

## **Troop 91 – Life Scout to Eagle Scout Process**

The purpose of this document is to define the Life to Eagle process for Troop 91. The process is defined to identify required steps, who is responsible and who has approval responsibility. The Dubuque District Eagle Board offers Life to Eagle training sessions that we strongly encourage any Life Scout and his parents to attend.

### **Step 1**

Requirement 1: Be active in your troop for 6 months after achieving Life Scout.

Leader: Steve Peters – Troop Advancement Chair

Steve will record what scouts meet Requirement 1 and have two Merit Badges to complete. Steve will inform the Adult Committee of eligible scouts along with their date of birth.

NOTE: Scouts must have 19 completed Merit Badges and a plan to complete the last two.

Approval: Curtis DeWulf – Scoutmaster

After Curtis approves the scout to start is project, Jim Vosberg contacts the scout.

### **Step 2**

Choosing a Project: After Scoutmasters approval the scout may start the project search and Eagle Scout Project Workbook. Every scout will start and maintain a project notebook that details every event and phone call including dates, names, titles , phone numbers and event item and duration.

Leader: Jim Vosberg – Eagle Scout Coordinator

Jim will meet with the scout to discuss possible projects and identify which Scout Leader the scout would like to work with. Jim will be the primary with Steve Huss and Ron Axtell as possible alternates.

NOTE: Three active Eagle Project is about the maximum that Jim will work on at one time. Alternate leaders will assume the Eagle Scout Coordinator responsibilities for additional Eagle candidates. The Eagle Scout Coordinator is responsible for identifying and resolving any safety issues throughout the project. The scout is responsible to listing any safety issues identified in the Eagle Scout Project Workbook.

### **Step 3**

The candidate completes the initial planning and Eagle Scout Project Workbook including before pictures and e-mails it to his Eagle Scout Coordinator.

Note: Note this process may take several revisions to complete. This is best completed with a face-to-face in front of a PC.

Approval: Eagle Scout Coordinator

NOTE: Scout is then free to obtain the required signatures.

### **Step 4**

Committee Approval: The scout or the Eagle Scout Coordinator takes the project to the Troop Committee Meeting for approval.

Approval: Troop Committee

### **Step 5**

Project to Scout Office

A member of the committee or the scout takes the workbook to the Scout Office.

**IMPORTANT:** The scout may NOT start the project until the Scoutmaster is informed by the Scout Office that the District Advancement Committee has signed off and approved the project. They will review the project and may have questions or recommendation. If they do not approve, they may call the scout directly with requested changes or the reason they did not approve. We recommend the scout take detailed notes and then request an e-mail identifying outstanding issues. In that case the scout is responsible for calling the coordinator and relaying the complete phone call and any e-mails.

If approved, the Scoutmaster will then inform the scout and the coordinator that the project has been approved and the scout may start the project.

Approval: District Advancement Committee

### **Step 6**

Project Timeline: The scout and Eagle Scout Coordinator develop a project timeline taking into account the Troop Calendar and worker availability. The key dates are then provided to the Troop and Troop Committee. Key resources are secured.

Approval: Scoutmaster and Troop Committee

### **Step 7**

Letters of Recommendation – Requirement 2: The scout sends out the letters along with envelopes w/ stamps addressed to the Scoutmaster. Six letters (7 if employed) are to be returned to only the Scoutmaster, not the scout. The Scoutmaster will hold the letters until he has all and then passes them to the Scout Office.

### **Step 8**

Completing the Project: The scout then completes the project as planned. He maintains his project notebook including a sign-in sheet and list of materials required along with any changes made during this phase of the project. The scout is also responsible for making sure the troop first-aid kit is available.

Approval: Eagle Scout Coordinator

### **Step 9**

Completing the Eagle Scout Project Workbook: The scout is responsible for completing the workbook including after pictures. The project workbook is a valuable tool for this important part of the project.

Approval: Eagle Scout Coordinator

### **Step 10**

Required Signatures: The scout is responsible for obtaining the required signatures and taking the workbook to the Scout Office.

**Step 11**

Eagle Scout Rank Application: Form has to be completed. Advancement Chair is responsible.

Approval: Scoutmaster

**Step 12**

Life Purpose Statement: Scout must complete.

Approval: Scoutmaster

**Step 13**

Troop Board Of Review: Advancement Chair schedules.

**Step 14**

District Board Of Review: Scoutmaster coordinates and attends.

**Step 15**

Scout Executive Approval: Scoutmaster

**Step 16**

Boy Scouts Of America: National approval

**Step 17**

Eagle Scout Badge Award Ceremony: The Eagle Scout Candidate is responsible for picking his ceremony and for asking individuals he wishes to take part in the ceremony. The troop is responsible for the Eagle Scout Badge Packet. The parents are responsible for any costs associated with the ceremony itself, such as cake and refreshments.