

# LIFE SCOUT TO EAGLE SCOUT PROCESS

SCOUT \_\_\_\_\_ LIFE SCOUT BOR \_\_\_\_\_ DOB \_\_\_\_\_  
18<sup>th</sup> B'Day \_\_\_\_\_

## Eagle Scout Service Project (must be completed before 18<sup>th</sup> birthday)

- Eagle Scout Service Project Workbook
  - Make sure you use the most recent edition of the workbook. You can download a copy of the workbook at [http://www.scouting.org/filestore/pdf/512-927\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf)
- Project Proposal
  - Meet with project beneficiary and discuss scope of project.
  - Be sure to give the project beneficiary a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries" (the last two pages of the project workbook).
  - Write up does not need to be in great detail but enough to convey the general scope of the project.
  - Review project and write up with your project coach
  - Required Approval Signatures
    - Unit Leader, Unit Committee Chair, Project Beneficiary, and District.
    - While it makes sense to obtain the first three approvals in the order they appear, there is no required sequence for the order of obtaining these three signatures. However, District approval must come after the others.
  - Call Mr. Stacy Newman (District Advancements) at 254-396-5023 to schedule project review/approval. Project reviews are normally held at 7:00 PM on the second Thursday of each month. Project reviews will be held before Santa Fe District Roundtable First Presbyterian Church in Cleburne.

**Remember!!!! You may not begin any actual work, raise funds, or obtain materials until your project proposal has been approved**

- Project Plan
  - This is where you plan and schedule your service project in detail.
- Project Report
  - This is prepared after your service project has been completed.
  - You will need signatures from the beneficiary, Scoutmaster and Committee Chair.

## **Merit Badges** (must be completed before 18<sup>th</sup> birthday)

- 21 total merit badges required for Eagle Scout
  - 14 Eagle required merit badges
    - Camping
    - Citizenship in the Community
    - Citizenship in the Nation
    - Citizenship in Society
    - Citizenship in the World
    - Communication
    - Cooking
    - Emergency Prep. or Lifesaving
    - Environmental Science or Sustainability
    - First Aid
    - Swimming or Hiking or Cycling
    - Personal Management
    - Personal Fitness
    - Family Life
  - 7 additional merit badges

## **Troop Leadership Position** (must be completed before 18<sup>th</sup> birthday)

- After your Life BOR you must be active in your unit for six months 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, outdoor ethics guide.
- May include a combination of positions held at different times while a Life Scout.
- Positions held concurrently may not shorten the six month requirement.

## **Scoutmaster Conference** (must be completed before 18<sup>th</sup> birthday)

### **Individual History Report**

- Print out from the troop
  - Print out will show dates of rank advancements and list of completed merit badges with dates earned.
- Need two signatures from members of the unit committee.
- You will need this to fill out your Eagle Scout rank application and for your Eagle verification.

## **Eagle Scout Rank Application** (may be completed after 18<sup>th</sup> birthday)

- You can download a copy from Scoutbook select Report from your Dashboard then select Eagle Application (Current version dated 06/2022)
- Print out a color copy of the application...single sided.
- Verify all information is complete and accurate.
- Dates
  - Can be obtained from Scoutbook
- References
  - If you do not have an employer you can leave that one blank. All others should be filled in.
- Letters of Recommendation
  - Ask references for a letter of recommendation.
  - Letters should be mailed/emailed directly to Mr. Newman
    - Provide them with a stamped envelope addressed to Mr. Newman (address below)
  - Mr. Newman should receive these letter before your scheduled Eagle BOR.
- Merit badge dates (from individual history report)
- Troop leadership positions
  - Need specific begin and end dates for each position held
- Statement of ambitions and life purpose
  - Usually no more than one page
- Signature from Scoutmaster and Committee Chair
- You will need this for your Eagle Verification

## **Eagle Verification by Longhorn Council Advancement Registrar**

(may be completed after 18<sup>th</sup> birthday)

- Schedule an appointment with Council Advancement Registrar
  - Eagle verifications are scheduled for Wednesdays (8:30 am – 5 pm). The Eagle Scout candidate or his representative (parent) should call to schedule an appointment. Thirty minutes are allowed for each appointment. Individuals without an appointment who mail or hand carry an Eagle Scout Rank Application to the council office may leave the application for processing to be picked up at a later date if contact information is provided should questions arise. The Longhorn Council Advancement Registrar (Stacy Cummings) can be reached by calling direct to 817-231-8567 or sending an email to [662Advancements@BSAmail.org](mailto:662Advancements@BSAmail.org).
  - While scheduling the verification you should ask if you can send electronic copies of Eagle Scout Rank Application, Individual History Report, Scouts Statement of ambitions and life purpose and the Project Report pages of your Project Workbook.

- Only the current version of the Eagle Scout Rank Application will be accepted. Along with the original application completely filled out, the scout should bring:
  - Individual History Report from the unit (preferred) showing rank dates and merit badge dates. The report needs to be signed by two members of the unit committee, or his blue cards (secondary).
  - The Scouts statement of ambitions and life purpose.
  - The final pages from his Eagle Scout Leadership Service Project Workbook with appropriate signatures and grand total of service hours.
- If everything is in order Mrs. Cummings will sign the application and email copies to Mr. Newman.
- Once the Eagle Scout Rank Application has been verified and signed by the Council Advancement Registrar, the scout is ready to schedule his Board of Review with his District Advancement Chairman (Mr. Newman).

### **Eagle Scout Board of Review** (may be completed after 18<sup>th</sup> birthday)

- After Eagle verification
- Call Mr. Newman (District Advancements) at 254-396-5023 to schedule your Eagle BOR. BORs are held in conjunction with project reviews at 7:00 PM on the second Thursday of each month before Santa Fe District Roundtable First Presbyterian Church in Cleburne.
- Bring to BOR
  - Eagle Scout Rank application signed by LHC
  - Completed Eagle Scout Service Project Workbook with signatures (three copies)
  - Statement of ambitions and life purpose
  - Individual history report (not always looked at but good to have just in case).
- Upon passing your BOR (I won't say "if" because I'm confident you all will pass with flying colors) they will sign your Eagle Scout Rank Application. It is very important you take pictures of the application and store in multiple locations. The original will need to be submitted to the Council office by you or your parents.

### **Submittal of Eagle Application to Council**

- Hand deliver the original signed Eagle Scout Application to LHC Advancement Registrar.
- If all goes well...and it usually does...Mr. Young will receive a letter from LHC that your Eagle packet is available for pick-up at the LHC office.
- The Scoutmaster will hold on to the packet until you have your Eagle COH where you will be presented with your certificate, medal, etc.

## **Important Contact info**

### **Unit Leader**

David Young  
524 W Clover Park Dr  
Fort Worth, TX 76140  
Phone: 817-800-4348  
Email: [youngdavidj@icloud.com](mailto:youngdavidj@icloud.com)

### **Unit Committee Chair**

Angela Vu  
10533 Flagstaff Run  
Fort Worth TX 76140  
Phone: 817-937-3070  
Email: [ara803@yahoo.com](mailto:ara803@yahoo.com)

### **Unit Advancement Coordinator**

Adam Bauer  
508 Alexandria Lane  
Joshua, TX 76058  
Phone: 817-992-2930  
Email: [AdamKBauer@Hotmail.com](mailto:AdamKBauer@Hotmail.com)

### **Council Service Center**

Stacy Cummings  
850 Cannon Drive  
Hurst, TX 76054  
Phone: 817-231-8567  
Email: [662advancements@bsamail.org](mailto:662advancements@bsamail.org)

### **District Project Approval Representative**

Stacy Newman  
1528 Moody Ln  
Glen Rose, TX 76043  
Phone: 254-396-5023  
Email: [santafeadvancement@gmail.com](mailto:santafeadvancement@gmail.com)

*(Revised 6/17/2024)*