

INSTRUCTIONS FOR EAGLE SCOUT CANDIDATES:

Required things:

- 1) Your Eagle Scout requirements and Scoutmaster Conference must be complete by 11:59 PM on the 17th year 364th day (i.e before your actual 18th birthday). It is recommended you finish well before this timeframe.
- 2) There are two signatures from the troop needed on the Eagle Application, the Scoutmaster and the Committee Chair. It is recommended that these two signatures are done before your 18th birthday, there are allowances for them to be done after but as Best Practice, get them done prior.
- 3) A scout has up to 90 days past his 18th birthday to complete his Eagle Board of Review. There are "Extension" options via the National Office of BSA but are limited and should not be counted on.
- 4) Flow of the Eagle Process:
 - a. Scout completes his requirements which includes the Eagle project.
 - b. Eagle Project may be done anytime after your Life Board of Review, does not have to be the last thing after all merit badges are done as some believe.
 - c. Scout uses these instructions and contacts Lynette Dukes the Eagle Registrar at the Council Office – It is important that this contact is made by email as she will return an action list and your records from the council database.
 - d. Scout should request his Individual History Report from the troop Advancement team. The scout should verify the troop records against what Lynette Dukes sends. All discrepancies need to be resolved. Note: Lynette Dukes gets her information from the troop so fix it in the troop records and it will update the council records.
 - e. Scout will then fill in the Eagle Application, write the Life Ambition Statement plus any additional instructions that follow in this document.
 - f. Once all items are completed a Scoutmaster Conference can be conducted.
 - g. The Scoutmaster Conference will verify the completeness of the Eagle Project paperwork, Eagle Application, Life Ambition statement, References, paperwork for Lynette Dukes at the council office.
 - h. Once complete and the scoutmaster signs the application the scout must then get the Committee Chair's signature and provide a copy of the Application to Eagle Advancement person (Mr Coppenhaver) in the troop to chase the letters of recommendation.
 - i. Once we reach this point the Eagle Application, Life Ambition Statement and

anything else listed on Lynette Dukes instructions must be taken to her at the council office. Note: With COVID-19 active, drop-off at Council is not available, mail would be appropriate, FOLLOW HER DIRECTIONS.

- j. Lynette will log in your paperwork and tell you an estimate of when she will complete her review and sign your application as verified. Could be up to 4 weeks, but is usually done in a few days.
- k. Once her review is completed and not before!!! The scout may then book his Eagle Board of Review. They will not let you book without Lynette's signature.
- l. Most districts have Eagle BOR and Project Review nights scheduled during the month. Seminole district is the 2nd and 4th Thursday of the month. Special requests can be made for off schedule BORs.
- m. The District Eagle Board will provide a list of things the scout must do to be prepared for the Board of Review (i.e. multiple copies, "original" signed Eagle Application and an Advancement Report).
- n. When the Eagle Board of Review is passed, this will be the date of the Scout's Eagle.
- o. The Eagle Application, Board of Review Advancement report must then be filed with Lynette Dukes at the Council Office so your Eagle Award Packet can be created and final National paperwork filed.
- p. Mentor pin, there is one in your packet, if you would like to award more to people who have mentored you along the trail, you can purchase additional at the Scout Shop.
 - Scouts have awarded to their parents, ASM, other leaders in the troop
- q. Plan your ceremony!!

Eagle Project:

1. The flow is to prepare your proposal and get it approved; then complete your final plan filling in details and handling any feedback by the District review team; perform your actual project; do the project after action report; review the report with your beneficiary and get their signature; lastly meet with your scoutmaster for final signature.
2. Must be for a not-for-profit organization.
3. Highly recommended that an Eagle Project Coach is used.
4. By rule there is not a specified “size of” a project. The scout must show 3 key things: planning, leadership and ability to execute his plan. A project of 80-100 man-hours typically has all the needed elements in it to accomplish the three key areas.
5. Four signatures on the proposal are required: Beneficiary, Scoutmaster, Unit Committee and the District in that order.
6. It is recommended that the scout avoid fundraising as part of the project because that will require an additional request, district/council review and approval which can take additional approval time (i.e. a couple of months depending on scope of fundraising).
7. Recommendation is to state for the project that he will be “Using funds from his scout account”.
8. It is recommended that the scout approach filling out the details of the Final Plan which is tougher but will make the Proposal detail easier. The reason for this is the District Reviewers are interested in that level of detail to confirm the cost of material against the scouts estimate.
9. There is a section of the Project Workbook that asks about “Giving Leadership”. This section has a small block to fill in and the scout will probably get a denial at the district as he provides minimal detail based on the block size. Recommendation is to put a little info and then put “See attached”. The attached will be a separate page or more done in Word that provides details of how the scout is going to organize his helpers into 1 or more teams and then list all of the steps for the tasks each team is going to do. To a level that if the scout was not there, someone can use this attachment to do his project.
10. Make sure each block in the workbook has information in the block.
11. Safety – reference reviewing and using the Guide to Safe Scouting. Also, include the address of the closest medical care should someone get hurt
12. Contact Information:
 - Scoutmaster: Duane Fogg, 1004 Foggy Brook Pl, Longwood, FL 32750, 407-620-6816, email: sm@troop787.org
 - Committee Chair: Tim Berget, 747 Grey Heron Place, Chuluota, FL 32766, 407-375-0546, email: timberget540@yahoo.com
 - Advancement: Robin Powers, 930 Worthington Ct, Oviedo, FL 32765, 678-428-4824
 - Council: Lynette Dukes, Central Florida Council, 1951 S. Orange Blossom Trail #102, Apopka, FL 32703
 - District Eagle: Wayne Garretson, P.O. Box 195122, Winter Springs, FL 32719, 407-915-2651, email: baseagleboard@gmail.com
 - Project Coach and Beneficiary the scout will get.

Eagle Application process to get to your Scoutmaster Conference:

- 1) Contact Lynette Dukes at the Council Office – It is important that this contact is made by email and the subject of the email has:

Eagle Scout Form Request – “your full legal name” – “Date of Birth” - Troop #

You are arranging for you Pre-Eagle packet that is required in order to prep and turn in your Eagle Application after the Scoutmaster Conference. Be aware there are additional instructions that Ms Dukes needs you to perform in order for everything to be complete.

- 2) In the packet from Ms Dukes will be council’s record of your advancements, she will start here to validate your dates.
- 3) Getting an Individual History report from the Troop Advancement Team is a good thing to get, to help with filling it out your application.
- 4) Locate all of your merit badge and rank cards you received at the Troop Court of Honors. If any are missing, see our Advancement Team to get replacements.
- 5) Once you have the cards, organize them in sets of 9 to fit on a copier and make a paper copy of the cards to be submitted to Council Registrar for review.
- 6) Key is all of these cards will be utilized to validate every date listed on your Eagle Application.
- 7) If there is a date discrepancy between the History report and the Court of Honor cards, use the dates on the cards, as that is what will be used to validate. Ms Dukes will provide a merit badge list based on Council records, these should match your cards. If there is an issue come see me and/or the Advancement Team.
- 8) Ms Dukes may send you the Eagle Application PDF. If not, then download the latest PDF fillable Eagle Application from [scouting.org](https://www.scouting.org). Check the printing date in the lower corner – needs to be January 2019 or later – get the latest one (currently January 2020).
- 9) When filling out, provide your full name including middle name. No nicknames.
- 10) When filling out the references section, every person must be CONTACTABLE which is the scout’s responsibility to provide. You should contact each person you put on the form to let them know you are using them as a reference and for them to expect to be contacted by someone from the troop to write and submit a reference letter.
- 11) The troop committee will make the contact to get the references.
- 12) Each item on each line must be filled in; blanks will get your application rejected. Get mail address, phone and e-mail for each contact. As you type into the form the font will change to ensure all the detail will fit.
- 13) Employer is the only line allowed to be blank.

- 14) For "Religious Reference", if you do not have a direct contact with a pastor, etc, you may list your parents on that line also.
- 15) Merit Badges and Rank dates, make sure each date listed on the court of honor cards is used. THE NON-REQUIRED SECTION MUST BE IN CHRONOLOGICAL ORDER AND SELECTED IN ORDER FROM MS. DUKES LIST. CHECK HER INSTRUCTIONS. Its best to make sure your merit badge info matches what Ms Dukes gives you. She has kicked things back for not following her instructions.
- 16) Unit is your current troop # unless you were in multiple troops, then list each merit badge and specify the unit number you were in when you earned it.
- 17) Leadership position must cover six months from the date of your Life Board of Review which is the date listed on your Life Rank card.
 - a. It can be made up of multiple positions (i.e. 3 months as Troop Quartermaster, 3 months as ASPL) but must cover six months since your Life BOR.
- 18) Eagle Project - total your hours and place on the form.
 - a. The list of helpers and amount of time served must be turned into the Advancement Team.
 - b. The Project will be reviewed and final signature will occur during the Scoutmaster Conference (unless it has already been done previously). Make sure the FINAL PLAN and PROJECT REPORT portion of the project is complete.
 - c. In Ms Dukes instructions there will be an item where you have to register and log your Eagle Project hours and print a certificate which must accompany your Eagle Application.
- 19) Life Ambition Statement - Where are you going in the future.
 - a. Do 1 to 2 paragraphs on your scouting career (summer camps, high adventure, camp staff, OA, leadership roles, etc.).
 - b. Do 1 to 2 paragraphs on your high school activities (clubs, sports, favorite subjects, etc.).
 - c. Do 1 to 2 paragraphs on future schooling (finishing high school, college plans, anticipated major)
 - d. Do 1 to 2 paragraphs on where you see yourself in the job force when you graduate high school and/or college.
- 20) Scoutmaster Conferences for Eagle are typically not done at a Troop Meeting but may if the timing is right. Usually will be done at my house one evening during the week or over the weekend.

- 21) They take between 45 minutes and 1.5 hours to get done.
- 22) The golden rule: The scoutmaster and committee chairman must sign your Eagle Application as complete prior to your 18th birthday. It can go to council after the 18th birthday.
- 23) Board of Reviews for Eagle may occur anytime within 90 days after your 18th birthday. Our district has them scheduled on the 2nd and 4th Thursdays of the month. If you are in a time crunch due to your 18th birthday they will schedule a special one for you.
- 24) Do not ask anyone else to do the conference in my absence. If we can't make it happen with today's technology, I will designate someone to do your conference if we're in a time crunch.
- 25) A copy of the signed Eagle Application goes to Troop Eagle Advancement Chair to chase reference letters.
- 26) Lynette Dukes gave you a packet that has instructions for turning your application, life ambition statement, Eagle Project completion page, Project Certificate, etc into her. You will take her the list of things she specifies, and she will review.
- 27) Once she reviews and signs the Eagle Application you may book your Eagle Board of Review.