



TROOP 599 - Eagle Project Procedures

Revised August 14, 2024 (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 (February 2023 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 one of our Eagle Project Advisors, our Scoutmaster or our Committee Chairman about project ideas and sponsors.

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 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, including purchasing materials, you must have your project Proposal approved and you must have completed the 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 – Rick Snell (713) 444-3159;
- Troop Committee Chairman - Walter Brookhart (713) 208-0067; and
- Mustang District [SHAC] Review – Charles Jeske (713) 464-3648 or cmjeske@usa.net .

You need not wear your Scout 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 and date your completed project workbook);
- Your Project Sponsor;
- Your Eagle Project Advisor (Mr. Snell); and
- Scoutmaster – Don Paullo (713) 882-9291.



TROOP 599 - Eagle Scoutmaster Conference and Board of Review Procedures

[Retain until after your Eagle Board.]

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 your skills, letters or 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 each 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 his project several months prior to his 18th birthday.

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 June 2022 Rev. 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 or of your Individual Advancement Report from ScoutBook to assist you in filling out your Eagle Application. If you do not remember how to do this, contact the troop Records Master, Milton Vasquez at (713) 894-6138 to obtain a printout of your IHR. If you have more than 21 merit badges, **you MUST use the merit badges shown on your IHR for Star, Life and Eagle rank** in completing the Eagle Application.

The Eagle application requests contact information for a number of 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 of 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 never 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 for and get an exception) and, except for your parents, should not be relatives.** The education reference should be a teacher you have for the current year (as long as it is not the beginning of the school year) or the previous year or a counselor or grade principal who knows you well. If you do not attend church, synagogue, temple, mosque or the like 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 the 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 with MB sash and Troop cap.</i></p> <p><i>Come prepared! Need to know every scout skill listed on the ARQ form.</i></p>	<p>Scout to call Mr. Mohr (281) 221-8157</p>	<p>Have sent one week before the meeting:</p> <ul style="list-style-type: none"> • Eagle essay • Completed Application, including references <p>Bring the following:</p> <ul style="list-style-type: none"> • Scout Handbook • Printout of Scout's Individual History Report or IAR • Eagle application, including Req. 6 Statement of Ambitions/Life Purpose and Listing of Activities/Leadership and Awards outside of Scouting • All requested contact info for all References on Application • Eagle Project Workbook • Advancement Review Question List (blank) • 3 ft x 3 ft triangular bandage for First Aid • Compass • Rope for knots and lashings

B	<p>Scoutmaster Conference</p> <p><i>Wear full Class A uniform with MB sash and Troop cap.</i></p>	<p>Scout to call Mr. Paullo (713) 882-9291</p>	<p>Bring the following:</p> <ul style="list-style-type: none"> • Scout Handbook • Printout of Scout's Individual History Report • Eagle application, including separate written pages for the Req 6 Statement and Listing • Eagle Project Workbook • Advancement Review Question List (completed and signed by Mr. Mohr)
C	<p>Committee Chairman</p> <p><i>Wear full Class A uniform with MB sash and Troop cap.</i></p> <p>(must be completed prior to your 18th birthday)</p>	<p>Scout to call Mr. Brookhart (713) 208-0067</p>	<p>Bring the following:</p> <ul style="list-style-type: none"> • Scout Handbook • Printout of Scout's Individual History Report or IAR • Eagle application, including separate written pages meeting the Req 6 Statement and Listing • Eagle Project Workbook • Advancement Review Question List (completed and signed by Mr. Mohr)
D	<p>Pre-Board of Review</p>	<p>Scout to call Mr. Mohr (281) 221-8157</p>	<p>Bring the following:</p> <ul style="list-style-type: none"> • Original and 4 copies of you completed Eagle application, including Req. 6 write-up • Eagle Project Workbook with all signatures • Final IHR
E	<p>Board of Review</p> <p><i>Wear full Class A uniform with MB sash and Troop cap.</i></p>	<p>Mr. Mohr will set up Board</p>	<p>Bring the following:</p> <ul style="list-style-type: none"> • Scout Handbook <p>(Mr. Mohr will bring everything else)</p>

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