

From Life to Eagle

Updated by Noji Ratzlaff

03-12-2015

Earning the rank of Eagle Scout is very rewarding but not easy. This document is put together just to help you get there by giving you the tools you need to succeed.

Who is your mentor? Any adult you want, to help you through all of this. **Who is your project coach?** For the purposes of your Eagle project, it is the same person as your mentor.

If you have any questions or concerns about this process, first ask your mentor. If he or she doesn't know or is unavailable, please feel free to contact me (Noji Ratzlaff) by text, cell, or email, but please be sure to copy a parent.

Start thinking of what kind of service you might want to offer for your Eagle project. But there aren't many other things you can do for your Eagle until you earn the Life Scout rank.

0. Earn the Life Scout rank

- Work with your unit leader to get this done
- The date you receive your Life Scout rank is your Board of Review (BOR) date, and you're able to earn the Eagle Scout rank six months or more after this date
- You must not produce any Eagle-related documents (Workbook, Application, letters of recommendation, letter of ambitions, Member Summary, etc.) that are dated before your Life BOR date
- You must turn in all your Eagle paperwork no earlier than six months following your Life BOR but no later than the day before you turn 18

1. Complete all your merit badges. Make sure they are all recorded properly by requesting a *Member Unit Advancement Summary* (referred to as *Member Summary* on this website) from your Scout Committee Chair or Advancement Coordinator after they are recorded.

- a. Make sure the *Member Summary* lists your unit number, your Member ID (also known as the BSA PID number in your Workbook), your Star rank date, and your Life rank date
- b. Make sure the earned dates on your Star rank and your Life rank are at least six months apart
- c. Make sure four required and two elective merit badges have dates on or prior to the date of your Star rank
- d. Make sure three more required and two more elective merit badges have dates on or prior to the date of your Life rank
- e. Make sure the date of the First Aid merit badge is on or prior to the date of the Emergency Preparedness merit badge, if you have earned both of these
- f. Make sure you have **13 required merit badges**, including the following:

Camping	Cooking
Citizenship in the Community	Family Life
Citizenship in the Nation	First Aid
Citizenship in the World	Personal Fitness
Communication	Personal Management

- g. Please keep in mind the following for your Camping merit badge:
 - All twenty nights out for the merit badge must be done with a registered Scout Troop, Varsity Team, or Venture Crew, and led by their scout leadership and after the date you were officially registered as a scout
 - Nights spent on family campouts, Fathers & Sons outings, and church overnights are great activities, but they don't count toward the merit badge

- Only the first six nights of a long-term (4 or more nights) campout can count toward the merit badge
- Only one long-term campout can count toward the merit badge
- If you attend a second long-term campout, only the first three nights of that second outing can count toward the merit badge

h. Make sure you have **8 elective merit badges** (a required merit badge can be counted as an elective merit badge or a required merit badge, but not both)

If any of these appears to be recorded incorrectly, ask your Scout Committee Chair or Advancement Coordinator to get it corrected

2. Find a mentor. A mentor is an adult who will help you step-by-step during this process and whom you can turn to for detailed answers to your questions regarding your project, your paperwork, and everything else that is needed to complete your Eagle. In other words, your mentor should be acquainted with the information listed on this website, and you should have that person's email address and cell number.

If you don't already have a mentor, your Scout Committee Chair can help you find one. Many wards have an Eagle Coordinator who is part of their committee and is already assigned to help Eagle candidates as a mentor. If you need help finding one, please contact me, and I'll help you find one, after you have first asked your Scout Committee Chair.

3. Start logging your hours. Create a spreadsheet that lists and totals your personal hours, kind of like this:

John Doe Personal Hours		
Date	Activity	Hours
01-17-2014	Discussed project possibilities with my parents	0.4
01-18-2014	Found a mentor and discussed my project with him	0.7
02-04-2014	Decided on a project	1.2
02-28-2014	Completed my project	5.5
Total	Personal Hours	31.7

Record the time you spend thinking about, talking about, planning, gathering things for, and carrying out your project.

4. Select a worthy project. You must carry out a service project that's *appropriate for an Eagle project*.

- **Your project must demonstrate leadership by you, the Eagle candidate.** A project that you turn over to another group for most of the organizing, leading, and actual work, is not usually worthy of an Eagle project.
- You must perform your project in behalf of a non-profit organization, and any non-profit is acceptable except the BSA.
- Your project must not be too small or too large. There is not a minimum number of hours that must be accomplished for a valid Eagle project, but a project that requires little effort might be more worthy of a small service project than an Eagle project.
- Within reason, your project should be expandable, so that it could include more work if it's deemed too small.
- Within reason, your project should be permanent, so that it serves the benefiting organization long after your project is completed.
- Once you decide on a project, ask your mentor **before you start on the paperwork** whether your project is one that *can* be approved. Your mentor can call or email me and ask in case he or she is unsure.

5. Contact the benefiting organization.
 - a. There will be many beneficiaries of your Eagle project (such as your workers, the community, or underprivileged people you're trying to help), but for the purposes of this document, the term *beneficiary* refers to the benefiting organization
 - b. Ask to speak with a representative who can approve and sign your Eagle project Workbook. This person will be your *contact*.
 - c. Find the name, address, phone number, and email address or website of your beneficiary
 - d. Find the name, address, phone number, and email address of your contact
 - e. Get hold of a brochure, flier, or website of the beneficiary so that you can print it and include it in your Eagle paperwork for when you submit it
 - f. Ask your contact when and where you and your mentor can meet him or her to discuss your project
 - g. Thank your contact for this opportunity to serve them

6. Go to <http://www.utahscouts.org/information/eagle-rank/21781> and download the following documents into a folder on your computer:

Eagle Scout Service Project Workbook
2014 Eagle Application
Eagle Statistics Form

Do not open these PDFs in your browser. Download them to a folder first, then open them later using Adobe® software, not your browser. (All this paperwork, plus more as listed below, is referred to here as your Eagle *packet*, which is the set of things you finally turn in to me so the District or Council can review them and call you to schedule you for a Board of Review.)

7. Fill out the front cover (first page) of your Workbook
 - Open the Workbook PDF using Adobe® software, not your browser
 - Enter your full, legal name
 - Enter the name of your project in "What-For Whom" format, such as
 - "Hygiene Kits for Habitats for Humanity"
 - "Park Bleacher Refurbish for Orem City"
 - "Build Cubby Holes for Bonneville Elementary School"

8. Distribute the *Information for Project Beneficiaries*
 - Print the last two pages of your Workbook, titled *Navigating the Eagle Scout Service Project*
 - Hand the printed pages to your contact
 - In the signature page of your *Proposal* check *Yes* in the *Beneficiary Approval* box

9. Fill out the Contact Information of the *Project Proposal* section.
 - Fill in your own information. Get your BSA PID number, Unit Number, and your Life board of review date from your *Member Summary*.
 - Under Current Unit Information mark an X in front of the unit named on your *Member Summary* after **Unit:**, either **Troop**, **Team**, or **Crew**
 - Under Unit Leader fill in the information for your unit leader. If you marked **Troop** above, check **Scoutmaster**; if you marked **Team**, check **Varsity Coach**; if you marked **Crew**, check **Crew Advisor**
 - If you don't already know, you can find out the information about your Committee Chair and Advancement Coordinator from your mentor
 - Fill in all the fields for your Project Beneficiary (the non-profit organization you're doing this project for) and your Project Beneficiary Representative (your *contact*)

- Fill in the Council Service Center info as follows:

Utah National Parks 801-437-6222
748 N 1340 W Orem, UT 84057

- Put my information in the “Council or District Project Approval” section of the Contact Information, as follows:

Noji Ratzlaff 801-368-1865
1587 N 800 W Orem, UT 84057
nojiratz@hotmail.com

- Put your mentor’s information in the “Project Coach” section
- Also add my name to the “Council or District Approval” box on the last (signature) page of the *Project Proposal*

10. The Project Phases should resemble

1. Complete my Final Plan with my mentor
2. Announce my project to my family, troop, and church leaders
3. Put on a fund raiser to pay for project components
4. Gather materials, supplies, and tools
5. Recruit workers from my family, troop, and quorum to help out
6. Carry out the project in teams
7. Package the project items for delivery
8. Present the project items for approval by the beneficiary

11. Complete the remainder of the *Project Proposal* section with your mentor’s help.

- a. Under “Project Description” give me some idea what your project involves and how you’re involved. Instead of saying, “Quilts will be made for the Rub-Tub Foundation” say, “I will organize a team of volunteers to sew quilts made from donated material.” The first sentence says **the project will be done magically, with no effort or organization on my part**, while the second sentence says **I will provide leadership to make sure this gets done for these people who need it**.
- b. Under “Project Description” also indicate the number of things (number of hygiene kits, number of bleachers you plan to paint, etc.) you plan to accomplish as a basic goal, if your project produces things that could be quantified
- c. Use your imagination to come up with “before” photos you can attach to your Workbook, even if you need to download them from the web, to help us reviewers visualize why your project is needed if *before* photos are not applicable to your project
- d. Under “What do you think will be most difficult about leading them?” you need to indicate what really *will* be difficult, such as keeping everybody on task, giving orders to adult leaders, and not getting frustrated or impatient with people who work too slowly.
- e. You need to understand the differences between a *material*, a *supply*, a *tool*, and an *other needs* item:
 - A *material* is a thing or substance that will become **part of the finished project**, and will be delivered with the project, such as paint on the baseball bleachers, screws on the refurbished shed, thread in a sewing project, plants in a gardening project, glue, and ZipLoc bags in a collection project. These are things that won’t be removed or thrown away after the project is finished.
 - A *supply* is a thing or substance that is needed to complete the project, but **will not become part of the finished project**, and will probably be used up during, or thrown away after, the project is finished, such as sandpaper, masking tape, trash bags, scratch paper, paint drop sheets (drop cloths), disposable paint brushes, paper towels, soap (to wash your hands after

handling a project substance), zip ties, refreshments, posters, and gasoline.

- A *tool* is a thing that you and others use to build or complete your project, but that ***you might be able to re-use*** after your project is finished, such as a screwdriver, Sharpie, pencil, sewing machine, extension cord, non-disposable paint brush, pickup truck, camera, sewing needle, shovel, computer, and pickaxe.
- An *other needs* item refers to things that don't seem to fit well in the above three categories, such as services (like hiring a truck driver to deliver concrete or consulting a medical professional for advice), transportation, fees (like those for forest access, baggage, postage, and tips.)

For your project, do your best to list which of each of these you might need for your project. A simple list such as

Paint brush, paint rollers, paint roller pans, putty knife, scraper, nail-puller

is good enough for the *Tools* list; there's no need for quantities or details about types here.

- f. In Preliminary Cost Estimate do your best to estimate how much all the items in the above four categories will cost. Even if the items are being donated, they still cost somebody something, except for tools that you plan to borrow, clean, then return.
 - g. Email me a copy of your entire Workbook, then modify your Workbook according to the feedback I'll give you
 - h. Print the *Project Proposal* section, plus a second copy of the signature page
 - i. Sign the signature pages, then collect the remaining signatures (on both copies), with my signature being the last one (I won't sign it until all the other four signatures appear)
12. Complete the Fundraising Application (located near the end of the Workbook), even if no funds will be raised. If you ask for or receive any help (money, items, or people) that originates ***outside your ward and family*** (or if the amount of funds received or required is greater than \$500), this application must be signed by the unit leader, beneficiary, and the Council. The person who should sign for the Council is as follows (the word "funds" means money plus the cost of materials and supplies):
- Funds requested or collected from anybody exceeds a total of \$500 : Jill Taylor
 - Funds requested or collected from your family and ward members : your bishop
 - Funds requested or collected from your family and stake members : your stake president
 - Funds requested or collected from anybody outside your stake not related to you : Jill Taylor

Contact Jill Taylor if you need her signature:

Jill Taylor
175 E 1700 S
Orem, UT 84058
801-362-7243
[jcyjilltaylor@gmail.com](mailto:jcjilltaylor@gmail.com)

13. Complete the Final Plan of your Workbook.
- a. Estimate what day you plan to start your project and what day you plan to finish it up
 - b. Think of where you will want to hold your project. If you want to hold your project in one of the church buildings in our stake, please contact me, and I'll schedule it for you. If you want to do it elsewhere, be sure you select a location that has restrooms nearby. If the location doesn't have a

drinking fountain, ask your parents if they could provide water in a cooler, plus paper or plastic cups.

- c. When you present your Project Proposal to me for my signature, I'll give you feedback regarding your proposal, which you should include in the Comments from Your Proposal Review field
- d. In the Present Conditions or Situation field describe why your project needs to be done. In other words, if you're improving a forest trail for your project, the present conditions might be that the trail has nearly disappeared because of abuse or vegetation overgrowth. If you're collecting hygiene kits for poor villagers, the present conditions might be that the villagers are in great need, and neither they nor the state can afford to provide them the necessary hygiene items.
- e. The Project Phases should resemble the one in your Project Proposal, but with dates:
 1. Announce my project to my family, troop, and church leaders: June 1
 2. Put on a fund raiser to pay for project components: June 14
 3. Recruit workers from my family, troop, and quorum to help out: June 22
 4. Gather materials, supplies, and tools: June 28
 5. Carry out the project in teams: June 28
 6. Package the project items for delivery: June 28
 7. Present the project items for approval by the beneficiary: June 28
- f. The Work Processes should resemble
 1. Water the area lightly
 2. Remove the weeds, grass, and rocks
 3. Till the ground for three inches down
 4. Scatter the seeds densely
 5. Plant the seedlings sparsely
 6. Cover the ground with fertilizer and mulch
 7. Lightly water the area again
 8. Place signs in appropriate locations
- g. Scan copies of your plans, drawings, photos, and other relevant docs, then import them into the Attachment section
- h. If your project is twenty or more miles from your home, you will need to file a *Tour and Activity Plan*:
 - Go to MyScouting.org and log in
 - On the left nav (column) click Tour and Activity Plan
 - Next to Create a Plan: select New Plan and click Go
 - Continue to the Let's Get Started page and fill out the forms
 - Print a hard copy for your Eagle paperwork
- i. List in detail what materials, supplies, tools, and other needs you will require to get your project done, plus how much they're going to cost
- j. Under "What are your plans for briefing workers" be sure to indicate that you plan to get all the workers and leaders together so you can assign teams and leaders, explain how to do this project safely, and what to do if there is an accident or injury
- k. Under "What is your plan for communicating with your workers" put down that you plan to make announcements in church, make fliers to send out to workers, send out texts and emails to them, and make phone calls to help them know where to go, where to park, and what to wear and bring
- l. Under "How will workers get to and from the place" indicate that you'll ask adult leaders to drive all the youth to the project location if it's more than just a couple of blocks from your home, and that you'll expect all drivers to be 21 or more years old

- m. Under “Will a first-aid kit be needed for this project?” indicate that you plan to assign one of your parents as the first-aid person, and you plan to ask your parent to bring a first-aid kit to the project location
- n. Under Contingency Plans you can put down things such as rainy weather, your contact could change his or her mind, church building or project location scheduling conflict, the project got done by somebody else because you took too long to decide on it, you got sick, a family emergency, etc.
- o. Show your Final Plan to your mentor and discuss it with him or her to determine whether it’s complete enough to move forward with your project
- p. Under Comments From Your Project Coach About Your Final Plan put down feedback that your mentor has given you

14. Carry out your project

- a. Get with your mentor and your parent to see whether it looks like everything is ready
- b. Call your contact to arrange for a time to meet and discuss project arrangements
- c. Follow your plan by creating fliers, announcing your project in church (especially Priesthood Meeting opening exercises), and contacting your friends and relatives by text and email
- d. Since you are in charge, it’s important that you ask people to do things for you. Don’t assume that they’ll do something, and don’t order people around. Make it a fun and pleasant experience for your workers by kindly and politely asking **could you please** and saying **thank you very much**.
- e. Ask one of your parents to be the first-aid person, and to bring a first-aid kit to your project location
- f. Call and speak with four to six adult leaders and ask them to be in charge of a group of workers during the project
- g. Ask somebody to take a few photos of your project, making sure they know to take two or three *before*, a few *during*, and two or three *after* photos
- h. If your parents are bringing or providing the refreshments, be sure to remind them by politely asking how they’re going to get the refreshments to the project location. Also, ask somebody to help set up and give out the refreshments at the project location if that’s appropriate.
- i. Purchase all the things you’re going to need for your project that aren’t being donated, and *keep the receipts*
- j. Gather the materials, supplies, tools, and other needs, especially the refreshments

15. Complete your Project Report

- a. Enter the actual starting and ending dates of your project
- b. Under “Please provide a brief description of your completed project” be sure to include what good your project will do for your community or for the organization you’re doing this for
- c. Under “Describe what you did after your proposal was approved” include the facts that you met with your mentor, your parent, and contact to discuss project arrangements, calculate the costs of the things you’re going to need, and decide on a date and location to carry out your project
- d. Under “In what ways did you demonstrate leadership?” put down that you organized the entire project rather than expecting somebody else to do it for you, you asked people to help you rather than expecting people to volunteer their time, you organized the project into teams of workers and assigned adult leaders to guide them, and you supervised your project work to make sure it got done right and completely rather than perform the work yourself
- e. Under “What did you learn about leadership” put down that you discovered it was easier to be in charge of this large group of workers if you split everybody into teams, that you had the confidence to make assignments and give orders to adults you never thought you had before, and that people were more cooperative when you asked them kindly and politely to do something. You also learned that leading a group of people in real life is not the same as it appears on TV or in movies
- f. Under “Entering Service Project Data” the upper-right field should contain the same number of hours you totaled on your Personal Hours spreadsheet. Enter the remaining numbers of people from your project sign-up sheet.
- g. Fill in the remaining fields as requested
- h. Print your Workbook. After printing it, do not staple, paper-clip, or bind the papers together. The Eagle Board will want to separate the pages when they examine your project. You can staple together other papers, such as your *Member Summary* or *Letter of Ambitions and Life Purpose* if they are two or more pages long.

16. Ask your unit leader for a Unit Leader Conference. This is a brief interview by your current unit leader (Scoutmaster, Varsity Coach, or Venture Crew Advisor), in which he

- asks you about your scouting experience (good times, relationships, etc.) in general
- approves of your activity (6-month participation) since the time you earned Life
- makes sure you have everything else (mentor, paperwork, etc.) you need to complete your Eagle
- determines whether you’re ready (living the Scout Oath and Law) to be advanced to Eagle

17. Ask for five or six letters of recommendation (LORs), six if you’re employed or five if you’re not. The LORs must be signed and dated, and from the following people:

- Your bishop (must be on church letterhead)
- A parent
- A teacher who is *not* your bishop, your unit leader, or your parent
- Your employer who is *not* your bishop, your unit leader, or your parent
- An adult church or scout leader who is *not* your bishop, your unit leader, or your parent
- Another adult, preferably *not* a relative, but still *not* your bishop, your unit leader, or your parent

A letter from your unit leader or committee chair will not be accepted. These LORs should be given to your mentor, not to you. Your mentor should open and discard all the envelopes (after collecting and giving you the addresses on them) to make sure they are signed and dated, then send back the ones that don’t have both, and put the acceptable ones into new envelopes labeled

**For John Doe Eagle
From Parent (or Bishop or Educator or Employer or Adult Leader)**

Also, you need to collect the names, addresses, phone numbers, and email addresses of all those who give

you an LOR, so you can put that information on your *Eagle Application*. For your bishop, your teacher, and your employer you can simply use the addresses and phone numbers of your church building (bishop) or places of employment (teacher or employer). Finally, **the dates listed on all the LORs must be less than three months old at the time of your BOR.**

Most will know what to write in an LOR, but *the old online fillable LOR form is no longer accepted*. In case they ask you, here's a suggestion:

Tue 10 Feb 2015

Dear Eagle Board:

I have known John Doe for many years. In that time, I have watched as he has accomplished blah, blah. I was also his blah leader when he was made blah, blah. Later, it was my pleasure to work with John doing blah, blah.

In my opinion, John is a living embodiment of the Scout Oath and Law, and a terrific example of what a scout should be. For these reasons, I highly recommend John to be advanced to the rank of Eagle Scout.

Thank you,

< space for his signature >

Jim Dandy, Soccer Coach

18. Complete your *Eagle Application*. Open the PDF, and start filling it out, saving it often. If you fill it out within your browser, you stand a chance of losing all the information.

- a. Leave the dates blank for becoming a Boy Scout, Varsity Scout, and Venture Scout
- b. Copy the dates for your First Class, Star, and Life ranks from your *Member Summary*
- c. If you earned all of your merit badges in the same unit, leave the **UNIT NO.** fields blank
- d. Make sure the dates of all the merit badges match those on your *Member Summary*
- e. Make sure the date of your First Aid merit badge is on or before the date of the Emergency Preparedness merit badge
- f. Cross out the merit badges that you did not count as required ones for your Eagle, such as Lifesaving, Sustainability, Cycling, and Hiking
- g. List the names, addresses, phone numbers, and email addresses of those who gave you their LORs
- h. List the leadership positions you served in after you were advanced to Life. Make sure their dates add up to at least six months. These can **only** be the following for LDS units:

- While you were registered as a Boy Scout:

Patrol Leader	Scribe	Senior Patrol Leader
Troop Guide	Librarian	Assistant Senior Patrol Leader
Webmaster	Historian	Chaplain Aide
Quartermaster	Instructor	Leave No Trace Trainer

- While you were registered as a Varsity Scout:

Team Captain	Secretary	Squad Leader
Co-captain	Librarian	Program Manager

Webmaster
Quartermaster

Historian
Instructor

Chaplain Aide
Leave No Trace Trainer

- While you were registered as a Venture Scout:

President
Vice President
Webmaster

Secretary
Historian
Guide

Quartermaster
Storekeeper
Leave No Trace Trainer

- Please note that the positions *Assistant Patrol Leader*, *Junior Assistant Scoutmaster*, *Deacons Quorum President*, and *Teachers Quorum President* are missing. Church positions do not count, made-up positions not listed here do not count, and you must be 16 and part of a Scout troop to qualify for *Junior Assistant Scoutmaster*.

- i. List the same *Project name* you listed on the front cover of your Workbook. List the same *Grand total of hours* that appears in Project Report Page B in the box titled *Grand Total of Hours* in your Workbook. List the same *Date project finished* as that listed on the cover page of the *Project Report* in your Workbook.
- j. Print your *Eagle Application* **in color and on a single, two-sided sheet of plain paper**. If you don't have access to a color printer, or if yours is low on one of the colors, email me your *Eagle Application* and ask me to print it for you. I recommend printing two copies, in case your dog eats one of them.
- k. Sign your *Eagle Application* and get your unit leader and committee chair to sign it (both copies, if you printed two copies).

19. Open the *Eagle Statistics Form* and fill it out from the information in your Workbook, then print it. Do this last because it asks for information you provide near the end of your Workbook. The form indicates that it should be filled out by the District, but that responsibility now belongs to you.

20. Write a *Letter of Ambitions and Life Purpose*, which includes the positions you have held in scouting, church callings, school, and community, plus awards you have earned that demonstrate leadership, as follows:

Tue 10 Feb 2015

Dear Eagle Board:

Ever since I was a small cub scout I wanted to be an Eagle Scout, and looked up to others who were older scouts. When I was nine I was made captain of the baseball team. At eleven I went to Afghanistan and saved my beautiful sister <her name>, whom I love very much, from getting beheaded by terrorists on TV, then skateboarded our way to freedom. In scouts I served as Patrol Leader, Assistant Senior Patrol Leader, and then Senior Patrol Leader. And at thirteen they made me president of the Deacons Quorum and put me in charge of wiping runny noses of Primary kids.

One day I hope to graduate from High School and serve a full-time mission for my church. After that, I will get married in the temple to <your girlfriend's name> and start a family with 10 kids. I plan to attend college and study Bioengineering, and after I graduate I hope to enter my profession as a bioengineer so that I can help people by inventing Soylent Green.

I intend to serve actively in my church at various callings. Also, I plan to give back to scouting some day by serving as a scout leader, so I can help other boys achieve what I have had the opportunity to do.

For these reasons, I ask that you consider me for advancement to the rank of Eagle Scout.

Thank you,

< space for your signature >

John Doe

Be sure to sign your letter.

21. When you turn in your complete Eagle packet, submit the following together:

- *Eagle Project Workbook*, complete with signatures and photos
- *Eagle Application*, complete with signatures, merit badges, leadership positions, and references
- Five or Six Letters of Recommendation from those references on your *Eagle Application*
- *Letter of Ambitions and Life Purpose*
- *Member Summary*
- *Eagle Statistics Form*

You can also turn in the following at that time, if you want:

- extra photos
 - brochures
 - fliers (especially ones that you made)
 - posters
 - *Personal Hours*
 - sign-up sheet
 - applicable receipts
- Place all these things in a manila folder, labeled “John Doe Eagle” on the tab
 - Do not use a binder or any other kind of fancy folder
 - It is not necessary to punch three-ring binder holes in any of the documents
 - Staple only your *Letter of Ambitions* and *Member Summary*, if they are longer than a single sheet
 - Call me to schedule a time when you, your parent, your mentor, and I can get together so you can submit your packet to me

When we get together, we'll need about twenty minutes to look over your packet so I could let you know at first glance whether it appears complete. And ***the moment I accept your packet and tell you that it appears complete must occur before the day you turn 18***. After you leave, I'll look through your packet in detail, to make sure it really is complete. I'll try and remember to text you, to let you know that I have submitted your packet to the District.

A District leader will call the number listed on your *Eagle Application* to schedule you for an Eagle Board of Review.

22. Here are a few tips for when you show up to your Eagle Board of Review (BOR):

- Wear your complete scout uniform. If you don't have a scout uniform that fits, wear your Sunday suit; don't go out and buy a scout uniform or scout socks or a scout belt for your BOR
- Be prepared to give the Scout Sign and recite the Scout Oath, Scout Law, Scout Motto, and Scout Slogan
- Bring your parents with you to your BOR
- Invite your unit leader to your BOR; he will introduce you to the Board
- The BOR is not a test, but it's a time when the Board could meet with you and feel that they're advancing an actual person, so they'll ask you a lot of questions regarding your scouting experience, your project, and how scouting might have enriched your life
- The date of your BOR is the official date you earn your Eagle. Your paperwork will be submitted to the Council and to the National Board, who will have the final say as to whether you have completed everything you need for your Eagle, but the date of your BOR will still be your official Eagle date.
- Don't schedule your Eagle Court of Honor (if you plan to have one) until after you receive a notification postcard from the council indicating that you have been officially accepted as an Eagle Scout

23. Here are a few tips regarding your Eagle Court of Honor (COH):

- If you're deciding whether to even hold an Eagle COH, try and remember that it's not *for you*, but *for your parents and your leaders* who have helped you through the years
- Take your Eagle notification postcard to the scout office and pick up your Eagle packet; you can also

purchase your Eagle award case at that time

- When you decide on a date and time for your COH, call, email, or text me with that info, and I'll schedule it for you
- Plan to keep your COH short: 30 to 45 minutes at the very most; this is a good compromise, since you'll probably want it to end after ten minutes and your parents will want it to go two hours

24. If you have enough time left between your Eagle BOR date and the day you turn 18, you can still earn Eagle Palms.

- Three months must elapse between the dates of your Eagle BOR and your first Eagle Palm, then three more months between your first and second Eagle Palms, etc.
- Each set of five merit badges earned after your first 21 qualifies for an Eagle Palm
- You must appear before non-Eagle (regular Scout) BORs for your Eagle Palms
- An Eagle Palm requires a special application
- Once you turn 18, you can no longer qualify for Eagle Palms

Good luck,
Noji Ratzlaff,
Stake Eagle Coordinator
Orem Aspen Stake

801-368-1865

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