

Life to Eagle steps and responsibilities.

The following is an interpretation to help facilitate the process to become an Eagle Scout.

In some cases these requirements are in addition to Council requirements. Not following these guidelines could cause delays in the path to Eagle.

Activity	Responsibility	NOTES
1. Scout advances to Life Scout upon Board of Review.	Advancement Chair picks up Eagle Packet at the scout office. Only one per scout. (They must be signed out).	Scout should receive the Eagle Packet which explains the requirements of the Eagle Project, resume, and application.
2. The scout completes merit badge, leadership, time and other requirements.		
3. The scout works with a benefiting organization, selects and determines the scope of the project	The project must be approved by: <ul style="list-style-type: none"> • The organization • The scoutmaster • The scout committee • Black Swamp Area Council. 	The scout should have a written project plan with a general scope to present. Follow project guidelines.
4. The scout executes the project plan.	Guidance may be given however the scout must perform all planning delegation and documentation.	Projects will take considerable amount of time.
5. The project is documented in presentation format.	The document should be reviewed and critiqued by the scoutmaster and /or advancement chair.	Signatures – Dates are critical. All dates must follow time line in calendar order.
6. The project is reviewed by troop committee.		Similar to a board of review. Scout must be in full class A uniform.
7. Fill out Eagle Application	Advancement Chair will verify all dates, positions, merit badges.	All dates must be clearly legible. Applications have been rejected if they are illegible.
8. Have application checked by the scout office.	Advancement Chair will take to the office and have all information verified. Advancement Chair will return application to scout.	This should only take 1-2 days.
9. When all requirements are met, send out requests for references.	Scout sends request for references. These references must be the same as those listed on the Eagle Application.	These should be sent about 3 weeks prior to scoutmaster conference.
10. Participate in scoutmaster conference.	Scoutmaster verifies that scout has fulfilled all requirements and is prepared to present to a formal board of review	Scoutmaster must sign application. Committee Chair must sign application
11. Contact Advancement Chair for Eagle Board of Review complete with possible dates.	Advancement Chair will contact the Council Advancement Chair to schedule Board of Review	At least 3 letters of reference must be received by the scout office.
12. Scout participates in Eagle Board of Review.	Advancement Chair to invite members of the board of review	Must be in FULL CLASS A UNIFORM.

	and arrange location for review.	Application must be signed by Council Representative,
13. Application and project submitted to National Organization	Advancement Chair to take to scout office.	Approval at National Level takes 3-4 weeks.
14. Application is received at the scout office.	Advancement chair is notified, picks up Eagle certificate from office and Eagle pins from scout shop.	All other decorations and supplies are responsibility of Eagle candidate's family.
15. Eagle Ceremony	Scout and family work with scoutmaster and troop to plan program, location, etc. Do Not Set Dates for the Court of Honor until the Application is returned from National.	This is the Eagle Scout's ceremony. They can choose to hold it at a special location and time or as part of the normal court of honor.

In some cases the benefiting organization will be very demanding. Be prepared to invest a significant amount of effort and time to the project.