



Troop 171

Trail to Eagle

February 2011 Version

Congratulations on reaching the rank of Life Scout. The biggest challenge that remains is your Eagle Scout service project. To help guide you to the successful completion of your project, follow the steps below. If you run into problems or have questions along the way please ask.

NOTE: PLEASE FOLLOW EACH STEP IN THIS DOCUMENT. IT WILL GUIDE YOU FROM CHOOSING A PROJECT THROUGH SUCCESSFUL COMPLETION. THE BIGGEST GOAL IS PLANNING. PLEASE DON'T WAIT UNTIL THE LAST MINUTE TO GET SIGNATURES OR MAKE ARRANGEMENTS. REMEMBER - THE ADULT COMMITTEE ONLY MEETS ONCE A MONTH ON THE 4TH TUESDAY. PLAN AHEAD!

The requirement:

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 ideas must be approved by your Scoutmaster and troop committee and approved by the council or district before you start. You must use the Eagle Scout Service Project Workbook in meeting this requirement.

NOTE: It is important to be ACTIVE in the troop during your time as a Life Scout. The requirement below is directly from the Eagle application.

REQUIREMENT 4. While a Life Scout, serve **actively** for a period of six months in one or more of the following positions of responsibility. **List only those positions served after Life board of review date. Boy Scout Troop** - Patrol leader, Venture 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, Leave No Trace trainer.

Helpful Guidelines:

- Keep a journal - record every phone call, meeting, discussion and step involving your Eagle project in a notebook. Be sure to include names, dates, times and topics. This will be very valuable when it comes time to write your final report.
- Set a timeline for your project - this helps to keep you on track and you project moving.
- Your project must involve leadership - the biggest guideline in determining if a project meets the requirements for Eagle is if it provides an opportunity for you to demonstrate leadership to others. Your role is that of a manager for the project. You must plan, organize and give leadership to other Scouts, members of another organization or group, or other adults. If you simply complete a project by yourself, it will not qualify.
- Don't give up - many of the steps below will have to be repeated several times. A typical project proposal will have to be re-written three or four times before being presented to

the adult committee. Many times, the project proposal will need to be re-written again after you present it to the adult committee. The final report may be 20 to 50 pages long (with pictures) and need multiple edits.

Contacts, Telephone Numbers and Resources:

- Indian Peaks District Scout Office 303 447-8511
- First Presbyterian Church 303 442-3523
- Kathleen Archuleta - Troop 171 Adult Committee Chairperson 303 786-7589
- Hudson Philips - Troop 171 Advancement Chairman 303 588-0854
- Indian Peaks District Website
<http://www.longspeakbsa.org/IndianPeaks/life_to_eagle/lifetoeagle.html>
- Troop 171 Website: <<http://www.bsa171.org>>
- Troop 171 Eagle Info Website: <<http://www.bsa171.org/eagleindex.html>>

Before You Begin, Please Read ALL of the Following Websites and Documents:

- ❖ Troop 171 Eagle Website: <<http://www.bsa171.org/eagleindex.html>>
- ❖ Life to Eagle Checklist - Indian Peaks District: <http://www.longspeakbsa.org/IndianPeaks/life_to_eagle/checklist.shtml>
- ❖ Eagle Project Workbook: <http://www.longspeakbsa.org/IndianPeaks/life_to_eagle/servicepacket.shtml>

PART 1 - Finding a Project and Getting It Approved:

Summary: Before you begin a project, you need four signatures/approvals:

1. The Scoutmaster
2. The coordinating agency
3. Troop Committee
4. District Advancement representative

- _____ 1. Look for a project.
The project must benefit church, school or community. It is your job to find a project. However, there are many resources and helpful agencies. They include:
 - City of Boulder Mountain Parks and Open Space
 - Volunteer Boulder County (Volunteer Connection)
 - Your school or church
 - <<http://www.longspeakbsa.org/IndianPeaks/projectideas.shtml>>
- _____ 2. Check your idea with Scott. Make sure that your idea will meet the requirements.

Eagle Proposal Checklist

Complete and Present this Form With Your Eagle Proposal

- _____ 3a. **Proposal Checklist** - Prepare a written proposal that will be presented to the adult committee and the advancement chairman of Indian Peaks District. The written proposal is an EXPANDED version of the Eagle Scout Leadership Project Workbook.

The proposal should include, but is not limited to the following.

- ___ • General description of your project.
- ___ • Why do you think your project will meet the Eagle Project requirements.
- ___ • Who will benefit from your project.
- ___ • How many Scouts or others will be involved.
- ___ • What materials will be needed and who will supply them.
- ___ • What hazards exist during this project.
- ___ • What plans have you made to address the hazards that exist (i.e. first aid kits, cell phones, adult supervision, etc.).
- ___ • Include a verbal description of the site location as well as a map. Google Maps are good for this purpose.
- ___ • Include a site scale drawing if one is available for your project.
- ___ • Provide a timeline for completion. Please check the troop calendar!
- ___ • Include preliminary pictures of the site if appropriate - these should also be used in your final report.
- ___ • Will your project require a Tour Planning Worksheet (Tour Permit)?
- ___ • A signature page with lines for Scoutmaster, Troop Committee Chairman and Indian Peaks District Advancement Chairman.

- _____ 3b. Prepare the appropriate pages in the "**Eagle Scout Leadership Project Workbook**". **This is mandatory under the new requirement! Signatures are required on this document as well.** It is available from the Scout office or on the Internet as a "MS Word" or PDF document.
<<http://www.bsa.scouting.org/boyscouts/eagleproject/packet.pdf>>

- _____ 4. Show written proposal and "Eagle Scout Leadership Project Workbook" packet to Scott. Be prepared to make several revisions and additions.
- _____ 5. When approved by Scott, call the troop committee chairperson to make arrangements to present your proposal to the Adult Committee.

Common Reasons for Projects to Not Be Approved:

- ✓ Information listed on the checklist above is missing!
- ✓ Bring: • Written proposal, • Eagle Workbook, copies for everyone, pictures, map, drawings, and other items on the checklist!
- ✓ Misspelled words. USE SPELLCHECK. Scout is always capitalized!
- ✓ Overall plan was not complete. Please be sure to implement all suggestions made before you present your project proposal to the adult committee.

- _____ 6. **Adult Committee Presentation Night** - Present your project write up and "Eagle Scout Leadership Project Workbook" packet to the Adult Committee. The following guidelines are important.
- ___ prepare enough copies of your proposal and "Eagle Scout Leadership Project Workbook" Packet for all in attendance. Check with the Adult Committee Chairperson for the exact number. Usually, 10 copies is sufficient.
 - ___ come to the meeting in full uniform. This should include uniform shirt, troop neckerchief and merit badge sash. Scout pants or shorts are encouraged. If you do not own a pair of your own pair of Scout pants, nice pants will suffice. Another option is to either get your own or make arrangements to borrow from another Scout or the troop closet.
 - ___ while at the meeting, allow members enough time to read your proposal. Then you will be expected to orally present your project proposal. Committee members will then be able to ask you questions and give you suggestions.

Special Note: Parents, whether they are on the adult committee or just driving you to the meeting are not allowed to attend your presentation.

Important: many Scouts are sent home with corrections or additions to be made to their proposal. Do not be disappointed. Remember that any work during this time will make it less likely that you will have problems during the project.

Common Reasons for Projects to Not Be Approved:

- ✓ Information listed on the checklist above is missing!
- ✓ Misspelled words. USE SPELLCHECK.
- ✓ Safety plan not addressed.
- ✓ Overall plan was not complete. Please be sure to implement all suggestions made before you present your project proposal to the adult committee.

- _____ 7. When troop level approval has been approved and signed by the Scoutmaster and Adult Committee Chairperson, you must get the approval of the Indian Peaks District. See Indian Peaks District numbers above.
- _____ 8. Call one of the Indian Peaks District Advancement Chairman listed below. Make an appointment to meet them with a buddy. Be sure to go in uniform and bring the "**Eagle Scout Leadership Project Workbook**" and the detailed project plan. You **MUST** bring a buddy to the meeting. However, your parent will count at your "buddy".

District Advancement Chairman - Richard Griego - 303-588-8341 (cell)
303-530-1317 (home)

- _____ 9. You must have four signatures to proceed.
- ___ Scoutmaster
 - ___ Adult Committee Chairman
 - ___ Project representative for the agency benefiting from the work
 - ___ District Advancement Committee Representative

PART 2 - Doing The Project:

- _____ 1. It's time! Do the project. Keep the following in mind.
 - ___ Keep a journal and take LOTS of pictures!
 - ___ Make signs to let your workers know where the project is located and advertise the project.
 - ___ Safety is your first responsibility. You must have a first aid kit available. If phone service is not available, make arrangements to have a cell phone.
 - ___ There must be two adults (at least one >21 years old) on the site at all times.
 - ___ There must be a vehicle at the site at all times in case of emergency.
 - ___ Check the weather forecast if your project is outside. If it is in an exposed area, make contingency plans for bad weather. Watch out for lightning.
 - ___ Scouts may operate power tools with special training and supervision. See sheet
 - ___ Only Scouts over 18 can drive vehicles on a Scout activity. If you are over 16, you may drive yourself to and from the project but you cannot drive other Scouts. Be sure to make arrangements for adults age 18 or over to be a "gofer" during your project. You can't leave and you can't have Scouts under 18 drive to get food, materials, tools, etc.
 - ___ Provide safety equipment such as goggles, hard hats, etc. if needed.
 - ___ Make certain that all tools are in good repair. This is especially important for axes, Pulaski's, hammers or other dangerous tools.
 - ___ Require work gloves if the job requires Scouts to work with timber, rock or wood.
 - ___ Make a colorful handout to give to Scouts at the troop meetings before your work day(s).
 - Include date, time, location and special equipment such as gloves, water bottles, sunscreen, long pants.
 - Draw a map of your worksite.
 - ___ You can also send information via the troop e-mail list.
 - ___ Get a list of Scouts who are willing to work on your project.
 - ___ Call the Scouts who are on your volunteer list the night before the project. You don't want them to forget your project and not show up.
 - ___ Take lots of pictures. Take prints for your written report and slides for your court of honor. Be sure to have multiple rolls of film.
 - ___ Send thank you notes to all who helped you on your project, including Scouts.

IMPORTANT NOTE – YOU CAN JUMP TO PART 5 EAGLE APPLICATION APPROVAL NOW. AS SOON AS YOUR LEADERSHIP TIME, MERIT BADGES AND PROJECT ARE COMPLETED, YOU CAN SUBMIT YOUR APPLICATION!

PART 3 - Eagle Project Report - Writing the Report

- _____ 1. Hints and guidelines.
 - _____ Complete the final write-up as soon as possible after your project is completed. This is much easier than trying to reconstruct the pieces in your mind after many months.
 - _____ Work on a computer and KEEP BACKUPS! You will end up making many revisions.
 - _____ Borrow previous Eagle project reports from the troop to use as guides.

- _____ 2. **Your Eagle Project write-up should include the following:**
 - _____ the appropriate pages in the Longs Peak Council "Life To Eagle" packet (PUT AT THE END OF YOUR NARRATIVE BUT BEFORE THE PROPOSAL) NOTE: in the sections of the packet that ask for your report, give a short description and then say "See Attached" to refer to the main write-up described here.
 - _____ cover page - should include a descriptive title, your name, troop number and date. May include a picture or drawing of your project, Scouting or Eagle symbol.
 - _____ introductory paragraph that summarizes your project
 - _____ a statement of your project goal
 - _____ give a detailed narrative of the project from planning, organization and carrying out the project
 - _____ a description of your project timeline and flow - what you did and when
 - _____ include dates for planning and project events - use a year on some dates - it will be helpful for people who read it in the future
 - _____ use names of Scouts and adults involved - include last names for future readers
 - _____ include an evaluation of what went as planned, what changed, some ways that the project could have been changed for improvement
 - _____ personal observations
 - _____ lessons learned including what you would do different
 - _____ leadership skills used and how they applied to your project - usually you only refer to the most important
 - A. KNOWING AND USING THE RESOURCES OF THE GROUP
 - B. COMMUNICATIONS
 - C. EVALUATING
 - D. SHARING LEADERSHIP
 - E. PLANNING
 - F. CONTROLLING THE GROUP
 - G. SETTING THE EXAMPLE

- _____ pictures with first and last names, places and job descriptions in their captions. Be sure to include before, during and after pictures.

- ___ a location map – move it from the proposal to the main report
- ___ a site drawing – move it from the proposal to the main report
- ___ table of hours spent on the project by each person
- ___ table of hours spent on the project by you, including planning, phone calls, meetings, write-up, etc.
- ___ table of donations, donor, and value including snacks
- ___ thank you notes written to donors and volunteers
- ___ sample of thank you notes received by you
- ___ sample of flyers you prepared to recruit volunteers
- ___ the last pages of the report should be the proposal you originally submitted before your project

- ___ 3. Show each draft of the final report to Scott before you proceed. It is also worthwhile to have your parents, language arts teacher and others proofread your report along the way. Remember to make backup copies of your computer data.

PART 4 - Eagle Project Report - Final Production of the Report

- ___ 1. The final report document for the members of your board of review contain the following:
 Cover page
 Table of contents
 Eagle project final report as detailed above. Please include ALL parts.
 Eagle project proposal with approval signatures page - copy
- ___ 2. Picture pages with captions can be copied at Kinko's. Due to the cost of color printing, you only need the original in color.
- ___ 3. The original copy of the entire project should be bound at the copy center or neatly stapled. Due to cost, stapled copies for the board members are preferred.
- ___ **4. Include as a separate document:**
 Eagle application - copy
 Statement of Life Purpose, Goals, Honors and Awards (see requirement 6 on Eagle application)

PART 5 - Eagle Application Approval:

- ___ 1. **While you are completing your Eagle Project written report**, you should also be working on your Eagle Application. It must be approved by the Indian Peaks District before you can proceed with your Eagle Board of Review. Note: you should make copies of the completed Eagle Application before taking it to the Indian Peaks District Boy Scout Office for final approval. Copies of the application are needed in your write-up for members of your board of review. It is also good to have a copy of your typed report in case the original is lost at the district office or in the mail.
- ___ 2. NEW - the Eagle application is available as a interactive pdf form via a link on the troop Website. Be sure to use the latest version of the application. It is an interactive pdf so you may type it directly on the computer.

- _____ 3. SIGNATURES - You must have the first three required signatures completed before your application can be given to the Indian Peaks District for approval. It will be returned if signatures or dates are missing. The required signatures include:
- Eagle Scout applicant
 - Scoutmaster
 - Troop Adult Committee Chairperson
- _____ 4. Check the following. Applications will be returned for any of these items.
- All dates must be included, especially dates for Life Scout, leadership positions and Scoutmaster conference.
 - Include troop number on each merit badge listed.
 - Cross out merit badges not earned in sections that list options for required badges.
 - Make sure that you have included names of people you have asked to provide a letter of recommendation. Details for obtaining letters of recommendation are listed below.
- _____ 5. You are ready to submit your application to the Indian Peaks District office when your application is complete with all information, required signatures and has been copied (see #1 above). The office is located in Lafayette at the corner of US 287 and South Boulder Road. Call ahead for office hours and directions. It is difficult to find without directions. The number is listed above and in the troop roster.

The only document you deliver to the office is the original application. Be sure it is complete, especially signatures and that you have made copies. You will not see it again until your board of review.

The application will be returned to you at the board of review. After 1 to 2 weeks you will receive a letter telling the name and phone number of the Indian Peaks District representative who will be sitting on your board of review.

PART 6 - Letters of Recommendation

- _____ 1. Hints and guidelines.
- ___ You should request letters of recommendation from all people listed on the Eagle application.
 - ___ Allow the requested people at least two weeks between the time you ask them and the deadline. The deadline listed on the form and on the envelope should be at least one week before your scheduled board of review.
 - ___ Provide each person with a copy of the Eagle Letter of Recommendation Request form.
<<http://www.bsa171.org/eagle/eagleltrofrec.pdf>>
 - ___ Letters should be sent to you. Save them unopened and bring them to the Board of Review.
 - ___ Provide each person with a stamped and pre-addressed envelope. The address on the envelope should read:

<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Stamp</div>
<p>Eagle Letter of Recommendation for _____ (your name) Your Name Your Address City, ST ZIP</p>
<p>Requested by _____ (two weeks)</p>

PART 7 - Organizing the Board of Review

- _____ 1. Congratulations, you are almost there! This may be the most difficult part of all. You must bring together the following people on a common night.
- You
 - Troop Advancement Chairperson (Hudson Philips)
 - Indian Peaks District Advancement Committee Representative
 - Scoutmaster or member of the Scoutmaster staff
 - Three adult troop committee members at large. They are encouraged, but not required to be on the Adult Committee. They may not be members of the Scoutmaster staff. Talk to Hudson Philips for ideas. Try to get two people who have served on Eagle boards before and one who hasn't.
 - A scheduled room at the church. See below.
- _____ 2. You must schedule a room for the board of review. The board of review may be held anywhere. But, as a courtesy to the others on your board, it is usually scheduled at the church. However, it is your responsibility to call the church and find out the dates and times that the conference room or other meeting rooms are available. Avoid Monday nights. The church phone number is on the troop roster.
- _____ The conference room next to Sheldon Jackson Parlor is the best. Since it is very difficult to schedule, you may also use the meeting rooms (not the large room) in the Annex or new part of the church.
- _____ Be patient. The church is a very busy place. Be prepared with alternate dates and times.
- _____ Schedule the room for a three-hour block of time. Most take only an hour.
- _____ 3. After you have scheduled your board, send a confirmation letter to all participants. Include date, time, location and your cell phone number. **IMPORTANT!**
- _____ 4. Deliver in person a copy of your Eagle Report to each member of your board of review. It is important that you deliver it, not your parents or others. This is your board. You have asked them to be part of it. It is your responsibility to deliver the

report. It is always best to call ahead before trying to deliver the report. It is better to see them than to leave it in their door.

- _____ 5. The night before your board of review, place a reminder phone call to all concerned. Check to see if they have any further questions. Confirm time and location.

PART 8 - The Board of Review

- _____ 1. The following items are required for you board of review. Plan ahead.
- ___ Your handbook MUST be filled out for all ranks, especially Eagle. You must have it with you at the board.
 - ___ You must be in full uniform! Merit bade sash with all badges sewn in place. Uniform shirt with Life rank patch. Troop neckerchief is required.
 - ___ Uniform pants are requested. If you do not have them, try the troop closet or check with other Scouts your size. They may have some you can borrow.
- _____ 2. It's time for the board of review.
- ___ Arrive on time or slightly early.
 - ___ They board members will meet for a short time (approximately 1/2 hour) to organize the evening. You will be invited in when they are ready.
 - ___ The troop will provide refreshments.
 - ___ The board of review will last one to two hours.

PART 9 - Court of Honor

- _____ 1. Please schedule your court of honor as far in advance as possible. See the timelines below.
- _____ 2. There are three options for an Eagle court of honor.
- Spring or fall troop court of honor.
Pros - large turnout, chapel already scheduled, adds a big finish to the night.
Cons- makes a long program, you share the stage with everyone else.
 - Single Eagle court of honor.
Pros - you are center stage, this is your night, shorter program.
Cons - scheduling can be difficult, may not have a large turnout.
 - Multiple Eagle court of honor.
Pros - usually a larger turnout, share cost of invitations, focus is on Eagles.
Cons - share the night, balance awards, slides, etc.
- _____ 3. See "Eagle Court of Honor Planning Sheet" for further information.
<<http://www.bsa171.org/eagleindex.html>>

PART 10 - Timelines

_____ 1. Please plan on the following times when organizing your board of review and court of honor.

- Get Eagle Application approved by district: 1 to 2 weeks
- Organize your board: 2 to 3 weeks in advance of desired board date
- To receive award from B.S.A.: 2 weeks normal delivery (usually sooner)
- Reserve the church for court of honor: 2 to 3 months. The earlier you schedule, the better. Spring and Christmas are difficult times to schedule Oerter Hall at the church.

Guidelines for Power Tool Use

Requirements

- ✓ All power tool users MUST hold a Totin' Chip Card
- ✓ Adult supervision must be present at all times
- ✓ Always use eye, ear and limb protection
- ✓ Must respect all safety rules to protect others and operator
- ✓ Follow rules in the Guide to Safe Scouting, as well as the safety recommendations of the power tool's manufacturer!

General Guidelines

- ✓ Any ties, rings, watches, and/or other jewelry must be removed
- ✓ Long sleeves MUST be rolled-up and long hair must be tied back
- ✓ All directions must be read and followed along with all safety recommendations
- ✓ Keep your balance! Always keep your weight on both feet and DO NOT over reach
- ✓ Keep control of all power cords to avoid tripping and accidental cutting of them
- ✓ Use the tool ONLY if you understand how to use it correctly and safely. If you are not sure, check with an adult supervisor

Tool Use Guidelines

- ✓ All guards and safety devices shall be in place and used properly at all times
- ✓ Adjustments will only be made with tool(s) unplugged
- ✓ Always use a Push-Stick to feed stock into Table Saw
- ✓ All stock MUST be clamped properly to avoid movement
- ✓ ALWAYS use slow steady pressure (DO NOT force tool movement)
- ✓ NEVER extend blade more than a 1/2" below the stock that you are cutting
- ✓ ALWAYS use the right tool for the right job AND use the correct size tool for the job
- ✓ Always use **sharp** blades and bits
- ✓ Make sure waste stock falls clear and not behind the saw
- ✓ Keep control of the Power Tool at all times
- ✓ When carrying a tool; hold it so the point or sharp edge is aimed toward the ground
- ✓ ALWAYS keep your hands and arms out of the path of a cutting tool

I HAVE READ AND UNDERSTAND THE ABOVE GUIDELEINES

Scout Signature

Adult Signature

Date

EAGLE SCOUT CANDIDATE
Letter of Reference
Troop 171, B.S.A.

You have been asked to provide a reference for a candidate for the rank of Eagle Scout. This is the highest award in Scouting and is recognition that the boy has mastered his Scouting skills and has adopted the ideals of Scouting in his daily life. It is not so much an award for what he has accomplished as for what he is and can do now. He has satisfied his Troop leaders. We would like to know how he appears to other adults. This letter will be held in strict confidence. It should be returned in a sealed envelope to the Eagle Scout candidate.

We are interested in his personality, morals, appearance, and actions, as you have observed them. Does he put an honest effort into whatever he does: school, church, sports? Has he really tried to live up to the Scout Oath and Law in his everyday life?

The Scout Oath

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.

The Scout Law

A Scout is:	
Trustworthy	Obedient
Loyal	Cheerful
Helpful	Thrifty
Friendly	Brave
Courteous	Clean
Kind	Reverent

On a separate sheet, please explain how the Eagle candidate:

- Exemplifies the principles of Scouting as stated in the Scout Oath and Law and applies them in his everyday life;
- Demonstrates good citizenship;
- Demonstrates leadership in activities in which he is involved;
- Respects the rights and opinions of others.



Please give any additional information which shows why you feel he deserves the Eagle Scout Rank.

(This letter of reference should be returned to the Eagle candidate. It is important that your letter be delivered not later than _____ for appropriate consideration.)

CONFIDENTIALITY

Please hold my comments in strictest confidence.

My reference may be shared with the recipient following his Eagle Award.