



TROOP 599 - Eagle Project Procedures

Revised October 28, 2017 (Page 1 of 4)

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/scoutsources/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>

You **MUST** follow the download instructions and use the fillable, pdf form identified as No. 512-927 (October 2015 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. 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.

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 - Craig Aitken (281) 794-1333 or Dana Beebe (713) 899-7275;
- 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.**

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.**

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
- Scoutmaster – Jeff Pyle (713) 446-4053 **and** his designated representative, i.e., the Eagle Project Advisor who approved your project Proposal and Final Plan



TROOP 599 - Eagle Scoutmaster Conference and Board of Review Procedures

[Retain until after your Eagle Board.]

1. Eagle Application

Once you have completed all requirements for Eagle, 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 and the April 2017 Printing. No other prior or modified application form will be accepted.

Print out a copy of your Individual History Report from the TroopMaster portal on the troop website to assist you in filling out your Eagle Application. If you do not remember how to do this, contact the troop records co-ordinator, James Harris, at (281) 556-6930 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 and, except for your parents, should not be relatives.** 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:**

Meeting Description		Who sets up Meeting?	Comments
A	Pre-Scoutmaster Conference	Scout to call Mr. McDonald (713) 426-1531 or Mr. Wilson (713) 426-1531	Bring the following: <ul style="list-style-type: none"> • Scout Handbook • Printout of Scout's Individual History Report • Eagle application, including

			<p>Req. 6 statement and list</p> <ul style="list-style-type: none"> • Email address for each Reference on Application • Eagle Project Workbook • Advancement Review Question List (blank)
B	<p>Scoutmaster Conference <i>Wear full Class A uniform + sash + hat</i></p>	<p>Scout to call Mr. Pyle (713) 446-4053</p>	<p>Bring the following:</p> <ul style="list-style-type: none"> • Scout Handbook • Printout of Scout's Individual History Report • Eagle application, including the statement and list required in the paragraph following Requirement 6 • Eagle Project Workbook • Advancement Review Question List (completed and signed by Mr. Linderman or Mr. McDonald)
C	<p>Committee Chairman <i>(must be completed prior to your 18th birthday)</i> <i>Wear full Class A uniform + sash + hat</i></p>	<p>Scout to call Mr. Brookhart (713) 465-0329</p>	<p>Bring the following:</p> <ul style="list-style-type: none"> • Scout Handbook • Printout of Scout's Individual History Report • Eagle application, including the statement and list required in the paragraph following Requirement 6 • Eagle Project Workbook • Advancement Review Question List (completed and signed by Mr. McDonald or Mr. Wilson)
D	<p>Pre-Board of Review</p>	<p>Scout to call Mr. McDonald (713) 426-1531 or Mr. Wilson (832) 514-0311</p>	<p>Bring the following:</p> <ul style="list-style-type: none"> • Completed Eagle application, including Req. 7 write-up • Eagle Project Workbook
E	<p>Board of Review <i>(must be completed within 3 months after your 18th birthday)</i> <i>Wear full Class A uniform + sash + hat</i></p>	<p>Mr. McDonald or Mr. Wilson will set up Board</p>	<p>Bring the following:</p> <ul style="list-style-type: none"> • Scout Handbook <p>(Mr. McDonald or Mr. Wilson will bring everything else)</p>