

# Life to Eagle Workshop

## Cahokia Mounds District



**Welcome to the Cahokia Mounds District Life to Eagle Workshop!** It is our hope that you will find the information in this packet helpful on your trail to achieving the rank of Eagle Scout. There is a lot of detailed information included in this handout - it is not meant to overwhelm you, please think of it as a reference document that you can go to for answers. If you have questions as you proceed, please ask your Scoutmaster, Troop Eagle Coach/Mentor, Crew Advisor, or one of the Eagle Board leadership team members (listed on the last page).

### Eagle Scout Requirements

1. Be active in your troop, crew, or ship for a period of at least 6 months as a Life Scout.
2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life
3. Complete twenty-one (21) Merit Badges.
4. While a Life Scout, serve actively for a period of 6 months in one or more positions of responsibility
5. While a Life Scout, plan develop, and give leadership to others in a service project helpful to any religious institution, any school or your community.
6. Participate in a Scoutmaster Conference.
7. Successfully complete an Eagle Scout Board of Review

**Requirements 1 through 6, except submitting your paperwork to Council and completing your District Eagle Scout Board of Review, must be completed prior to your 18<sup>th</sup> birthday.** Remember, prior does **not** include the day of your 18<sup>th</sup> birthday, so the requirements mentioned should all be dated, at the latest, the day before your 18<sup>th</sup> birthday.

Below is additional detail regarding the requirements:

#### **1. Be active in your troop, crew, or ship for a period of at least 6 months after you have achieved the rank of Life Scout.**

National guidelines related to being "active" are outlined in the 2019 Guide to Advancement and include:

1. You are registered in your unit.
  2. You are in good standing. A Scout is considered in "good standing" with a unit as long as the Scout has not been dismissed for disciplinary reasons.
  3. You meet the unit's reasonable expectations; or if not a lesser level of activity is explained. More information related to this point is included in the 2019 Guide to Advancement
- Make sure you contact your Scoutmaster/Crew Advisor to discuss your status.

#### **2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.**

- Do a good turn daily.
- List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf including religious, educational, employer, family, friends, Scout leaders (not Scoutmaster or Committee Chair) and parents/guardians. Ask each person to write a recommendation letter for you. Give them a self-addressed envelope to: Cohen Service Center, 335 West Main Street, Belleville, IL 62220. Write in the lower left corner: Reference Letter, Cahokia Mounds District.
- Determined by your Scoutmaster/Crew Advisor and Eagle Scout Board of Review

### 3. Complete 21 Merit Badges

13 Eagle required, 8 your choice

Reminder - Personal Fitness, Personal Management, and Family Life merit badges take 3 months to complete

- Council records and your merit badge cards will be used to verify
- Make sure you have all of your merit badge cards (if you are missing any, contact your Scoutmaster or Advancement Chair in your troop right away).

### 4. While a Life Scout, serve actively for a period of 6 months in one or more of the following positions of responsibility

**Boy Scout Troop** – Patrol Leader, ASPL, SPL, Venture Patrol Leader, Troop Guide, OA Rep, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Webmaster, Leave No Trace Trainer. **Note** – Assistant Patrol Leader does not qualify.

**Varsity Scout Team** – Captain, Co-Captain, Program Manager, Squad Leader, Team Secretary, Order of the Arrow Team Representative, Librarian, Historian, Quartermaster, Chaplain Aide, Instructor, Den Chief, Webmaster, Leave No Trace Trainer.

**Venturing Crew/Sea Scout Ship** – President, Vice President, Secretary, Treasurer, Quartermaster, Historian, Den Chief, Guide, Boatswain, Boatswain's Mate, Yeoman, Purser, Storekeeper, Webmaster, Leave No Trace Trainer.

- Scoutmaster/Crew Advisor to certify. Make an appointment with your Scoutmaster and Senior Patrol Leader or Crew Advisor to review your past leadership roles and discuss what position of responsibility is appropriate for you. Be sure to confirm the expectations and responsibilities of the position. Remember, the requirement is to serve **actively**, simply holding the position without doing the work will not qualify you for this requirement.

**5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community.** (The project must benefit an organization other than Boy Scouting.) A "project proposal" must be approved by the organization benefiting from the effort, your unit leader and unit committee and the Council or District before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927 dated 2019, in meeting this requirement.

The Eagle Scout service project uses all that you have learned thus far in Scouting – leadership, responsibility, managing tasks & projects, communication, and is an application of the Scout Oath ("to help other people").

Project guidelines to keep in mind:

- May not benefit BSA, **even indirectly**.
- May **not** solely be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project.
- May **not** be of a commercial nature or a business, this is not meant to disallow work for community institutions such as museums and service agencies (for example, homes for the elderly). Some aspect of a business operation provided as a community service may also be considered – for example, a park open to the public that is owned by a business. The benefiting organization does not need to be a registered non-profit.
- Must be approved by Scoutmaster/Crew Advisor, Unit Committee, Benefiting Organization and District Board **prior** to starting your project.
- May **not** be routine labor or maintenance. This might be defined as a job or service you may provide as part of your daily life or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- Must be a Life Scout when you start working on your project proposal.
- There is no minimum or maximum number of hours for a project. The size and scope of your project is limited **only** by the requirement that the project affords you the opportunity plan and clearly demonstrate leadership to others and clearly provides a positive impact for the benefiting organization.

### 6. Participate in a Scoutmaster Conference

### 7. Successfully complete an Eagle Scout Board of Review

## Eagle Scout Coach / Mentor

Many troops utilize Eagle Scout coaches / mentors. Though it is a Scout's option, coaches are **strongly recommended**. They may or may not be part of the project proposal process however their greatest value comes in the advice they can provide to you after approval of a project proposal as you move forward to complete the planning of your project. A coach can help you see that if a plan is not sufficiently developed, then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes, withdraw approval, or take any other such action.

- Find out who works with Eagle candidates in your troop. It may be your Scoutmaster, Troop Advancement Chairman or an Assistant Scoutmaster. Make an appointment to discuss your plan for becoming an Eagle Scout. It might be helpful to create a timeline with tasks you need to accomplish and due dates.

## Eagle Scout Service Project Workbook

The workbook you will use was created by the National office. The workbook is a great tool for you to use and will help you think through all of the parts of your project as you work through the various sections:

- Eagle Scout Service Project Proposal
  - Eagle Scout Service Project Plan
  - The fundraising application
  - Eagle Scout Service Project Report
  - Navigating the Eagle Scout Service Project
- When writing your project proposal, you **must** use the official format from the Boy Scouts of America.
    - You can find the workbook at <https://stlbsa.org/achievement/advancement/eagle-scouts/>  
This is an editable pdf version.
    - You can also print the workbook and complete it by hand (in ink).
    - You can include any *additional* information in a separate document as needed.

### Reminders –

You may **NOT** create your own workbook. Only official workbooks dated 2019 will be accepted. Your workbook will be a living document that you will use to plan and carry out your project.

## Getting Started

### Choosing a Project

Your project must present an opportunity for planning, development, and leadership!

- Choose a project idea which is valuable to the community and a challenge to you. It does not have to be an original idea, but it could be! **You** must do all of the planning for your project.
  - Project ideas can be found in many places – your church, school, and community organizations. Be sure to let people know that you are looking for an Eagle Scout project. The ideas are almost limitless!
  - Make a list of possible projects.
  - **Select an idea that is interesting to you – one that YOU are passionate about!**
- Meet with your Eagle Coach or Scoutmaster to discuss your list of ideas, they can:
  - Brainstorm ideas with you
  - Assist you in evaluating an idea to ensure it meets the Eagle Scout Project guidelines
  - Help you think through what should be included in your project proposal. Once you've written your proposal, they can provide feedback prior to attending the District project proposal board.

### Reminders –

- Provide the Benefiting Organization representative with the Navigating the Eagle Scout Service Project – Information for Project Beneficiaries.
- Always take detailed notes when talking to your Eagle Coach/Mentor and the Benefiting Organization representative.
- Start documenting the time you are spending researching and creating your project proposal. Include the date, what you did, and the amount of time. You will use this information when completing your Eagle Scout Service Project Report.

## **Project Proposal**

Your project proposal must be completed first. It is an overview, but also the beginning of planning. It demonstrates to the benefiting organization, your unit leader, unit committee and the District board that the following criteria have been met. To receive approval, your proposal must show the following:

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to complete.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan has enough details to be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

### *Reminders –*

- Your unit leader, unit committee member, and benefiting organization need to approve your proposal before scheduling your District board.
- The detail required for a proposal depends on project complexity. It must be enough to provide a level of confidence for the District board that the above scenarios can be met.
- Do **not** begin any work, raise any money, or obtain any materials until your project proposal has been approved by the District board.
- You need to make sure you have identified a measure of success in the Project Description section of the workbook. If the project is a “building type project” this will be easy to determine because you will have the completed items. However, if your project is a drive, collection, or some other type of intangible project then you will need to determine how you will measure the success of your project.

The project proposal section of the workbook is divided into specific topics to be completed.

- |                                 |                             |
|---------------------------------|-----------------------------|
| ✓ Project Description & Benefit | ✓ Preliminary Cost Estimate |
| ✓ Giving Leadership             | ✓ Project Phases            |
| ✓ Materials                     | ✓ Logistics                 |
| ✓ Supplies                      | ✓ Safety Issues             |
| ✓ Tools                         | ✓ Project Planning          |
| ✓ Permits & Permissions         |                             |

## **District Project Proposal Review Board**

The Eagle Scout Service Project Proposal must be delivered to the Belleville office, 335 West Main Street, Belleville, Ill 62220 and given to the Registrar.

- The Proposal must be complete with signatures of the Unit Leader, Unit Committee, and the Beneficiary. Typed names will not be accepted, however a signature with a typed or printed name for clarity is fine.
- Please include 2 extra copies of the proposal and any additional documentation.
- Proposals delivered on or before the Council’s last business day of the month will be considered for the next Board meeting.
- The Scout will receive a phone call (or e-mail) from a Board member shortly after the end of the month. The date and time for the meeting will be scheduled during this call. This also gives the Scout an opportunity to ask questions.
- Parents are encouraged to call the Eagle Board contact to discuss any special needs that the board should be aware of.

What to bring with you to the Project Proposal Review:

- Any additional information related to your proposal that was not included with the original packet.

Additional information related to the project proposal review:

- You must be in full uniform as defined by your unit. You may wear your merit badge sash over your right shoulder (not tucked into your belt), or no sash at all – it’s your choice.
- You should invite a unit leader, Eagle coach/mentor to attend the Board with you. They will present you to the Board and provide support if requested by the board.
- Parents are welcome to come.
- Be prepared to discuss your project proposal in detail.

- The board's questions will be designed to help them understand your project. A thorough review might generate some suggestions. Their questions and suggestions are to help ensure your success. Your workbook has a part in the Project Plan section for you to take notes so be sure to bring a pen.

### Outcome of the Project Proposal Review

Board decisions are unanimous. There are 2 possible decisions of the board:

- Approved
- Declined

A declined decision results from a project proposal that does not meet the 5 points listed above in the Project Proposal section of this document. This decision should rarely occur however when it does, the Scout will need to update his project proposal and schedule another appointment for a board.

## The Final Plan

- You will complete the next section of the workbook once you have received approval of your project proposal.
- Please review this plan with your beneficiary so they understand what your project entails in detail.
- This document will be important in showing your Eagle Scout board of review that you have planned and developed your project as required. Planning and development require forethought, time and effort. For this reason, you are strongly encouraged to work closely with your Eagle coach/mentor. An Eagle coach can help you avoid many problems and mistakes.

**As you plan your project, don't be guided by "meeting the minimum requirements" or asking "is this enough". If your project is designed to just meet the minimum, you missed the meaning of the project.**

The workbook includes specific sections for you to complete which will help you thoroughly plan your project.

- |   |                      |
|---|----------------------|
| ✓ Comments from your Proposal Review                        | ✓ Supplies           |
| ✓ Project Description & Benefit – Changes from the Proposal | ✓ Tools              |
| ✓ Present Condition   | ✓ Expenses / Revenue |
| ✓ Project Phases  | ✓ Give Leadership    |
| ✓ Work Processes  | ✓ Logistics          |
| ✓ Permits & Permissions                                     | ✓ Safety             |
| ✓ Materials   | ✓ Contingency Plans  |

### Reminders –

- Since your project is a Scouting activity, make sure to include 2-deep adult leadership at each work session with two registered leaders that are current with Youth Protection Training.
- Keep track of the time you spend planning your project.
- When determining how to carry out your project, make sure to take into account any safety considerations. You might want to use the Guide to Safe Scouting and Sweet 16 documents as a reference which are located at Scouting.org. Also, there are specific age guidelines regarding use of tools and working at an elevation.  
**Projects should be planned to maximize your opportunity to demonstrate leadership to others.** It's not about completing the project in the most efficient manner. It's about the opportunity to show leadership to others and providing a positive impact to the benefiting organization.

### Leadership Methods

How do you give leadership to others? There are multiple types of leadership styles: 1) EDGE, 2) telling or ordering, 3) persuading or selling, 4) consulting or soliciting group input, 5) delegating (identify problem, set guidelines, turn over responsibility). You might plan to use various leadership styles during your project.

- Employing the E.D.G.E. method which is taught at NYLT is a great way to demonstrate leadership to others.  
**Explain** – You explain how something is done.  
**Demonstrate** – You demonstrate while explaining again.  
**Guide** – Your workers performs the task while you guide them through it.  
**Enable** – Your workers continue working on the project as you supervise and support them.
- As part of the EDGE method, you can lead by mastering the necessary skills for your project, teach others how to accomplish the task, direct their activities, evaluate and adjust.
- A leader coordinates all the activities of others to make sure the final goal is reached. He considers everyone's talents and decides which tasks each member is given and then makes sure they understand their assignment.

- A leader takes care of his team. He ensures they are safe and have sufficient food and water. Help your team enjoy the activity, feel appreciated for their efforts, and earn a sense of pride in the accomplishments of the group.
- A leader is a problem solver. No matter how well a project is planned, there will be things that don't go according to plan. When problems arise, the project leader must consider all available information and make a decision on how to resolve it.
- A good leader will consider advice and suggestions from others, but in the end, the leader must make the final decision. A wise Scout will listen to his troop's adult leaders and parents because they have many years of experience to share. However, be careful that the well-meaning adults don't lead YOUR project. Adults should only give you guidance and suggestions, but he/she should not give direct instructions to your work crew.

## Financing Your Project

Many projects have a cost associated with them. A section in the workbook is included for you to forecast your expenses. The Eagle Scout Service Project Fundraising Application follows the Final Plan in the workbook and must be used in obtaining approval for service project fundraising or securing donations of materials. The application does not need to be completed for contributions from you, your parents or relatives, your unit or its chartered organization, parents or members of your unit or the benefiting organization. If the application is necessary, you will need to contact the Belleville Service Center to approve your fundraiser.

Specific standards are listed in the workbook and if your fundraising effort meets these, you will most likely receive approval.

## Completing Your Project

**This is the fun part!!**

- Keep a log of who worked on your project and their actual hours worked. You will include this in the Eagle Scout Service project report.
- Be sure to do the project that was approved by the District project proposal review board.
- Document any changes that you decide to make that are required of you by the benefiting organization or were required by the Board.

**Note: It is possible that major changes to the project may make it ineligible as an Eagle Scout project, even if they were requested by the benefiting organization. Contact the Eagle Board Chair PRIOR to making major changes or if you have any question about whether a proposed change would be considered a material change to the project.**

## Eagle Scout Service Project Report

- After the actual work on the project is done, you are ready for the last phase of your project – complete the Project Report section in your workbook. In this section, you will include things that went well, what was a challenge, changes, leadership, number of people and hours, funding update, photos and any other applicable documentation.
- You need to obtain signatures from the benefiting organization and your unit leader (Scoutmaster/Crew Advisor) certifying that you completed the project.

## Final Steps on Your Trail to Eagle

Next steps include:

- Complete the Eagle Scout Application dated 2019, <https://stlbsa.org/achievement/advancement/eagle-scouts/>
- Write a statement of your ambitions and life purposes 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.
- Record the earned date of your merit badges on your Eagle application and verify that these dates match the council's records.

## Scoutmaster Conference

Schedule a Scoutmaster conference, which must be completed **prior** to your 18<sup>th</sup> birthday. Your Scoutmaster's/Crew Advisor's signature is needed on both the project workbook and the Eagle Scout application. This must be the registered Scoutmaster, substitutes are not accepted.

### Unit Committee Chair Signature

In addition to your Scoutmaster's signature, you will need to obtain your unit's Committee Chair's signature on your Eagle Scout application. This must be the registered Committee Chair, substitutes are not accepted.

**EVERYTHING except submitting your paperwork to Council and completing your District Eagle Scout Board of Review must be completed prior to your 18<sup>th</sup> birthday.** Again, prior does **not** include the day of your 18<sup>th</sup> birthday so the requirements mentioned should all be dated, at the latest, the day before your 18<sup>th</sup> birthday.

## Eagle Scout Board of Review

### Submission to Council

You must submit the following to the Belleville Office for review and approval.

- ✓ Completed Eagle Scout application with approval signatures
  - ✓ Statement of Ambitions and Life Purpose
  - ✓ Completed Eagle Scout Service Project workbook
  - ✓ Additional documents such as pictures, diagrams, maps, etc. to help reviewers understand the project.
  - ✓ If merit badge dates do not match the Council's records you will need to supply your blue cards.
  - ✓ Any errors that prevent the Council from being able to sign the Eagle application will have to be corrected before the District Eagle Board can be scheduled.
- Proposals delivered on or before the Council's last business day of the month will be considered for the next Board meeting.
  - The Scout will receive a phone call (or e-mail) from a Board member shortly after the end of the month. The date and time for the meeting will be scheduled during this call. This also gives the Scout an opportunity to ask questions.
  - Parents are encouraged to call the Eagle Board contact to discuss any special needs that the board should be aware of.

Your District Eagle Scout Board of Review may take place up to **90 days after** your 18<sup>th</sup> birthday.

Reference letters will **not** be returned to you.

Additional information related to the Eagle Scout Board of Review:

- You must be in full uniform as defined by your unit. You may wear your merit badge sash (not tucked into your belt), or no sash at all – your choice.
- You can invite an observer (usually a unit leader / Eagle coach/mentor) to attend the board with you. They will go into the board with you but will sit out of sight and may only speak if asked a direct question by the board.
- Parents are welcome to come and sit in the waiting area with you. They may not sit in on the Eagle rank review.
- You should be able to recite the Scout Oath and Law,
- Be prepared to discuss your project plan, changes you encountered, how you showed leadership to others and "lessons learned" in carrying out your project.
- The Board's questions will be designed to help them get to know you, your leadership project, and your experience in Scouting. Your project will be evaluated primarily on impact – the extent of benefit to the religious institution, school or community and on the leadership provided by you. There must also be evidence of planning and development.
- There is no set list of questions that you will be asked, however you can expect to be asked to discuss what Scouting has meant to you, and what the principles and ideals of Scouting mean to you.
- You will not be tested on Scouting skills or trivia.

### Outcome of the District Board

Board decisions are unanimous. There are 2 possible decisions of the Board:

- Recommended for the rank of Eagle Scout
- Declined

### **Submission to Council for National Approval**

Assuming that you receive the Board's recommendation for rank of Eagle Scout, a board member will submit your Eagle application to the Council office. The Council will submit the application to the National office.

When your application is approved by National you will become an Eagle Scout effective the date of your District board. Your Eagle Certificate will be delivered to your Scoutmaster at Roundtable. You are officially an Eagle Scout for the rest of your life and you may schedule your Court of Honor!

### **Eagle Scout Court of Honor**

Your Eagle Scout Court of Honor cannot be planned or scheduled until after your application is approved and returned from National.

This is a time for celebration – your family is certainly welcome to be involved in planning your Court of Honor but please remember this is a troop function. This is a great opportunity for your troop to shine and should be planned when Scouts in your troop have the opportunity to attend. All Scouts, parents and leaders in the troop should be invited.

# **Congratulations!**

## **Cahokia Mounds District**

Eagle Board of Review Chairman

Donna Baer

618-977-3226

[Eagleboard1@charter.net](mailto:Eagleboard1@charter.net)

Eagle Board Meetings

2<sup>nd</sup> Thursday of each month

Starting at 6:40 pm

Meetings conducted by appointment

Tri-Township Park Community Center/Park Office

410 Wickliffe St.

Troy, IL 62294

Brick building near the gazebo

Cohen Service Center (Belleville)

335 West Main Street

Belleville, IL 62220

Special thanks to the New Horizons District for the framework of this document.