancy that the Scout or Scoutmaster did not notice. PLEASE KEEP YOUR RECORDS HANDY!
18. Now comes the fun part—our semiannual Eagle Court of Honor. Ceremonies are held in December and June. Scout will receive a memo detailing the date, time, location of his Court of Honor, and number of allowed guests. Here, the Scout shall receive the Eagle Scout certificate, pin, and badge.
19. Lastly, National Boy Scout of America sends a formal certificate, pocket certificate, and an (optional) application for National Eagle Scout Association membership.
20. Helpful Hints: Do not put off your project until the last minute! An Eagle Scout is responsible for completing the project with enough time to put together a quality portfolio, have the application done correctly and checked over, and hold a mock Board of Review. Stay on top of your references to make sure they send their letters into council. Work hard, but have fun; reflect on all the fun times of your entire Scouting career as you go through this process.
21. For additional information, please refer to "The 12 Steps from Life to Eagle" found at the back of the Eagle Scout Leadership Service Project Workbook." For help with questions or further assistance, please feel free to contact me at 508-286-9202, x 203.

We wish you every success.

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