

From Here to Eagle
Troop 870 Eagle Scout Tips & Tricks

Assuming you've completed all of the merit badges necessary for your Eagle.....here is the *approximate* order of remaining tasks you should expect to complete. NOTE: You are not required to complete all other requirements before starting your project.

As you work through this document, please email Mr. Lovelace with corrections and clarifications to improve it and to help those who come after you.

Keep in mind, in addition to the people listed below, you have other resources available to you: your Patrol's ASM, fellow Eagle Scouts in the troop, et al.

#	Task	Target Date	Status
1	As a Life Scoutif you haven't already, get in a leadership position to fulfill your 6 month requirement. KEY: This is your home stretch. Regardless of your Scouting career until now, you should strive to Finish Strong!!		
2	SCOUT & PARENTS: Pick a window for your Eagle run. <u>Allow plenty of time.</u> Consider what other activities / responsibilities you will have during that time. <u>Allow plenty of time.</u> Something will always happen to slow you down. (Can anyone say "Hurricane Ike"?) <u>Allow plenty of time.</u> To steal a phrase of from Stephen Covey, begin with the end in mind. If you are having a family reunion in town in 12 months and you want your Eagle Court of Honor to happen while everyone is in town, plan accordingly.		
3	SCOUT & PARENTS: Websites with helpful information: www.Troop870wUBC.com , www.EagleScout.org and www.NESA.org		
4	PARENTS: Resist the temptation to hijack the project so it can be done better and/or faster. This is your Scout's project!		
5	SCOUT: Request TroopMaster advancement record from Mrs. Galliker the Advancement Chair to confirm completion of all Merit Badges. She will also provide you the information you need to fill out your application.		
6	SCOUT: Get a 3 ring binder with page protectors. This will keep everything clean and together – especially the all-important signature pages.		
7	SCOUT: Provide SM Lovelace with the names and addresses of the people you want to ask to write Eagle recommendation letters. He will send a letter to each of them that explains why we are asking them to write this letter for you and includes instructions for them on how to return it. (Consult Eagle application for needed recommendation sources.) NOTE: These can be requested any time after a scout becomes a Life Scout. Please don't wait until everything is else is completed before asking for these letters!		
8	SCOUT: Get two envelopes (one outbound, one back to Mr. Lovelace) for each letter request (stamped and addressed standard business size envelopes) to SM Lovelace . The Scout will <u>not</u> have an opportunity to read the reference letters.		
9	SCOUT: Start thinking about your Life Statement. It's buried in Requirement 6 on the Eagle application. REQUIREMENT 6. Take part in a Scoutmaster conference (with Scoutmaster, Coach, or Advisor). Attach to this application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.		

#	Task	Target Date	Status
Project			
10	PARENTS: Write your recommendation letter and mail it back to Mr. Lovelace . (Review the Oath and Law.)		
11	SCOUT: Think about organizations you care about and the kinds of help they need. Pick something you like. You will be living with this and you want to BE excited and LOOK excited about it.		
12	SCOUT: Meet with troop's Eagle Advisor ASM Mr. Bauder to discuss ideas for projects.		
13	SCOUT: Only after talking to Mr. Bauder, if your project idea is unusual, you might want to run it past Unit Commissioner Mr. Keller to make sure it will pass muster.		
14	SCOUT: Keep track of all hours you and your parents spend on the project.		
15	PARENTS: Save all of your receipts. Plan to provide food and beverages for your volunteers.		
16	SCOUT: Meet with the prospective organization for whom you are considering doing your project and collect info Take plenty of pictures! They help tell your story.		
17	SCOUT: Prepare Eagle Scout Project Workbook (needs to be extremely detailed). Remember, FedEx Office (Kinko's) will print off in color pictures that you email to them.		
18	SCOUT: Discuss workbook with Mr. Bauder .		
19	SCOUT: Plan your project in further detail, incorporating the feedback received above (loop previous until satisfied)		
20	SCOUT: Confirm the target date(s) of the project work		
21	SCOUT: Put together a 1 or 2 page, 10 minute story of your idea and plan. Include background, objective, purchased materials, loaned equipment, timeline, safety plan, budget, etc. (This will be presented to the troop parents at a Parents' meeting.		
22	SCOUT: Discuss your 1 or 2 page, 10 minute story with Mr. Bauder .		
23	SCOUT: Discuss your 1 or 2 page, 10 minute story with Mr. Lovelace . Obtain his signature in workbook.		
24	SCOUT: Request to be put on the agenda for an upcoming Committee Meeting (by asking Committee Chair Mrs. Francis) to present your project to the troop's parents. (Remember, your fellow Star and Life scouts will be there to watch you so they will be better prepared for their presentations.) NOTE: These meetings only happen once a month – and usually don't occur in July.		
25	SCOUT: Discuss your 1 or 2 page, 10 minute story with Mrs. Francis .		
26	SCOUT: Present your 1 or 2 page story to the Troop Committee and your fellow Star and Life scouts.		

#	Task	Target Date	Status
Project, Continued			
27	SCOUT: One week later, pick up your Eagle workbook from Mrs. Francis with her signature or with her feedback on needed changes.		
28	SCOUT: Make an appointment to discuss your project plan with Mr. Keller .		
29	SCOUT: Discuss your 1 or 2 page story (with pictures as appropriate) and your project workbook with Mr. Keller .		
30	SCOUT: Request volunteer sign up from the troop and others (bring one sheet per team, clip board & pen to several troop meetings prior to the actual project). Remember needed special skills: Drivers, trailers, pickups, etc. Know how many scouts and adults you need on which days and for what tasks / sub-teams.		
31	SCOUT: Prepare your day-of-project checklist. Don't leave home without it!! (This could easily be 2 pages long!)		
32	SCOUT: Prepare a service hours letter – on letterhead from your benefitting organization. This can be used by students in need of hours for honor societies, etc.		
33	SCOUT: The night before your project: Call everyone who signed up. Make sure they remember the start time, location, gear and clothing needed for the project. Review your checklist of things to be done.		
34	SCOUT: Perform your project (Hint: If at all possible and appropriate, consider having a team leader meeting <u>prior</u> to the project date to coach your team leaders!!) Stay calm during the project. Look like a leader. Work with team leaders to perform needed tasks. Try hard NOT to do the work yourself. Review your checklist. Have organization contact sign the service hours letters. Make sure someone takes plenty of pictures! Get one posed picture with everyone on the project. Hand out letters while people are eating / snacking.		
35	SCOUT: The day of the project, have a wrap up walk through meeting with your organization contact		
36	SCOUT: Acquire Final Signature for project from your organization contact .		
37	SCOUT: Do your after-project write up now while events are fresh in your mind.		
38	SCOUT: Thank the people who helped you on your project.		
39	SCOUT: Visit your project some time after completion (as appropriate) to verify that the outcome is what was planned and expected Take plenty of pictures!		

#	SCOUT Task	Target Date	Status
Project, Continued			
40	SCOUT: Discuss your completed project with Mr. Bauder . Bring your binder - with pictures.		
41	SCOUT: Discuss your completed project and obtain Scoutmaster signature from Mr. Lovelace . Bring your binder - with pictures.		
42	SCOUT: Discuss your completed project and obtain signature from your adult point of contact with the organization receiving your project. Bring your binder - with pictures.		
43	SCOUT. Provide to Mr. Alan Estes (the troop's Good Turn for America project coordinator) the following information so the Eagle project can be registered by GTFA: <ul style="list-style-type: none"> • Scout's full name and BSA membership number. • Number of Scouts working on the project • Number of non-Scout youth working on the project • Number of leaders working on the project • Number of other adults working on the project • Total hours worked on the project (number of people times the length of time they worked) • Cost of materials required to complete the project 		
44	Not used any more.		
Eagle Application			
45	SCOUT: Complete your application with the information from Mrs. Galliker and TroopMaster. NOTE: When you enter your free choice merit badges, start from the earliest and list them in order. Reason - National checks your badge dates to make sure you had enough at your Star and Life dates. Also, listing the badges in the order they were earned will make it easier to know what to put for your Eagle Palms.		
Scoutmaster Conference			
46	SCOUT: Finalize your life statement. (See Step #9 above.) Do several drafts before showing it to Mr. Bauder . Share it with your parents for their input. After Mr. Bauder is happy with it, present it to Mr. Lovelace .		
47	SCOUT: Schedule an appointment with Mrs. Galliker to review all of your paperwork (application, MB's, project, recommendation letter return status – you will not be allowed to read the letters, life purpose essay, etc.) NOTE: The way you list your name on the application is how it will appear on your certificate.		
48	SCOUT: Inspect your uniform. Make sure all of your patches are correct (Rank, patrol, leadership position, quality unit year, unit #). If you are wearing an OA pocket flap patch, make sure your dues are paid up. Make sure your merit badge sash has <u>all</u> of your earned merit badges and correctly excludes patches from the back that don't belong there.		

#	Task	Target Date	Status
49	SCOUT: Schedule your Eagle SMC with Mr. Lovelace . NOTE: Remember, you MUST have your SMC <u>before</u> your 18th birthday!		
50	PARENTS: Help your son collect his thoughts. He's done SMC's before, but these questions will be more in-depth. Have him repeat the Oath, Law and Outdoor Code in front of an audience. (It's not uncommon for even the strongest Eagle Candidates to stumble on these during their SMC.)		
51	SCOUT: Complete your Eagle SMC with Mr. Lovelace . NOTE: Remember, you MUST have your SMC <u>before</u> your 18th birthday!		
Board of Review			
51	SCOUT: Coordinate with Mrs. Galliker . She will schedule your Eagle Board of Review. This will be performed by parents from the troop and with Mr. Keller . Caveats: You have until <u>90 days</u> AFTER your 18th birthday to complete this Board. Summertime is especially challenging to schedule. Allow extra time.		
52	SCOUT: Talk to Mr. Bauder and other Scoutmasters for thoughts to consider prior to your BOR.		
53	PARENTS: Help your son collect his thoughts. He's done five Boards of Review before, but these questions will be more in-depth. Have him repeat the Oath, Law, Motto, Slogan and Outdoor Code in front of an audience. (It's not uncommon for even the strongest Eagle Candidates to stumble on these during an Eagle Board.)		
54	PARENTS: Take pictures of your son <u>before</u> the Board of Review.		
55	SCOUT: Boards really do want you to pass – and they understand that you are nervous – but you must be respectful and positive. Typically, these are adults who have been around the troop for several years and have watched you grow and mature. They want you to point out specific situations that demonstrate your growth and maturity.		
56	SCOUT: Successfully complete your BOR.		
57	PARENTS: Take pictures of your son <u>after</u> the Board of Review – possibly with members from the Board.		
58	SCOUT: Thank your parents and any other adults who have had a key role in helping reach this point. Celebrate! This is the official date you can cite on college applications as the date you became an Eagle Scout.		

#	Task	Target Date	Status
COURT OF HONOR			
59	SCOUT: Approach the non-parent adult you wish to present with your Eagle Mentor pin and let him or her know you would like to honor his or her influence in your scouting life. One Mentor pin is included with your troop purchased regalia. You may purchase a second pin at the Scout Shop if you wish.		
60	SCOUT and PARENTS: Expect SHAC & National to take up to 6 weeks to process and confirm your paperwork.		
61	PARENTS: Talk with Mrs. Galliker about VIP congratulatory letters to be presented to your new Eagle at his Court of Honor (e.g., Pope or other religious leader, President, Governor, Senator, Mayor, etc.)		
62	SCOUT and PARENTS: Schedule your Court of Honor. Coordinate with Family (especially out of town relatives), Mentor – if you choose to recognize one (according to BSA this is for a <u>non-relative</u>), SM Master of Ceremonies, Troop Events Calendar (on troop website), Location reservation, etc. Please do NOT send out an invite to the entire troop until you have confirmed with Mr. Lovelace that the date you want won't create scheduling conflicts with troop activities.		
63	PARENTS: Send out an email announcement to 'Save the Date' to the entire troop using List@Troop870wUBC.com .		
64	SCOUT and PARENTS: If you wish, send out snail mail invitations to the troop and others you would like to attend your special day.		
65	SCOUT: Review your Court of Honor script with Mr. Bauder . It should include the administration of the Eagle Charge as well as an Invocation. (Recently, these have been the two most commonly omitted components.)		
66	SCOUT and PARENTS: Have your Court of Honor. The troop has gotten used to having refreshments, but what you provide is up to you.		
67	SCOUT: Congratulations! Now get to work helping the guys behind you!		