



TROOP 599 - Eagle Project Procedures

Revised October 12, 2019 (Page 1 of 5)

1. Eagle Scout Service Project Workbook

Obtain your Eagle Scout Service Project Workbook from the BSA website by clicking on the following link or cutting and pasting it into your browser:

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

You **MUST** follow the download instructions and use the fillable, pdf form identified as No. 512-927 (January 2019 Printing). No other prior or modified workbook will be accepted.

2. Project Selection

Read the project workbook BEFORE doing anything else. Now might also be a good time to contact one of our Eagle Project Advisors.

Talk to other scouts who have already done a project to get ideas. You may want to talk to either one of our Eagle Project Advisors, our Scoutmaster or our Committee Chairman about project ideas and sponsors. You may also borrow a binder from your Eagle Project Advisor that:

- a) summarizes some of the projects done by Eagle Scouts in Troop 599 since about 1992; and
- b) includes copies of recent projects.

Once you think you have a project selected and you have at least talked to your potential project sponsor about it, write a paragraph (about a half page or so) about the project for your Eagle Project Advisor – explaining:

who the sponsor will be,
who the project will benefit,
what the project will be,
where the project will take place, and
when you plan to do the project.

Then, **before you begin to write up the proposal and detailed plan in the project workbook, call your Eagle Project Advisor for an appointment to get your project beneficiary and idea approved** and to discuss the way forward to complete the proposal and detailed plan and obtain the approvals required by the project workbook before you can begin actual physical work on your project.

3. Project Approvals

Before beginning any actual physical work on your project, you must have your project proposal approved and you must have completed a detailed plan to carry out your project.

A. Approval of Proposal

You MUST obtain the following approvals of your proposed project (the first section of the project workbook entitled Eagle Scout Service Project Proposal) **in the exact order given below BEFORE beginning any actual physical work on the project:**

- § Project Sponsor from the organization where you plan to do the project;
- § Eagle Project Advisor - Dana Beebe (713) 899-7275 or Craig Aitken (281) 794-1333;
- § Troop Committee Chairman - Walter Brookhart (713) 465-0329; and
- § Mustang District [SHAC] Review – John Wallace (713) 739-1060 (ask for Valerie to make an appointment).

You need not wear a uniform for the foregoing meetings within Troop 599. **You must wear full Field (Class A) uniform for your District Review.**

B. Completion of Detailed Plan

After you have obtained these approvals of your proposal **you MUST complete a detailed plan** for carrying out the project (the second section of the workbook entitled Eagle Scout Service Project Final Plan) and have it approved by your Eagle Project Advisor **BEFORE beginning any actual physical work on the project.**

C. Approval of Completed Project and Report

After you have completed your project **you must** complete the post-project report (the third section of the workbook entitled Eagle Scout Service Project Report) and **obtain the following approvals of the completed project and post-project report in the exact order given below BEFORE you schedule a Scoutmaster Conference for Eagle.**

- § You, the Eagle Candidate – sign your completed project workbook;
- § Project Sponsor; and
- § Scoutmaster – both the Eagle Project Advisor who approved your project Proposal and Detailed Plan **and** your Scoutmaster, Rick Snell (713) 444-3159.



TROOP 599 - Eagle Scoutmaster Conference and Board of Review Procedures

[Retain until after your Eagle Board.]

1. Eagle Application

Congratulations on getting this far on your path to Eagle! Eagle Scout is a very special rank and because of that extra steps are performed to ensure requirements are fully met. Please note that unlike previous ranks, Eagle requires a more in-depth confirmation of skills, letters of reference, and an essay that become part of the Eagle's board of review. Note that the Eagle candidate should budget time for many of these steps and not expect that he can complete the merit badges and project shortly before his 18th birthday. This document outlines a number of steps required for Eagle that involve a number of meetings and approvals. It is not unusual that getting one of these meetings can take a week or more and that multiple visits are required to get all the documentation in order and meet all the requirements. It is therefore highly recommended that an Eagle candidate should plan to complete all his merit badges and several months prior to his 18th birthday.

Obtain your Eagle Application from the BSA website by clicking on the following link or cutting and pasting it into your browser:

http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

You MUST use the fillable, pdf form identified as form No. 512-728 (January 2019 Printing). No other prior or modified application form will be accepted.

Print out a copy of your full Individual History Report from the TroopMaster portal on the troop website to assist you in filling out your Eagle Application; please note that you need to print out the IHR that shows all your rank advancements and not just the requirements for Eagle rank. If you do not remember how to do this, contact the troop records coordinator, Daniel Ochs at (713) 501-3386 to obtain a printout of your IHR. If you have more than 21 merit badges, **you MUST use the merit badges as shown on the IHR for Star, Life and Eagle rank** in completing the Eagle Application.

The Eagle application requests contact information for several individuals who will provide references for you. You must talk to each of those proposed references and obtain their agreement to provide the type of reference for which you will list them. You must provide all the contact information requested, including e-mail addresses, if available. **You do not actually obtain the requested reference letters as they are confidential and you will not be able to see them.** They will be obtained by the troop using the information you provide. **All references must be adults (over 30 years old unless you ask and get an exception) and, except for your parents, should not be**

relatives. The education reference should be a teacher you have the current year (as long as it is not the beginning of the year) or the previous year or a counselor or grade principal who knows you well. If you do not attend church, synagogue, temple, mosque, etc. and are not sure who to ask for a religious reference, please talk to your Eagle advisor for guidance. In addition, the Scoutmaster and Committee Chairman should not be used as references as they will be signing your application.

2. Meetings

You must have the following meetings and obtain the following approvals **in the exact order given below BEFORE your eighteenth (18th) birthday** with exception of the Eagle Board of Review which may be completed after your 18th birthday:

| | Meeting Description | Who sets up Meeting? | Comments |
|---|--|---|--|
| A | <p>Pre-Scoutmaster Conference</p> <p><i>Wear full Class A uniform + sash + hat</i></p> <p><i>Come prepared! Need to know every scout skill listed on the ARQ form.</i></p> | <p>Scout to call Mr. Wood (281) 759-4455</p> | <p>Have sent one week before the meeting:</p> <ul style="list-style-type: none"> • Eagle essay • Completed Application including list of references <p>Bring the following to the meeting:</p> <ul style="list-style-type: none"> • Scout Handbook • Printout of Scout's Full Individual History Report • Eagle application, including Req. 6 Statement of Ambitions / Life Purpose and Listing of Activities / Leadership and Awards outside Scouting • All requested contact information for each Reference on Application • Eagle Project Workbook • Advancement Review Questions List (blank) • 3 ft x 3ft triangular bandage for First Aid • Compass • Rope for knots and for doing lashings |

| | | | |
|---|--|---|--|
| B | Scoutmaster Conference <i>Wear full Class A uniform + sash + hat</i> | Scout to call Mr. Snell (713) 444-3159 | Bring the following: <ul style="list-style-type: none"> • Scout Handbook • Printout of Scout's Individual History Report • Eagle application, including Req. 6 Statement of Ambitions / Life Purpose and Listing of Activities / Leadership and Awards outside Scouting • Eagle Project Workbook • Advancement Review Questions List (completed and signed by Mr. Wood) |
| C | Committee Chairman <i>(must be completed prior to your 18th birthday)</i> <i>Wear full Class A uniform + sash + hat</i> | Scout to call Mr. Brookhart (713) 465-0329 | Bring the following: <ul style="list-style-type: none"> • Scout Handbook • Printout of Scout's Individual History Report • Eagle application, including Req. 6 Statement of Ambitions / Life Purpose and Listing of Activities / Leadership and Awards outside Scouting • Eagle Project Workbook • Advancement Review Questions List (completed and signed by Mr. Wood) |
| D | Pre-Board of Review | Scout to call Mr. Wood (281) 759-4455 | Bring the following: Original plus 3 copies of: <ul style="list-style-type: none"> • Completed Eagle application, including Req. 6 Statement of Ambitions / Life Purpose and Listing of Activities / Leadership and Awards outside Scouting • Eagle Project Workbook with all signatures • Final IHR |
| E | Board of Review <i>(must be completed within 3 months after your 18th birthday)</i> <i>Wear full Class A uniform + sash + hat</i> | Mr. Wood will set up Board | Bring the following: <ul style="list-style-type: none"> • Scout Handbook (Mr. Wood will bring everything else) |