

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

### To the Life Scout working on his Eagle rank,

Congratulations, you have worked hard to get to this point in your scouting career. You have earned the rank of Scout, Tenderfoot, First Class, and Second Class. Now you are a Life Scout. You have held many leadership positions and other responsibilities while earning these ranks. Now it is time to put all you have learned together to work toward earning the rank of Eagle Scout.

Earning the rank of Eagle Scout is the highest rank you can earn in scouts. The rank of Eagle Scout is something that is recognized by corporations, the military, and colleges and by those that were never in scouts. This rank is respected because people know of the work involved in earning the rank of Eagle Scout. Because everyone knows the rank of Eagle Scout is EARNED not given to any scout.

Earning the rank of Eagle Scout is not going to be like any other rank you have earned. As part of the Eagle project you will have to talk, communicate and work with people both inside and outside our troop. You are responsible for all aspects of your Eagle project.

Before you begin your Eagle project please read this entire document. There is critical information needed at the bottom of this document which you need to turn into the Troop Life to Eagle Coordinator. You will also find a check sheet to help you validate you have everything before moving on.

There are multiple phases of the Eagle project:

- Phase 1: Project Idea
  - What do you want to do as your project that will demonstrate leadership and benefit an organization?
- Phase 2: Project Proposal Documentation and Fundraising Application
  - Documentation which you describe your project.
  - You will spend a lot of time in this phase.
- Phase 3: Project Proposal approved by BSA Chickasaw Council Eastern District Eagle Board.
  - You do nothing until council has approved your project.
- Phase 4: Project Detailed Report
  - Step by Step instructions to complete your project.
  - You will spend a lot of time in this phase.
- Phase 5: Project Fundraiser
  - Have a fundraiser to support your project.
- Phase 6: Completing your project.
  - Using your "Project Detailed Report" as a guide do your project.
- Phase 7: Project Final Report
  - If you compare your "Project Detailed Report" and what actually occurred when doing your project what are the differences.
- Phase 8: Complete all Eagle rank requirements. See Scout book.
- Phase 9: Scout Master Conference
- Phase 10: Eagle Application
  - Additional documentation and signatures required.
- Phase 11: Turn your Eagle Project Documentation into the Scout Office.
- Phase 12: Practice Eagle Board of Review.
  - Optional but recommended. This is held within our troop.
- Phase 13: Eagle Board of Review
  - This is held at the council level.

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

While working on your Eagle rank you should remember:

- You are a leader of Troop 331 and a representative of Boy Scouts of America therefore:
  - Demonstrate the Scout Oath, Scout Law, Scout Motto, Scout Slogan and the Outdoor Code.
  - Whenever you meet with anyone dealing with your Eagle Project you should be dressed in your full scout uniform.
  - Whenever you meet with anyone dealing with your Eagle Project you should be polite. Remember your “Yes, Sir” and “Yes, Ma’am” like your parents taught you.
- As a Life Scout in Troop 331 you are expected to:
  - Be a Leader and a good role model to all the younger scouts look up to you.
  - Dress and act appropriately in the meetings and other scout events.
  - Lead by example.
  - You must remain at least 75% active in all troop activities in order to remain in an “active” status with the troop. You cannot advance in rank if you become “inactive” in the troop. Refer to the Troop Guidelines on the troop website for more details.
- Your Eagle project should be something you are interested in. Something you would be proud to put your name on.
- Working with your Beneficiary
  - Be prepared when you meet with them. Take pen and paper (a camera may also be useful).
  - Be prepared to explain the entire Eagle Project process to your beneficiary. Your beneficiary may not be aware of the Eagle process.
  - Make sure they know the Eagle process is not a quick process.
  - Do not promise to have your project completed on a specific date. Your proposal must be approved by council before working on it.
  - You must communicate with your beneficiary during all phases of the project. They need to be kept informed of your project status.
- Eagle Project
  - Number 1 rule, do NOT do any work of any kind on your Eagle project (except for the proposal documentation) until the BSA Council has approved your proposal.
  - Discuss your Eagle project ideas with the Troop Life to Eagle coordinator.
  - Be prepared to explain how you plan on demonstrating leadership in your project, why it is needed by the beneficiary and how it will benefit the beneficiary.
  - When you or others work on your project keep track of the time worked. A good idea is to use a spreadsheet.
  - If your project involves building something you should have a rough drawing of what you are building included in your proposal. Graph paper is recommended.
  - Make backups of your Eagle project workbook often.
  - Ensure you are always working on the most current version of your project workbook.
  - Before submitting your Eagle Project to the council be sure to make photo copies of all pages with signatures.
  - Keep all receipts related to your project.
  - You must be completed with all the Eagle Rank Requirements and have your application turned into the BSA Council before you turn 18 years old. It is your responsibility to accomplish this.
  - Download the latest version of the Eagle Project Workbook. (link below)
- How long does it take to complete your Eagle project?
  - This totally depends on you.
  - If you do not work on your project, then it won’t get done.
  - If you do not take notes while working with the Troop Life to Eagle Coordinator, then it will take longer. It’s totally up to you.

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

- If you do not actively pursue completing your Eagle requirements do not expect anyone else to do so either. Meaning if you do not respond promptly do not expect others to respond promptly.
- The rank of Eagle Scout is an honor and is earned by few. (less than 2% nationwide)
- This is YOUR Eagle Project NOT the Troop's or your parent's.
- Until your Eagle Project is approved by the council DO NOT do anything on your project. This means anything.
- Track the time you and anyone else work on your Eagle project.

This document is a guide for you and your parents to refer to and to assist you in the steps to earn Eagle. You should always refer to the BSA guidelines and the Eagle Project Document for the complete details. If you see any mistakes or can suggest improvements to this document, please inform the Life to Eagle Coordinator.

### Tips for the completing the Eagle Project Workbook:

- When you meet with the Troop Life to Eagle Coordinator, be prepared to take notes.
- Use complete sentences.
- Avoid run-on sentences.
- Use correct punctuation.
- Do not use abbreviations unless you have defined them in the section you are working on.
- If a section does not apply to your project do not skip the section, state in complete sentence that this does not apply or is not needed for your project.
- Keep track of all track of the time you work on your project and volunteers work on your project.

### Recommendations for your Eagle Project Notebook:

- Get a new three ring binder
  - The kind which you can slide a cover sheet into the outside
  - 1" binder works good
- Use sheet protectors for every piece of paper
- You do not need to include the instruction pages which are in the Eagle Project Workbook
- Include "before" and "after" pictures.
- Include pictures while work but none that violate the Guide to Safe Scouting
- Include receipts
- Include drawing and other documents

**The process outlined in this document should be followed by ALL Life scouts working on their Eagle project. If a Life scout is approaching the age of 18 that scout must work closely with the Troop Life to Eagle Coordinator to ensure he meets all the requirements to earn his Eagle rank.**

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

### Detailed Steps:

Create a spreadsheet to track the time worked on your project. Track your time, scouts, scout leaders, non-scouts and adult's times separately. This information will be used in your project report document.

### Phase 1: Project Idea

- What interests you?
- Talk with the Troop Life to Eagle Coordinator about your idea.
- Talk with your potential beneficiary to get ideas.
- See project ideas appendix for some potential organizations.
- Continue only when you have approval from the Troop Life to Eagle Coordinator.

### Print the following pages from this document and keep with your project notebook:

- Life Scout Information Sheet for Project Coach
- Troop 331 Life to Eagle Approval Notice
- Life to Eagle Trail Check Sheet

### Phase 2: Project Proposal Documentation

1. Download and Read the Eagle Scout Project Workbook from:  
<http://www.scouting.org/scoutsorce/BoyScouts/AdvancementandAwards/resources.aspx>
  - To ensure you have the latest version of the project documentation do not download the document until you have a project idea approved by the Troop Life to Eagle Coordinator.
2. Download the Guide to Safe Scouting and PRINT the "Age Guidelines for Tool Use and Work at Elevations or Excavations" section. This must be included in your Eagle Project Notebook when it is sent for council approval.  
<http://www.scouting.org/filestore/pdf/34416.pdf>
3. Print the "Sweet Sixteen of BSA Safety" document and include it in your Eagle Project Notebook when it is sent for council approval.  
<http://www.scouting.org/scoutsorce/healthandsafety/sweet16.aspx>
4. Print and signed the last page of this document which is labeled "**Safety**". This signed document must be included in your Eagle Project Notebook when it is sent for council approval.
5. Complete the following sections in the Eagle Scout Project workbook:
  - a) "Contact Information" in the project workbook.
    - See contact information at end of document
    - If you see any contact information wrong, please notify the Troop Life to Eagle Coordinator.
  - b) "Eagle Scout Service Project Proposal" write up.
    - Details are necessary because the council will not be able to talk to you to understand your project.
    - Project Description and Benefit section of the proposal document:
      - This is the most important part of the proposal.
      - Your project is going to be reviewed by someone in the council who has not talked to you. This is their first impression of your project, this is why the majority of the time is spent in this section.

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

- This is where you introduce your project beneficiary.
  - This is where you tell why the project is needed by your beneficiary.
  - This is where you tell how your project is going to help your beneficiary.
  - All other parts of the proposal support what you state here.
  - Other sections may ask something that you have already stated in this section. You can repeat what you stated in this section or reword it just don't say two different things.
- **Materials and Supplies**
    - Recommend creating a spreadsheet which includes material size, quantity and estimated cost.
    - Get estimated cost from the supplier's website.
  - **Preliminary Cost**
    - The total cost from the spreadsheet created for materials is used.
    - How are you going to raise the needed funds?
  - **Include drawing of your project design.** They do not have to be final but this will help you understand your materials you need and it shows that you have put thought into it.
    - Recommend that you use graph paper for your drawing.
- c) "Fundraising Application" section (toward the back of the Eagle workbook)
- Unless your project is funded which must be documented in your proposal.
  - We turn this application in at the same time as you turn in your proposal because it requires Council's approval.
  - Description of how you are raising the funds should be similar to your proposal.
  - Funds to be raised should match the proposal.
  - Dates should match the proposal. The date you put on this application is not a fixed date. This date is subject to change.
- d) You will repeat steps A-C until you have the approval of the Troop Life to Eagle Coordinator.
- The number of review cycles this takes depends on how well you take notes and make all the discussed changes to your proposal.
- e) Bring your Eagle Project Notebook for the Life to Eagle Coordinator before you continue.
6. Obtain required signatures
- Life to Eagle Coordinator will notify Scout Master and Committee Leader that your paperwork is ready to be signed and you will be contacting them.
  - **Proposal Document:**
    - You.
    - Unit Leader (Scoutmaster)
    - Unit Committee Leader
    - Beneficiary
  - **Fundraiser Application:**
    - Unit Leader (Scoutmaster)
    - Beneficiary
  - Make a copy of all pages which are signed and put them someplace safe, this is your backup.

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

7. Contact Kevin Rawson at [kevinrawson78@gmail.com](mailto:kevinrawson78@gmail.com) identifying your name, that you are from Troop 331, and that you are needing to turn in your Eagle Project Proposal for council approval. Kevin will assign you a person on the Council Eagle Board whom you are to contact to turn in your Eagle Project Proposal and Fundraising Application. He will provide the address and contact information of the assigned person. You **must make an appointment** with the assigned person **BEFORE** taking your proposal and fundraising application to the assigned person. The assigned person may not see you if you do not make an appointment.
  - This process is subject to change by the council. Check with the Life to Eagle Coordinator.
  - Contact Information last updated **4/7/2020**.

### Phase 3: Project Proposal approved by BSA Chickasaw Council Eastern District Eagle Board.

1. Turn in your proposal to the Chickasaw Council Eagle Board
  - Scouts in the Collierville area can turn their signed "Eagle Scout Service Project Proposal" and the "Fundraising Application" documents with Mark Jackson at "Jackson Shoes" in Collierville.
    - Mark is on the Eagle board.
2. Check your email often.
  - The assigned person on the Eagle Board will contact you via email to confirm your email address. You must respond to their email.
  - The Eagle Board may ask you questions about your project.
  - If you need to contact your Life to Eagle Coordinator before answering the question.
3. Wait, do not work on your project until you get approval from the council.
  - No date in the document, receipt or anywhere associated with your project should be before the date the council approved your project.
  - This process usually takes 1-2 weeks but take longer if there are questions or if during holidays. Remember everyone on the Eagle Board are adult volunteers. They do a great job but have a life outside of scouting.
  - If you do not hear from the Eagle Board after two weeks you can politely ask for a status update.

### Phase 4: Project Plan

Complete the "Eagle Scout Service Project Plan" documentation in your Eagle Workbook.

1. Depending on your project you may need to finalize your project design.
  - Recommend using graph paper to draw your project design.
2. "Work Processes"
  - Detailed 'step-by-step' process of how you will complete your project beginning to end.
    - Have you ever bought something such as shelves that needed to be put together and the instructions included steps and pictures? This is the level of detail that you need.
    - You should be able to hand this document to a younger scout and they be able to do your project.
  - This is best done in an external document, such as Microsoft Word.
  - In this section you can refer to the word document.
  - Documenting your project in this detail will help you when you actually do your project.
3. Materials and Supplies

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

- You should have a good start on this in your proposal.
4. Tools
    - If you purchase tools at the end of the project the tool belongs to the beneficiary or the troop.
    - Do not purchase any tools until you ask the troop, family and friends if they have the required tool.
  5. Safety
    - Review Guide to Safe Scouting.
    - Are you using a saw? How are you safely going to use it?
    - What other hazards may your project have and how are you going to prevent them?
    - Is your first-aid specialist “certified”?

### Phase 5: Project Fundraiser

1. Identify fundraiser location
2. Check the troop calendar to ensure there are no conflicts before scheduling your fundraiser.
3. Contact the Scoutmaster to obtain approval for your Fundraiser date. The Scoutmaster will validate with the Life to Eagle Coordinator that you have completed all requirements and will notify the Webmaster.
4. Schedule fundraiser date
  - Tell all your family, friends about fundraiser.
5. Recruit volunteers
  - Keep track of all volunteers and the time worked.
  - Keep track of your hours as well.
6. Have your Fundraiser
7. Thank organization who allowed you to have fundraiser.

### Phase 6: Completing your project

1. Schedule your work day(s)
2. Check the troop calendar to ensure there are no conflicts before scheduling your work day(s).
3. Get dates of your project workdays placed on the troop calendar, contact the Troop Webmaster.
4. Recruit volunteers
  - Keep track of all volunteers and their time worked.
  - Keep track of your hours as well.
5. Using your Project Detailed Plan as a guide complete your project

### Phase 7: Project Final Report

Complete the “Eagle Scout Service Project Report” Documentation

1. Explain all modifications or what was done different than what you wrote in the “Eagle Scout Service Project Proposal” and in the “Eagle Scout Service Project Final Plan” section.
2. Your “Project Completion Date” is the date which the Beneficiary approved the project as completed.
3. Total hours worked should include all the time you or anyone else worked on your project. Including the Fundraiser and actual project work.
4. Do NOT include any pictures of youth using power tools or anything that violates the Guide to Safe Scouting.
5. Review the write up and your final Eagle Project notebook with the Troop Life to Eagle Coordinator
8. Obtain required signatures
  - Life to Eagle Coordinator will notify Scout Master that your paperwork is ready to be signed and you will be contacting them.
  - Your signature is required.

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

- Unit Leader (Scoutmaster)
- Beneficiary
- Make a copy of all pages which are signed and put them someplace safe, this is your backup.

### Phase 8: Complete all Eagle rank requirements.

- See Scout book.
- Request and review your records in Troop Master from the Troop Advancement Coordinator.

### Phase 9: Scout Master Conference

- You must contact the scout master to schedule.

### Phase 10: Eagle Application

1. Download the Eagle Application from <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx>
2. Determine the five adults that will give you a letter of recommendation. Be sure to ask the person before naming them in the Eagle Application.
  - The people writing your letters will place their letter into a stamped address letter which you have provided to them. The letters will be sent to the Council Advancement chairperson.
  - Form letter should have been provided to you from the BSA Council when your proposal was approve.
  - The letters must be received by the Council Advancement chairperson BEFORE your Eagle Board is scheduled. This person will hold the letters if he has not received your Eagle Application.
3. Eagle Application requires that you prepare 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.
  - This document should be one to two pages long.
4. Eagle Project Coach Approval of Eagle Application and statement of ambitions document.
5. Obtain required Signatures
  - You.
  - Unit Committee Chair
  - Unit Leader (Scoutmaster)
  - Council Office Representative



## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

### Phase 11: Turn your Eagle Project Documentation into the Scout Office.

- Take your “Eagle Scout Rank Application” and your “Eagle Project Notebook” to the Scout Office in full uniform.
- Contact the scout office to make sure someone will be there to assist you before driving to the Scout Office.
- Do NOT just drop off your information.
- Talk with the someone responsible. They will sign your application and make necessary copies of your project notebook.
- They will keep both your “Eagle Scout Rank Application” and your “Eagle Project Notebook” and get it to the Council Eagle Committee Chair.
- This could take 20-30 minutes. If you can wait it would be best in case Dolly has questions.
- Scout Office: <http://www.chickasaw.org/contactus>
  - Hours: Mon-Fri 8:30am-5:00pm; Sat and Sun Closed
  - Address: 171 S. Hollywood, Memphis, TN 38112
  - Office: 901-327-4193

### Phase 12: Practice Eagle Board of Review. Optional but recommended

- This is done within our troop.
- Request through the Troop Advancement Chairperson.
- Know and do the same things as if going to you Eagle Board of Review.
- Usually 30-45 minutes long

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

### Phase 13: Eagle Board of Review

- You will be notified by email of the date, time and location of your Eagle Board.
- You may ask one registered scout leader to go into the Eagle Board with you.
- Will last no longer than 45 minutes.
- At your Eagle Board
  - Arrive 15-30 minutes early
  - Be respectful. They did not have to come and spend their evening talking to you.
  - Be polite. Say Yes Sir, No Sir.
  - Look them in the eyes.
  - Shake their hand with your left hand firmly.
  - Uniform should be pressed and tucked in with a straight gig line.
  - Know what all the patches on your uniform mean.
  - The patrol, rank and leadership patches on your uniform should represent your current status.
  - Current Events: A week before you should read the newspaper and watch the news. Be ready to discuss current event. Current event can be anything (conflict, sports, music, etc).  
Need to know details on:
    - Local Current Event
    - National Current Event
    - World Current Event
  - You may be asked if you have any questions for the Eagle Board so be prepared with at least one question.
  - Parents:
    - Go to the Eagle Board.
    - Take your camera
    - Your scout is nervous even if they do not admit it so do your best not to agitate them.

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

<b>Contact Information for Eagle Document:</b>		
Troop 331 Eastern District Chickasaw Council		
Unit Leader: Name: Brandon Henderson Address: 10439 Aniston Way Collierville, TN 38017 Phone: 901-484-8087 Email: bhender2@gmail.com		
Unit Advancement Coordinator: Name: Chad Harley Address: 1620 Coleherne Cove Collierville, TN 38017 Phone: 651.492.2374 Email: charley1436@gmail.com		
Project Coach – you will be working with one of the following.		
Project Coach: Name: Jay Benson Address: 2478 Oak Trail Dr Germantown, TN 38139 Phone: 901.361.8737 Email: james.h.benson@gmail.com		
Unit Committee Chair: Name: Kip Robinson Address: 1639 John Ridge Drive Collierville, TN 38017 Phone: 901-331-3958 Email: CAR3581@comcast.net		
Your Council Service Center: Council name: Chickasaw Council Phone 901-327-4193 Address 171 South Hollywood Memphis TN 38112		
Council or District Project Approval Representative Kevin Rawson Address: 2242 Hickory Path Drive Cordova, TN 38016 Phone: 901-237-4474 Email: <a href="mailto:kevinrawson@gmail.com">kevinrawson@gmail.com</a> or kevin.rawson@va.gov		
Validate that Names are current off troop's web page. If this document is not correct please notify current Life to Eagle Coordinator.		

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

<b>Car Wash Fundraiser Information</b>	
In troop storage unit the troop has: <ul style="list-style-type: none"> <li>• Towels</li> <li>• Buckets</li> <li>• Hoses</li> <li>• Hose adaptor</li> <li>• Wash sponges/cloths</li> </ul>	Need to bring: <ul style="list-style-type: none"> <li>• Channel locks for hose adaptor because hard to seal.</li> <li>• Replace the soap you use.</li> </ul>
After Car Wash: <ul style="list-style-type: none"> <li>• Towels should be washed dried and folded.</li> <li>• Everything must be clean and dry before putting back into storage unit</li> </ul>	Troop storage unit information: <ul style="list-style-type: none"> <li>• Location: 302 South Mount Pleasant Road</li> <li>• Gate Code: 3310*</li> <li>• Unit Number: Building F 5 / Rollup Door # 6</li> <li>• Key for unit: Contact the Equipment Chairperson or Troop Scout Master to obtain key.</li> </ul>

### Project Ideas

- Your Eagle project should be meaningful to you not just a project.
- Find a project which you care about.
- Fine a project which you will be proud of.
- The project should help the group you doing the project for.
- Think about how you will be able to show/demonstrate leadership in your project.

This is not a complete list of project ideas. This is just a list to help you get an idea for your project.

- Animal Shelter / Rescue programs
- A Church (it doesn't have to be your church)
- School or School Band
- Community Parks
- Rehabilitation / Senior Living Centers
- Food Pantry
- St. Jude Ronald McDonald House
- Charity Organizations:
  - Goodwill
  - Page Robins
  - Porter Leaf
- Bible History Museum
- Trail Management (building / Improvements / Maintenance)
  - Collierville Parks and Recreation
  - Wolf River Conservancy

### Referenced Links:

- BSA Eagle Rank Information: <http://www.scouting.org/scoutsource/GuideToAdvancement/EagleScoutRank.aspx>
- Chickasaw Council Eagle Information: <http://www.chickasaw.org/eaglescoutrank>
- Boy Scouts of America Advancement Resources <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx>
- Guide to safe scouting: <http://www.scouting.org/filestore/pdf/34416.pdf>
- Scout Office: <http://www.chickasaw.org/contactus>

If you found this guide helpful and would like to add something to help the future scouts on the Life to Eagle trail, please contact the troop Life to Eagle Scout Coordinator. All suggestions and comments are welcome.

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

### Life Scout Information Sheet for Project Coach

**Please provide to the Troop Life to Eagle Coordinator when you initially meet with him.**

**Please PRINT Neatly!**

Scout Information	
Name	
Cell Phone	
Email Address	
Current Age	
Birthday (mm/dd/yyyy)	
Grade / School you Attend	
Current Position Held in Troop	

Parent / Guardian Information			
	Name	Cell Phone	Email Address
Mother			
Dad			

Merit Badge Status (21 total merit badges are required)				
Eagle Required Merit Badge	Completed	In Progress	Not Started	Other Merit Badges
Camping				
Citizenship in the Community				
Citizenship in the Nation				
Citizenship in the World				
Communication				
Cooking				
Family Life				
First aid				
Personal Fitness				
Personal Management				
Emergency Preparedness Or Lifesaving				
Environmental Science Or Sustainability				
Cycling Or Hiking Or Swimming				

<b>Eagle Project (very brief) description:</b>

**Reminder:** keep track of the time worked on your project.

## Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

# Life to Eagle Trail Check Sheet

This check sheet is to be used by the Life Scout. Each task is to be performed in the order listed below.

Step	Task	Check if Completed
1.	Project Idea approved by Troop 331 Life to Eagle Coordinator	
2.	Following documents are included in your Eagle Project notebook: <ul style="list-style-type: none"> <li>• Sweet Sixteen of BSA Safety</li> <li>• Age Guidelines for Tool Use and Work at Elevations or Excavations</li> <li>• Safety page found at the end of this document.</li> </ul>	
3.	Project Proposal approved by Project Coach	
4.	Fundraising Application by Project Coach	
5.	Life to Eagle Coordinator has signed the 'Troop 331 Life to Eagle Approval Notice'	
6.	Life Scout has signed the Project Proposal	
7.	Scout Master has signed the Project Proposal	
8.	Committee Chair has signed the Project Proposal	
9.	Scout Master has signed Fundraising Application	
10.	Beneficiary has signed Project Proposal	
11.	Beneficiary has signed Fundraising Application	
12.	Contacted Kelly Kennedy to turn in your Project Proposal and Fundraising Application.	
13.	Schedule an appointment with the person Kelly Kennedy assigned to you. <b>Do NOT go see the assigned person without an appointment.</b>	
14.	Dropped off Proposal and Fundraising application with the person Kelly Kennedy assigned to you.	
15.	Received Council Approval on Proposal and Fundraising Application	
16.	Complete Project Plan documentation in the Eagle Project Workbook.	
17.	Received approval from the Life to Eagle Coordinator on your Project Plan	
18.	Life to Eagle Coordinator has signed the 'Troop 331 Life to Eagle Approval Notice'	
19.	Validated fundraiser date is available on troop calendar.	
20.	Notified the Troop Webmaster to put your fundraiser date on the troop calendar.	
21.	Fundraising Completed	
22.	Validated Project Work dates are available on troop calendar.	
23.	Notified the Troop Webmaster to put your project work dates on the troop calendar.	
24.	Project work days completed.	
25.	Completed Project Report document in the Eagle Project Workbook.	
26.	Project Report Approved by Life to Eagle Coordinator	
27.	Life to Eagle Coordinator has signed the 'Troop 331 Life to Eagle Approval Notice'	
28.	Project Report signed by Life Scout	
29.	Project Report signed by Scout Master	
30.	Project Report signed by Beneficiary	
31.	Completed all Eagle Rank Requirements in Scout Book	
32.	Completed Scout Master Conference	
33.	Requested Reference Letters	
34.	Completed Eagle Rank Application	
35.	Completed Statement of Ambition Document	
36.	Eagle Rank Application approved by Life to Eagle Coordinator	
37.	Life to Eagle Coordinator has signed the 'Troop 331 Life to Eagle Approval Notice'	
38.	Eagle Rank Application signed by Scout.	

### Troop 331 - Life to Eagle

Please read and print this entire guide it was put together to assist you and your parents in your Life to Eagle trail.

39.	Eagle Rank Application signed by Scoutmaster	
40.	Eagle Rank Application signed by Committee Chairman	
41.	Eagle Rank Application and Eagle Project notebook turned into Scout Office.	
42.	Requested Practice Eagle Board of Review	

# Troop 331 Life to Eagle Approval Notice

Life Scout Name \_\_\_\_\_

Project Idea Approved \_\_\_\_\_  
Eagle Project Coach Date

Proposal Approved \_\_\_\_\_  
Eagle Project Coach Date

Project Plan Approved: \_\_\_\_\_  
Eagle Project Coach Date

Project Plan Approved: \_\_\_\_\_  
Eagle Project Coach Date

Project Report Approved \_\_\_\_\_  
Eagle Project Coach Date

Eagle Application Approved \_\_\_\_\_  
Eagle Project Coach Date

This document is for Troop 331's use only and should not be submitted with you project to council.  
This notifies the Scout Master and the Committee Chair that the Eagle Project has been reviewed and approved by the Project coach and it is OK for them to sign.



# Safety

I, \_\_\_\_\_ (print your name) will maintain two-deep leadership throughout my project. A minimum of two registered adult leaders, or one registered leader and a participating Scout's parent, or another adult will be present during all activities of my Eagle project. One of these adults must be 21 years of age or older.

Sincerely,

(scout signature and date)