

So, you finally got around to working on your Eagle Project? Congratulations. The files here are to help you get through the process. These are the files to help you, that we have often sent out, but now they are all in one place with this text as a reminder of what you do with them. For all of these issues, troop leaders are available to help you, this is just meant to be an overview of the files and what they are for.

**The files in this memo are available at [www.boyscouting171](http://www.boyscouting171) under the Scoutmaster/eagle directory.**

1. Need ideas on what a project is or what qualifies? Check the file **'1\_EagleScoutProjectPlanningGuideAdvDist'**.

2. Have your ideas? First, check with troop leaders to make sure it qualifies. Then the file **'2\_Eaglepacket.rtf'** is the file to start your project write-up. Download and save this to your computer, then edit it using MS word or another word processor to put your information in. I've put an example write up to show how much detail you need. The 2 areas that you have to think about are 1) detail and 2) looking at the checklists. The example is **3\_Eagleexample**. If you don't have about that much detail, you don't have enough information to get the project approved.

3. The file **'4\_EagleProjectChecklist'** and **'5\_EagleScoutProjectApprovalChecklist'** are 2 DIFFERENT lists. Read these and make sure you include what you need. Take out any excess wording that doesn't apply to your project. I have made the text 'red' for items that are instructions only, that should be removed prior to submitting. The example file above ends with the first signature page. This is all you need before you do the project (the rest is for afterward so don't delete it). When submitting the project for troop and council approval, only print out through the signature page. If you get signatures and have to modify the document, don't reprint that page, just reuse the one with the signatures.

4. After the project is done, fill out the rest of the project write-up and get it ready for you board of review. Scoutmaster and Advancement Chair will review this for you before you schedule a board of review.

5. Before your board, you need to send out the reference letters, these are included in the file **'6\_Eagle\_reference\_letters'**. See troop leaders to review how many to send out, and how to get them sent to the advancement chairman (not back to you, the applicant).

Keep track of who you send them to, so that if there is someone who is late getting them turned in, we can figure out who that is. We suggest putting a stamped envelope addressed to the advancement chair, and put a number on each one in the back corner of that envelope - and keep track of the numbers. So if he's missing one he can say, I have numbers 1 through 4, 6 and 7, but I don't have 5 yet- and you can figure out that it's the employer, or whoever number 5 was and then you could remind them to send it in.

You only need to make copies of pages 4 and 5 from '6\_Eagle\_reference\_letters' to send out to people, the rest are instructions. There are 6 people listed on the front of the application that you need to send the references to. The 7th is me - the scoutmaster.

6. Before your board you have to fill out the actual Eagle application. This is the form '**7\_Eagle\_App\_fill\_in.doc**' It is important to get all of these dates right. We will supply you with your advancement and merit badge records when it's time to do this. You also are responsible to go down to the council office, and they will verify a few items and sign it. We'll let you know who to see and what to have them look for.

***YOU CAN'T HAVE YOUR BOARD OF REVIEW UNTIL YOU HAVE YOUR PROJECT WRITE-UP, APPLICATION, and ALL LETTERS OF RECOMMENDATION ARE RETURNED.***

7. Once this is all completed, arrange for the board of review, supply 3 copies of completed (and reviewed) final project, and be in full uniform. The board will have your letters of recommendation.

8. Once you pass your board, we send it to council and we'll get your award. Then it's up to you and your family to plan your ceremony. See scoutmaster for the Eagle Court of Honor Handbook. You need to select a date, guests of honor, location, and plan the ceremony. You also have to send out invitations, letters to dignitaries (President, congressman, etc. will send letters to the Eagle), and print programs if you choose to do so.