

GSLAC -- River Trails District
Eagle Scout Leadership Service Project Trail (03/01/12)

- Attend a "Life to Eagle" seminar with your parents and/or Scoutmaster and obtain the information to get started.
- Read and review the Eagle Scout Service Project Workbook, No. 512-927.
- Start a time log to keep track of all your time and any others that are involved in the planning process.
- Develop several ideas for a Service Project that will give you an opportunity for planning, development, and leadership. Your project can be for any religious institution, any school, or your community.
- Select a "Coach". Work with your Scoutmaster to choose an Eagle Project Coach ("Coach") to advise you through your entire project.
- Review and discuss your ideas with your Coach.
- Share your ideas with your parents and Scoutmaster.
- Meet with the benefitting organization(s) to discuss your project idea(s) and provide them with the handout, "The Benefitting Organization's Guide to an Eagle Scout Leadership Service Project".
- Select the Service Project idea you would like to develop.
- Complete the "Eagle Scout Service Project Proposal" portion of the Workbook. Make sure to include the "Fundraising Application". Pictures of the existing conditions can be included also.
- Review the completed Project Proposal with your Coach.
- Get the approval signatures on your Project Proposal. Review the project with your Scoutmaster, Unit Committee, and the Beneficiary and get their approval signatures. You must sign the proposal also.
- Copy and prepare your proposal for presentation. Find a system that keeps the documents neat and organized for presentation. Three-ring binders work best and can be used for your final documentation and presentation.
- Call the Eagle Board Chairman to set up an appointment to sit before the District Eagle Board for your Project Proposal Review. If leaving a message, please speak clearly, leave your name, phone number, and the reason you are calling.
- PRACTICE, PRACTICE, PRACTICE your presentation. BE PREPARED! Know your project.
- Attend your Eagle Board appointment and bring your original plus two copies of your proposal. Invite your Scoutmaster or a Unit Leader to attend with you.
- Complete the final project plan. It is best to have the benefitting organization review your final plan before you start your project. It is best to also communicate with them as the project progresses to ensure approval/signatures upon completion.
- Complete your project.
- Keep a notebook with project details that will serve as a guideline as you write your final report. Pictures may be taken as your project progresses and used in your final report.
- Finish your merit badges. While you are working on your project, don't forget finish up your merit badges if you have not done so.

- Secure your letters of recommendation. Ask the people you want to write your letters of recommendation now. The letter writers will return the sealed letters to you and they will remain sealed and brought to your final project review.
- Write up your completed project report. Make sure you:
 - 1) secure all necessary signatures;
 - 2) list all changes to the project;
 - 3) make sure to attach all time logs for your planning time, your work/leadership time, planning time of others, and work time of others; and
 - 4) print and prepare pictures for presentation.
- Write a "Statement of Ambitions and Life Purpose". List positions held in school, church, scouts, and any awards you have earned. Explain scouting's positive influence on your life and describe your future plans/goals.
- Complete the Eagle Application. Ask your Troop Advancement Chairman to give you a report from Troop Master (or from their records) for rank advancement, positions held, and Merit Badge dates. List these on your Eagle Application in the dated order they were earned/recorded in your Scout Handbook.
- Complete Scoutmaster Conference. This step and all the steps above must be completed BEFORE your 18th birthday (not on your birthday)!
- Submit full package to Council. Allow up to 7 days for review. Be sure to keep a personal copy. Be sure to include:
 - 1) advancement report (paper version);
 - 2) Eagle Application;
 - 3) Statement of Ambitions and Life Purpose;
 - 4) sealed letters of recommendation;
 - 5) completed Eagle Project Workbook with all necessary attachments; and
 - 6) completed merit badge cards as listed on the Eagle application.
- AFTER Council approves your application, call the Eagle Board Chairman to set up an appointment for your District Eagle Board "final review". If leaving a message, please speak clearly, leave your name, phone number, and the reason you are calling.
- PRACTICE, PRACTICE, PRACTICE your presentation. BE PREPARED! Know your project.
- Attend your Eagle Board appointment and bring your original Workbook and two copies plus:
 - 1) original Eagle application with all necessary signatures;
 - 2) all necessary attachments and pictures;
 - 3) Statement of Ambitions and Life Purpose; and
 - 4) sealed letters of recommendation.
- Make sure the district-level signature is acquired on the Eagle application after your final approval.
- MAKE A PERSONAL COPY OF YOUR EAGLE APPLICATION and make a copy and forward to your Advancement Chairperson. Submit your completed, original application and a completed press release to Council. They will submit the application to National.
- Plan and hold your Eagle Court of Honor. Do not pick a date earlier than 4 to 6 weeks after submission. Your application must be approved before you hold your Eagle Court of Honor.
- Make sure to thank everyone who helped you achieve the Eagle rank.