



Life to Eagle Guidelines

September 2010

Troop 642

Life to Eagle Guidelines

1. Introduction
2. Your Eagle Project
 - 2.1 Introduction
 - 2.2 Getting Started
 - 2.2 Execution Steps
3. Your Eagle Application
 - 3.1 Requirements Overview
 - 3.2 Information Needed
 - 3.3 Completing your Application
 - 3.4 Keys to a Mistake-Free Application
 - 3.5 Submitting your Application
 - 3.6 The Final Steps
 - 3.7 The Eagle Court of Honor
 - 3.8 The Eagle Scout Palm Application

1.0 INTRODUCTION

Congratulations on reaching this point in your Scouting journey! You are approaching the top rank in the Boy Scouts of America – Eagle Scout. Only 5% of Scouts reach this level.

Throughout your experience with our troop, you have learned planning skills, development skills, communication skills and leadership skills. Planning, development and leadership skills were learned in many Troop 642 experiences. Being a patrol leader and earning Cooking Merit Badge are only two examples where these skills were learned and practiced. In this final step in your journey, from Life to Eagle Scout, you will put all of your skills and experiences to use.

Your journey from Life to Eagle Scout comprises four components:

- 1. *Earning Merit Badges***
- 2. *Holding positions of Responsibility***
- 3. *Executing your Eagle Scout Leadership Service Project***
- 4. *Completing your Eagle Scout Application***

The Eagle Scout Leadership Service Project and the Eagle Application process is an exercise in following instructions, and just as important, following those instructions in *proper sequence*.

On the following page is an overall roadmap showing the activities that will bring you to Eagle Scout. Notice that all of these activities take place *after* your Life Scout board of review.

These Life to Eagle Guidelines are your instruction manual. They have been developed over the years and should have the answer to practically every question you may have. You should read it carefully and become familiar with every aspect of this document. Most questions

Top Scouting Rank

Putting it all to Work

Four Components

Using these Guidelines

that you will come up with are already answered in these guidelines. You are welcome to call and ask questions. If your question is answered in the guidelines, you will be referred back to the guidelines. Therefore, it would be advisable to check the guidelines prior to calling with your question.

As a Scout, you have also learned communication skills. The basics of communication skills were learned in the Communication Merit Badge, but numerous merit badges and all leadership positions afford each Scout with the opportunity to improve his communication skills. Through these opportunities, you should have learned proper telephone etiquette and proper letter writing technique. You have also written essays for several of your merit badges. You have given numerous speeches and you have appeared before five Boards of Review.

Therefore, we expect your performance to be representative of that elite number. We expect better than average planning, leadership and communication skills. Here is what we mean by this:

- 1. All communication with Mr. Mayo, your assigned Eagle Project Coordinator, Dr. Leever and the Mustang District Eagle Coordinator is to be done over the phone or in person. Proper telephone manners are expected. If your call is answered by an answering device, leave a message. If your call is answered their spouse, identify yourself and speak with them and then leave a message with them. Until directed to communicate via e-mail, all conversations will take place over the phone or in person.*
- 2. All written material (e-mails, writing pertaining to your Eagle Project and writing pertaining to your Eagle Application) is*

Communications Expectations

Telephone Etiquette

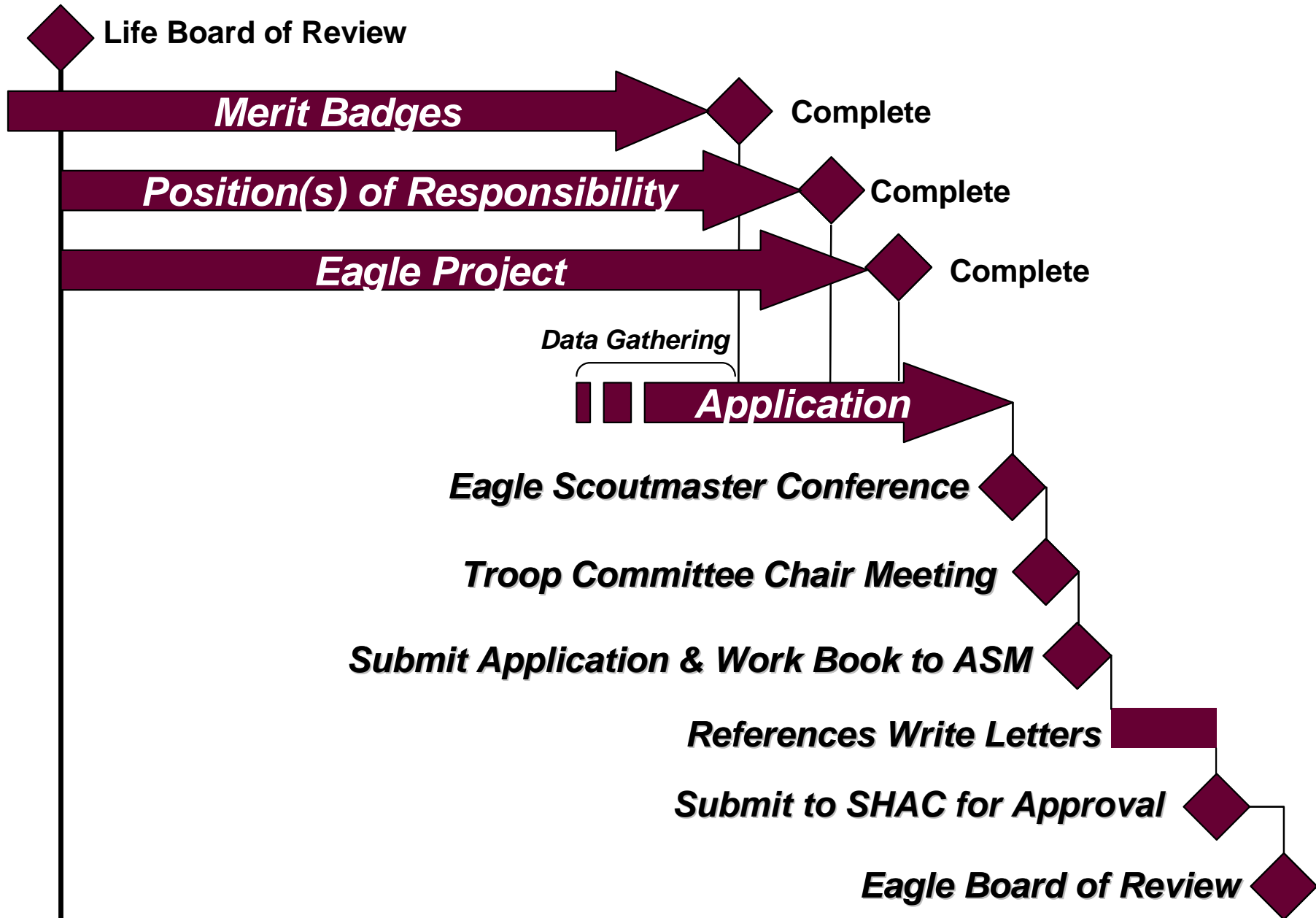
Written Communications

expected to be written in proper form.

Please recognize that an e-mail memo is a letter sent via the internet. You might want to learn proper letter format before sending an e-mail. There's a huge difference between sending an e-mail to your friend and sending an e-mail to an adult, especially as it pertains to something as serious as your Eagle Project and your Eagle Application. Please recognize what is expected once we begin to communicate via e-mail. For a refresher on proper letter / email form, refer back to your Communications Merit Badge material, consult the Communications Merit Badge counselor or search the internet.

These guidelines describe in detail how to execute your Eagle Project, as well as how to successfully complete your Eagle Scout application. We also refer you to some supporting documents that are available to you on the internet. Let's get started!

Overall Road Map – Life to Eagle





Your Eagle Project

EAGLE SCOUT LEADERSHIP SERVICE PROJECT

2.1 Introduction

The requirement you must meet is to - *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. ***In our Troop we want the project to be one that when you return from your first year of college you can go and see it. It needs to be substantial, durable and impactful!***

Overall Requirement

Note that the Eagle Project is to be completed “while you are a Life Scout”. You do not have to wait until all Eagle merit badges are completed. Once you are a Life Scout, you can immediately begin your Eagle Project. The project must be approved by your Scoutmaster, your Troop Committee Chairman, and by the Mustang District Eagle Coordinator ***before you start any aspect of the project.***

Timing

We feel your Eagle Project is the culmination of your Scouting experience. We feel the leadership skills and communication skills that have been taught to you, and practiced by you during your years of growth in Scouting, should be illustrated in your Eagle Project and your Eagle Application process. Therefore, we expect much from you with regards to the Eagle Project’s criteria of planning, developing, and giving leadership to others.

High Expectations

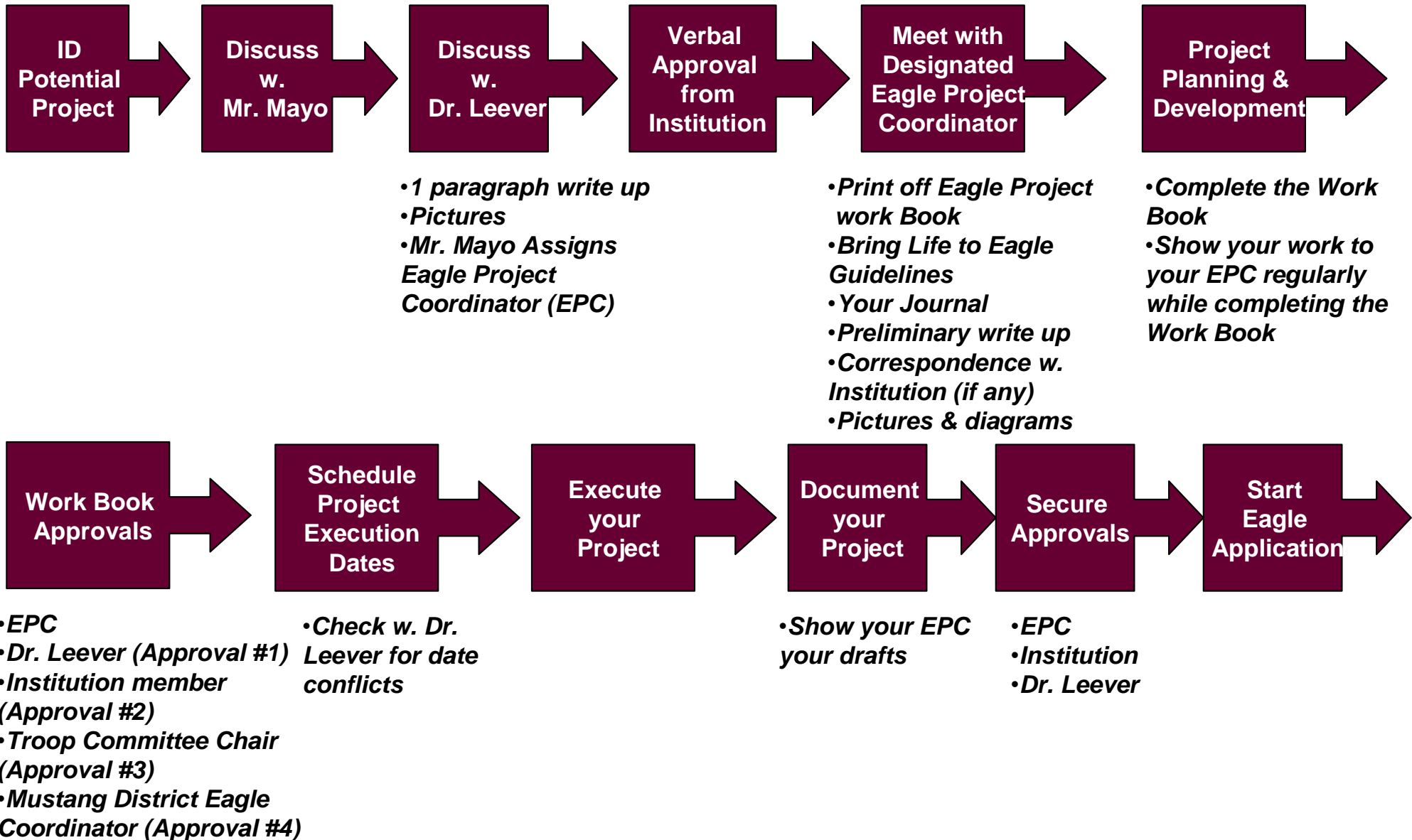
The Eagle Project is “the Scout’s project”. The role of the Scout’s parents is to provide guidance, encouragement, advice and assistance. All writing and drawings should be completed by the Scout. Discussions, questions and any other communication will be between the Scout and the Scout leaders. Remember, if any communication is completed through the mail or e-mail, proper letter writing techniques will be expected.

Role of Parents

Steps to a Successful Eagle Project

The following map shows the sequence of activities as you execute your project.

Eagle Project Execution Sequence



2.2 Getting Started

You should begin keeping an Eagle Project

Journal. In this journal, you should record the date and the activity you did relating to your project. Record the dates you visit with anyone about your project. Record the dates of any planning and implementation effort. If you made a personal visit to a store to gather information about materials needed for your project or the cost of those materials, record the date and the nature of any discussions. Visits with the receiving institution should be recorded. *This journal will be beneficial to you because after your project is completed, you will have to complete a detailed narrative on “Carrying out the Project”. Your first entry in your journal should be your attendance at the Life to Eagle Meeting.*

Journal

2.3 Execution Steps

1. **Identify a potential project.** You may want to talk with someone from your school or your church about a possible project idea. In selecting a project, you should look for something that won't be completed unless you do it. The project needs to meet the criteria of planning, developing and giving leadership. If you need help identifying a project (after you have tried on your own), ask Mr. Mayo or Dr. Leever for ideas.
2. Once you have identified a potential project, **discuss your proposed idea with Mr. Mayo.** He will advise you if the proposed project meets the criteria of planning, developing and giving leadership to others. If it meets the criteria, you can then discuss the project with Dr. Leever. If Mr. Mayo doesn't feel the project meets the criteria, he will discuss modifications, or he may suggest that you explore a different project. A written paragraph, describing the proposed project, along with preliminary diagrams and / or pictures will

Identify a Project

Review the Project Idea

be helpful in your discussions with Mr. Mayo and Dr. Leever.

Once Mr. Mayo and Dr. Leever have approved your project idea, you will be assigned an Eagle Project Coordinator (EPC) – an adult leader who will guide you through the execution of your project from this point on.

3. Once the preliminary project **idea** has been verbally approved by Dr. Leever, you should **get verbal confirmation** from a representative of the institution where your project will be completed.
4. After you have verbal approval from the institution and from Dr. Leever, print off the Eagle Project Workbook from the internet site listed in Step # 5. Read through the BSA Workbook and the Life to Eagle Expectations of the Life Scout. Call your assigned EPC and arrange for a meeting. At this meeting, we will talk about what is expected from this point. What do you bring to that meeting? Bring:
 - *Your binder*
 - *Your copy of the Life to Eagle Guidelines*
 - *Your Journal*
 - *Your preliminary write up*
 - *Any correspondence between you and the institution*
 - *Any pictures and diagrams describing the project.*

Verbal Confirmation

Project Work Book

5. Your next step will be the planning and development phase of your project. This is where you begin completing your Project Workbook. The workbook can be downloaded from the Troop website at www.Troop642.org or from the internet. The internet web address is <http://www.nesa.org/trail/manual.html>

Planning & Development

(then pick a DOC, PDF or RTF format file). The workbook is divided into two main parts. The first part is the planning and developing phase – before you actually complete the project. The second part is a written explanation describing the completed project. ***Do not under any circumstance use the downloaded electronic form as the outline that you type the project onto!!!***

In the “pre-project” part of the workbook, the main sections are:

DESCRIBE THE PROJECT YOU PLAN TO DO. Here, give a **summary** paragraph of your project. You don’t need to go into the exact specifics of your effort, just a general description.

MY PROJECT WILL BE OF BENEFIT TO THE INSTITUTION BECAUSE.... Another **summary** paragraph about the benefits your project will provide to the institution.

PROJECT DETAILS. The instructions for this section state to plan your work by describing the present condition, the method, listing materials and supplies to be used, project helpers, and a time schedule for carrying out the project. A suggested format is having a planning and preparation section and a planned implementation section. Write a paragraph about safety issues and describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out this project. Include photographs of the area before you begin your project. Providing “before” photographs of your project area can help you give us a clear vision of your plans.

The reason the word “**details**” is in this title is because that is what we are looking

for. We refer to this section (of the workbook) as the architect and construction plans. We are looking for exact details with regards to the materials required and the *step by step methods* to be used. Depending on the nature of your project, you may need to create lists for materials, tools and supplies. For example – a gardening project would have three lists. On the *materials list* you would have soil, plants, mulch, etc. On the *tools list* you would have shovels, wheelbarrow, etc. On the *supplies list* you would have a camera, a First Aid kit, water cooler, suntan lotion, etc. Use drawings and pictures to compliment your written plans. Tell us about recruiting Scouts to help and how many helpers will be needed. Address cost estimates and funding plans. *Do not use a “bullet” approach to your writing.* Write in complete sentences and in paragraph form. Write in a manner in which your English teacher would approve. *We believe if this section is completed properly, another person could complete your project by just reading and following your detailed plans.* You are encouraged to be as detailed as possible! You are encouraged to regularly show your work to your EPC to see if you are on the right track.

FUNDING. If you are raising funds for your project, here is what you need to do: The Scout raises the funds, with checks made payable to Troop 642. Give your checks to Mr. Nager (rnager@sentineltrust.com, 713 984-2266), who will deposit them in the Troop account. Upon completion of the project, the Scout provides expense receipts and Mr. Nager will reimburse you for up to the amount of contributions that were deposited. **Remember to tell those that you solicit funds from that the**

Funding

contribution is tax deductible.

At the Scout's discretion, any remaining funds may be contributed to a charity of their choice (typically the organization for which the project was performed) or to the Troop. It is the Scout's responsibility to provide written acknowledgement of contributions, but Mr. Nager will (on request) sent tax letters to selected contributors.

If you are soliciting funds through a letter campaign, you should add this letter to your project work book.

Don't forget to maintain your journal!

6. You will then present your completed write-up and presentation booklet to your EPC for review. After your EPC approves your workbook, you will call Dr. Leever to set up an appointment. You will meet with Dr. Leever to present your workbook to him. He will ask you many general and specific questions about your project and the implementation process. If all is in order, he will give his written approval. ***Please note - Dr. Leever is to be the first approval signature in the workbook.*** #1
7. After Dr. Leever has signed the workbook, you can present the workbook to a representative from the institution where you will be completing your project. ***Please note – this is to be the second approval signature.*** #2
8. Once Dr. Leever and the institution's representative have signed your workbook, you should call the Troop's Committee Chairman, to set up a time to meet with him. He will also ask you many questions about your project plans. ***His is the third required signature.*** #3

9. After the Troop Committee Chair has approved your project, your final meeting will be with Mr. Tony Money. Mr. Money is the Mustang District Eagle Coordinator. You should call him to set up an appointment. **His phone number is (713) 984 0405.** Mr. Money lives in Spring Branch. You will be asked to bring a parent with you, although your parent will not take part in the discussion.

This meeting may last 30 to 60 minutes. He will read your project plans – word for word. Your exercise in “details” will benefit you when you meet with Mr. Money. Our objective is for Mr. Money to recognize that you are completely prepared to complete your project. Our objective is for you to have the proper answer, when he asks you a specific question about any aspect of your project. Our real objective is for you to do such a good job in your presentation to Mr. Money that he will not have any questions for you. ***Mr. Money’s signature is the final approval signature.***

#4

Please make note of the signature sequence and obtain the approval signatures in the correct order. Obtaining the signatures out of order will cause you to have to re-do the signature process.

Approvals Sequence

10. You are now ready to proceed with your Eagle Project. Please note that you cannot complete any phase of the work (including the gathering of supplies) before *all* approval signatures have been obtained. Once you have decided on a date for your project, inform Dr. Leever of the date to make sure there are no troop activities planned for that day. Your project cannot be scheduled on a day that

Execute your Project

an organized Troop 642 activity takes place.

11. Once your project has been completed, you will fill out the section titled **CARRYING OUT THE PROJECT**. (Again, you should type directly onto the form provided on the Scout website.) The instructions are not clear here, but what we are looking for is a **detailed write up** about the implementation phase of your project. This part of the Life to Eagle write up will be placed between the title "Carrying out the Project" and the "Hours I Spent on the Project". This is where you will be glad you maintained a journal.

Write Up your Project

You are expected to give dates and write about every aspect of your project, from the approval phase, through the planning and development phase, through the execution phase and ending with the completed project. As you go through the chronology of events in the guidelines, make sure you write one full paragraph about your meeting with Mr. Money. Was your preparation recognized by Mr. Money? Did your preparation help make that meeting more productive? Dedicate one paragraph to telling how you felt when the project was completed. After all, the end result was because of your effort.

Emphasis Area

How did you feel when you looked at the finished project? What was the conversation between you and your parents after the project was completed? Dedicate another paragraph to what you learned by completing your project. An Eagle Project is intended to help you improve planning, developing, communication and leadership skills. It also is an exercise in following directions. what did you learn about planning, developing, communication, leadership

and following directions by completing this project?

12. As before, you should send a rough draft of this write up to your EPC to see if you are on the right track.

Drafts

13. Upon completion of your “CARRYING OUT THE PROJECT” section of your workbook, present your workbook to your EPC for approval. If the implementation write up is approved by your EPC, your next step will be to have the representative from the institution sign in the “Approvals for Completed Project” section of the workbook. *Please do not obtain any signatures prior to the Troop’s approval of the project write up.*

Approvals

*NOTE: The appearance of your Eagle Project Workbook will be the first impression of your project. Many Scouts insert their written pages, drawings, diagrams, letters, receipts and pictures in a three ring binder. **Do not** slide your pages in plastic sheet protectors.*

14. Once the institution’s representative has approved your completed project and signed your workbook, give Dr. Leever a call to set up a time to meet with him. This is his opportunity to review your completed Eagle Project Workbook. *His signature completes your Eagle Project.*

Review with Dr. Leever

15. If the criteria of tenure, Scout spirit, merit badges, and positions of responsibility have also been met, and if your Eagle Project is completed, you can begin completing the Eagle Application.

Begin your Application!

PIC No. _____
(Required)



EAGLE SCOUT RANK APPLICATION

TO THE EAGLE SCOUT RANK APPLICANT: This application is to be completed after you have completed all requirements for the Eagle Scout rank. **Print in ink or type all information. List the month, day, and year for all dates.** (Use only computer date books and a calendar for reference.) **For use by the unit leader.** When you have completed this application, give it to your unit leader.

UNIT NO. _____	
UNIT LEADER	UNIT ADDRESS
NAME	ADDRESS
CITY _____ STATE _____ ZIP _____	

LIST YOUR FULL LEGAL NAME (UP TO 30 CHARACTERS ONLY)

Date joined Boy Scout Troop _____
 Date became a Junior Scout _____
 Date became a Venturer _____
 Date of last class Scout board of review _____
 Date of last Scout board of review _____
 Date of last Eagle Scout _____
 Did you earn the Arrow of Light Award? _____
 Have you completed all make-up equipment? _____

Yes	No
Yes	No
Yes	No
Yes	No
Yes	No

Your Eagle Application

AGE REQUIREMENT ELIGIBILITY: A candidate must be at least 14 years of age and must apply within a period of 6 months prior to his 18th birthday. He may earn these awards until his 18th birthday. A candidate who is a Scout, Venturer, or Explorer must have completed all requirements for the rank of Eagle Scout prior to his 18th birthday. Scouts and Venturers who have completed all requirements prior to their 18th birthday may be reviewed within three months after that date with no explanation. If a candidate has not completed all requirements prior to his 18th birthday, he must complete all requirements within the 6-month period. The Boy Scout Division of the national office must be contacted for procedures to follow if a board of review is to be conducted more than six months after a candidate's 18th birthday.

UNIT NO. _____ DATE OF REVIEW _____

REQUIREMENT 1: By action of unit board of review, the candidate must be recommended for the rank of Eagle Scout. _____

REQUIREMENT 2: The candidate must have earned the following merit badges: _____

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REQUIREMENT 3: The candidate must have earned the following merit badges: _____

MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
ADVENTURE			ARROW OF LIGHT					
BOY SCOUTS OF AMERICA			BOY SCOUTS OF AMERICA					
BOY SCOUTS OF AMERICA			BOY SCOUTS OF AMERICA					
BOY SCOUTS OF AMERICA			BOY SCOUTS OF AMERICA					
BOY SCOUTS OF AMERICA			BOY SCOUTS OF AMERICA					
BOY SCOUTS OF AMERICA			BOY SCOUTS OF AMERICA					
BOY SCOUTS OF AMERICA			BOY SCOUTS OF AMERICA					
BOY SCOUTS OF AMERICA			BOY SCOUTS OF AMERICA					
BOY SCOUTS OF AMERICA			BOY SCOUTS OF AMERICA					
BOY SCOUTS OF AMERICA			BOY SCOUTS OF AMERICA					

*Cross out badges not earned. _____
 For more information on the Eagle Scout rank, contact your unit leader or the National Office.

3. Your Eagle Application

3.1 Requirements Overview

In order to advance to the rank of Eagle, a Scout must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference.

This section describes the information that you will need to complete your application, as well as several suggestions for how to complete it properly the first time. You can download a copy of the Eagle Scout Application from <http://www.nesa.org/trail/58-728.pdf>

3.2 Information Needed

If you will contact Mr. Malone or Mr. Bunch they can provide you with a printout of the information you will need to successfully complete the Eagle Application.

TENURE

a) Date became 1st Class _____
(the date you passed your First Class Board)

b) Date became Star _____
(must be 4 months between 1st Class and Star ranks)

c) Date became Life _____
(must be 6 months between Star and Life ranks)

Note: You must be a Life Scout for 6 months before sitting for an Eagle board of review.

SCOUT SPIRIT

a) Be active in your troop as a Life Scout.
“Active” means to participate in troop activities:

meetings, camping activities, service projects, greenery sales, Scout Sunday, Scout house clean up, etc.

- b) Demonstrate Scout spirit by living the Scout Oath and the Scout Law in your everyday life.

MERIT BADGES

The application form requires you to enter the dates on which you earned both your Eagle-required merit badges and elective badges. It is helpful to keep track of these by tracking them by rank, as follows:

STAR RANK

Earn 6 merit badges, including any 4 from the required list for Eagle.

_____ (required for Eagle)

_____ (required for Eagle)

_____ (required for Eagle)

_____ (required for Eagle)

_____ (elective)

_____ (elective)

LIFE RANK

Earn 5 more merit badges, including any 3 more from the required list for Eagle. You should now have a total of 11 merit badges, of which 7 are from the Eagle required list.

_____ (required
for Eagle)

_____ (required
for Eagle)

_____ (required
for Eagle)

_____ (elective)

_____ (elective)

EAGLE RANK

Earn a total of 21 merit badges (10 more than you already have). In all, you will have earned 12 required merit badges and 9 elective merit badges.

_____ (required for
Eagle)

_____ (required for
Eagle)

_____ (required for
Eagle)

_____ (required for
Eagle)

_____ (required for
Eagle)

COOKING _____ (an elective, but
encouraged by _____ Troop
642)

WILDERNESS SURVIVAL _____ (an elective, but
encouraged by _____
Troop 642)

_____ (elective)

_____ (elective)

_____ (elective)

For your reference, the following is the list of Eagle-required badges:

- **Camping**
- **Citizenship in the Community**
- **Citizenship in the Nation**
- **Citizenship in the World**
- **Communications**
- **Lifesaving or Emergency Preparedness (Troop 642 encourages Lifesaving)**
- **Environmental Science**
- **First Aid**
- **Swimming or Cycling or Hiking (Troop 642 encourages Swimming)**
- **Personal Management**
- **Personal Fitness**
- **Family Life**

POSITIONS OF RESPONSIBILITY

To be eligible to apply for Eagle Scout, you must *while a Life Scout*, serve actively for a period of six months in one or more of the following positions of responsibility. List only the positions served after your Life board of review date. (Date of Life board of review _____.)

Qualifying positions are:

- **Patrol leader**
- **Assistant Senior Patrol Leader**
- **Senior Patrol Leader**
- **Troop Guide**
- **Order of the Arrow Troop Representative**
- **Den Chief**
- **Scribe**
- **Librarian**
- **Historian**

- **Quartermaster**
- **Junior Assistant Scoutmaster**
- **Chaplain Aide**
- **Instructor**

Position _____
 from _____ to _____

Position _____
 from _____ to _____

(The dates, listed above, *cannot* be before the date of your Life Board of Review)

3.3 Completing Your Application

You must complete a preliminary, rough draft of the application and have it reviewed by Mr. Mayo. This way, all changes and corrections can be made before the formal application is typed. All of your dates should be verified prior to turning in your application.

The final version of the Eagle Application must be typed.

3.4 Keys to a Mistake-Free Application

The following are tips, suggestions and specific requirements for completing your Application, that have proven to be very useful over the years.

- Make sure all places asking for a date have a date. Also make sure all dates written on your application are correct.
- Your references will be mailed a letter asking them to return a letter of reference. ***You do not ask for the letter, we ask for the letter.*** (You should obtain their willingness to write this letter before you submit their name.) On the Eagle

Application, provide their complete name (to include if they are Mr., Ms., Mrs., Rev., etc.). There is adequate room for a complete address, including zip code. Abbreviating (in the address) is acceptable.

- With regards to the Merit Badge information, the date of Lifesaving goes in position number 6. Draw a line through the words Emergency Preparedness. The date for Swimming goes in position number 9. Scratch out Cycling and Hiking. Insert Cooking in position number 13. Insert Wilderness Survival in number 14. *Starting with position 15, list merit badges based on the earliest dates that badges were earned.* The number 642 should appear for each badge, unless the badge was earned from another troop. Badges from Cima and the annual Merit Badge Fair are Troop 642.
- You should be able to complete both lines for two different leadership positions. We do not maintain dates of your troop offices in our computer system. Remember, dates listed in this section cannot be before your Life Board of Review.
- In the blank space for Requirement 5, write a sentence or two about your Eagle Project. Tell what you did and the institution you did it for.
- Requirement 6 involves significant thought. This is to be separated into two sections. You should create two different headings for these two sections. The first section is your “ambitions and life purposes”. Please provide as much detail as possible. Tell us your goals and your dreams! If this is less than one page in length, you will be asked to give more information. With so much of your life ahead of you, you should be able to fill several pages. A suggestion is to take each phase of your future and write about it

– high school, college, young adult, family man. Specifically address how your faith plays, and will continue to play, a role in your life. The second section is your “listing of leadership positions held in your religious institution, school, camp, community, or other organizations” and also “honor and awards received”. What did you learn from each of these activities?

- A NEW REQUIREMENT for your application is to attach a “Good Turn for America” certificate. You get this certificate by submitting your project details online at www.goodturnforamerica.org . Follow the instructions on the screen to submit your information. You can cut and paste text from your workbook to accomplish this.

3.5 Submitting your Application

You should first submit a preliminary application to Mr. Mayo. If you follow directions, you should produce the perfect application. After he approves your preliminary application, you are ready to type a formal application. When you have completed your Eagle Application, you should let Mr. Mayo have one final review. If all is correct, you will be clear to call Dr. Leever to arrange your Eagle Scoutmaster’s Conference.

You should not sign the application until after you have met with Dr. Leever for a Scoutmaster Conference and have met with the Troop Committee Chair.

3.6 The Final Steps

After you have completed the formal application, these are the steps that you must take:

- 1) Hold your Eagle Scoutmaster Conference. For this meeting, you should present yourself in your Class “A” uniform, and you should bring your Scout Handbook, your

knot rope, your Eagle Project Workbook and your typed Eagle Application. After a successful Scoutmaster's Conference, you and Dr. Leever will sign your application.

- 2) You will then call the Troop Committee Chair to arrange a time to meet with him. At this meeting he will review and sign your application.
- 3) You will then give your Eagle Application and Eagle Project Workbook to Mr. Mayo. At this point, he will write letters to your listed references, asking them to provide a reference letter on your behalf.
- 4) *It is **your** responsibility (not your parents') to regularly check in with Mr. Mayo to see which letters have been received and which letters he is waiting on. He won't be calling you to give you an update.* The religious and educational reference letters are usually the last to be received. You may need to motivate these references. The only way to confirm that a letter has been received is through Mr. Mayo. Just because a reference tells you that a letter is going to be written, or has been written, or even has been written and mailed does not guarantee that it was written, mailed or has been received.
- 5) After all of your reference letters have been received, your Eagle Application, reference letters, and Eagle Project Workbook will be presented to the Sam Houston Area Council for approval.
- 6) After the Council has approved your application and workbook, arrangements will be made for your Eagle Board of Review. For your board of review, you should wear your Class "A" uniform, and you should Be Prepared.

3.7 The Eagle Court of Honor

The Eagle Court of Honor will be held after your Board of Review has been decided on. This will be set by the troop management and will be paid for by the honorees.

3.8 The Eagle Scout Palm Application

There are Bronze, Gold and Silver Palms that can be obtained after the completion of the Eagle Scout Rank. Each Palm has a period of three months and requires a Scoutmaster Conference and a Board of Review. Each Palm requires an additional five merit badges. There is an appropriate applicant form for these Palms. Please see Mr. Mayo or look at our troop website for these.

CONTACT INFORMATION

Name	Telephone	E-mail
Dr. Leever	713 493 4310	deleever@sbcglobal.com
Mr. Mayo	713 467 6636	mmayo@martinmayolaw.com
Mr. Lankford		
Mr. Money	713 984 0405	
Your Eagle Project Coordinator	_____	_____