

# EAGLE SCOUT LEADERSHIP SERVICE PROJECT SEMINAR

## Eagle Scout Rank Requirements

1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.
2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employment references.
3. Earn a total of 21 merit badges (10 more than you already have), including the following: [a] First Aid, [b] Citizenship in the Community, [c] Citizenship in the Nation, [d] Citizenship in the World, [e] Communications, [f] Personal Fitness, [g] Emergency Preparedness OR Lifesaving, [h] Environmental Science, [i] Personal Management, [j] Swimming OR Hiking OR Cycling, [k] Camping, and [l] Family Life.
4. While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility:
  - Boy Scout Troop.** Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, bugler, junior assistant Scoutmaster, chaplain aide, or instructor.
  - Varsity Scout Team.** Captain, co-captain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, or den chief.
  - Venturing crew/ship.** President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, or storekeeper.
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 should benefit an organization other than Boy Scouting.) The project plan must be approved by the organization benefitting from the effort, your Scoutmaster and troop committee, and the council or district before your start. You must use the Eagle Scout Leadership Project Workbook, No. 512-927, in meeting this requirement.
6. Take part in a Scoutmaster conference.
7. Successfully complete an Eagle Scout board of review.

## **Leadership Administrative Concerns and Suggestions Pertaining to the Eagle Scout Rank Requirements**

1. **Scouting activity.** You must be *active*, or have been active, for at least six months after achieving the rank of Life Scout. This mustn't be a slide-by requirement!
2. **Living Scout ideals.** Your living by the principles of the Scout Oath, Law, Motto and Slogan will need to be shown by good letters of reference from respected individuals who know you well and have observed you living Scout ideals and showing good Scout spirit. *Suggestion:* identify three or four adult individuals you might ask to write you good letters of recommendation (perhaps one from school, one from Church, one from an employer, one from another adult). However, don't request the letters from them until near the completion of your project and all Eagle rank requirements. Be especially careful in such areas as dependability, courtesy, kindness and helpfulness to others. Be more active in doing daily good deeds. *Be visible* to those from whom you'll request recommendation letters.
3. **Merit badges.** If you haven't earned all of your required merit badges as yet, make a personal plan and schedule to get them accomplished, and stick to it. Get blue cards properly filled out from your Scout leader, identify which merit badge counselor you will contact for the badges, etc. Get your merit badge records in order: camping nights, hiking dates and miles, etc.
4. **Troop, team or crew leadership.** Identify what leadership position(s) you will show on your Eagle Scout rank application and verify your service with the appropriate Scout leaders now. If you don't have six months or more of appropriate leadership, ask to be appointed to an appropriate position. If you served but did little or nothing in the position, you'd better ask your troop leader for a fresh start and then fulfill the position properly. *Do your best!*

### **Choosing Your Eagle Scout Project**

1. Looking for ideas? For a starter, look over the **list of Eagle projects completed** by many former Troop 762 members. It's available on the website: [BSATroop762EagleScoutExcellence.com](http://BSATroop762EagleScoutExcellence.com). This website records many of the accomplishments of these Eagle Scouts, and has lots of insights concerning the Eagle Scout rank. It was prepared in connection with the Troop 762 Eagle Scouts reunion held October 2, 2008.
2. **Talk to your Scout leaders** and other Scouts about their Eagle leadership projects. Get their ideas and suggestions.
3. **Ask leaders of local organizations** (schools, churches, governments, hospitals, etc.) if they have or know of any needed projects that could become your Eagle leadership project.
4. Whittle down your possible projects list to 2 or 3, and **compare them carefully** asking such questions as: are they valuable service contributions, will I be able to lead it effectively, can it be done in a day or two major push, how much expense will be involved, will I feel proud of my effort and accomplishment when the project is finished, will others enjoy working on it under my leadership, etc.

## Suggestions for Planning Your Eagle Project

### 1. General project-planning suggestions:

a. As part of your project write-up, you will be required to accurately report the amount of personal time you spent in (1) *planning the project* and (2) *carrying out the project*. Start **recording your time spent now**, including your time in this meeting. Set up a page for yourself (on your computer if you can) showing: (1) date, (2) time in, (3) time out, (4) total time, and (5) activity performed. Like this:

Date	Time in	Time out	Total hours	Activity
June 13, 2010	6:30	7:48	1.8	Receiving training in project preparation

If you do anything at all about your Eagle project, discipline yourself to write down your time *that day*. If you don't, your efforts and time will be forgotten and not properly recorded.

b. Obtain a copy of the **Eagle Scout Leadership Service Project Workbook** from the Scout store (now part of the Ace Hardware store in the shopping center at Bountiful's Main Street and Parish Lane). Read through the entire workbook and its accompanying inserts: (1) the *Eagle Scout Rank Application*, (2) the *Personal Statement of Life Purpose and Ambitions*, (3) the *Checklist for Eagle Badge Requirements*, and (4) the *letter* from the Great Salt Lake Council concerning scheduling events after you have turned in all your project materials and application.

c. Set up a **filing system** where you keep everything pertaining to your Eagle Leadership Service Project and all your other Eagle-rank application items.

### 2. Choose your project wisely. Remember:

a. This is a **leadership project**—one in which you must develop and show skills in planning, communicating with others on several levels, working effectively with adults in their official positions as well as youth participants, organizing, budgeting, scheduling, record-keeping, generating publicity, motivating others, and carefully preparing a meaningful, polished final report.

b. It also is a **service project**, but without your good, effective leadership it won't be very effective. The workers you supervise must all feel that they've made a valuable contribution and rendered effective service if you're going to be able to count the project as truly successful.

c. **Don't bite off more than you can chew!** Don't choose a project that will cost too much money (remember, raising any needed funds needs to be part of the project.) Don't choose something that requires too much technical skill or other skills that you don't presently possess. Don't choose something that your fellow Scouts, other YM/YW members, adult leaders, and your parents won't think is a viable project to which they're willing to commit any of their time and efforts. Don't choose a project that requires various types of equipment unless you have access to that equipment. Don't choose a project that requires transportation unless you're sure that transportation will be available to you.

d. Carefully **consider the limitations** listed on page 2 of the *Project Workbook*.

e. Remember, **this is *your* project to lead and bring to pass**, not your parents' nor your Scout leaders'. They'll encourage you and gently guide you, but *you must be your own self-starter*.

f. **Gauge your personal time and energy** before you finalize your proposal. Your personal involvement, perhaps, might be about the same amount of time as you would spend in earning three to five merit badges.

g. Get some **adult comments** on your proposed project before you complete and submit your project proposal. Show it to your parents and several of your Scout leaders. Be willing to consider their suggestions and incorporate them when you think that is appropriate.

### 3. Prepare a written proposal.

a. Though the Project Workbook provides lines for writing up your proposal and project, it's suggested that you reproduce the appropriate parts of the workbook **on your computer** so you can edit it, spell-check it, revise it, etc. Be sure to keep good backups to all the project writing you do on your computer. (See "Filling Out the Form," p. 4.)

b. Prepare your project in standard **outline form, using short, concise sentences**.

c. If you **do your project proposal thoroughly**, reporting the project's completion will be very simple: you'll just have to follow your proposal outline.

d. Be sure your **proposal includes and provides**:

1. A meaningful title for the project
2. A concise one-sentence description of the project. (Required on the Checklist for Eagle Badge Requirements.)
3. Clearly state who will benefit from the project.
4. Tell exactly how you expect that they will benefit from it.
5. State the name of the project's beneficiary who will be contacted for guidance in planning the project and who will be expected to sign your proposal giving permission for you to carry it out. Obviously, you'll have to contact this person in advance and know that he will approve the project as a representative of his organization. He'll have to explain exactly what he would like to be done. You may have to negotiate with him if he's wanting more accomplished than you and your workers will be willing to provide. (See the Project Workbook, p. 6.)
6. Estimate how many people will be recruited to complete the project, what they will be expected to do, and how much time involvement you will expect of them.
7. Tell where the project will be carried out, including prior and final workplaces.
8. Estimate how many total man-hours you anticipate will be needed to complete the project.
9. Comment on any potential hazards might be encountered as the project is being undertaken, and tell what safety cautions will need to be observed.
10. Estimate what materials will be needed to construct or complete the project.
11. Estimate the probable costs of those materials.
12. Tell how you and your group will expect to earn the funds needed.
13. If your project deals with changing an existing place or situation, you'll need to supply photo or photos of its "before" condition. (See the Project Workbook p. 7.)

14. Be sure to include your name and contact details, and all the other information listed on page 1 of the Project Workbook.

Your completed proposal will probably take from three to six pages. Be sure it is carefully proofread and spell-checked.

e. Discuss the project with

1. your **Unit Leader** (your Scoutmaster, Team Coach or Crew Leader—whoever they designate to mentor you through the project.) Expect him to suggest revisions and corrections before your proposal is finalized.

2. After you've incorporated his suggested improvements, pass your proposal by your **Troop Committee chairman**. He'll o.k. the proposal, or perhaps make a few further suggestions before you finalize it.

f. **Obtain the three required signatures**, and provide a signature page for them, with a line for the signatures, date signed, and phone number for each of: (1) your Unit Leader, (2) Troop Committee Chairman, and (3) the authorized representative of the organization for which the project is being performed. (See Project Workbook, p. 9.)

g. **Deliver the completed and signed proposal** to your Troop Committee Chairman. He will take it to the Stone Creek District Advancement Chairman for his approval. He will process and sign the proposal and return it to you via the Troop Committee chairman. (This sometimes takes several weeks.) Be sure to keep another copy of the proposal for your future use.

### Doing Your Project

1. You can assume the project will be accepted and authorized, but you are **not to actually begin** the project until you have received the proposal with the District Advancement Chairman's signature..

2. Your project will probably not follow your proposal exactly. Some **minor, reasonable changes** can be made after your proposal has been authorized. (See the Project Workbook, p. 12, for how those changes are to be recorded.)

3. Be aware that you will need to submit your completed project with **good photos** that effectively show what you have accomplished and how it was done. People who work with you on your project may also enjoy receiving copies of photos that pertain to them. Imagine that you are a photo journalist and that you're wanting to write a newspaper article about it and illustrate it with photos.

4. It is important that you keep track of not only your own time but also the **time of all others** who have participated with you in any aspect of the project. This includes your unit leaders. It's suggested that you set up another time-recording sheet, perhaps like this:

Name	Date	Time In	Time Out	Total Time	Work Activity
John Whatchamacallit	Aug. 10	5:00	6:00	1.0	Cutting out parts & designs

If you have quite a number of people working at the same time, you may need several time sheets so they'll all be able to record their time, as needed. Be sure to not lose your time sheets!

Note the **other items you're supposed to record** as part of your project report:

- a. The total hours you spent working on the project (including deciding on the project, preparing the project proposal, doing the project, and preparing the final writeup). See p. 10.
- b. The total hours spent by all others who were involved in the project. See p. 10.
- c. The quantity, types of all materials, and their costs, involved in the project. See p. 11.
- d. The source of funds donated and/or raised, and the amount of each contribution. (These should include discounts allowed by stores.) See p. 11.
- e. Your final approval signatures, including (1) your own signature, (2) your Unit Leader's signature, and (3) the signature of the authorized representative of the institution for which the project was prepared.

Be sure you **keep a permanent copy** of the entire, finalized project including the project proposal and the final project writeup.

*Time suggestion:* Once you begin the project, you should **do your best to complete it, write it up, and submit it within three months**. Don't let it wait for months while your memory gets foggy.

**Turn the completed project writeup** in to your Troop Committee Chairman.

### **The Personal Statement of Life Purpose and Ambitions**

This document is a very important part of your Eagle application. Prepare it well! It most certainly will be discussed as part of your Eagle Board of Review. Suggested are some items that would be appropriate for you to include:

1. **Positions held** in (1) your Church, (2) your school, (3) your community, (4) other organizations, and (5) employment positions. Church-wise, this might include Quorum positions, Duty to God progress, committee assignments, leadership in service projects, Scouting positions held, jamborees attended, etc. School positions would include participation in student government, musical organizations, sports, plays, concerts, projects, your grade-point average (if it is pretty high), other talents you've developed and used in the school setting. Include honors and awards received.

2. **Life Purpose:** this might include long-term objectives such as going on a mission, marrying and raising a family, projected future community service, and definitely: projected future Scouting service and relationships. It can also include integrity goals such as avoiding drugs, being a good, crime-free citizen, working with youths or other special groups, etc.

3. **Ambitions:** graduating from college, obtaining advanced educational degrees, becoming an entrepreneur and/or company owner, becoming a noted scholar, becoming a leader in a special field such as medicine, being able to live debt-free, doing something significant to make the world a better place, etc.

Everyone has different ambitions and life purposes. You're free to choose yours. The important thing is that you think these things through and begin planning the good life you want to live. If you

know several possible fields you want to study and work in throughout your life, list them. Make some non-binding decisions that will start to guide your future. You may not know just what you want to do, but you already have made some firm decisions as to what you will not do with your life. Put them down.

**Your Personal Statement of Life Purpose and Ambitions is as important as your Eagle project write-up.** Prepare it well! Give it ongoing thought all during the months prior to submitting your Eagle rank application. It will probably consist of from two to four pages. Be sure to save a copy—it is a lifetime document you will treasure!

### **The Twelve Steps from Life to Eagle**

1. Be sure to read, thoroughly, the twelve steps outlined on p. 14 (the back cover) of the Eagle Project Workbook. Follow them carefully and completely.
2. Be sure to read, thoroughly, the Great Salt Lake Council letter which outlines four steps for Eagle paperwork submittal.

### **Filling Out Your Eagle Scout Rank Application**

Be sure to fill out every item. You can get the dates for almost everything from your TroopMaster records, which should parallel the records the Council keeps concerning you. Write legibly. This information will go not only to the Great Salt Lake Council, but also to the National Scout offices.

Once all the required items are submitted and processed, they will be returned through our **Bountiful Stake Young Men Presidency**. This process typically takes from four to eight weeks. They will call you and schedule your Board of Review, which they will hold with you.

Before you go to your Board of Review:

1. Review your entire Scouting experience. Review, in your Scout handbook, the many requirements you fulfilled. Know which requirements and activities you especially enjoyed. Review what Scout camps you attended, in what years. Know what merit badges you found to be most beneficial. In other words, be well aware of your Scouting experiences and be articulate in any of your answers you give to those holding the Board of Review. They may ask what leaders you've worked with and if you enjoyed them—did they touch your life for good? How? Anticipate these questions and have ready answers for them.

They will be especially interested in whether you are carefully fulfilling the Scout Oath, Law, Motto and Slogan. Be sure you're performing daily good turns. Be sure you're doing your best in the things you do. Their Board of Review focus is going to center on your character, how well you've developed your leadership skills, how active you've been in the Scouting program, and your future plans and ambitions.

They may ask if you're going to continue progressing in Scouting. We hope you'll go on and earn at least three palms—you'll never regret it if you do. They'll probably ask if you intend to be active in Scouting as an adult—will you be planning to serve in future adult Scouting leadership positions? Make some future-life decisions concerning these things before going to the Board of Review.

Be certain that you go in complete Scout uniform: shirt, pants, neckerchief, merit-badge sash. Be sure they're clean, well pressed. Be sure you're well groomed and ready to enjoy the situation. This final Board of Review should be a pleasant, memorable experience. Do your part to make it so!

Recognize that the same careful preparations you'll need to make for this Board of Review is a pattern for how you'll need to prepare for future job interviews. You'll probably never get a job unless you're well prepared for the interview. This is designed as a preparation for future interviews and experiences.

We wish you the best in your preparations for earning the Eagle Scout rank. You'll look back on your project and final preparations as excellent leadership-training experiences. Do your part to make them exactly that!

This outline and seminar was prepared and presented by

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**This outline is available on the website  
BSATroop762EagleScoutExcellence.com**