



BOY SCOUT TROOP 103

Hanover, Pennsylvania

Life-to-Eagle Guidelines

The following is intended to better inform parents and scouts of the general process toward obtaining the Eagle Award and finally the Eagle Recognition Ceremony.

Below are significant milestones for a Scout once he attains the rank of Life.

Milestone: The 18th Birthday Requirement

The Application packet **MUST** be delivered to the service center the day before the scout's 18th birthday. See the Milestone: Eagle Scout Rank Application for details about completing the application. (ref: Linda Brown, Battlefield District Advancement Chairperson)

AGE REQUIREMENT ELIGIBILITY. Merit badges, badges of rank, and Eagle Palms may be earned by a registered Boy Scout. He may earn these awards until his 18th birthday. Scouts who have completed all requirements prior to their 18th birthday may be reviewed within three months after that date with no explanation. Boards of review conducted between three and six months after the candidate's 18th birthday must be pre-approved by the local council. A statement by an adult explaining the reason for the delay must be attached to the Eagle Scout Rank Application when it is submitted to the Eagle Scout Service. The Boy Scout Division at the national office must be contacted for procedures to follow if a board of review is to be conducted more than six months after a candidate's 18th birthday. (Reference: Eagle Scout Rank Application)

It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate's 18th birthday. When all requirements except the board of review for the rank of Eagle, including the leadership service project, have been completed, the Eagle Scout Rank Application must be completed and sent to the council service center promptly. As a Life Scout, be prepared and plan ahead. Approvals of the Eagle Scout Project by the Troop Committee and District Advancement Committee are done at pre-scheduled monthly meetings. The approval process can take up to two months. Executing the Eagle Project itself will most likely take 4 weeks to complete.

Milestone: Life Scout Parent Conference

A brief informal conference should be held with the Scoutmaster, the Life Scout and parents. The information contained in these guidelines will be presented and reviewed to establish a clear understanding of the events and milestones in the scout's journey toward Eagle Scout.



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Milestone Planning Summary Checklist/Worksheet

Scouts should fill out this worksheet to help insure meeting important deadlines for milestones that all relate to your 18th birthday. Each step is discussed in detail on the following pages.

Instructions: When filling out the Due Dates on this sheet, start at the bottom 18th Birthday date and work your way up to the top item. The actual date column is used to track you actual progress.

MILESTONE	DUE DATE	ACTUAL DATE	NOTES
Life Scout Parent Conference			Date is the date of your Life Board of Review. Parents should be invited to attend a brief review of these guidelines at the end of the Life Board Of Review.
Attend District – Life to Eagle Seminar			See the Troop or District Calendar for the next available date after achieving the rank of Life.
Scout Determines Ideas for Eagle Project			Date of achieving the rank of Life Scout. Discuss ideas with Scoutmaster.
Preparing the Project Workbook Plan			At least 1 week prior to presenting your Eagle Project to the Scoutmaster.
Present Eagle Project to the Scoutmaster			At least 1 week prior to the date of presenting your Eagle Project to the Troop Committee
Present Eagle Project to the Troop Committee			Date of Troop Committee Meeting that is pre-scheduled prior to the District Advancement Committee Meeting. Check the Troop Calendar for existing schedule.
Obtain Approvals from Scoutmaster, Troop Committee and Beneficiary			This may occur at the Troop Committee meeting date or can be scheduled with the Troops Advancement Chair.
Present Eagle Project to the District Advancement Committee			Date is based on the scheduled District meeting that is prior to no later than 2-months prior to your 18 th Birthday
Begin Executing your Eagle Project			No Later than 2-months prior to your 18 th Birthday
Complete your Eagle Project			No Later than 3-weeks prior to your 18 th Birthday
Meeting Merit Badge Requirements			No Later than 3-weeks prior to your 18 th Birthday
Obtain and Update Your Advancement Records			No Later than 3-weeks prior to your 18 th Birthday
Eagle Scout Rank Application			No Later than 2-weeks prior to your 18 th Birthday
Scoutmaster Conference			No Later than 1-week prior to your 18 th Birthday
Submit Eagle Application to Council Office			No Later than 1-day prior to your 18 th Birthday
Scout's 18 th Birthday			
Scout's Eagle Board of Review	To be Determined See Note->		Date can only be scheduled after Eagle Application has been submitted to the Council Office and being contracted by the District Advancement Committee
Award Ceremony Planning	TBD		Optional
Publicity of the Award	TBD		Recommended
Scholarships and Membership	TBD		Recommended



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Milestone: Attend District – Life to Eagle Seminar

The following Web address (<http://newbirthoffreedom.org/calendar/>) may contain the next Battlefield District's Life-to-Eagle Seminar. Seminars are normally held twice per year.

This Seminar reviews the process of starting and completing the Eagle Project. The “**Eagle Scout Service Project Workbook**” will be made available to the scout.

Important information about the process is available for downloading at:

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

Milestone: Scout Determines Ideas for Eagle Project

During this Eagle Project concept phase the scout must

1. **Complete this milestone at least 3 to 4 months prior to your 18th birthday.**
2. Be prepared and plan ahead. Approvals of the Eagle Scout Project by the Troop Committee and District Advancement Committee are done at pre-scheduled monthly committee meetings. The approval process can take up to two months. Additionally, executing the Eagle Project itself will most likely take 4 weeks to complete. Meet with the Scoutmaster to solidify project ideas and concepts.
3. Begin preparing Eagle Scout Leadership Service Project Workbook by outlining the project concept.
4. Meet with benefiting organization (religious institution, school or community representative) to review the concept, better define the overall scope of the project and determine that the project is acceptable to them.
5. Obtain an approval signature of the concept of the project from the benefiting organization.
6. Potential project dates should be discussed with the benefiting Organization and Scoutmaster and compared to the troop and church calendar in an attempt to avoid possible conflict dates. Details of the Project Plan (See “**Eagle Scout Leadership Service Project Workbook**”) should be thought about, but do not have to be fully defined in this phase.

Milestone: Preparing the Project Workbook Plan

Begin preparing your Project Workbook Plan after you have met with your scoutmaster and benefiting organization and discussed your project concept and obtained feedback. It is best to type up the workbook in electronic form because you will be constantly updating and changing items within it as your project plan matures over time. An easy to fill-out on-line PDF version of this Project Workbook can be found here: <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>.

You are encouraged to review exiting Eagle Project books created by other Eagle Scouts to get an idea of expectations of plan details. Coordinate this with your scoutmaster.

Note: The District/Council requires that you use a binder to contain your Project Workbook / Application and other supporting information. (ref: Linda Brown, Battlefield District Advancement Chairperson)

When preparing and documenting your project workbook concept and plan, think about this effort as a way to present and sell your project ideas to both the Troop Committee and the District Advancement Chairman who eventually approves the project. To accomplish this goal you should include as many details as possible in the project workbook. Some items may include:

- A general time schedule of work to be completed



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- Estimated volunteer hours
- Sources of volunteers and assistance
- Materials needed
- Sources of how and where the materials may be acquired
- Requirements for any funding
- Photos or diagrams of the project area to help clarify the effort of work.

The goal is to have your project workbook plan as complete as possible.

Milestone: Present Eagle Project to the Scoutmaster

Ask the Scoutmaster to review the book prior to presenting it to the Troop Committee. Meet with the Scoutmaster to obtain constructive feedback on the project and presentation of the workbook.

Milestone: Present Eagle Project to the Troop Committee

Note: The District/Council requires that you use a binder to contain your Project Workbook / Application and other supporting information.

Once the Scoutmaster has reviewed your Project Workbook, coordinate your presentation with the Troop Committee Chairman or Advancement Chairman to confirm a time for your presentation. The purpose of the presentation to the Troop Committee is to review, discuss suggestions and approve your Eagle Project idea and plan. During the presentation potential project dates should be presented to the committee.

You are strongly encouraged to bring a note pad to take notes during the presentation to the committee and record any feedback or recommendations.

Milestone: Finalize Project Details and Obtain Approvals

Once approved by the Troop Committee, the details of the Project Plan should be fully defined and completed and approval signatures must be obtained from:

1. Benefiting organization, religious institution, school, or community representative
2. Scoutmaster
3. Unit Committee Member

Milestone: Present Eagle Project to District Advancement Committee

The Project will be submitted to the District Advancement Chairman for approval by the District. You can begin work on the project only after all approvals are obtained.



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Milestone: Execute your Eagle Project

Once approved by the Troop Committee, the project details must be identified, documented and executed. This includes the schedule of the work to be done. An important part of the project is to lead others in the effort. This includes involving other scouts and people with the skills needed to effectively complete the work. When scheduling your project, review the Troop Calendar and coordinate your work efforts with the Scoutmaster to insure there are no scheduling conflicts. Obtain Parental/Guardian Permission slips for each youth assisting or participating with the project. All adult and non-scout youth volunteers must have completed Part A and B of the Annual BSA Medical Health Record form before assisting on the project. Find The Medical Form here: <http://www.bsatroop103.org/resources/index.html>

Milestone: Meeting Merit Badge Requirements

Please review the Rank requirements for Eagle Scout in the scout handbook. Verify with the Scoutmaster or Advancement Chairman that the requirements in the handbook are current and have not been changed by the National Council since the printing of the handbook.

Milestone: Obtain and Update Your Advancement Records

Request from the Troop Records Coordinator or Advancement Chairman an Individual History Report from the Troop Master records for your review. Update the form and resubmit it to the Troop Records Coordinator for entry into the Troop Master application. Verify that your Scout Handbook contains all signatures for each rank advancement. The Eagle Board of Review may request to see your Scout Handbook during the Board of Review.

Milestone: Eagle Scout Rank Application and Scoutmaster Conference

1. Read the Application carefully and complete all parts of the application prior to requesting it to be reviewed by the Scoutmaster and/or Advancement Chairman. Your project workbook must have all signatures from beneficiary of the service project. Additionally, prepare for Requirement 6 found on the application form and "Attach to this application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.

The application Form (PDF): <http://www.scouting.org/filestore/pdf/512-730.pdf> .

As a courtesy, please give the reviewers adequate time to review the application and Eagle Project Book for completeness and recommendations for improvements and corrections. Schedule this time at least two weeks prior to your 18th birthday.

2. Present your finalized Individual History Report from the Troop Master records to the Scoutmaster for final review.
3. Once the Application and workbook is reviewed and signed by the Scoutmaster and unit's Committee Chair, it is the scout or the scout parent's responsibility to submit the application to Council for approval. The application must arrive at the council office no later than 1 day prior to the applicant's 18th birthday. Note: The District/Council requires that you use a binder to contain your Project



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Workbook / Application and other supporting information. (ref: Linda Brown, Battlefield District Advancement Chairperson)

4. Once approved by the Council, a special Eagle Board of Review will be established by the District. You will be notified of the date by the District Advancement Chairperson.

Milestone: Eagle Board of Review

1. The date of the Eagle Board of Review should be communicated to the Scoutmaster immediately when it is known. A minimum of one week notice must be provided as a courtesy and to insure representation on the board of review. The Scoutmaster will inform the Advancement chairman of the Board of Review Date and the Advancement Chairman will arrange for appropriate Troop Committee attendance if committee members are available for that date. Note: The Scoutmaster cannot sit on the Board of Review, but should accompany and introduce the Eagle candidate to the Board.
2. The scout should attend his Eagle Board of Review in full uniform. This includes the Scout Handbook. Verify that your Scout Handbook contains all signatures for each rank advancement. The Eagle Board of Review may request to see your Scout Handbook during the Board of Review.
3. If the Eagle Scout candidate is approved by this Board, then at that time the Scout is considered an Eagle Scout. The Eagle Scout application is then submitted to National for final processing.
4. Contact the Committee Chairman or Advancement Chairman and remind them about ordering your name plate for the Troop 103 Eagle Plaque.

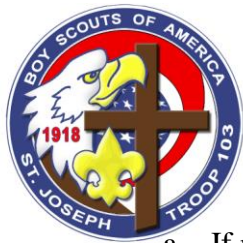


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Milestone: Award Ceremony Planning

1. All planning and arrangements of the Award Ceremony are the responsibility of the Scout and/or his parents. Discuss your needs and ideas with the Scoutmaster or Committee Chairman if assistance is needed. It is very important that you stay in constant communication with the Scoutmaster or Troop Committee Chairman during the entire planning process.
2. **Type of Ceremony:** The type of Eagle Award Ceremony is up to the Eagle Scout and his parents. It can be very simple or as elaborate as you wish. It can include a short presentation during a religious service or just include an informal gathering of family, friends and fellow scouts. It can be part of a regular Court of Honor or be a separate ceremony. If a social celebration is planned, then the Troop will contribute \$50 to the Scout to help cover costs. Sample presentations from past Eagle Scouts may be available by contacting the Troop Committee Chairman or Scoutmaster.
Here are examples of suggested ceremonies: <https://nesa.org/resources/ceremonies/>
3. **Establish a Date:** Establish a date for the awards ceremony. At least 4 weeks prior to the proposed date, discuss the date with your Scoutmaster to insure it does not conflict with other Troop activities or events. Establishing the date may require an interactive effort with you, the Scoutmaster and church leader and facilities administrator. This is necessary because facilities may need to be reserved such as the Social Hall or any other facility. **Important: If the Social Hall is to be requested, have the Scoutmaster coordinate that reservation.** The Ceremony can (but does not have to) involve a meal and/or refreshments. If a short ceremony at a religious service is requested, then you must have the approval of the religious leader.
4. **Securing Presenters and Speakers:** It is your responsibility to select and contact the person who will announce the award at the religious ceremony and the Master of Ceremonies in the ceremony that may follow a religious service. You should contact them immediately after establishing the ceremony date and let them know your intentions. Candidates for presenting the award or conducting the ceremony might be Scoutmaster, Advancement Chairman, Assistant Scoutmaster or other Troop Committee members.
5. **Inviting Guests:**
You may invite anyone you wish to attend the ceremony or social gathering. The following is a suggestion of who you may want to invite. The cost of refreshments is the responsibility of the parents and Scout. A small contribution is normally made by the Troop to assist in covering costs.
6. **Public Officials:** Notification letters should be sent out to public officials and other notables requesting them to attend or respond with a letter of recognition. You may want to notify. Please use your skills learned while obtaining Citizenship in the Community and Nation to contact the following.
 - Holy Name Society President Richard Arigo and Troop's Charter Organizational Representative Andrew Lawrence
 - Mayor
 - State Congressmen
 - US Congressmen
 - US Senators
 - Religious Leaders or Bishop
 - President of the United States
 - Principal of School
 - Knights of Columbus
 - Blue Angels



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- a. If needed, sample letters can be found at:
http://bsatrop103.org/documents/EagleRecognition_JohnDoe.doc Feel free to adjust the sample letter and include others whom you wish to notify such as your local representative and possibly senators. The letters can be sent/mailed from the parents, Troop Committee Chairman, Advancement Chairman or Scoutmaster. Let the Troop know if you need assistance with the letters. To insure a timely response, letters should be sent out 6 to 8 weeks prior to the event. If you wish any public official to attend the ceremony, then it would be wise to contact their office directly in addition to sending them a letter.
 - b. **Troop Committee Members:** Coordinate the invitation of any Troop Committee Members with either the Scoutmaster or Troop Committee Chairman. Notification can simply be conducted either by phone, email or a formal mailed invitation. It is recommended that the Executive Officer, Chartered Organization Representative and Troop Committee Chairman be invited. Other members of the Troop Committee may be invited at your discretion.
 - c. **Scouts and their Families**
 - d. **Past Scouts.**
 - e. **Family members and Friends.**
7. Items that must be secured by the Scout or parent are as follows:
- a. Contacting the religious leader to attend the ceremony or to obtain the approval of a short presentation during the religious ceremony.
 - b. The actual extended ceremony is normally conducted at a separate gathering outside of the religious service ceremony. Possible locations are:
 - i. Social Hall.
 - ii. Hanover Knights of Columbus room.
 - iii. Any other location.
 - c. Printing ceremony outlines or pamphlets.
Blank pamphlets may be available at the Council Scout Shop or can be ordered on-line from <https://www.scoutshop.org/>. Printing is the responsibility of the Scout and parents. Other resources for the ceremony can be found her: <http://nesa.org/>. It includes Logos, Posters, etc.
 - d. Arranging and obtaining volunteers for the Social Hall setup and teardown.
 - e. Securing the microphone/podium (if needed).
 - f. Establishing the availability of US and Troop Flags.
 - g. Troop logo/emblem.
 - h. If a slide show is requested, you must secure a Screen and Projector. If you are unaware of where to obtain this equipment, then contact your Scoutmaster or Troop Committee Chairman for assistance. You are responsible for the content of the slide show. The slide show must be reviewed by the Scoutmaster or Committee Chairman prior to the ceremony.
 - i. Any food or refreshments at the ceremony are your responsibility. If you plan to use the cafeteria at the Social Hall, then contact the Administration office. You will also be responsible for arranging the cleanup of the cafeteria.
 - j. Use of any candles used in the ceremony including the representation of the three points of the Scout Oath, Scout Laws, etc. can be provided by the Troop. Please contact the Scoutmaster to request the use of these items.
 - k. Arrange for a photographer to attend or appoint someone who can take photos. If these photos are to be placed on the Troop website, then the photos must be made available in digital format on a CD and presented to the Troop Historian or Website Administrator.



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Milestone: Publicity of the Award

1. A photo from the award presentation should be submitted to the local news paper by the scout or parents. If you need assistance with the submission, a high resolution electronic version should be made available to the Scoutmaster for submission to the local newspaper.

Milestone: Scholarships and Membership

1. Become a member of the National Eagle Scout Association: <http://www.nesa.org/>
2. Apply for a NESA Scholarship: <https://nesa.org/for-eagle-scouts/scholarships/>

Contacts:

St. Joseph Parish Office or Social Hall Reservations – Helen Smith (717) 637-5236

Note: Have your Scoutmaster coordinate the reservation of the Social Hall. They should make the call.

Troop Committee contact information is available on the Troop website.