



# Life to Eagle Process

The purpose of this presentation is to provide the youth in the Sam Houston Area Council participating in the Scouts BSA, Venturing, and Sea Scout program with consistent correct information and guidance on the process for progressing from the Life Scout rank to the Eagle Scout rank in the Sam Houston Area Council. Questions and comments should be directed to the person below.

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# As a Scout What steps do I take?

**Complete all the steps below. They may be completed in any order except the application preparation and the Board of Review.**

- While a Life Scout-complete a Unit Leader Conference
- While holding the Life rank be active in your unit for at least 6 months
- Hold permitted Position of Responsibility for 6 months while holding the Life Rank
- Complete 10 more merit badges than required for the rank of Star, a minimum 21 Merit Badges in total including all 14 Eagle Required
- Build your “Eagle Project Notebook”:
  - Plan, Present and Modify your Eagle Project Proposal
  - Complete your Final Plan Paperwork
  - Complete your Eagle Project and write your Project Report
- Complete your life purpose statement with list of your leadership positions and recognitions
- Complete the Eagle Scout Application
- **Final Step:** Complete Eagle Board of Review
- It is best and easiest to use the application within Scoutbook. For more info, please see [SHAC Life to Eagle Advancement](#). This link should be used to obtain the correct version of National Council publications.

**Always Demonstrate Scout spirit!!**



# Position of Responsibility

**As a Life Scout in a Troop, Ship, Crew or as a Lone Scout **YOU MUST BE ACTIVE** in a Position of Responsibility for six months. Listed Positions are:**

**Scout troop.** 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, webmaster, outdoor ethics guide

**Venturing crew.** President, vice president, secretary, historian, den chief, treasurer, guide, quartermaster, chaplain aide, outdoor ethics guide

**Sea Scout ship.** Boatswain, boatswain's mate, purser, yeoman, storekeeper, crew leader, media specialist, specialist, den chief, chaplain aide

**Lone Scout:** Leadership responsibility in your school, religious organization, or club, or elsewhere in your community



# Merit Badges

**There are 21 Merit Badges required for the Eagle Rank  
14 are “EAGLE REQUIRED”**

- **Camping**
- **Citizenship in the Community**
- **Citizenship in the Nation**
- **Citizenship in Society**
- **Citizenship in the World**
- **Communication**
- **Cooking**
- **Emergency Preparedness OR Lifesaving**
- **Environmental Science OR Sustainability**
- **First Aid**
- **Swimming OR Hiking OR Cycling**
- **Personal Management**
- **Personal Fitness**
- **Family Life**

**The other 7 badges are your choice so have fun!**





# Eagle Scout Service Project Proposal

[\*\*FIRST DOWNLOAD THE PROJECT WORKBOOK FROM THE NATIONAL WEB SITE CLICK HERE\*\*](#)

- Decide on a project idea, preferably something you are passionate about. If you need ideas use the [\*\*NESA\*\*](#) generator link or with your parents' permission do a search on the internet for ideas.
- Review idea with the proposed “Beneficiary” of your project.
- Review the idea with your Unit Leader (Scoutmaster, Advisor, Skipper) or if your unit has one a designated adult usually referred to as an Eagle Coach or Life-to-Eagle Advisor (“LTE”) to ensure it meets the parameters of an eagle project.
- After the review if you still want to move ahead with your idea, put the details in the project proposal workbook, preferably on a computer, and always **SAVE, SAVE, SAVE, SAVE your work!!!**
- Read pages 2-6 (**parents read 5-6**) and Proposal Page A
- Complete Page 1 and Pages B thru E
- **DO NOT START YOUR PROJECT** until you have all four approvals: 1) Beneficiary, 2) Unit Leader, 3) Unit Committee AND 4) Council. SHAC delegates this approval to the District Advancement Committees and their designated representatives.

**It is recommended that the proposal be signed by you, Unit Leader (or designee) and Beneficiary before presenting to the Unit Committee**



# Eagle Scout Service Project Proposal Cont.

- When Proposal is complete to your satisfaction, contact the designated adult, usually the Unit Committee Chairman to schedule presentation to the Unit Committee.
- Suggestions for the presentation include:
  - Summarize your project proposal.
  - Visual aids such as pictures, easel pads or a slide presentation using software such as a PowerPoint presentation might be helpful.
  - If you will have handouts, bring enough for everyone on the committee
  - Be prepared for questions, challenges and suggestions
  - Have pen and paper handy to take notes!
  - **If Committee approves, the Chairman or their designee will sign the project proposal. REMEMBER YOU CANNOT START YOUR project until you have District Approval**



# District Approval

- After completing the Eagle Scout Service Project Workbook and getting the three approvals with signatures ( Beneficiary, Unit Leader, and Unit Committee) you are ready to seek District Approval. Your Unit Leader or Committee Chair should be able to advise you on how this is done. Some Districts may have regularly scheduled approvals such as Round Table meeting night or they may have a special e-mail for requesting a review such as [Eagle\\_Project\\_Review@your\\_district.com](mailto:Eagle_Project_Review@your_district.com) . While the other approvals can be obtained in any order the District Approval must come last as stated in the workbook.
- Be prepared for the reviewer to possibly request a copy of the project proposal prior to the formal review.
- While recommended and appropriate for you to wear your Full Field Uniform, also erroneously referred to as Class A Uniform, for the review it is not a requirement and approval is not contingent on wearing the uniform.

**If your Project plan includes raising funds you must fill out a Fundraising Application and have it approved by the Sam Houston Area Council, NOT by your district's volunteers. Look [here](#) for more on this topic.**



# Final Project Plan

After receiving the District Approval, you need to prepare your final project plan.

- You may wish to incorporate into the final plan some of the suggestions made by the Unit Committee or District Reviewer probably gave you.
- Complete Project Final Plan Pages A – E to help you further prepare. **Pay close attention to details** and think through each step that you will take to see the project run smoothly. As always, check your spelling and grammar.

**You Now follow your unit's customary process for executing Eagle Projects.**

**Keep all receipts, emails, drawings, everything for your notebook.  
Include many pictures to enjoy with your children when they are Scouts!**





# Eagle Project Report

- **As soon as possible after you finish the Project**, completely fill in the Eagle Service Project Report Pages A-C
- Including before and after pictures helps to tell the story of your project. You will want your project documents to look sharp and organized.
- You may wish to have your unit's LTE or other designated adult as well as parents read over the report for comment.
- When ready you sign and obtain your Unit Leader and Beneficiary signatures.
- Save this for when you complete all the requirements for Eagle and submit your application to SHAC



# Unit Leader Conference

- Every rank in the scouting program from Scout to Eagle requires that the scout participate in a Unit Leader Conference. While this requirement is listed as the last requirement on the requirement list there is often a misconception that it must be the last requirement completed. That is NOT correct. Unit Leader Conferences can take place anytime while a scout is at a particular rank.
- While a Life Scout working towards Eagle you will undoubtedly conference with your Unit Leader several times. Any of which may count as completing the conference requirement.
- The Unit Leader may want to have a last or Pre-Board conference with the you. For the rank of Eagle this may be the longest or most intense conference you have ever had.



# Eagle Application

- The best option is to use Scoutbook to produce the Eagle application, because information is imported. Or, download the eagle application-it can be found [here](#).
- Download the council application checklist [ClickHere](#)
- Request your Advancement Report from designated adult that manages advancement for your unit.
- Using the Advancement Report complete the application with accurate dates and information.
- Provide your unit's LTE or other designated adult with the names of people you personally know that would be willing to write a letter of recommendation for you. These need to include:
  - Parents/guardians
  - Religious affiliation
  - Educational affiliation
  - Two individuals from the community
  - Employer if you have a job
- Your unit's LTE or other designated adult will contact these people requesting letters of recommendation. You should not request them.
- Complete a statement of your ambitions and life purpose including a listing of positions you have held in your religious institution, school, camp, community, or other positions in which you demonstrated leadership skills. Include any honors and awards you received during this service.
- Sign the application and give the application and your project notebook to your unit's LTE or other designated adult.
- The LTE or other designated adult will take responsibility for obtaining the signatures of the Unit Leader and Unit Committee Chairman. Then that person will take the complete package (application, project note book, letters) to Council for verification and authorization to hold a Board of Review.



# The Eagle Board of Review

- The Eagle Board of Review is different from any other Board of Review in which you have participated.
- In other boards the 3-6 members were from the Unit Committee. For an Eagle Board of review the composition is different. Usually, the board includes people from the Unit like other boards. However, the board doesn't have to include any members from the Unit. It is very likely to include members that you have never met.
- There will be one person on the Board called the District Representative. This person is representing the Sam Houston Area Council and has been trained to serve on the board in that capacity.
- The BOR will probably last 45 minutes to an hour and will cover your entire time in scouts.
- You may be asked some questions related to scout skills such as orienting a map, tying a knot, etc. but you will probably be asked mostly questions about your Scouting career, future plans and how Scouting has shaped your life.
- You should wear as complete a Full Field Uniform as possible with your Merit Badge Sash, Religious Knots, and appropriate Rank and Leadership patches you have earned.
- If your unit leaders have done their job and you have prepared, you should pass this BOR and become an Eagle Scout.

# OTHER RESOURCES

For the correct version always download forms and workbooks from the national advancement website. [Click Here](#) or the council website which uses links to the national website.

SHAC ADVANCING FROM LIFE TO EAGLE: PROCESS AND FORMS [Click Here](#)

District Web Sites may have specific information for your District [Click Here](#)

Questions and comments may be directed to :

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