

**BSA TROOP 840  
STAFFORD, VIRGINIA**

**LIFE TO EAGLE ORIENTATION PACKAGE**

So you are a Life Scout – congratulations! You have worked long and hard to achieve this rank and should be proud of your achievements. Now, you have an even tougher trail to climb, the final trail to Eagle. This paper is designed to provide some guidance as you continue your climb.

Merit Badges

In order to obtain the Eagle rank you must earn a total of 21 merit badges. Twelve of the merit badges are required, or white border merit badges and the remaining nine are for you to select. The Troop Committee strongly recommends that you either complete all of the 21 merit badges, or at least be working on the last 1 or 2, before you start an Eagle Service Project. Some merit badges are very time consuming and you do not want the merit badges and service project to be competing for your time. The required merit badges are:

Camping  
Citizenship in the Community  
Citizenship in the Nation  
Citizenship in the World  
Communications  
Emergency Preparedness or Lifesaving  
Environmental Science  
First Aid  
Cycling or Hiking or Swimming  
Personal Management  
Personal Fitness  
Family Life

Eagle Service Project

While a Life Scout you must plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. The purpose of the project is to demonstrate your planning and leadership abilities. Attached is a listing of local sources that can be contacted for worthy Eagle Service Projects. Please remember that your service project needs to benefit the community (public) group and not a private organization or individual. It is recommended that you plan for between 100 and 150 hours of service time, which includes all people who work on the project, in addition to your planning and execution time.

Eagle Project Workbook

To record your Eagle Service Project activities, you will need to prepare a workbook. The workbook is available on-line from the troop web site. We strongly recommend that you prepare a draft prior to finalizing your write up. Once you have your project defined and your draft completed, contact your Troop Eagle Review Committee to have it reviewed. After receiving their comments, you can finalize your workbook, and begin the approval process. You will need

approvals from the project sponsoring organization, Scoutmaster and Troop Committee. The project approval then goes forward to the Aquia District for approval. Currently district projects are reviewed by Mr. John Patrick. You may contact him to arrange an appointment at 540-368-8011 or e-mail: [EagleProjectRev@aol.com](mailto:EagleProjectRev@aol.com). You will need to personally deliver your book to him, in full Scout Class A uniform, and be prepared to discuss the details of your project. Once you have district approval you can begin your project. It is important that you do not begin work on your project before receiving the required approvals.

#### Carrying out the Project

You will need to demonstrate leadership throughout the planning, execution and write up stages. You will be responsible for obtaining materials and material donations, carrying out the project, and preparing a detailed write up after completion. You should document your activities on a daily log, recording all activities, times, dates, etc., so that you will have an accurate account of your project activities. You will need to have this information for your project write up. During your project be sure to take photographs to further document your activities and include them in your project workbook, labeling each photo to explain the particular event that you have recorded.

#### Approvals

Once you have successfully completed your Eagle Service Project, you will be required to fill out the Eagle Scout application (red, white and blue) and participate in personal interviews or Boards of Review. To complete your final requirements you are required to have a Scoutmaster Conference, Board of Review with the Troop Committee, and an Eagle Board of Review by the Aquia District. If you are successful in passing these reviews, then your paperwork will then go to the National Capital Area Council in Bethesda, Maryland for further review and approval, and ultimately sent to Scout Headquarters in Texas for final approval.

Once you have passed the Troop Board of Review, you will coordinate with the District Advancement chair to have you package reviewed. The District Advancement chair is Ms. Joan Darby, 116 Pilgrim Cove, telephone number 540-650-0278. She will review your completed application package and assign a District Committee member to your District Board of Review. This is the final step before the completed application and package go to the Council office for processing.

#### Scout Uniform

The scout uniform is a very important part of the scouting program. Throughout your scouting Career you should always wear the proper uniform. However, never is it more important than while you are working from Life to Eagle. By wearing your uniform you are setting an example of scout spirit to your fellow scouts and demonstrating your commitment to the scouting program. You should be in full Class A uniform for all scoutmaster, committee, and district Boards of Review. If you are not in full uniform your conference will be deferred until you have demonstrated that you have the proper uniform.

#### Additional Excellent Resources:

<http://www.eaglescout.org>

<http://usscouts.org/usscouts/eagle.asp>

#### Attachments:

Life to Eagle Road Map

Eagle Service Project Sources

## LIFE TO EAGLE ROAD MAP

Throughout the process consult with the Troop Committee's Life-to-Eagle Coordinator:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

- Gather advancement cards, certificates, white Court of Honor and blue copy of merit badge cards, etc.
- Obtain advancement history printout from troop computer records
- Check accuracy of all records with your scout handbook

### EAGLE REQUIREMENTS

**Requirement #1** - Be active in your troop, older scouts have full schedules with school and sports and all, but your participation in Scouts is a requirement. Is it difficult to make Wednesday meetings? Then attend weekend events. Be sure to volunteer for other scouts' service projects. You will need their help in return very soon. There is plenty of work to be done around the troop that you can help out with on your own schedule; equipment cleaning and repairs, letter and news article writing, helping plan troop events, etc.

**Requirement #2** – Do your best everyday and be an exemplary scout.

**Requirement #3** - Complete the required merit badges. Know the time needed to complete some merit badge requirements is 3 months! Do not wait to the last minute.

**Requirement #4** - Serve in a leadership position; don't just wear the patch, actually do something while in that position to show leadership and help the troop.

**Requirement #5** - The Eagle Service Project is a major undertaking; do not delay getting started on this. Expect this to consume 2-3 months of your time.

### EAGLE PROJECT

- Think up idea for your Eagle Service Project.
- Download the Eagle Service Project Workbook from the troop website
- Recommend you get a good binder and see-through plastic page protectors; save all your paperwork. Talk with the Scoutmaster and the Troop Committee Life-to-Eagle counselor.
- Start a time log of your personal time spent on the project
- Schedule an appointment with the benefiting organization's leader such as school principal, church leader, government representative, or non-profit organization executive. Note what they expect from the project.
- Fill out a draft of the front page through the before approvals section of the workbook

*Your write-up must be detailed enough that another person could pick up the book and know exactly how the project is to be conducted.*

- Describe the current condition of your project site and draw overhead view or get "before" photo Describe what you plan to do, how you are going to do it, and when
- Prepare a schedule of events
- Prepare step-by-step instructions for each activity in your project
- Describe how much effort the project will take: how many people, from where, for how long Prepare a list of materials needed
- Calculate an item-by-item estimated cost
- Describe how you will obtain needed money
- Determine needed adult supervision
- Describe all transportation requirements
- Include safety and health considerations including but not limited to general safety, transportation safety, tool safety, food and water, weather plan, first aid, emergency communication
- Describe what training you will need to provide your workers
- Include required municipal or organization approvals
- Describe how this project will benefit the organization and community
- Describe how you will be able to demonstrate leadership during the project
- Meet with Life-to Eagle Counselor, review draft, correct, and prepare final Project Description and Details
- He adds Aquia District "Eagle Service Project Review Checklist" to your book
- Schedule approval meeting with benefited organization, make changes as needed, obtain approval signature Schedule appointment with Scoutmaster for approval signature
- Schedule appointment with Unit Committee Chairman for approval signature
- Schedule appointment with Aquia District Advancement Committee representative

### **YOU MAY NOW BEGIN YOUR PROJECT**

- Get your funding requirements organized (either schedule a money raising event or obtain donations)
- Obtain necessary equipment
- Purchase material
- Recruit people, start a time log listing whom, for how long, and when, people work on your project Arrange needed transportation and delivery of materials
- If able get any activities requiring adult work, such as use of power tools, done ahead of time
- One week before, call and confirm people's attendance
- Three days prior confirm schedule with organization
- Two days prior, check to make sure sufficient people are going to show

### **EACH WORKDAY**

- Be the leader, take charge, and be responsible for all details and actions
- Insure organizational representative knows you are on-site
- Ensure you have required adults present

- Start with the safety briefing
- Insure everyone is appropriately dressed
- Conduct training
- Assemble team leaders and go over step-by-step work instructions with them
- Demonstrate leadership, move from group to group, solve problems, and keep people motivated Pitch-in and work the hard parts
- Keep all things safe
- Make sure everyone gets water and food as needed
- Get enough photos to show how the work progressed and of the people attending
- Keep an accurate time log; hours/minutes of work by each person
- Take notes for later narrative as to how the day progresses
- At each day's end clean up the site
- Account for and secure all tools and material
- Inform the organizational representative that you are departing
- Thank your workers

**AFTER project activities are all complete:**

- Do a final cleanup of the site
- Obtain verbal agreement from organizational representative that they are satisfied with results
- Clean and return all borrowed equipment
- Prepare thank you cards to send to adults
- Thank scouts at the following weekly troop meeting
- Make use of any excess material

**Complete the rest of the project workbook:**

- Complete two copies of the final work hours sheet, (one copy goes to the troop to log scout service hours)
- Prepare list of all materials actually used and calculate final costs
- Write about what changes occurred during the project
- Write a paragraph summarizing how the project went
- Write a detailed narrative as to how you showed leadership during the project
- Add originals or copies of project documents
- Include copy of sample thank you letter
- Select and label photos that tell the project "story"
- Typical final workbook is approximately thirty pages long
- Make an appointment with your scoutmaster, review the results, and get completion signature on workbook.
- Make an appointment with organization, review the project, and get completion signature on workbook

- Now that the project is totally complete, obtain scoutmaster's signature for project in your scout handbook!

*Make absolutely sure you have a back-up copy of all your work*

### **Requirement #6 - Prepare your "My Life's Ambitions and Purpose" statement**

- Write a one to two page essay
- On a separate sheet, write a list of positions held in religious, school, camp, community, and other organizations, in that order. Include honors and awards received.

### **SCOUTMASTER CONFERENCE**

- Prepare a combined Eagle Application and Eagle Service Project Workbook binder using plastic page protectors and plastic "trading card" sheets
- Prepare a draft "Eagle Scout Rank Application" (handwritten application initially)
- Obtain permission from people to use them as references
- Fill in dates using your scout handbook and "applicant's copy" of blue merit badge card as the source
- Insert copies of all rank cards from Webelos to Life
- Insert blue "applicant's copy" and white Court of Honor copy of all your merit badges
- Include photocopy of current BSA registration card
- Meet with Troop Advancement Committee Chair to crosscheck with troop computer records
- Bring the draft copy of your Eagle Application
- Bring Eagle Service Project Workbook
- Bring Scout Handbook
- Bring all leadership position certificates, achievement cards, and other scout records/documents
- Complete records check and update, correct discrepancies, obtain computer printout

After all card dates are confirmed, remove surplus blue cards beyond the 21 required for Eagle. Correct any discrepancies and prepare final copy of "Eagle Scout Rank Application", also known as the "Red, White and Blue Application".

- Follow the instructions exactly
- Must have full names
- Include full addresses including zip code
- Provide complete telephone numbers including area codes
- Cross out in Requirement #3 - #6 and #9 the merit badges you are not using No mistakes, cross-outs, white-over etc.
- Have your Eagle Scout Rank Application reviewed by Troop Advancement Committeeman
- Study the Scout handbook for everything from Scout through Life
- Prepare an immaculate full uniform
- Think about how you would answer questions about your leadership, citizenship, community service, contribution to the troop, what it means to attain the rank of Eagle Scout, etc
- Schedule and complete your Scoutmaster's Conference

- Scoutmaster dates Requirement #6
- You sign on line "Certification by Applicant"
- Scoutmaster signs under "Unit Approval"

### **TROOP BOARD of REVIEW**

- Contact the Troop Advancement Committee Chair to schedule the Troop Board of Review
- Study and prepare for the Troop Board of Review
- Complete the troop Board of Review and obtain signature in your Scout Handbook
- Obtain unit Committee Chairman's signature and date on Eagle Application

### **DISTRICT BOARD of REVIEW**

- Meet with Troop Advancement Committeeman one final time to ensure all documentation is correct
- He adds the form 34403B Advancement Report with only your name to your book
- He also adds "District Eagle Application Review Checklist" to your book
- He forwards form letters to Scoutmaster with SASE to be sent to references
- Schedule meeting with District Advancement Committee representatives for records review
- Correct any discrepancies and deliver documents to District Advancement Committee representative
- Scoutmaster confirms receipt of reference letters
- Troop committee coordinates with District on scheduling your formal Eagle Board of Review
- In the meantime study and practice answering questions
- Complete the Eagle Board of Review

### ***CONGRATULATIONS!***

*Now you can hand deliver your package to the National Capitol Area Council in Bethesda, MD. After the Council reviews your documents, they make their way to BSA National Headquarters. Your approved award should return to Council approximately 4 to 6 six weeks later!*

## EAGLE SERVICE PROJECT SOURCES

Stafford County  
Facilities Superintendent  
P. O. Box 339  
Stafford, VA 22555  
540-720-4871  
Mr. Mike Scott

National Park Service  
Volunteer Coordinator  
Prince William Forest Park  
Triangle, VA  
703-221-4706  
Mr. Chris Derman

Fredericksburg & Spotsylvania National Military Park Headquarters  
Chatham Manor  
540-373-4471

Fredericksburg-Stafford Park Authority  
103 Butler Road  
Fredericksburg, VA  
540-373-7909

Quantico Marine Base  
Forest Management Section  
Quantico, VA 22134-5000  
540-784-5910 x-238  
Mr. Mark Healey

Aquia Harbour  
Property Owners Association  
540-659-3050

Food Banks  
S.E.R.V.E. (Stafford)  
1733 Jefferson Davis Hwy  
Stafford, VA 22554  
540-659-7112

Storehouse Ministries 540-654-5281

Fredericksburg Area Food Bank  
1327 Alum Springs Road  
Fredericksburg, VA 22401  
540-371-7666

Stafford County Schools  
Administrative Offices  
540-659-3141

Church  
Check your church administrative office

Izaak Walton League of America  
Alexandria Chapter  
Garrisonville Road  
Stafford, VA  
Conservation Projects  
540-286-0963

Other project ideas: <http://usscouts.org/usscouts/eagle/eagleproj1.html>

Wood Duck boxes for Austin Run, Aquia Creek and the Marsh off Aquia Creek. This can be one or 4 different projects because the requirements are different for the 4 different topographies.

Osprey Nesting Platforms. 6 or so platforms in various areas.

Plantings of various types of grasses to either re-establish or enhance indigenous species. Possible removal of evasive plants for planting areas. Coordination with Virginia Corporative Extension Service as well.

Aquia or Austin Run Quality or population (species of flora and fauna) study. This can be done on multiple levels and would be more observation, sampling and documenting. Friends of the Rappahannock are doing this as well for the Rappahannock River streams

Stream side stabilization and re-building of fishing area in Section two.

Bridle Path Work. This could be a survey study, A clean up or a clearing project.

Aquia or Austin clean up. This project can also have various focuses. The Marsh, the creeks and swamp would take a slightly different approach.

Rain Water Run Off. There are many areas in the Harbour which need varying levels of construction (mostly with stone) to restrict, channel and slow the run off in order to stop siltation.

I am sure I will think of others, good luck.

POC: Chuck Halt

659-3050