

TONKAWA DISTRICT

Life to Eagle

Steps to Becoming an Eagle Scout

The following details the steps required to become an Eagle Scout in the Tonkawa District. Information provided here is subordinate to Official BSA and/or Council policy. While every effort has been made to present latest BSA information, the BSA is constantly providing additional rules and regulations. However, in the event there are errors or outdated information, the policy found in Official BSA publications will take precedence.

Section I: Preparation—Project Description and Project Details

1. Attain the rank of Life Scout.
2. Download, print, read, and study the current *Eagle Scout Leadership Project Workbook*.
 - a. **Make sure that you use the current version of the workbook. Council will refuse to sign outdated versions.**
 - b. The best place to get the current Eagle Project Workbook is www.nesa.org.
3. Go to your Troop Advancement Chair and get a copy of your *Individual History Report*. Verify that the records in your *Individual History Report* match your records.
4. Go to your Troop Eagle Advisor. With their assistance, outline a plan to complete your requirements for Eagle. Discuss any Eagle project ideas you may have with your advisor. If you don't have any Eagle project ideas, contact your elementary or middle schools, Churches, your Scout Council, Parks and Wildlife Department, CCA, City Government Offices, or any community service organization about possible project ideas. Your Eagle Advisor can also help you choose or find a project. Considerations on selection of project include: 1) ensure scout can be successful on project by proper scoping 2) scout has opportunity to demonstrate leadership 3) project must benefit charitable organization 4) project can not be a fundraiser 5) routine labor does not normally constitute a project 5) no minimum hours are required for project. This is the scout's project and they need to lead out including performing the project planning, management, and execution.
5. Get a journal or notebook to record all of your time, ideas, thoughts, conversations, etc. If you keep a journal, it will make it easier to fill out the sections of your *Eagle Scout Leadership Project Workbook*.
6. Select a project and draw up an outline of how you would carry it out. Get approval from your Scoutmaster.
7. Finish planning your project using the *Eagle Scout Leadership Project Workbook*.
 - a. Handouts are available to assist you on the Tonkawa District Website. They can assist you with identifying the elements of the project you need to have, identifying the elements of leadership, and give you a checklist to assist you in reviewing your project to make sure all of the elements in your project are complete.
 - b. Make sure that your final project represents your best work. Remember the Scout Oath says "On my honor, I will do my best."
8. Follow up with your Eagle Advisor so they can check your presentable material.
9. Present your project plan to the proper individuals at the organization that will benefit from your Eagle project. Make sure they give you permission to do your project and then have them sign your *Eagle Scout Leadership Project Workbook*. **Remember, only original signatures in the book will be accepted at the District Review.**
10. Present your project plan and all materials to your Scoutmaster. If approved, have him sign your Eagle *Scout Leadership Project Workbook*.
11. Go to your Troop Committee Chair and schedule a date to present your project packet and materials at a Troop Committee meeting. Have the Committee Chair sign your Eagle Scout Leadership Project Workbook.
12. Contact the District Advancement Chairman to schedule an Eagle Scout Leadership Project Workbook Review. **Do not contact the District Advancement Chairman to schedule a review before you have obtained all of the signatures, Scoutmaster, Committee Chair, and Beneficiary.**
 - a. The best way to schedule an Eagle Scout Project Review is by e-mail. Email tonkawaadvancements@gmail.com. Generally, Eagle Scout Project Reviews are conducted on the second Thursday of each month at the Tonkawa District Roundtable, **Allow up to 2 weeks between your request for a Project review and the actual review. Planning on your part will expedite the process. No review will be conducted without an appointment.** If needed, reviews will also be conducted the 4th Thursday of each month. Again, start with an email to set an appointment and plan ahead.

b. If the beneficiary organization has a specific date requirement for completion of the project, be sure to give yourself plenty of time prior to this date. There is no guarantee that your project will be approved at your initial meeting with the District Advancement Committee. Additional information or other modifications may be required before the District Advancement Committee will sign your project. You will need additional time for the requested changes to be made and a subsequent meeting to be scheduled for final approval. Minor changes can be handled by e-mail.

13. Remember that you may proceed only when you have all four signatures on page nine of the Eagle Scout Leadership Project Workbook.

Section II: Project Execution—Carrying Out the Project

1. Now you are ready to start your project. Do it and be timely. Be sure you have all materials relating to your project (receipts, hour logs, diagrams, EVERYTHING). If in doubt, keep it or write it down. It's a good idea to include before and after pictures of the project if applicable. They are useful to show the Eagle Board when reviewing the project.
2. Any major change or scope change requires the approval, in advance, by the District Advancement Committee.
3. Document all of your progress including all of the time you spent completing the project and all of those who helped you complete the project. Your final document should accurately reflect what was done and by whom.
4. Complete your project and obtain the four approvals in your Eagle Scout Leadership Workbook.
5. Review your Eagle Scout Leadership Workbook and make sure all of the requirements are met.

Section III: Eagle Scout Rank Application

1. Review your *Individual History Report* and make sure you have all the necessary required merit badges, service hours, and leadership positions.
2. Fill out your *Eagle Scout Rank Application*. Be very professional and accurate in completing your application. Your unit should be able to provide you with your individual History Report. Completion of the application includes Requirement #6, unit leader conference; and completion of your Life Ambition statement. The Life Ambition statement will be read by the Eagle candidate during their board. Careful thought and deliberation should go into this life Ambition Statement as a Scout is taught to always "Do Your Best."
 - a. Make sure you have the certification from the applicant and unit approval (notice there are two signatures required).
 - b. **All dates, including your Scoutmaster Conference must be completed prior to your 18th birthday.**
3. Obtain BSA Local Council Certification
 - a. The current policy is located on the Longhorn Council website.
 - b. The Eagle Scout Candidate is responsible for submitting all of the required documents to the Longhorn Council Office.
 - c. The Longhorn Council Office schedules appointments for every Tuesday; you may also deliver the documents to the Office and the application will be processed in two to three business days.
 - d. The Longhorn Council Office requires the *Eagle Scout Rank Application* including Requirement #6 (Life Ambition statement), Page 13 (final signatures) of your *Eagle Scout Leadership Workbook*, your Individual History Report signed by three adult members of your unit and/or your merit badge blue cards.
 - e. If you decide to mail your paperwork to the Longhorn Council Office, make sure you keep a copy of everything—just in case it is lost.
 - f. The phone number of the Longhorn Council Office is (817) 231-8500.
 - g. When you receive your application back, double check that you have the BSA Local Council Certification completed.
4. The Eagle Scout Candidate should have at least five references (six if you have an employer) listed on his *Eagle Scout Rank Application*. The Scout should contact the references before including their names on the application. The Eagle Scout Candidate should ask the references to write a letter of references.
 - a. The reference letter should be mailed to: District Advancement Chairman (address will be provided in an email once you have obtained Council approval.)
 - b. The reference letters should be received prior to your scheduled Eagle Board of Review, so allow yourself time to get them filled out and mailed, usually 2 weeks.
5. Compile your final Eagle Packet for your Board of Review. The Eagle Packet consists of the *Eagle Scout Leadership Service Workbook* and the *Eagle Scout Rank Application*, properly filled out and signed.

Section IV: The Eagle Board of Review

1. Boards are scheduled for the 2nd and 4th Thursday of each month. You should allow at least **two (2) weeks** between the date of your request and the date of your actual Board. This allows you enough time to prepare everything you will need for the Board. Do not attempt to schedule a Board until you have the approval signature from Council. You can schedule an Eagle Board of Review by contacting the District Advancement Chairman at tonkawaadvancements@gmail.com.
2. The Advancement Chairman will coordinate the day and time of the board with you.
3. The Advancement Chairman will determine the members of your Board of Review.
3. As the date of your Board of Review is finalized, your unit leader or other designated leader will be asked to briefly introduce you to the members of the Board. Please remember this requirement when scheduling your Board of Review.
5. It is recommended you come to your Board of Review in a full Class-A uniform—shirt, pants, belt, sash, scarf, slide, and socks. If you are a member of the Order of the Arrow, you may want to leave your sash home. An Eagle Board of Review is not an Order of the Arrow function.
6. For your Board of Review, you will need to bring all of your original Eagle Packet material, your Boy Scout Handbook, and your merit badge sash.
7. Complete your Board of Review, answering each question honestly. Be prepared to recite the Oath, Law and Outdoor Code. Also, know the symbols on the Life rank badge and what they stand for. The Eagle candidate will be asked to read their Life Ambition statement at the conclusion of the board.
8. Upon completion of your Eagle Board of Review, the Board Members will briefly discuss your candidacy in private and inform you of their decision. This decision must be unanimous.
10. The District Advancement Chair or his designee will sign the *Eagle Scout Rank Application* and hand it to you. You will be responsible for delivering the application to the Longhorn Council Office. The Council Office will forward the application to the BSA National Office.

Section V: The Eagle Court of Honor

1. The Eagle Court of Honor cannot be conducted nor the rank badge awarded to the Scout until the Eagle Certificate and award package are returned from the National Service Center.
2. The unit leader of record will receive a letter informing him/her that your Eagle Scout Award Kit may be picked up at the Longhorn Council Office. This letter must accompany the person picking up the award kit.

Congratulations on earning BSA's highest rank – The Eagle!