

# Troop 695 Eagle Scout Rank Process

## Document Purpose

This document is to serve as an informational tool on the process and steps used by Troop 695 for scouts working toward the Eagle Scout Rank. It includes both a general checklist, as well as detailed information on each of those tasks specified on the checklist.

## Current Eagle Rank Contacts

Role	Contact	Phone #	Email
Eagle BOR Coordinator	Bill Heyman	612-751-7906	<a href="mailto:bill.heyman@gmail.com">bill.heyman@gmail.com</a>
Scoutmaster	Dan Edlund	952-943-5356	<a href="mailto:daedlund@hotmail.com">daedlund@hotmail.com</a>
Committee Chair	Justin Pratt	612-719-8689	<a href="mailto:jpratt@evine.com">jpratt@evine.com</a>
Troop Records	Cindy Pratt	612-244-6912	<a href="mailto:cpratt1@comcast.net">cpratt1@comcast.net</a>

## Checklist

Task #	Task	Completed
<b><i>Tasks 1-7 may be done in any order, but ALL must be completed before moving on to Task #8.</i></b>		
1	Be active in troop for a period of at least 6 months (Requirements #1)	
2	Prepare Eagle Rank reference letters (Requirement #2)	
3	Earn required number of Merit Badges (Requirement #3)	
4	Complete 6 months of Leadership (Requirement #4)	
5	Complete Eagle Scout Service Project (Requirement #5)	
6	Prepare Eagle Scout Rank Application	
7	Prepare Statement of Ambitions and Life Purpose	
<b><i>The following tasks need to be completed in sequential order.</i></b>		
8	Complete a Scoutmaster Conference (Requirement #6)	
9	Obtain Committee Chair Signature on Application	
10	Compile required paperwork and submit to Eagle BOR Coordinator	
11	Verify Eagle BOR Coordinator has References	
12	Complete Eagle Board of Review	
13	Plan Eagle Rank Court of Honor	

## Northern Star Council – Eagle Resources Link

If needed, the current link to the Northern Star Council page with Eagle Scout Award information is here: <http://www.northernstarbsa.org/AdvancementAwards/EagleScout/Resources.aspx>

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## Task #1

Be active in troop for a period of at least 6 months (Requirements #1)

This should be obvious and not a question if you wish to earn the Eagle Scout rank!

## Task #2

Prepare Eagle Rank reference letters (Requirement #2)

There are 5 required reference letters ( or 6 if you have an employer):

- One from your parent/guardian
- One from a religious leader (a pastor, youth minister, etc. If you are not affiliated with a church you can have a parent do this, but ask for guidance on that)
- One from a teacher
- Two others of your choice (adults/leaders/mentors who know you well and/or have helped you get to this point in your life)
- One from an employer (this one is optional and is not required if you have not been employed)

**Reference letters are \*CONFIDENTIAL\* and to be sent directly to the current Eagle BOR Coordinator, they are NOT to be read by the scout. (This is a BSA National policy)** Sample forms/letters that may be used for the reference letter are available on the Northern Star Council Eagle Resources page.

Specific steps:

1. Determine who you will use as references.
2. Notify the people you wish to use as a reference and provide instructions
  - a. This is most effectively performed by the scout, but if circumstances dictate, a list of references and contact information may be provided to the Eagle BOR Coordinator.
  - b. Instruct references to keep the letter confidential. **All forms/letters should be sent (mail OR email) directly to the Eagle BOR Coordinator.**
  - c. You may use the sample forms available on the NSC Eagle resource page or simply ask the references to write a letter on their own. An email letter is acceptable as well.
3. Check with Eagle BOR Coordinator periodically to ensure reference letters have been received.

Current Eagle BOR Coordinator contact information:

Bill Heyman  
Eagle Advancement Chair, Troop 695  
19900 Sweetwater Curve  
Excelsior, MN 55331  
cell: 612-751-7906  
email: bill.heyman@gmail.com

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## **Task #3**

Earn required number of Merit Badges (Requirement #3)

Contact the Scoutmaster to obtain a list of your Merit Badges that have been entered into our recordkeeping system. You will need to record 21 Merit Badges on the Eagle Scout Rank Application, including the 'Date Earned'.

## **Task #4**

Complete 6 months of Leadership (Requirement #4)

See the current rank requirements for positions applicable to leadership for the Eagle rank. The "6 months" means actual calendar days. For example leadership is not 'late September to late March', but rather specific dates of 9/24/2016 to 3/25/2017. If the COH dates are not a full 6 months (e.g. 3/25/2016 to 9/29/2017), you would be considered 4 days short!

Please confirm your leadership with the Scoutmaster for recording on your Eagle Scout Rank Application.

## **Task #5**

Complete Eagle Scout Service Project (Requirement #5)

Obtain a current download of the Eagle Scout Service Project Workbook from the link on the NSC Eagle page. This will be your guide for the entire project.

Troop 695 recommends the Eagle candidate work with an "Eagle Advisor" for assistance and guidance for the Eagle Scout Service Project. Please see the Scoutmaster for more help regarding advisors.

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## **Task #6**

Prepare Eagle Scout Rank Application

To assist in filling out the Eagle Scout Rank application, please make a request to the current 'Troop Records' person who can provide you with a full advancement report from our recordkeeping system. See the front page of this document for that persons contact information.

1. Obtain the correct Eagle Scout Rank Application
  - a. Use the link on our web site to get to the NSC Eagle page
  - b. On the NSC site there is a link to the most current application
  - c. Download and save the application to your computer. You can type information into this document and save the PDF file
2. Fill out the Eagle Scout Rank Application
  - a. Use the link on our web site to get to the NSC Eagle page
  - b. On the NSC site there is a link to a document titled "Eagle Scout Application Check Sheet"; use this document to assist you in correctly filling out the application
  - c. Use the advancement report to fill in dates as required on the application.

## **Task #7**

Prepare Statement of Ambitions and Life Purpose

As specified on the Eagle Scout Rank Application, a "statement of your ambitions and life purpose and a listing of your positions held..." is to be included with the application.

This document should be prepared on a separate paper from the application, but included as an attachment. There are no specific rules, guidelines, etc. regarding this requirement; it will be different for each scout and no one format or style is encouraged over the other.

This document will definitely be discussed and used as a point of reference during your Eagle Board of Review. It should be prepared before the Scoutmaster conference so it can be reviewed prior to submission of the application.

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## **Task #8**

Complete a Scoutmaster Conference (Requirement #6)

When all of the previous tasks are completed, it is time for the Scoutmaster conference. Contact the Scoutmaster for a conference, and when scheduled, bring the following:

- Scout Handbook
- Eagle Scout Rank Application
- Statement of Ambition and Life Purpose
- Eagle Scout Service Project Workbook
- List of service project workers (see below)

While the Eagle Scout Service Project Workbook includes a place for you to record the total number of hours worked by various groups (Page 3-4: Scouts, Leaders, Other Youth, etc.), the Northern Star Council requires you provide more detail as to who worked on the project. The specific data requested is the name, date and number of hours worked per person. The recommendation is to have "Sign-In Sheets" for all Eagle Scout Service Projects, which will meet this paperwork requirement.

If modifications to the Eagle Scout Rank Application are needed, you will have to make the corrections/changes and meet with the Scoutmaster to SIGN in the 'Unit Approval' section of the application.

If no changes are needed, the application will be signed and you can move on to the next task.

## **Task #9**

Obtain Committee Chair Signature on Application

After approval by the scoutmaster, the Eagle Scout Rank Application should be presented to the Committee Chair for approval.

Please see the first page of this document for current contact information.

# Troop 695 Eagle Scout Rank Process

## **Task #10**

Compile required paperwork and submit to Eagle BOR Coordinator

Contact the Eagle Board of Review Coordinator and submit the following required paperwork:

- Eagle Scout Rank Application
- Statement of Ambition and Life Purpose
- Eagle Scout Service Project Workbook
- List of service project workers

The Eagle BOR Coordinator will review the application and look to ensure all parts of the Eagle Scout Service Project Workbook are present, but it is expected that the SCOUT submit this documentation only after completion, including unit approval signatures.

The Eagle BOR Coordinator CANNOT submit your Eagle Scout Rank Application until they have all the required paperwork, including reference letters. (See Task #11 on reference letters!)

## **Task #11**

Verify Eagle BOR Coordinator has Reference Letters

The Eagle Board of Review Coordinator cannot submit your Eagle information to the council until all of the paperwork listed in Task #10 has been submitted, AND ALL of the reference letters have been received to be included in the packet.

You may need to contact some references to encourage them to hurry and provide the reference.

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## **Task #12**

Complete Eagle Board of Review

The Eagle Board of Review Coordinator will submit your paperwork to the council. ONLY after this paperwork has been approved will an Eagle BOR will be scheduled.

The scheduling of your Eagle BOR will be handled by the Eagle BOR Coordinator and the Mustang District Advancement Chair.

Prepare for your Eagle BOR by reviewing your Eagle Scout Service Project and the Statement of Ambitions and Life Goals from your Eagle Scout Rank Application; you will be asked about these during your Eagle BOR.

Wear your complete uniform, including Merit Badge sash. If you are active in the OA, you may bring your OA sash but leave it on the table.

Bring your Scout Handbook to the Eagle BOR, and make sure it is signed and updated!

The following is a brief synopsis of the process from the Mustang District Life to Eagle Presentation:

### **“The Interview”**

- The Scout is asked to enter the room and is introduced by the Troop Advancement Chair or Scoutmaster
- The Scout is asked to begin the interview by reciting the Scout Oath and Law
- The Scout will be asked questions relative to his leadership, his life in and outside of the troop and about his project.
- The Scout is encouraged to talk and to answer questions completely and to the best of his ability
- The entire interview process will take between 45-50 minutes
- At the completion of the interview, the Scout will be asked to leave the room while the Board members discuss the acceptability of the Scout as an Eagle Scout

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## Task #13

Plan Eagle Rank Court of Honor

Responsibility for planning of the Eagle Rank COH is with the scout and the scout's family. Traditionally, in Troop 695 the Eagle BOR Coordinator provides the following to be presented to the scout at the COH:

1. Eagle Scarf and Slide
2. Eagle Award Plaque (this has the Eagle award date on it which is the date of the BOR)
3. Eagle Knife
4. 1 yr NESA membership

Other Items:

- The Council automatically requests congratulatory letters from the President, Governor, two US senators, and branches of the military. These get forwarded directly to the Scoutmaster and can be presented at the Eagle Rank COH. This is another reason to leave some time between submission of the application and the planned COH date. The one from the White House goes directly to the scout.
- Scouts can also request to purchase a flag that will be flown over the State Capitol or the U.S. Capitol by contacting the appropriate Congressional representative. This is then sometimes presented during an Eagle Rank COH.
- There is a supply of 'some' Eagle Rank COH items that are in the supply closet for the Troop, you may request to use/borrow as needed.