Greater St. Louis Area Scouting
Life to Eagle

scoutingstl.org

Dear Life Scout:

Congratulations! Through your hard work, skill development, and dedication, you have earned the second-highest rank in Scouting. You now face the challenge that only the best achieve; the rank of Eagle Scout.

The Greater St. Louis Area Council is proud of the achievements of its many Eagle Scouts over the years, and I challenge you to continue that tradition. We're here to serve you and want to see you succeed.

As you prepare to undertake these final challenges on your Eagle trail, I offer you my best wishes for successful completion of the requirements. When you're approved, the rewards will be many. For me, the best reward is knowing for the rest of your life that you tackled a serious and responsible challenge and succeeded. I wish you all the best as you work to become an Eagle Scout.

Yours in Scouting,



Joseph D. Sadewasser
Scout Executive/CEO
Eagle Scout

Eagle Scout Requirements

Your Scout handbook lists the requirements for earning the Eagle rank:

1. Be active in your troop, crew, or ship for a period of at least 6 months as a Life Scout.
2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life
3. Complete the required number of Eagle required and elective merit badges.
4. While a Life Scout, serve actively for a period of 6 months in one or more positions of responsibility
5. 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.
6. Participate in a Scoutmaster Conference.
7. Successfully complete an Eagle Scout Board of Review

Additional details regarding these points are covered in the Guide to Advancement.

Important notes to keep in mind:

- Requirements 1 through 6 must be completed no later than the day prior to your 18th birthday. This does not include the day of the 18th birthday. Steps that can be done on or after turning 18 are; the final signatures on the application, Council review, and the District Eagle Scout Board of Review.
- You must plan ahead to ensure you allocate enough time.
- Personal Fitness, Personal Management, and Family Life merit badges each take 3 months to complete
- Position of responsibility must be 6 months while a Life Scout. No time before Life Scout rank can be counted. Time is counted from month and date to month and date six months later, not 180 days.

- Qualifying position of responsibility is limited to those positions listed on the Eagle Scout Rank Application; no substitutions can be accepted.
- The beneficiary of the project must be any religious institution, any school, or a community institution. The workbook has more information on this. The project cannot be a fund raiser. The project cannot be routine labor or maintenance.
- Only current official BSA Eagle documents can be used. When starting the process, check to make sure you are using the newest version. Documents are on the scoutingstl.org website.
- The process cannot begin before becoming a Life Scout.
- The project cannot be started until the district Eagle Board approves the project.
- The Eagle Scout Application can be worked on along the way. It doesn't need to be the last document completed.
- Merit badges and Eagle work can be worked on simultaneously. All merit badges do not need to be complete before starting the Eagle Project process.

Eagle Scout Coach / Mentor

Many troops utilize Eagle Scout coaches / mentors. Though it is a Scout's option, coaches are ***strongly recommended***. Their advice and experience can help ensure that your plan is sufficiently developed and help prepare a scout for the challenge. Talk with unit leaders as soon as you know you want to pursue the Eagle rank.

Eagle Scout Service Project Workbook

The workbook you will use was created by the National office and is the only accepted workbook.

- It is a great benefit for the scout and parents to read the entire workbook before beginning.
- You must use the current, official BSA document. It can be found at scoutingstl.org, Advancement page, Eagle tab. It is an editable pdf file, however; you can print and complete it by hand (in ink) if you prefer.

Choosing a Project

The project must present an opportunity for planning, development, and leadership.

- Choose a project idea which is valuable to the community and a challenge.
- The scout must do all of the planning for the project.
- The internet, family, friends, church, school, or leaders can be great sources for project ideas.
- Make a list of possible projects. Consider the unskilled helpers, your own interest and passion for the project.
- Utilize the Eagle Coach or Scoutmaster to discuss the list of ideas.

Important notes to keep in mind:

- Provide the benefiting organization representative with the Navigating the Eagle Scout Service Project – Information for Project Beneficiaries. This is located within the Eagle Workbook.
- Always take detailed notes when talking to your Eagle Coach/Mentor and the Benefiting Organization representative.
- Start documenting the time you are spending researching and creating your project proposal. Include the date, what you did, who was there, and the amount of time. You will use this information when completing your Eagle Scout Service Project Report.

Project Proposal and Approval

The Eagle Scout Service Project Proposal is an overview of your project that will demonstrate that you have a plan to meet all the aspects: planning, development, leadership, acceptable beneficiary, feasibility, safety considerations, and reasonable chance for a positive experience. Complete the form with as much information as you can.

- The unit leader, unit committee member, and benefiting organization need to approve your proposal before scheduling your District Board meeting. Approval is indicated through their signatures on the document.
- Do **not** begin any work, raise any money, or obtain any materials until your project proposal has been approved by the District Board.
- Identify a measure of success in the Project Description section of the workbook. Intangible projects such as drives/collections must also have a measurement by which to determine success.

District Project Proposal Review Board

The Scout must contact their District's Eagle Board for an appointment to meet with the Board. Some districts have a board for projects and a separate board for Eagle Review.

- Parents are encouraged to call the Eagle Board contact to discuss any special needs that the board should be aware of. This should be done after the scout has made the initial contact.
- The district contact can be located at scoutingstl.org on the appropriate district page.

What to bring with you to the Project Proposal review:

- Any additional information related to the proposal that was not included with the original packet.
- The original document.

Important notes to keep in mind:

- Full uniform, as defined by your unit, should be worn. A merit badge sash may be worn over the right shoulder (not tucked into the belt), or no sash at all.
- The unit leader or coach should be invited by the scout. The Eagle coach/mentor should be asked to attend the Board with the scout. Leader, coach/mentor will present the scout to the Board and provide support if requested by the Board.
- Parents are welcome to come and may sit in but should not participate.
- Be prepared to discuss the project proposal in detail.
- The Board's goal is to understand the project and make suggestions that may help with safety and/or success.
- The scout should be prepared with a pen and paper to take notes.

Outcome of the Project Proposal Review

Board decisions are unanimous. There are 3 possible decisions of the board:

- Approved
- Declined
- Adjourn and Reconvene at a later date.

A declined decision results from a project proposal that does not meet the 5 points listed in the Project Proposal section of this document. This decision should rarely occur, however when it does, the Scout will need to update their project proposal and schedule another appointment for a board.

After Project Approval Received

You will complete the next section of the workbook once you have received approval of your project proposal.

- Please review this plan with your beneficiary so they understand what the project entails in detail. This document will be important in showing your Eagle Scout board of review that you have planned and developed your project as required. Planning and development require forethought, time and effort. For this reason, you are strongly encouraged to work closely with your Eagle coach/mentor. An Eagle coach can help you avoid many problems and mistakes.

As you plan your project, don't be guided by "meeting the minimum requirements" or asking "is this enough". If your project is designed to just meet the minimum, you missed the meaning of this process.

Important notes to keep in mind:

- Since your project is a Scouting activity, the 2-deep adult leadership method must be followed at each work session. Two adults who are registered with BSA and have current Youth Protection Training must be present at all activities.
- Keep track of the time you spend planning your project.
- Refer to the Guide to Safe Scouting and SAFE Project Tool use. These can be found at https://www.scouting.org/health-and-safety/guidelines-policies/ .

Determine How You Will Demonstrate Leadership

You might plan to use various leadership styles during your project.

- Employing the E.D.G.E. method which is taught at NYLT is a great way to demonstrate leadership to others.
  Explain – You explain how something is done.
  Demonstrate – You demonstrate while explaining again.
  Guide – Your workers perform the task while you guide them through it.
  Enable – Your workers continue working on the project as you supervise and support them.

Important notes to keep in mind:

- A leader coordinates all the activities of others to make sure the final goal is reached. They consider everyone's talents and decide which tasks each member is given, and then makes sure they understand their assignment.
- A leader takes care of their team. They ensure they are safe and have sufficient food and water. Help your team enjoy the activity, feel appreciated for their efforts, and earn a sense of pride in the accomplishments of the group.

- A leader is a problem solver. No matter how well a project is planned, there will be things that don't go according to plan. When problems arise, the project leader must consider all available information and make a decision on how to resolve it.
- A good leader will consider advice and suggestions from others, but in the end, the leader must make the final decision. A wise Scout will listen to their troop's adult leaders and parents because they have many years of experience to share. However, be careful that the well-meaning adults don't lead YOUR project. Adults should only give you guidance and suggestions, but he/she should not give direct instructions to your work crew.

Financing Your Project

Many projects have a cost associated with them. A section in the workbook is included for you to forecast your expenses. The Eagle Scout Service Project Fundraising Application follows the Final Plan in the workbook and must be used in obtaining approval for service project fundraising or securing donations of materials. The application does not need to be completed for contributions from you, your parents or relatives, your unit or its chartered organization, parents or members of your unit or the benefiting organization. If the application is necessary, you will need to contact your District Executive to approve your fundraiser. Other rules are listed on the form.

Completing Your Project

- Keep a log of who worked on the project and their actual hours worked. You will include this in the Eagle Scout Service Project Report.
- Be sure to do the project that was approved by the District Project Proposal Review Board.
- Document any changes that you decide to make, that were required of you by the benefiting organization, or by the Board.
  Note: It is possible that major changes to the project may make it ineligible as an Eagle Scout project, even if they were requested by the benefiting organization. Contact the Eagle Board Chair PRIOR to making major changes or if you have any question about whether a proposed change would be considered a material change to the project.

Eagle Scout Service Project Report

- Complete this section of the workbook.
- You need to obtain signatures from the benefiting organization and your unit leader (Scoutmaster/Crew Advisor) certifying that you completed the project.

The Eagle Application (the Scout)

- Read the entire application, every line, including the fine print.
- The scout must complete the current Eagle Scout Application, no substitute documents.
- The name on the application will be the name on the Eagle Certificate, use your legal name.
- Write a statement of your ambitions and life purposes 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. This is listed on the Eagle Application under requirement #6. There is no requirement as to the length of this document.
- Request four letters of recommendation as listed on the Eagle application. These must be in sealed envelopes. You will bring them to the Eagle Board; SEALED. Five letters are needed if you are employed. If you do not have a religious leader then one of your parents should write that reference letter, as they are providing your spiritual teachings. See section for Limited Local Procedures.
- Record the earned date of your ranks and merit badges on your Eagle application and verify that these dates match the council's records. Do not use the start date of the badge, use the completed date. You do not need to present your blue cards to the council however, if a merit badge is not recorded at the council or the earned date does not match, your Eagle application will be rejected. A Scoutbook report will not be accepted; the report may indicate that the badge was finished but still not be loaded to the Council records. This problem is experienced when the unit has not approved the badge in Scoutbook. A blue card can be used to clarify the earned date, the unit can make the approval in Scoutbook, or the unit can supply a paper advancement report.
- The Scoutmaster and Unit Committee Chair must be the registered names within Council records. Substitutes are not accepted. An electronic signature may be used where necessary due to COVID restrictions or distance constraints. This needs to be a 3rd party authenticated signature.
- The day before the 18th birthday is the deadline for all the Eagle work.

<u>NOTE TO SCOUTMASTER and COMMITTEE CHAIR</u>: By signing the application you are attesting that the application has been reviewed, and is complete, and correct. Incomplete documents will be rejected at the office. This can cause considerable stress and extra time if the family has to make a second trip to the office.

Council's Review and Signature (Eagle Scout Rank Application)

You must submit the application and other documents to the Council office. They will review all the details of the application and verify that certain documents are complete. There are two ways to contact the council for their review.

First Option: You can present the documents in person to your local service center. It need not be the Scout that makes the delivery. The office will do the review while you wait. This process can take up to 30 minutes. In the Herrin, Decatur, Cape Girardeau, and Fairview Heights area you can contact the office for hours and to schedule an appointment. This will help in reducing any wait time. No appointment is needed for the St. Louis location. Please give the office ample time prior to closing hours. If you have any concerns about the accuracy of the Eagle Application, please call your service center to discuss any questions. The application must be complete to be accepted.
For an in person review please bring the following to the Council office:

1. Completed Eagle Scout Rank application with approval signatures
2. Statement of Ambitions and Life Purpose
3. Completed Eagle Scout Service Project workbook
4. Letters of reference in sealed envelopes
5. Blue cards are optional but recommended.

Any errors that prevent the Council from being able to sign the Eagle application will have to be corrected before the District Eagle Board can be scheduled.

The council will give everything back to the presenter. It is then the Scouts responsibility to keep the documents secure, make the appointment with their District Eagle Board, and deliver all documents to the Board. The council does not keep copies for use at the Board meeting.

Second Option: The second Council review option is by email. The required documents can be scanned and emailed to eagle@scoutingstl.org.
For the email review please send: (Email only- do not use postal services)

1. Completed Eagle Scout Rank application with approval signatures
2. Statement of Ambitions and Life Purpose
3. Signature pages from the Eagle Scout Service Project workbook. These are the pages that contain all the approving signatures: Beneficiary and unit leaders. There are two pages; one for the project approval (found in the Service Project Proposal section, page H) and the final signature page (Project Report page C).
4. Blue cards are optional.

Any errors that prevent the Council from being able to sign the Eagle application will have to be corrected before the District Eagle Board can be scheduled.
The council will send the signed application back via email. The Scout will need to print the application and keep it with their Eagle workbook. The returned application now becomes the original application. It is the Scouts responsibility to keep the documents secure, make the appointment with their District Eagle Board, and deliver all documents to the Board. The council does not keep copies for use at the Board meeting.

NOTE: The council review can occur after the 18th birthday. It is recommended that you compete the council review as early as possible to allow time for any corrections that may need to be made.

Eagle Scout Board of Review

Your District Eagle Scout Board of Review should be scheduled soon after the Council has signed your application. The Scout must contact their District's Eagle Board contact to schedule a meeting. The contact information can be located on scoutingstl.org on the Advancement/Eagle page or on your District's page. Here you will find the contact methods, phone numbers and when the board meets.

What to bring with you to the District Eagle Board:

1. Complete workbook including all required signatures and any other supporting documentation along with pictures.
2. Eagle Scout Rank application signed by the Council.
3. Statement of Ambitions and Life Purpose.
4. The four (4) or five (5 if employed) sealed letters of recommendation:
   Must be from references listed on the front of your Eagle Scout application form
   These will **not** be returned to the scout.
   Note – Your (4 or 5) sealed letters of recommendation **CAN NOT** be opened or copied. They must be delivered unopened to the Board. See Section for Limited Local Procedures.

Additional information related to the Eagle Scout Board of Review:

- Wear the full uniform as defined by the scout's unit. A merit badge sash may be worn over the right shoulder, (not tucked into your belt), or no sash at all.
- You can invite an observer (usually a unit leader / Eagle coach/mentor) to attend the board with you. They will go into the board with you but will sit out of sight and may only speak if asked a direct question by the Board.
- Parents are welcome to come and sit in the waiting area with you. They may not sit in on the Eagle rank review.
- Be prepared to discuss your project plan, changes you encountered, how you showed leadership to others and "lessons learned" in carrying out your project.
- The Board's questions will be designed to help them get to know you, your leadership project, and your experience in Scouting. Your project will be evaluated primarily on impact – the extent of benefit to the religious institution, school or community, and on the leadership provided by you. There must also be evidence of planning and development.
- There is no set list of questions that you will be asked, however you can expect to be asked to discuss what Scouting has meant to you, and what the principles and ideals of Scouting mean to you.
- You will not be tested on Scouting skills or trivia.

Outcome of the District Board

Board decisions are unanimous. There are 3 possible decisions of the Board:

- Recommended for the rank of Eagle Scout
- Declined (which should rarely occur)
- Adjourn and Reconvene at a later date.

The Eagle Application and Eagle Certificate

Assuming that you receive the Board's recommendation for rank of Eagle Scout the Eagle Application will need to be delivered or emailed to the Council office. Talk with your District Eagle Board about who will be responsible for the delivery. An advancement form is not needed.

The Council office will submit the approved application to the National office. Once National finalizes the application they will send your certificate to the West Pine Council office. The certificate will be disbursed according to local procedures. Your Eagle Scout Court of Honor can be planned after your Certificate is received.

Palms

Palms will be automatically issued for every 5 badges earned before the date of the Eagle Board of Review in excess of the badges used to earn the Eagle rank. A palm application is not needed for the auto issued palms. After the date of the BOR the rule of 3 months of activity and 5 badges will be used to earn additional palms.

Limited Local Procedures

The Greater St. Louis Area Council is a large council and provides service to thousands of scouts. To help avoid long delays the following processes have been adopted. These steps will not change the integrity of the process or the outcome.

- The scout is required to request and collect reference letters. Districts have the option to establish other methods of letter delivery, however delivery to the Council office is not available.
- The scout is responsible for contacting the District Eagle Board to schedule a review.
- The scout is responsible for securing the Eagle workbook, Eagle application, and other documents in their possession at all times and delivering the documents to the Board for review. The office will not hold or forward the documents.
- Eagle Boards of Review can happen up to 24 months after the 18th birthday, however this should only be done in extreme circumstances. The BOR should happen soon after the Council signs the application. A Court of Honor should not be scheduled until the Eagle Certificate is received from the National office. By following through with a timely BOR the scout can receive the deserved recognition.

Service Centers

Central Illinois Service Center (Decatur*)
262 West Prairie Ave.,
Decatur, IL 62523
Monday- Friday 8:30am to 5:00 pm
217-429-2326

St. Louis Service Center (St. Louis)
1122 Town and Country Commons Drive.,
Chesterfield, MO 63017-8200
Monday – Friday 9:00 am to 5:00pm
314-361-0600 (no appointment needed for an Eagle review)

Ritter Service Center (Cape Girardeau*)
3000 Gordonville Rd.,
Cape Girardeau, MO 63703-5008
Monday – Friday 9:30am to 4:30pm (closed 1:00 to 1:30 for lunch)
573-335-3346

Southern Illinois Service Center (Herrin*)
803 East Herrin St.,
Herrin, IL 62948-4863
Monday-Friday 9:30am to 4:30pm (closed 12:30 to 1:00 for lunch)
618-942-4863

BSA Outfitters- Metro East Scout Shop (Fairview Heights*)
5205 N Illinois St (Route 159),
Fairview Heights, IL 62208
Monday – Friday 10:00am to 6:00pm
Saturday 10:00am to 3:00pm
618-222-1574

Electronic Eagle Review
Email: eagle@scoutingstl.org
Monitored Monday – Friday 9:00am to 5:00pm

Please call those with * to schedule an appointment.