

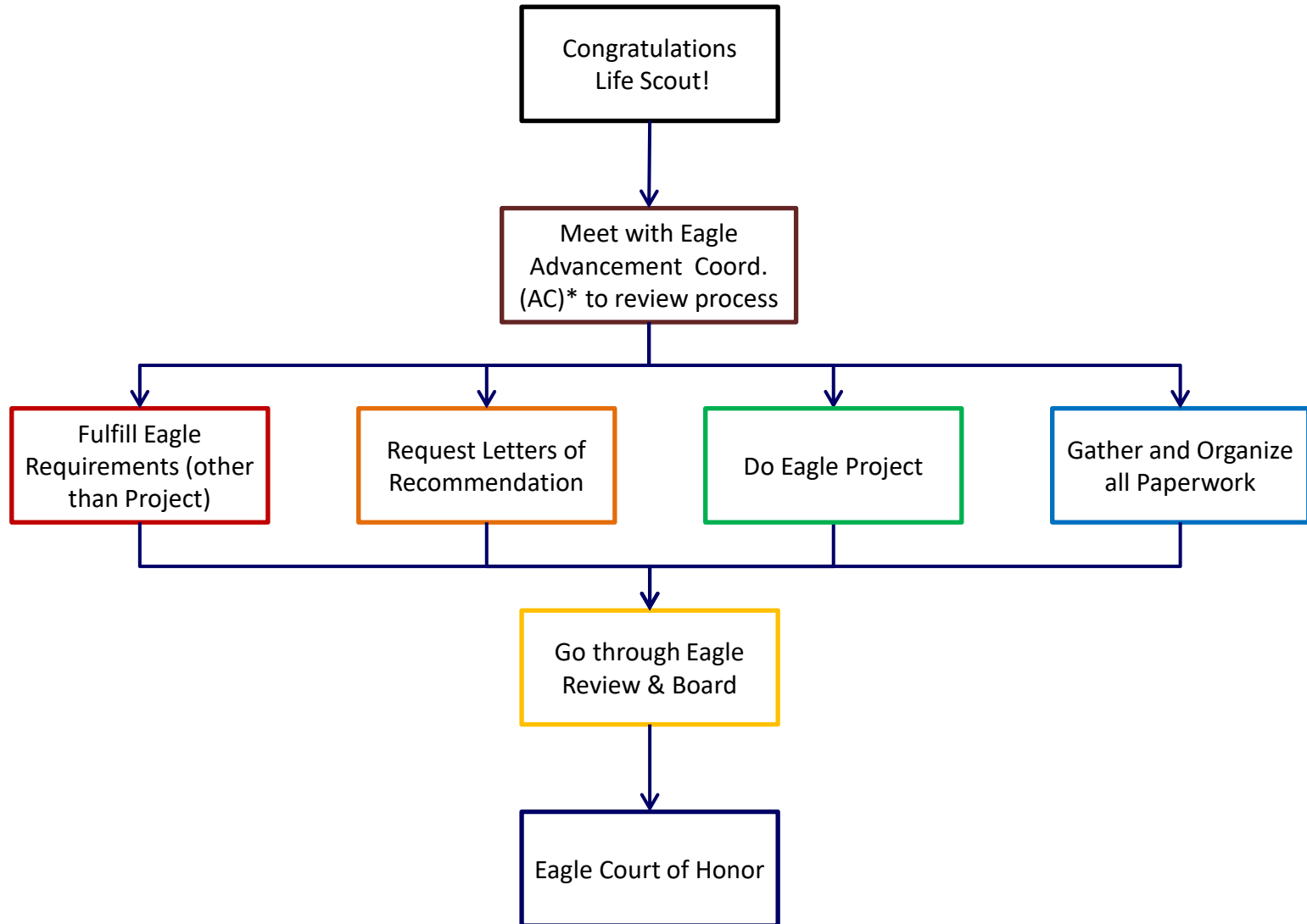


Troop 509

Life-to-Eagle Process Overview

January 2023

Life-to-Eagle Process Overview



** That's me, Ms Hagegard*

Fulfill Eagle Requirements

- Finish All Merit Badges
 - You need 21 total, including 14 Eagle-required
 - Ask Ms Hingle or me for the counselors for a specific MB if needed (they are also on the website!)
 - When you think you're done, check Troopmaster (Ms Hingle can give you a login if you have lost yours)
 - If any are missing, email a photo of the front & back of the blue card to Ms Hingle and me
- Make sure you have six months in a leadership role
 - Check Troopmaster – it's listed there
 - Make sure the start and end dates are correct
 - If something is wrong with the dates, work with the SPL and me or Mr Miles to correct the problem

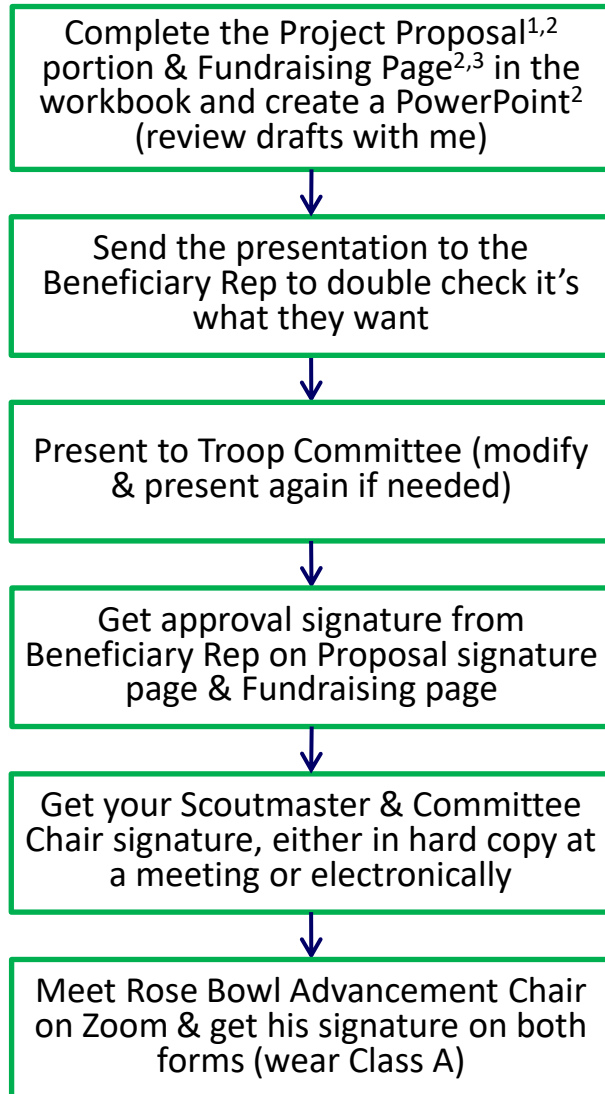
Request Letters of Recommendation

- Ask adults who know you well to write you a letter of recommendation. Who to ask?
 - Parents (required)
 - Employer and/or Spiritual Leader (if you have a job and/or are active in a congregation)
 - Teachers (one required), tutors, coaches, club advisors
 - Scout leaders, adults you've worked with in Community or Service organizations
 - Relatives, family friends
- Tell them they will receive detailed instructions in a letter from me.
- Put together your list of names & addresses (At least six but seven is a lucky number!)
- Create your Scout resume of outings, leadership positions, awards, etc. (tip: print your Individual Participation report from Troopmaster. Or ask me to do it)
- Decide:
 - A. Do you want to type up the letters & envelopes? Let me know and I'll send you the templates. You give me the completed materials to sign and send.
 - B. Do you want me to type up the letters & envelopes? Give me your list, resume and the number of stamps or dollar amount I request (no more than \$10).
- Follow up with anyone from whom a letter has not been received (check with me to see who has sent them back)

Eagle Project – Find the Project

- Pick Your Project
 - Decide on what type of project or organization interests you
 - Research organizations if needed (contact Eagle AC for ideas)
 - Contact and meet with interesting organizations to discuss their needs
 - Need inspiration? Ask me for the troop project history spreadsheet
- Get initial approval
 - Discuss the idea with me to see if it fits the project requirements; boys should then run it by Mr Miles as well
 - Make changes as needed. This may require a couple of conversations with the Beneficiary organization and troop leaders before the scope is finalized.

Eagle Project – Approval Process



Notes

- Committee Meetings are in person the first Wednesday of the month, usually at my house
- Meeting with the Meet Rose Bowl Advancement Chair are still via Zoom (a parent must be on the call)
- I can send examples of project presentations once you have a project idea
- Do not try to put signatures in the digital workbook. It can freeze the file so you can no longer change it. The signature pages should be a separate file (scanned if signatures on a hard copy).

¹ Make sure you have the current version of the Eagle Project workbook!

² Will become part of Application or Project Binder

³ Only if you are doing Fundraising (not required)

Eagle Project – Execution

Email scan of Signature page to me **with 5 signatures** & Fundraising page if needed

Do Final Project Plan*
portion of the workbook –
must be complete before
workday is scheduled

Conduct your fundraiser if
necessary (Blaze,
GoFundMe, bake sale, etc)

Finalize work date(s), create
Sign-up Genius and send to
troop (after Project Plan is
done)

Buy materials, borrow tools,
prepare work area as
needed

Do actual project work (may
be multiple days)

Notes

- Check with me then scheduling your workdays
- Everyone present at the project must fill out an Activity Consent form
- You need two registered adults present; one should be first aid certified
- Make sure to have a sign-in sheet to track who helped and their hours!
- Please give other scouts a chance to earn service hours but it's ok to use friends too

Eagle Project – Wrap-up

Complete Project Report portion
of workbook* (review drafts of
workbook with me)



Get Project Report signed by the
Beneficiary Representative* and
Scoutmaster and send to me



Obtain completion letter from
Beneficiary Rep saying project is
done*



Write Project Critique
(1-2 pgs)*

** Will become part of Application or Project Binder*

Gather and Organize all
Paperwork

“Binders” are now digital folders. I will create a shared folder where I will collect things as you finish and then share them with you and others as needed

It looks like a lot but it's not that bad!

- Application/Admin files include:

1. Binder Cover Sheet*
2. Eagle Application*
3. GLAAC Eagle Application*
4. Rose Bowl Checklist*
5. Eagle Resume
6. Life Purpose Essay (1-2 pgs)
7. Eagle Project Critique (1-2 pgs)
8. Individual Progress Report (Troopmaster)*
9. Individual History Report (Troopmaster)*
10. Individual Participation Report (Troopmaster)*
11. Copies of Blue Cards
12. Copies of Rank Cards (all that you have)
13. Personal Resume (optional)

- Project files include:

1. Project Workbook
 - A. Workbook PDF
 - B. Proposal Signature Page
 - C. Fundraising Signature Page
 - D. Project Report Signature Page
2. Troop Committee Presentation
3. Before, during & after photos
4. Letter of completion from Beneficiary
5. Sign in sheet(s) and/or time logs
6. Other supporting materials (if any)

** Started by Ms Hagegard; will forward for review and additional info if necessary*

Go through Eagle
Review & Board

Work with me to complete the binder
materials



Hold Eagle Scoutmaster Conference with
me or Mr Miles



Scoutmaster signs Eagle Application &
Project Report; Committee Chair signs
Application (I will coordinate this)



Eagle Advancement Coord. (me)
submits virtual binder to Council

**MUST BE SUBMITTED BY
18TH BIRTHDAY**



Work with me to set date for Eagle
Board of Review



Participate in Eagle Board of Review
(wear Class A) *Currently on Zoom

**MUST BE HELD WITHIN
24 MONTHS OF 18TH
BIRTHDAY**



CONGRATULATIONS!!

Timeline for Key Activities

Life to Eagle – 7-8 months *minimum*

Fulfilling Eagle Requirements

- Be active in the troop
- Hold a leadership position in the troop
- Complete all required merit badges

6 months

6 months

6 months

3-4 months for some Eagle MBs

Eagle Project

- Defining your project
- Planning & getting approvals*
- Final planning and purchasing materials
- Doing the project
- Getting approval letter from organization
- Writing project report and critique

3-6 months

1-2 months

1-2 months

several weeks

1-2 weekends

1-2 weeks

1-2 weeks

Paperwork

- Writing resume and essays for Scout binder
- Getting and checking reports in Troopmaster
- Getting recommendation letters
- Final review of documents/assembling binder

3-6 months

1-2 weeks

1-2 weeks

3-6 months

1-4 weeks

Board of Review Process

- Getting final approvals (Scoutmaster Conference, etc)
- Scheduling and holding Board of Review

1-2 months

1-2 weeks

4-6 weeks

** Remember that the Troop Committee only meets once a month, and sometimes not in July or August; Rose Bowl Advancement Chair is on vacation for all of August, so no approvals or Eagle Boards are done that month.*

Important Contacts – As of Jan 23, 2022

Eagle Advancement Coordinator (AC):	Ms Hagegard	gayle@hagegard.com
Merit Badge Coordinator:	Ms Hingle	stephhingle@yahoo.com
Advancement Records Coordinator:	Ms Hingle	stephhingle@yahoo.com
Committee Chair:	Mr Renwick	walter.renwick@gmail.com
Scoutmaster:	Mr Miles/Ms Hagegard	steve@milesproducer.com
Rose Bowl District VP of Operations:	Dr Hartman	thartman@socal.rr.com
Court of Honor Programs:	Ms Barcelo-Sanchez	number1banana@yahoo.com
Hospitality Coordinator (CoH Food):	Ms Andrews	cissie.andrews@hotmail.com