Scouts BSA Troop

Troop 541
Life to Eagle
Guidebook

September 2023 Revision
(Based on February 2023 Workbook)

Contents

Overview

This document is intended to serve as a step by step guide for you as you go through the process of advancing from the rank of Life Scout to the rank of Eagle Scout. You may access this file on the "Downloads" page of our Troop website. It includes a review of the Eagle Scout requirements, the planning and executing of a leadership service project and the Eagle Scout application process.

> *Troops 541/542 have a legacy of amazing Eagle Scouts and we want you to be a part of that legacy! This guidebook will help you through the Eagle Scout requirements, but you and your parents must read and understand the instructions within and follow them throughout the process. We encourage Scouts to read through these guidelines and directions with their parents before starting on the road from Life to Eagle; after the proposal is written to read again and ask themselves if they answered all questions and followed the directions; then read again after the project work during the reporting stage and ask themselves if they answered all the questions and completed all steps. By doing so you will save an enormous amount of time between you and your coach and will also reduce any frustrations that might build up from a mis-informed Scout.*

Before you start it's a good idea to download the latest version of the "Eagle Scout Service Project Workbook" this and many other resources can also access through our "Downloads" page, but don't start working on it until you've attended a Troop 541/542 Life to Eagle meeting. Note that the workbook changes from time to time, so be sure you download it again right before you start using it so that you'll be using the latest version.

You should arrange with the Scoutmaster to choose an Eagle Scout Coach to work with throughout this process.

Initial Meeting

Attend a Troop 541/542 Life to Eagle meeting (the Cradle of Liberty Council and Baden Powell District Life to Eagle classes may be useful as well but is not a substitute for the Troop's session). The meeting will center on the project, but you'll talk about the rest of the process as well. You must have a parent along for this meeting which will take at least 90 minutes.

Before you start writing a project proposal, run your idea past the Scoutmaster. Keep in mind that your project:
- Must be complex enough to challenge you, but must be within your abilities
- Must require planning
- Must provide you an opportunity to demonstrate leadership
- Should not rely heavily on adult help
- May not be a fundraiser

Requirement 1: Participation

❑ This requirement reads - Be active in your troop for at least six months as a Life Scout.
❑ Our troops use 75% attendance at meetings and 67% attendance on our major monthly trips as a rule of thumb to gauge this requirement for Eagle candidates. Discuss your participation with your coach as you go. The Scoutmaster may not be willing to sign your application if the Troop leadership believes you have not been sufficiently active.

Requirement 2: Scout Spirit

❑ This requirement reads - As a Life Scout, demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious (if not affiliated with an organized religion, then the parent or guardian provides this reference), educational, employer (if employed), and two other references.
❑ The Scoutmaster and other Troop leaders are constantly observing the behavior of Troop members. We notice things like how you treat other people, what sort of language you use, how well you cooperate with your leaders, and how much enthusiasm you show within the program. Discuss this with your coach as you go. The Scoutmaster may not be willing to sign your application if leaders have noticed significant shortcomings in this area.
❑ A Scout's Duty to God can be fulfilled in many different ways depending on individual religious or spiritual beliefs. Troop 541 has a separate document outlining this topic. The Scoutmaster will want to discuss this during your Scoutmaster conference but talk to them ahead of time if you have questions or concerns.
❑ BSA also wants you to obtain at least 5 (6 if you have an employer) letters of recommendation from the people mentioned in the requirement above. The details of how to do this are provided in the Application Package section toward the end of this document.

Requirement 3: Merit Badges

❑ Earn a total of 21 merit badges (10 more than required for the Life rank), including these 14 merit badges: First Aid, Citizenship in the Community, Citizenship in the Nation, Citizenship in Society, Citizenship in the World, Communication, Cooking, Personal Fitness, Emergency Preparedness OR Lifesaving, Environmental Science OR Sustainability, Personal Management, Swimming OR Hiking OR Cycling, Camping, and Family Life.
❑ This requirement is quite objective. You can obtain a list of your merit badges and the dates they were earned from Scoutbook. Download your Eagle application from Scoutbook with your merit badges and the date they were earned already populated to avoid any errors.

Requirement 4: Leadership

❑ This requirement reads - While a Life Scout, serve actively in your unit for a period of six months or more in one or more of the following positions of responsibility: 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, or outdoor ethics guide.
❑ Our Troop uses our published job descriptions as a gauge for measuring this requirement. You will be expected to have met the commitment you made when you applied for your job and carried out its

duties satisfactorily. You should discuss how you're doing with your coach as you go. Remember that the requirement calls for at least 6 months of active (and satisfactory) service. Just holding a position of leadership does not automatically complete this requirement. The Scoutmaster may not be willing to sign your application if leaders have noticed significant shortcomings in this area and they may ask you to improve your leadership before signing off on your application.

Requirement 5: Eagle Scout Service Project

❑ 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 must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your Scoutmaster and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the Guide to Advancement, topics 9.0.2.0 through 9.0.2.15. Which is also accessible through our [Downloads](#) page.)

Before Starting Work on Your Project

Step 1: Develop a "Project Proposal"

❑ Discuss your idea with your coach and Scoutmaster BEFORE starting the proposal to be sure it fits the objective of the leadership service project.
❑ Discuss your idea with someone from the organization the project will benefit. Be sure this person has the necessary authority to approve the work being proposed.
❑ Complete the Project Proposal section of the latest version of the workbook using your computer
❑ The file is a fillable PDF.   Be sure to download the file and work on it using a recent version of Adobe Reader. Some important features of the file won't work if you attempt to edit it in a web browser or other software.
❑ Four approvals are needed on the proposal before any physical work can be started.
❑ **Three questions to ask yourself when developing a project:**
   • Will it have sufficient impact to the beneficiary and still be of a scale that is feasible for a Scout to lead and accomplish?
   • How much will it cost and who will pay for it?
   • Will it be safe?

Project Description and Benefit

❑ This section, together with the section on leadership, must convey the nature and scope of the project with enough detail for reviewers to assess its impact to the beneficiary and its feasibility.
   • In the first block include the who, what, where, when, and how:
      ○ Who will the project benefit?
      ○ What is the scope of the project? (Be specific about how big, how many, etc. For example: don't simply say you're going to paint some rooms at a church. Spell out how many rooms, how big they are, and how many coats of paint you intend to apply.)
      ○ Where will the project take place? (Include an address or location detailed enough for a reviewer to visit the site if desired.)
      ○ When will the project take place? (There is a specific question for this. Be sure to think about the right time of year for your project, especially if weather plays a major role in success). Allow time to get the proposal approved, workers signed up, and materials gathered before you plan to start.

- How will you accomplish the work? (The leadership section will answer this question.)
- Include numbered sketches and "before" photographs in a separate document and refer to them by number in appropriate places in the description. The project cannot be approved unless your readers are able to picture what the area looks like now, what the finished project will look like and be able to grasp its scale and the amount of effort it will take. Any detailed sketches and maps should be included as a full page in the appendix; you can simply reference their page number here.
- In the second block explain who the people are (not the organization) who will benefit from it, and why things will be better for them when it's finished. Give reasons why it's needed.

Giving Leadership

❑ **Provide an analysis** of the amount of effort and how long the project will take. The workbook asks when you plan to start and finish the project. Later, it asks how many people you think you'll need. Take the following steps to answer these questions:
1. Carefully estimate how many person-hours will be needed (see methods for estimating hours below)
2. Think through how many people you can have working at once. Break this out into youth and adults while considering the need for two registered adult leaders to be present at all times, and limitations based on who can use certain tools. The Guide to Safe Scouting has specific guidelines on tool usage based on age which can be accessed through our Downloads page.
3. Do not plan a project that requires more adult resources than youth resources.
4. Determine the number of workdays needed based on scope of project and how many workers you will have each day.

Here's an example of what this part of the workbook should look like

| When do you plan to begin carrying out your project? | On a Saturday in October (see analysis in leadership section) |
| When do you think your project will be completed? | On the next day, a Sunday (see analysis in leadership section |

Giving Leadership

Approximately how many people will be needed to help on your project?   Six (see analysis below)

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

Most of my workers will come from my Troop. I'll recruit them through one-on-one contact with everyone who might need service hours. I expect my parents to help as well.

Matt Nolan, another Eagle Scout, painted two classrooms totaling 1200 square feet. He and five helpers worked two six hour days (6 people x 2 days x 6 hours/day = 72 man-hours) to do the actual work including training and breaks. Matt also spent 36 hours on planning and preparation. My project will only be 1000 square feet. Based on Matt's experience, the work on my project should take 72 x 1000/1200 = 60 man-hours. I think that my planning and preparation time will be comparable to his, so that will take about 36 hours. Therefore, I estimate that my project will require a total of 96 man-hours of effort. After examining the room where we'll be working, I estimate that no more than six people (2 adults and 4 youth) can be kept busy at once. I expect to do it on a weekend in October by working 7 hours on Saturday, and 3 hours on Sunday afternoon. We can work longer on Sunday if it becomes necessary.

Methods for Estimating Hours

Similar Project – Your coach can help you obtain a copy of a workbook from a similar past project. Read the final report to find out what was done, and how many hours it took. Then use algebra to derive how long you think your project will take. Example: Karen did 100 feet of trail in 60 hours for her project and I'm doing 150 feet of trail. My hours = 60x150/100 = 90 hours
Your Own Experience – For example maybe you painted your room which was 400 square feet and it took you 12 hours. Your 1000 square foot project is 2.5 times bigger, so it might take you 30 hours. However, with this method you need to account for the fact that some Scouts may be younger and less experienced, so you estimate it will take them 50% longer and estimate 45 hours. If you add in another 15 hours for training and breaks, you might come up with 60 hours. This required more guesswork and is less accurate than using another Eagle project. Note that even if you haven't done this type of work before, you can gain this experience by trying it yourself. You could do a sample of work, such as painting 50 square feet, then treat it as your own experience and estimate from there.
Someone else's experience – If it's not practical to use your own experience, maybe you can use someone else's. Perhaps a family friend is a painter, and they tell you they could do a job like this in 40 hours. You need to allow for the fact that your friend is a professional painter with lots of experience. Again, you need to apply some sort of adjustment so maybe you'd double the estimate and come up with 80 hours. This is even less accurate because it's harder for you to gauge the difference between the professional painter and your team.

- ❑ **Explain how you will obtain your workers.** Be sure to promise **one-on-one** contact with Scouts who may need service hours for their own rank advancement. Large scale mechanisms such as flyers, emails and announcements are a great tool, but they don't provide the feedback necessary for you to properly build your team of youth and adult workers.
- ❑ **Hours** - There is no specific requirement for how many hours the project must take. However, approval will be based on the extent of its impact to the beneficiary. Typical projects range from 100 to 300 man-hours of work, excluding planning and report writing.
- ❑ **Provide a few examples of leadership challenges** the project may give you. Be specific here and include a brief explanation of skills you may use to overcome those challenges.

Materials, Supplies, and Tools

- ❑ Your materials, supplies, and tools lists, while not final, must be reasonably complete, showing quantities and cost of items so that the anticipated cost of the project can be understood.
- ❑ **Definitions of terms**:
  - ❑ From workbook: Materials are things that become part of the finished project, such as lumber, nails, and paint.
    > Tip: Any product that will be used as part of the project and left on site is considered materials. Things like grass seed, plants, wood chips, concrete and permanent signage would also be in this category.
  - ❑ From workbook: Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.
    > Tip: Products that assist in completing your project and are consumed, but are not permanently left on site typically fall in this category. Things like marking paint, PPE (goggles, gloves), temporary direction signs, and paper towels would be in this list.

- ❑ Include tools, and equipment that you have or will be borrowed, rented, or purchased.
  Tip: This category may have very few items depending on the project. If building a structure, your list here is extensive (tape measures, saws, hammers, etc.). If planting a new garden, this list includes shovels, rakes, watering hose, etc. Quantities are very important here to tell the reader that you understand the scope of work and number of volunteers needed for the project success.
- ❑ **Provide tables** of materials, supplies, and tools showing quantities and approximate costs. Don't forget to include things like water and snacks for your workers. You'll refine this and add detail in the final plan. We recommend you either use the tables section in the final plan or create appendix documents that can be updated as the project progresses. If including as appendixes, you can simply write: "See attached supplies table in Appendix 'x'". Each of the three tables should look something like this:

Supplies

Item	Quantity	Cost	Provider	Estimated Cost
First Aid Kit	1	N/A	My Family	N/A
Trash Bags	5	$10	My Family	$10
Bottled Water	2 Packs of 24	$10 per pack	My Family	$20
Paper Towels	Pack of 6	$7	My Family	$7
Pizza	4 Pizzas	$11 per pizza	Maple Glen Pizza	$44
Oranges	12	$0.75 each	My Family	$9
			Total for Supplies	$90

Permits and Permissions
- ❑ Will you need anything like a building permit? If so, then explain it here. Be sure to say who will obtain it and how it will be paid for.
- ❑ If no permit is required, explain how you know that.

Preliminary Cost Estimate
- ❑ These numbers should be taken directly from your tables of materials, supplies, and tools. All costs should be included and do not leave empty boxes.
  - • You must know where the funds will come from and be able to explain your backup plan if contributions do not materialize. For example, "I will apply for a Lowes grant, but the beneficiary will pay for the materials if I don't' receive it."
    - ○ The best solution is for the beneficiary to pay the expenses
    - ○ It's OK to apply for a grant from places like Lowes if such grants are openly available
    - ○ Although the project is not permitted to be a fundraiser, you may do a fundraising activity as part of your project to raise money to pay for the project itself. However, any such fundraiser must offer a product or service of value commensurate with the amount being paid, such payments are NOT tax deductible, and you must get a fundraising application approved by council first.
    - ○ You are NOT permitted to solicit donations of monies or in-kind donations of materials, supplies, tools, or other needs from anyone outside your family or the beneficiary unless you are first granted a special exemption by the Cradle of Liberty Council and obtain an approved fundraising application
    - ○ The beneficiary is permitted to collect donations directly for the project in house (such as a church asking for special contributions for a new playground that you will install)

- o All contributions belong to the beneficiary, not YOU, the Troop or BSA, and any left-over funds remain with the beneficiary
- o The beneficiary should buy materials and tools and have them delivered to the work site. It is not recommended that you buy materials and tools expecting to be reimbursed by the beneficiary.
- o Any questions on fundraising and project funding should be discussed with your parents, coach, Scoutmaster, and Troop Committee Chair.

Project Phases
- ❑ Give a very brief outline of the phases the project will go through. These are phases like planning, approval, and execution; these are not the tasks you'll need to do to complete the project.

Logistics
- ❑ You need to start thinking about transportation, food for your workers, rest rooms, adult supervision, etc. Provide a summary explanation of how you'll address these here.

Safety
- ❑ The Scoutmaster and Committee Chair need enough detail in your safety planning to see that you understand the possible risks with any work being proposed. We recommend you fill out the safety section of the final plan and simply reference that here ("See safety section of Project Plan"). You must include all the following in your safety information:
  - **First Aid Kit** - Ensure that you have a first aid kit and indicate where it will be located. While you can borrow a patrol first aid kit from the Troop, you may not use the Troop first aid kit during your project. Make sure whatever you use is sufficient for the type of work being performed.
  - **Hazardous Materials** - If there are chemicals or hazardous materials attach a Safety Data Sheet (SDS) for each substance. Paint, pressure-treated wood and cement are examples of hazardous materials that require review of SDS documents. Review the SDS first aid sections and include how you will mitigate the risks.
  - **Hazards and mitigations** (big words, but simple concepts). A hazard is something that could go wrong and hurt someone, and mitigation is what you'll do to prevent a problem due to that hazard. Carefully think about and identify any potential hazards such as the use of tools, chemicals, and external concerns such as sunburn and poison ivy. **Mitigations should include both how you'll reduce the chance of an occurrence, and what you'd do to prevent lasting harm if it does occur despite your precautions.** If the SDS recommends certain procedures or precautions (safety glasses, gloves, clothing, etc.) be sure to address them in the plan. Be sure to include any hazards and mitigations listed in the SDS documents. Note that in the example below, the treatment was cut and pasted from the SDS.

Potential Hazard	What will you do to prevent problems
Eye Contact with Paint	I'll provide safety glasses to my workers, but if paint does get in someone's eyes, then I'll immediately flush eye(s) with plenty of water, remove any contact lenses, open eyes wide apart, and get medical attention, if symptoms develop or persist.

- **Communicating Safety** - Mention that you intend to hold daily safety briefings first thing before the work starts or at breaks when new volunteers arrive. Mention that you've consulted the age guidelines for tool use and what you'll do to follow them.
  http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf
- **Safety Equipment** – Think through all necessary personal protective equipment (PPE) needed for your project. This may include safety glasses, gloves, boots, etc. Be sure to cross-reference this list with your tools and supplies lists.
- **First Aid Specialist** – Identify someone to fill this role and include what qualifies them. This is an adult that will remain on site at all times
- **Transportation** – Mention that a vehicle will always be present and how it will access the site

Further Planning
- [ ] List the steps you think you'll need to take to develop your final plan

Approvals
- [ ] Read the "**Candidate's Promise**" and sign the proposal.
- [ ] Approvals happen in the following order:
  - **Beneficiary's representative:** Be sure that the person who approves the proposal has the authority to give you permission to carry it out.
  - **Scoutmaster**
  - **Troop Committee Chair**
  - **District Advancement Representative** (check with your coach for contact information)
- [ ] Once it's been approved, DON'T EDIT the proposal section of the workbook
- [ ] While you are welcome to begin working on the final plan section before completing the approvals, physical work (such as digging holes and cutting wood) MUST NOT occur until all *FOUR* signatures are obtained.

Step 2: Develop A Final Plan
- [ ] It's in your best interest to have a really good plan before the project starts. Follow the instructions in the booklet to do this.
- [ ] Your Eagle coach should be consulted during the final plan phase. Meet with them before starting work and include any notes they offer in the plan section.
- [ ] Once you start work, DON'T EDIT this section of the workbook.

Proper Prior Planning Prevents Poor Performance

Carry Out Your Project

Get Ready To Start
- [ ] A typical project requires tools, material, and plenty of manpower. It is your job to arrange for all of these as you described in your project details.
  - Gather the tools and supplies described in your plan.
  - Line up your workforce - Your manpower and leadership are the key to the project.
  - Follow up with the beneficiary regularly about any necessary permits or approvals, work days, delivery of materials, availability of tools.

- Review the entire plan and arrange a detailed schedule for each work day. Remain flexible and ready to change that schedule as work progresses. Changes will be necessary, plan for it to occur.

Execute The Plan

- ❑ Schedule work days at least one week in advance.
    - **DO NOT** schedule days that conflict with published troop activities.
    - Start by contacting Scouts and volunteers **one-on-one**
        - Our troop wants you to give everyone the chance to get service hours for their own advancement.
        - Scout contact information is available in Scoutbook (your coach can help you with this)
        - Make a list of those who say they want to help
    - General announcements, fliers, and broadcast e-mails or text messages are **NOT** a substitute for one-on one contact.
    - One or two days before each workday, call your volunteers again and remind them to come.
    - You can get as much help as you wish from anywhere you can.
- ❑ Remember, you must lead the project, don't allow your parent or other adult to take over.
- ❑ Keep a log of who helped you, their hours worked, and what you got done each day.
- ❑ Give each Scout who helped you a computer printed and signed note stating how many service hours he/she contributed to your project and encourage them to record these service hours in Scoutbook.
- ❑ Take pictures of the project, showing Scouts and other young people working under your direction, as it progresses, and pictures of the completed project. Try to take them from the same positions as the "before" pictures above so they can be compared side-by-side.
- ❑ Send thank you letters to all who helped with your project (including parents, volunteers, donating businesses and beneficiary contacts). Keep copies to attach to your final report.
- ❑ If possible, request and then place a plaque or marker at the site where it can be seen by those who come there indicating that this was an "Eagle Scout project performed by Troop 541 in Maple Glen PA". Include your name if you wish.

Upon Project Completion

Prepare Your Final Service Project Report

- ❑ The report focuses on reflection of your leadership and what you learned from the project process. Here are a few tips for answering the report questions:
    - Project Description
        - Brief Description - Update the description from the proposal to match what was actually done and enter it here. Do not assume the people approving your report will have read your proposal or plan. Attach any thank you letters from the beneficiary as an appendix.
    - Observations – What went well, and what challenges did you face?
    - Changes – What if anything deviated from your approved proposal? Any significant changes in the scope of the project should receive approval before completion.
    - Leadership – Try to use some key terms here related to leadership skills you showed throughout the project.
    - Materials, Supplies, Tools –Attach updated versions of the tables from the proposal showing actual quantities and costs.
    - Hours Worked – Develop a spreadsheet in the format shown in Appendix A and attach it. The numbers entered into the workbook should match the spreadsheet.

- Photos and Other Documentation – Remember that this report is the only view your District Board of Review will have of your project. In order for them to understand what you've done, it is recommended that you embed the following:
  - Side-by-side before and after photos as well as photos of the project in progress showing Scouts and other youth working under your direction.
  - Drawings (like those in your proposal, updated if necessary, to match what was done)
  - A list of any donations showing what they were, who made them, and their value (approved fundraising application required if donations are not from family).
  - Any other documentation you may think is relevant
  - Reported hours: Appendix A, Please follow a very similar report to be included in the binder and report the summarized hours on page XX of the final report.   If you need help ask your Coach to assist you.

Project Report Approval
- ❑ You must obtain final approval from the beneficiary prior to asking the Scoutmaster. Receiving final approval from the beneficiary only signifies you have completed the physical work of the project. You are not finished with the Eagle rank process.

Complete your workbook binder
- ❑ A white three-ring binder which includes the proposal, plan and report sections of the workbook should be put together. Include page dividers for each section and any additional material (such as appendixes).
- ❑ Your binder must have a front cover and spine labeling that includes your name and troop number.
- ❑ A table of contents may also help your readers quickly reference sections of your binder.
- ❑ Since the workbook, application and reference letters are the only material that your District Board of Review receives, be sure it looks professional and clean (sheet protectors for loose paper, etc.)
- ❑ Review your binder with your coach. The Scoutmaster will not sign your application until they know the binder is ready for your District board of review.

Requirement 6: Scoutmaster's Conference
- ❑ This requirement reads – While a Life Scout, participate in a Scoutmaster conference.
  - ❑ In preparation for your district board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.
- ❑ Obtain a Personal Growth Sheet from the Troop website and fill it out prior to the Scoutmaster conference.
- ❑ Schedule a conference directly with the Scoutmaster. While this can be done at any time, most Scouts have a conference after completing their project workbook.
- ❑ Expect to spend 30-60 minutes in a Scoutmaster conference. Eagle rank conferences cannot be scheduled during regular Monday night troop meetings.

Requirement 7: Board of review
- ❑ The requirement reads - Successfully complete your board of review for the Eagle Scout rank.
- ❑ This refers only to the District Board of Review. No Troop level board is held for the Eagle rank.

Application Package

- All of the following will be in your three-ring binder to send to the board of review.
  - As you complete the Eagle Scout application you will be required to obtain 5 or 6 letters of reference from a parent, neighbor, teacher, religious leader, and employer (if you have one). These will be delivered unopened to the District Board of Review of Review.
    - Follow our Council's "Eagle Scout Reference Letters Policy" which you can obtain from our Downloads page.
    - Provide the memo found in the policy, and a stamped, preaddressed envelope formatted like the sample in the policy to each of the people you've asked to provide a reference.
    - Be sure to put "Eagle Reference Letter – *Your Name*" in the lower left corner of the preaddressed envelope along with a number or letter (coordinated with the listing on the Eagle Scout Application) so we can track which letters have been received.
    - Reference letters are to be addressed to the Committee Chair, who coordinates our Eagle submissions.

      > Troop 541/542 Committee Chair
      > Supplee Presbyterian Church
      > 855 Welsh Road
      > Maple Glen, PA 19002

  - Generate and print the Eagle rank application directly from Scoutbook. This will automatically fill out merit badge data and many other dates to ensure accuracy. We recommend you print this in color and double sided.
    - Attach your statement of life's purpose (part of Requirement #7) to your application. Use our Council's "Eagle Scout Applicant Statement Of Ambitions And Life Purpose Positions, Honors, And Leadership" form which you can obtain from our Downloads page.
  - Troop Coaching Session
- Submit the completed binder to the Troop Committee Chair and ask them to schedule a Troop coaching session. The intent of this coaching session is to review your documentation and uniform to assure all is in order and that you're prepared to sit for a District Board of Review.
  - Wear your complete Class A uniform including merit badge sash, and your OA sash., if an OA member.
  - Bring your handbook, a notepad and pen to this session

District Board of Review

- After a successful coaching session where all open items have been addressed The Committee Chair will submit your binder, application and reference letters to the Cradle of Liberty Council. You will receive a phone call or email inviting you to appear at a District Board of Review. You will be asked to bring an adult sponsor to the District Board of Review (the Troop may not be notified of the time and place). While the Scoutmaster is always honored to sponsor our Scouts, this can be any registered Scouter other than your parent. It's up to you to arrange for a Sponsor at the District Board of Review

Appendix A: Sample Table of Work Hours

		Planning	Day 1	Day 2	Day 3	Day 4	Wrap	Subtotal		Number of Workers	Hours Worked
The Eagle Scout Candidate:											
1	Freddy Goodscout	36	8	8	8	8	16	84			
	Subtotal	*36*	*8*	*8*	*8*	*8*	*16*	*84*			
						Totals for The Eagle Scout Candidate:				**1**	**84**
Registered BSA Youth Members:											
1	Ryan Cramer		3		6			9			
2	Patrick Ehrgott			4				4			
3	Brendan Fernsler				3			3			
4	Justin Fernsler		1			5		6			
5	Michael Gdovin							0			
6	Sean Hagerty		7	2		4		13			
7	Samuel Hotchkiss		4		6			10			
8	Patrick Mackinlay				3	6		9			
9	Henry Marlowe		6					6			
10	Dylan Mcclure					3		3			
11	Michael Meyer				1			1			
12	Casey Peterman			4				4			
13	Zachary Rineer			8	7			15			
14	Skyler Shaw		5		4	6		15			
15	Joseph Wright		3					3			
16	Liam Wright				5			5			
17	Michael Zajac			3				3			
	Subtotal	*0*	*29*	*21*	*35*	*24*	*0*	*109*			
						Totals for Registered BSA Youth Members:				**17**	**109**
Other Youth:											
1	Jimmy Goodscout			4				4			
2	Donna Goodscout			8	7			15			
3	Sammy Bestfriend		5	8	4			17			
	Subtotal	*0*	*5*	*20*	*11*	*0*	*0*	*36*			
						Totals for Registered BSA Youth Members:				**3**	**36**
Registered BSA Adult Volunteers:											
1	Mr. Eibner	2						2			
2	Mr. Heller			4		8		12			
	Subtotal	*2*	*0*	*4*	*0*	*8*	*0*	*14*			
						Totals for Registered BSA Adult Volunteers:				**2**	**14**
Other Adults:											
1	Edna Goodscout	2	8		4			14			
2	James Goodscout	4	8	8	8	8		36			
3	Bill Niceuncle			8	4			12			
	Subtotal	*6*	*16*	*16*	*16*	*8*	*0*	*62*			
						Totals for Registered BSA Adult Volunteers:				**3**	**62**
Grand Total of Hours:		44	58	69	70	48	16	305		**26**	**305**

Appendix B: Scout and Parent Signature Page

I have read the Troop 541/542 Life to Eagle Guidebook and will use it throughout my journey toward Eagle Scout. I understand my Eagle Coach (contact information below), Scoutmaster and Committee Chair are available anytime I have questions throughout the process. I promise to review the guidebook information throughout my trail to Eagle and follow the guidelines here and in BSA's instructions (such as the project workbook).

Scout _____ Date _____

I have read the Troop 542 Life to Eagle Guidebook with my Scout and we have reviewed the information. I understand that this guidebook is used during his trail to Eagle and that Troop 541/542 leadership will refer to this document throughout the process.

Parent _____ Date _____

My Eagle Coach

Name   _____

Phone Number   _____

                                    _____

Email   _____