



Life to Eagle
Life Scout
Handbook

*On my honor, I will do my best
to do my duty to God and my country
and to obey the Scout Law;
to help other people at all times;
to keep myself physically strong,
mentally awake and morally straight.*

Life Scout _____

Mentor _____

Parent _____

Date _____

Dear Troop 32 potential Eagle scout;

Congratulations on achieving the rank of Life Scout – you've worked hard to get here!

Not all Life Scouts decide to progress to the Eagle rank. After speaking to your Scoutmaster, you may or may not make a conscious choice to achieve the rank of Eagle Scout. Whichever path you take will be your choice.

The path to Eagle is a tremendous honor, responsibility, and requires your commitment to continue to be active and involved in the troop. Eagle scouts who have come before you have provided incredible guidance and support, and it is essential that you act as a leader and guide for younger scouts so that they can grow and grasp the value of being a good Scout. We understand that you may be involved in seasonal sports, school activities, and have other commitments that demand a substantial amount of time; however, your commitment to Eagle is just as important. By diligently working on each Eagle requirement, your Scoutmaster and Advancement Chair will be able to attest to your continuous involvement in our troop.

If you decide to pursue Eagle, you will be paired up with a Mentor who will guide you through the Eagle process. This handbook will help answer any questions you have and provide you with various tips that will help you along the way. Set realistic goals with your Mentor, create a timeline for each step, and meet your preset goals for each week or month. As well as building leadership skills, achieving Eagle will be a true testimony of how well you manage your time, communicate with others, and accomplish goals.

Welcome to the path towards Eagle, on which a prestigious few have walked,

Troop 32 Committee

EAGLE SCOUT RANK REQUIREMENTS

1. Meet with SM or L2EC about Eagle Scout Rank intentions and commitment.
2. Be active in your troop for at least 6 months as a Life Scout. Please refer to the T32 Participation Standards created by T32 scouts.
3. Demonstrate that you live by the principles of the Scout Oath and Law. SM will be able to attest to this if you have demonstrated this during T32 events and activities.
4. Request 4 letters of recommendation.
5. Complete all 13 Eagle-required MB
 - _ Camping
 - _ Citizenship in the Community
 - _ Citizenship in the Nation
 - _ Citizenship in the World
 - _ Communication
 - _ Cooking
 - _ Emergency Preparedness OR Lifesaving
 - _ Environmental Science OR Sustainability
 - _ Family Life
 - _ First Aid
 - _ Personal Fitness
 - _ Personal Management
 - _ Swimming OR Hiking OR Cycling
6. Complete 8 additional merit badges.
7. While a Life Scout (LS), serve actively in a position of responsibility/ leadership for 6 months. Holding a position and doing nothing, or producing no results, does **NOT** define “serve actively.”
8. Complete Eagle Project (EP) using the Eagle Scout Leadership Service Project Workbook (ESSPW).
9. Complete Eagle Scout Rank Application (ESRA).
10. Complete ESMC before turning 18.
11. Complete EBOR no later than 90 days after turning 18.

DETAILED EAGLE PROCESS

1. Commitment Towards Eagle

- When you speak to your Scoutmaster (SM) about your commitment of working towards Eagle Scout Rank, you are giving him your word about your commitment. You will be assigned a mentor who will point out scheduling issues or remind you of predetermined due dates. If you repeatedly miss deadlines, ignore your mentor's concerns, or demonstrate lack of communication or cooperation (for any number of reasons, i.e. too much homework, studying for finals, working, sports activities, etc.), your actions are not reflecting your original commitment, and you will need to reconsider your plans for Eagle.
- Talk to your mentor or SM if you have *any* problems or concerns. Do not wait too long to ask for help, especially if something is wrong.
- This is *your* EP, not your parents', nor your mentor's. No one else should work harder than you, and no one will do your work that you should be doing yourself.
- If you do not manage your time well, time will not stand still and wait for you. Your 18th birthday comes a lot quicker than you think.

2. Time Management and Scheduling: MOST CRUCIAL

- Your mentor is there to help you plan, but *you* need to follow the plan, write and revise documents, make appointments in a timely manner, and work diligently.
- Meet with your mentor to create a calendar and set goals for the weeks/months leading up to your 18th birthday. Your mentor will encourage you to make timely decisions and help set up goals, but *you* must manage your time and accomplish your pre-set goals for each week/month.
- Remember to work with predetermined schedules and manage your time. Block out final exam weeks, sports seasons, family or holiday plans; and include T32 Committee (T32C) **and** District Roundtable (DR) meeting dates.
- **IMPORTANT SCHEDULING ITEMS TO REMEMBER:** (details to follow)
 - * Remember that *communication between people can take a very long time*; they may be on vacation, out-of-town, busy with work, ill, or may have technical issues (email/internet),
 - * If your EP requires permits from local villages, it may take *up to one month* to obtain a permit before work may commence,
 - * Some Eagle-required MBs take *up to 12 weeks* to complete,

- * T32C *meet only once a month* (look at scoutlander.com) for ESSPW & WP presentations,
- * To request an ESSPW & WP presentation at a predetermined T32C meeting (T32CM), you must email T32C Chair *at least 2 weeks prior* to T32CM,
- * To present your ESSPW & WP at a predetermined T32CM, you must email the T32C your ESSPW & WP, *at least 1 week prior* to the meeting,
- * DR *meet only once a month* for ESSPW presentations, and it usually falls 2-4 weeks after T32CMs,
- * To present your ESSPW & WP at a predetermined DR meeting, you must email the District Advancement Representative (DAR) a request to present, *at least 1 week prior* to the meeting,

3. **Eagle Project (EP) Conception** (4-6 months prior to EP completion)

- 3 types of EPs: building/planting/conservation, service, and collection (collection projects can be challenging to show sufficient leadership, thus not recommended); EPs cannot be routine maintenance or fundraising projects.
- EPs need to show organization and leadership, and must be a project that has significant value/impact for the beneficiary.
- Get detailed information about your possible EP before talking to SM or begin writing the ESSPW.
- Talk to your mentor and SM about the possible project and **get verbal approval from SM.**
- Maintain a time log for yourself (research, meetings with beneficiary, etc.) and add to VL (see #8) at the completion of EP. No work beyond basic research should be done until DAR approval is obtained.
- Before writing the Eagle Scout Service Project Workbook (ESSPW), write a short summary for the beneficiary outlining your responsibilities vs. beneficiary's responsibilities for the EP. This can help prevent the beneficiary from making changes to your EP, which can negatively affect the EP requirements.
- Past T32 ESSPWs (including examples of SA&LP) are available for you to peruse in the T32 library, as well as on scoutlander.com. Please take a look at some of those examples to get a better feel of what's expected.
- Begin keeping track of your hours.
- Begin keeping track of significant correspondences to and from beneficiary, mentor, SM, village (permit process), EWRB, or anyone else who has a role in your EP.

4. ESSP Proposal, ESSP Plan, and Work Processes Sections

- Be sure to use the latest ESSPW from **scouting.org**, and install the latest version of Adobe Reader on your computer.
- Work with your mentor to write, revise, spellcheck, and complete the ESSPW (**Proposal section AND Plan section**). Gather all necessary information, keep track of your time, make *several* changes per your mentor, and focus on the **WORK PROCESSES** (ESSP Plan Page B). Expect this write-up and presentation process to take about **3-4 MONTHS**.
- **NOTE:** If your project must be completed before the recommended 4-6 month timeline, you should either choose a different project, or fully be prepared for many frustrations, disappointments, or an incomplete project altogether.
- Use the Eagle Project Workbook Contacts on page 15 of this Life Scout Handbook to fill out the contact information on your ESSP Proposal page B.
- The first 3 boxes on your ESSP Plan Page A can only be filled out once the project has had a full review by the DAR. Skip these for now and complete the rest of the ESSP Plan Pages (fill out after the DAR meeting).
- **WORK PROCESSES (WP)** is the most important part located within the ESSP Plan section. Write this section in its own Word document with enough details so that an outsider with no prior project knowledge can complete the EP by reading only this section. Write in chronological order and separate by workdays. Work with your mentor and make revisions.
- In ESSP Plan page D, **GIVING LEADERSHIP**, you must explain how you plan to organize and delegate duties to volunteers during the workdays.

5. Eagle Workbook Review Board (EWRB)

- Once it feels that your ESSPW (Proposal, Plan and WP) is about 90% complete, notify the L2EC. L2EC will reply with names and email addresses of the Eagle Workbook Review Board (EWRB).
- Send all sections of ESSPW (Proposal, Plan and WP) to the SM and the EWRB. Do not wait until you feel that it is 100%. (Even if it feels like it's almost 90% complete, it may only be 30%-50% complete, so there are many more revisions to go.) The ESSPW will go through another set of revisions (**SEVERAL MORE EDITS**) by SM and EWRB.
- The speed of completion is dependent on your efficiency and availability of SM and EWRB, so **BUFFER IN PLENTY OF TIME**. These revisions may take anywhere from **2-4 weeks**.

- Fundraising is not required; if needed, complete the Fundraising Application. If fundraising is necessary, expect to raise about \$400 during one car wash, for example.
- If personally asking for donations, make sure you have photos, supporting documents, class A, and a detailed description of your EP goals to show professionalism. However, **DO NOT** begin any fundraising until all 4 signatures on the ESSP Proposal Page E have been obtained.
- Once SM and EWRB approve the entire ESSPW (including WP), obtain beneficiary signature (obtain 1st signature—3rd box, on Proposal Page E).
- Keep and print all your email correspondences between you and your beneficiary, village, mentor, SM, EWRB, or any other additional email that will be helpful. Be sure to file these in your Eagle Binder (see #10 for more information) for the Eagle Board of Review (EBOR).

6. **T32C Presentation** (Dress in full class A)

- Make an appointment with the T32C Chair **at least 2 weeks prior** to the T32C meeting (check scoutlander.com) to present EP. The presentation will take place **during one of the predetermined monthly T32 Meetings**.
- Email the completed ESSPW (Proposal, Plan, *AND* WP sections) and supporting materials to all members of the T32C **at least 7 days prior** to the predetermined T32C meeting.
- Be prepared to clearly explain the ESSPW in full detail, how you will show leadership, and answer questions about the ESSPW. Use note cards and bring diagrams/drawings/photos and/or samples.
- By attending this meeting, you are showing T32C that you are capable of meeting preset deadlines. During this meeting, you receive valuable input and fresh perspectives/comments from numerous T32C members, which improves the EP. You also gain T32C consensus approval, which will boost confidence. This presentation is excellent practice for the DAR meeting.
- Your mentor attends the presentation with you and takes notes for you.
- Make revisions to ESSPW based on T32C recommendations and work with your mentor for further revisions. Send it to SM for approval.
- Obtain 2nd and 3rd signatures from SM and L2EC (Unit Leader & Unit Committee on Proposal Page E).

7. **DR Meeting/DAR Presentation** (Dress in full class A)

- Make an appointment with the DAR (Tom Handler: neorrt2000@aol.com) **at least one week in advance** to present your signed ESSPW. The meeting will take place during a DR meeting (usually the 2nd Thursday of every

month, 7:30pm September through May). ESSP Proposal Page E should have three signatures on it at this time.

- **NOTE:** T32CMs are usually the 2nd or 3rd *Saturday* am of every month, and the DR meetings are usually the 2nd *Thursday* pm of every month (you will almost always narrowly miss the DR meetings). Expect that you will wait 2-4 weeks before you can present your project to the DAR, after you have presented to T32C.
- Meeting is preferably at least 9 to 12 months prior to your 18th birthday.
- The paper copy of the ESSPW must be delivered in person.
- **TIP:** It's first-come, first-served, so be there early.
- Your mentor attends the meeting with you and takes notes for you.
- Be prepared to answer questions relevant to your EP pertaining to First Aid. **TIP:** Complete First Aid MB.
- Similar to T32C presentation: know your project well, be prepared to explain your ESSPW in full detail, how you plan to show leadership, bring diagrams/photos/samples, and answer questions about your ESSPW.
- After the presentation, DAR will sign the ESSP Proposal Page E (obtain final signature on this page) and gives you permission to proceed with the project.
- DAR will provide information about the Letters of Recommendation (LR).
- Afterwards, get notes from your mentor and write the first 3 boxes of Final Plan Page A, based on comments from DAR. Have your mentor review your work.
- You may begin your EP and any fundraising **after** all four signatures are acquired on Proposal Page E.

8. EP workdays (dress in bright/easily identifiable clothing — if someone needs to ask you a question, they can easily find you)

- Remember that weather is a large factor as to when you begin your EP.
- Advertise your workdays (letters, scoutlander.com, FB, etc.) and include EP location, date, time, and make sure there is a way for volunteers to sign-up so that you know how many to expect.
- Fundraise (if needed). Keep a log of money raised and donors. Add this to your Eagle Binder (EB—see #10)
- Purchase materials and prepare for the workdays. Keep copies of all receipts for the ESSP Report section and EB.
- If using specialized power tools, create instruction sheets for each tool and check for age requirements.

- **Volunteer Log (VL):** For each workday, create a VL (sign-in sheet). Make columns for date, name, address, time-in, time-out, and number of hours. Have volunteers sign in/out, establish secondary leaders, and delegate responsibility, as stated in ESSPW under GIVING LEADERSHIP.
 - * VL is used for thank-you letters (if scouts, provide number of service hours), and for keeping track of volunteer names & hours (plus your total hours).
 - * At the completion of EP, submit a copy of VL to SM; add VL to EB.
- Take photos before, during, and after, for the ESSP Report and EB, or assign someone to do this for you.
- **You must lead the EP. Do not change the EP based on last-minute suggestions from an adult volunteer.** Be prepared to step in and solve problems as they arise. Maintain 2-deep adult leadership for each work day.
- Jot down notes during and immediately after each work day on what went well, what didn't go well, what changes were made, and what problems were overcome. Basically, you will then have your ESSP Report section written.
- **If you diminish your EP in any way, especially because of time or weather constraints, the SM or T32C Chair may not sign your EP Report or ESRA.** *You may be asked to complete your EP as stated in the ESSP Proposal/Plan section, start over with a different project, file for an extension through NSO, or request NEIC for an EBOR without SM or T32C Chair's signatures.*

9. Interim Items: Begin preparing your EB (see #10 for complete list) using some of these items below, and complete other requirements:

- **Personal Scouting Profile (PSP):** This is a list of dates of MBs earned and ranks achieved. You will need this information to fill in your Eagle Scout Rank Application (ESRA). Add to EB.
 - * To receive a copy of PSP from NEIC, email your request to: **eglescout@neic.org**. When emailing, copy SM and/or parent(s) and include first and last name, DOB, Unit Type (Troop) and number (32).
 - * You must email T32's Unit Advancement Coordinator (UAC) for your PSP to cross-reference all information from NEIC. The dates should match T32 UAC's records; there should be no discrepancies.
 - * If information does not match, UAC will help you gather copies of correct information so it can be sent to: **eglescout@neic.org**.
- **Executive Summary (EXS):** This Executive Summary sheet is a brief, one-page summary sheet that explains your Eagle Project. Work with your mentor to write this. Be sure to include who your beneficiary was, how

you found your beneficiary (and why), what you accomplished, how long it took, who participated, etc. Add to EB.

- **Statement of Ambitions and Life Purpose (SA&LP):** Explain what influence BS has had in your personal/professional goals, and describe how Scouting has contributed to your personal/spiritual growth, and shaped your outlook on life. Include a listing of positions held in your religious institution, school, camp, community, or other organizations (other than BS) during which you demonstrated leadership skills. Include honors and awards received during this service. You may also want to describe any future plans, for making contributions to your religious institution, school, BS, community or other organizations, and how you propose to do this. Work with your mentor to write this. Be prepared to discuss SA&LP and VL with your SM during your ESMC, and also with the members of your District EBOR. Add to EB.
- **ESSPW Report section:** After you complete the project, finish writing the ESSPW Report (with editing help from your mentor) and email it to SM. Once approved by SM, **obtain beneficiary signature on EP Report Page C.** Please be sure to add workday photos to your EB.
- **Eagle Scout Rank Application (ESRA):** Fill out the ESRA (pending signatures) for ESMC. For dates of ranks and MBs earned, you must contact NEIC to obtain your PSP as explained before. Bring this to ESMC.
 - * To find ESRA, search “Eagle Scout Rank Application” under **scouting.org**.
 - * You must list *at least one* Religious Reference on the application; however, it does not have to be the individual for the reference letter (LR).
 - * Fill out all 5 references; listed references may or may not be LR references.
- **Letters of Recommendation (LR):** Send out 4 LR requests with specific dates to be turned in; if one is from beneficiary, wait until EP is finished to ask. Do not wait until the last minute, as this delay will postpone the Eagle Board of Review (EBOR).
 - * Provide each reference with a pre-addressed & pre-stamped envelope.
 - * LRs are character references from someone (usually outside of BS—teachers, religious or youth group leaders, project coach, employer or beneficiary). They can be a family member; however, please avoid your parent(s) and SM. Your references should testify as to your conduct, character, participation and fulfillment of your obligations as a Scout and citizen. Have them identify your personal attributes that would make you a successful candidate, and let them know LRs are confidential and you will never see them.

- * People listed as references on your Eagle Scout Rank Application (ESRA) can be the same people for LRs. You do not necessarily need a religious reference letter (LR); however, you **must** list one religious reference on the ESRA.
- * LRs are submitted directly to NEIC; follow up with NEIC (Megan Chellberg: megan.chellberg@scouting.org) in a month's time to ensure LRs are received. **TIP:** Number LR requests from 1-4, so when checking with NEIC, you can determine whose have not been received and will be able to follow-up.
- **All 7 Eagle Scout Rank Requirements (ESRRs):** Please remember that each ESRR is equal in importance. Even if you beautifully execute your EP, you cannot expect to achieve Eagle if any one of the ESRRs is not completed; you must successfully complete all seven ESRRs as stated in the BS Handbook. Don't forget all 13 Eagle-required MBs, plus 8 additional merit badges.

10. Eagle Binder: The following items must be included in EB, *in order*. Make sure all sections are clean and neatly organized, tabbed by the following sections *in order*, and bound in 1.5" or 2" binders with a titled cover sheet. Be sure to begin each binder with your PSP, SA&LP and EXS.

- 1) **Table of Contents**
- 2) **Personal Scouting Profile (PSP)** (see #9 for more details)
- 3) **Statement of Ambitions and Life Purpose (SA&LP)** (see #9 for details)
- 4) **Executive Summary (EXS)** (see #9 for more details)
- 5) **Eagle Scout Service Project Workbook** (see #4 & #9 for more details)
 - ESSP Proposal
 - ESSP Plan
 - Work Processes
 - ESSP Report
- 6) **Fundraising Application:** fundraising effort, money raised, and list of donors (if needed, see #5 & #8 for more details)
- 7) **Receipts** for items purchased for EP (see #8 for more details)
- 8) **Volunteer Log** (include your hours, see #8 for more details)
- 9) **Correspondences** (see #3 & #5 for more details)
- 10) **Workday photos** (see #8 for more details)

- 11. Eagle Scoutmaster Conference (ESMC):** must take place before your 18th birthday, AND you must have completed every **ESRRs** (T32 participation, clear demonstration of Scouting Oath & Law while LS, leadership roles, 21 completed MBs, jobs held, and EP)
- Submit your completed, signed, original EB and ESRA to SM prior to ESMC.
 - Allow time to schedule an ESMC.
 - Confirm that NEIC has received all four LR's (see #9 for more details).
 - Dress in full class A, bring EB and ESRA to ESMC.
 - Be prepared to discuss all ESRRs with SM.
 - You, SM, & T32C Chair sign the ESRA, and SM signs the Eagle Project Report Page C.
 - Afterwards, deliver the completed ESRA to NEIC **before** your 18th birthday; ESRA will be checked by NEIC.
 - * If ESRA is not approved or information is found to be incorrect, the ESRA will be mailed back to SM with information needed.
 - * If ESRA is approved, it is Certified, and the Certified ESRA is sent to DAC (takes about 10 days). You will be notified that the paperwork has been forwarded to DAC.
- 12. Eagle Board of Review (EBOR):** may not occur later than 90 days after your 18th birthday
- Once NEIC receives all ESRRs, DAC will email you and SM with proposed EBOR dates and will request three copies of your Eagle Binder.
 - Check that NEIC received all LR's and ESRA.
 - Prepare two additional EBs. **TIP:** Be prepared. If you want a copy in front of you during the EBOR, prepare a third additional binder for yourself.
 - **TIP:** Presentation is important, so make sure all EB pages are **neatly** organized. Include all sections of EB (see #10).
 - EBOR takes place during the monthly District Round Table Meetings—usually 2nd Thursday of every month, 7:30pm September through May.
 - SM or ASM accompanies you (dress in full class A, neckerchief, and MB sash and bring your BS Handbook). Be on time.
 - Be prepared to talk about the ESRRs: troop activities before and since you became LS, how you've applied Scouting Spirit in your troop events/activities, MBs earned, past leadership roles & jobs, and EP (what worked well/did not and what you learned).

- Use general etiquette while speaking to adult leaders during EBOR.
- After EBOR, DAC signs the ESRA. ESRA is forwarded to the NSO for final approval (can take up to 6 weeks); if you pass EBOR, you are an ES as of that day.
- **REQUEST:** After EBOR, please consider leaving any extra Eagle Binders with the Troop Library for future LSs.
- Once approved by NSO, SM is notified by NEIC to pick up Eagle Certificate & Eagle Ceremony Kit for ECOH.

13. **ECOH** (can happen anytime, anywhere, or not at all)

- This ceremony is planned by you and your parent(s)/guardian(s). Whether you have a ceremony or not, is your choice, as is the location. You may choose to combine recent Eagle Scouts, or you may choose to keep it private. There are books at the Troop Library, online, and at the Scout Store that will help you plan your ECOH.
- **TIP:** You may want to reach out to recent Eagle Scout parent(s)/guardian(s) who have already planned an ECOH for helpful information.
- If you plan to have SM, mentor, or other T32 adults and scouts (to bear flags or run the ceremony), it will be your responsibility to ask them personally, and coordinate dates with them as you plan the event.
- St. David's is very generous with the use of the church and undercroft, as long as there is no previous conflict, and the premises is left clean and the way it was found. There is no charge, but a small donation would be a great way to show your appreciation. If you choose to have it at St. David's, it will be your responsibility to contact St. David's office for scheduling (office@stdavidsglenview.com).
- T32 has decorative ECOH paraphernalia and supplies leftover from past ECOH ceremonies, which you are free to use. They are kept in the storage area in the basement.

EAGLE PROJECT WORKBOOK CONTACTS

Unit Leader (SM)

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District Advancement Representative

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Life to Eagle Coordinator

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Eagle Workbook Review Board

contact L2EC

ABBREVIATIONS

ASM	Assistant Scoutmaster
BS	Boy Scouts
DAC	District Advancement Coordinator/Chair
DAR	District Advancement Representative
DOB	Date of Birth
DR	District Roundtable
EB	Eagle Binder
EBOR	Eagle Board of Review
EP	Eagle Project
ES	Eagle Scout
ESMC	Eagle Scoutmaster Conference
ESRA	Eagle Scout Rank Application
ESRR	Eagle Scout Rank Requirements from BS Handbook
ESSPW	Eagle Scout Service Project Workbook
EWRB	Eagle Workbook Review Board
EXS	Executive Summary
L2EC	Life to Eagle Coordinator
LR	Letters of Recommendation
LS	Life Scout
MB	Merit Badge
NEIC	Northeast Illinois Council
NSO	National Scout Office
PSP	Personal Scouting Profile
SA&LP	Statement of Ambitions and Life Purpose
SM	Scoutmaster
T32C	Troop 32 Committee
T32CM	Troop 32 Committee Meeting
UAC	Unit Advancement Coordinator/Chair (T32)
VL	Volunteer Log