

HEART OF NEW ENGLAND COUNCIL LIFE TO EAGLE GUIDE

Requirements:

1. Be active in your Troop and your Patrol for at least six (6) months as a Life Scout.
2. As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future.
3. Complete all merit badges required for the Eagle rank (21 Total).
4. Serve actively for at least six (6) months in a qualified Troop position of responsibility while a Life Scout.
5. Eagle Service Project: While a Life Scout, plan, develop, and give leadership to others in a service project.
6. Participate in a Scoutmaster Conference.
7. Complete your Board of Review.

1-6* CAN BE DONE IN ANY ORDER! DO NOT WAIT TO PICK / START A SERVICE PROJECT!

Choosing a leadership project- where you should be looking: The Eagle Scout Service project must benefit a religious institution, a school or the community. It cannot benefit Scouts BSA. A religious institution or school is rather straightforward; the community aspect can sometimes be a little tricky. Places to look for service projects include the local parks & recreation departments you may already be involved with, state run-departments (although these often times get sidelined by red tape-a strong coach would benefit any project on this side), local community-based programs (such as Little League, etc.), local, regional or national non-profits - a service project cannot benefit a for-profit business, We always recommend that the project idea benefit something/someone you are passionate about. Many of these will already have a long wish list that they can present to the Scout to see if there is any interest there.

Beyond the above listed items that meet the requirement, there are other things to consider. Anything that could easily be done at the Troop level, like a church clean-up day, does not meet the requirement of plan, develop and lead. Anything deemed regular maintenance that staff already in place would ordinarily handle is exempt as well. If there are any questions, any one of the Advancement Team can assist with guidance. Make sure the project beneficiary owns the property to be worked on, or ensure that required permission is obtained from the owner. Additionally, HNE offers workshops to Star and Life Scouts on a regular basis. Please check the Council calendar often. We highly recommend that every Scout attends a workshop before they start the proposal process.

Recommended proposal phases:

- 1) Meet and discuss the above options with your Scoutmaster or your advancement committee. If there are a few ideas, limit to 2-3 that seem to have reachable goals. Prioritize your ideas, then pinpoint who would be the point of contact for each idea (ultimately the project beneficiary)
- 2) Reach out to your top choices-see if there is something that speaks to them and you as being a worthy project.
- 3) Once you have decided on a project to propose, start filling out the Eagle Project Workbook, 2024 edition. We highly recommend someone on the Troop committee review the proposal before submitting to the Troop Advancement Committee. ***Please note that all portions of the form must be filled out entirely, even if the answer is n/a. Please remember two-deep leadership standards at all times.***

A good rule of thumb is whether who, what, when, where and how has been answered with enough detail/knowledge that it would seem reasonable that the Scout understands what the entire process will entail

(including fundraising) and the proposal is achievable. The proposal should give enough information to the reviewer that makes the case that the proposed project meets the requirements, and that the Scout has ample opportunity to plan, develop and lead, ultimately having a successful project and positive experience.

4) Have the Project beneficiary review and accept the proposed project. ***Please make sure you provide the beneficiary with the “Information for Project Beneficiaries”.***

5) Obtain approval from your Unit Committee chair and Scoutmaster. *Reminder: you still do not have a project! You should not continue planning or start fundraising until final approval from Council.*

6) Gain Council approval. Submit the Proposal and all signatures to Council. This can be done in person, or via email to: hne@scouting.org. Please copy one of the District chairs: either karen.macquillen@heartofnewenglandbsa.org (Quinapoxet) or (Soaring Eagle) lewis.alderton@heartofnewenglandbsa.org. Someone will then contact you to set up an official review. Please remember that like your adult leaders, everyone on the Advancement Team are volunteers, so there will need to be a little patience in receiving a proposal review. Reviews are done face to face, either live or via Zoom meeting. You should be in full class A uniform as this is an official meeting.

This is a good opportunity to clarify fundraising. When we have a Life to Eagle workshop, we instruct candidates to take the fundraising application located in the rear of the Planning portion of the workbook and move it to the proposal section of the workbook. We do this out of common sense. The same signatures that will be necessary in approving the Proposal are required for the fundraising application; if a Scout is meeting the beneficiary to approve the proposed work, it makes sense for you to obtain signatures on the fundraising form instead of having to meet a second time. This rings true for the Advancement Committee signatures needed.

In terms of when an application is needed: a fundraising application is required if the Scout will be asking for any donations of goods or services, including discounts, that will directly benefit the Project. If a Scout asks the local pizza shop to donate pizza for the work day, an application is required. If the Scout asks for a discount on materials at Home Depot, an application is required. The only time an application is not required is if the Scout or their immediate family is funding the entire project with their own funds, or the beneficiary is paying for the entire project with their own funds, or the Troop is paying for the entire project with their own funds. We highly recommend having a Scout fill out a fundraising application for the “just in case” scenarios.

What to expect at the proposal review: You will be invited to meet with no less than one of the Advancement Team and another adult leader, either within the Unit or District. You will be allowed to have anyone there that will make you more comfortable to speak about your ideas and goals. The candidate will be asked about the other requirements for the rank (progress) as well as questions about leadership and implementation challenges. The reviewers are looking for the proposed project to meet the requirements we’ve already discussed. If there is not sufficient evidence of this, the candidate will be asked to go back and re-write their proposal with better information, most of which will be fleshed out in the conversation.

Again, until your proposal is signed by someone on the Council Advancement Team, YOU DO NOT HAVE A PROJECT, only an idea for a project.

The Project Coach: Roles and Responsibilities: It is not commonly known that the Eagle Project Coach is a Council-appointed position. Most often a Coach is confused with an Eagle mentor. All Coaches must be registered with Scouts BSA with current YPT and approved by the Council Advancement Committee. The Coach has specific knowledge of the Project Life to Eagle process and has sufficient understanding of the guidelines set forth in the Guide to Advancement. That is not to say a unit may not use their own Coach; they just need to be vetted by Council. We discourage using Scoutmasters for project Coaches. They have other roles to fill in the process. If

your unit wants the Advancement Team to appoint a Coach, we have a Team of dedicated volunteers who will assist in achieving rank requirements. Your District Advancement Chair can help you find the right Coach.

The Next Step-Planning: Once you have obtained all of your approvals, you can start working on your project. Start a spreadsheet that tracks all the time you spend planning and implementing your project, along with the times anyone else helps you. This is where you show leadership by delegating tasks, including planning and fundraising. Use the Planning portion of the workbook. Once you have a good, complete plan in place, have your Coach and some other trusted adults review it for tweaking. Make adjustments, and plan your work days. Remember, you should be using people around you for advertisement, communications, procurement. Delegate! Take notes and pictures- they will be needed for the final report.

A project is not fully complete until the report section of the workbook is signed. The most common process for this is to review the report with your beneficiary, and if you have done everything that you agreed to do to the satisfaction of the beneficiary, they will sign the report. The other signature comes from the you, then the Scoutmaster. While it has been noted that the Scoutmaster Conference can be done at any point during the Life rank, we feel it makes most sense to complete this after you finished your project, including the report. This gives your Scoutmaster ample opportunity to review the report with you and discuss the other requirements that need to be finished, if any. It also gives a good opportunity for remaining signatures to be obtained. There are many Scoutmasters who also use this as a time to make sure the Scout is ready for a Board of Review. Many also sign the Eagle application if they are comfortable with presenting their candidate to Council for the Eagle rank.

THE EAGLE APPLICATION: This must have all signatures on it before the Scout's 18th birthday. It can be submitted at any point after the Scout's birthday as long as all the requirements have been signed off.

Filling out the application: Use only the most current application (2025 version) for the Eagle rank at scouting.org. All lines must be filled out, even if the answer is N/A. Tip: Scoutbook can start filling out the application for you as it has all the necessary information already input into the database. If your unit is not using Scoutbook, the best course of action is to contact Council and have the Registrar or someone with access to Scoutnet run an advancement report. This will have the Scout's ID#, date of the Life Board of Review, date they became a Scout, etc. We also *highly recommend* getting this report (through Scoutbook, or Lori Sullivan at Council) to confirm all dates are correct, as well as all requirements in line with what you have on the unit advancement end. Now is the time to clear up any discrepancies with the Registrar. New for 2025: National Council is asking for letters of reference to be submitted. HNE Council will still be sending out for references so if this is not feasible for you, don't worry; we'll take care of it. Make sure the contact information for the references is clear, correct, and if possible, more than one is given for each. The more references the better. Use another sheet to list more, if desired. Informing our references that they will be contacted is encouraged.

Make sure all the signatures are in place: Sign the application as well as your Scoutmaster and Committee Chair.

Letter of Intent: This is a statement of ambition as well as an overview of your experience in Scouts BSA that needs to be submitted with your application. It is a wonderful opportunity for you to tell the Board about how Scouting has influenced your life and how it will continue to influence you in the future, and what you may envision doing with that future. This should be typed or written legibly. It does not need to be a novel, but a few paragraphs will suffice.

Submitting to Council: The Eagle application, along with the letter of intent, with all necessary signatures up to that point, should be submitted in person to the Council service center, or via email. If this is submitted electronically, all pages must be scanned in and sent to: hne@scouting.org AND lori.sullivan@scouting.org.

Vetting of Application: Council will then review the application for accurate dates, and contact the Scout's references for letters of recommendation. Council only allows (2) weeks turnaround time before they send the

application off for scheduling of Boards; having references in hand will make this happen sooner. A Scout that has no letters returned will still be scheduled for a Board. The reference letters are an important tool in showing how Scouting has impacted the Scout from someone else's perspective, and tells the Board a little more as to how the Scout has lived up to the Oath and Law.

Sending out to Schedule: Once the application has been vetted and the letters of reference obtained about two weeks from submittal, the application will go to the District Advancement Chair for scheduling via email with .pdf copies. Council will send the hard copy of the application and letters to the Scoutmaster. Someone on the Advancement Team will contact the Scoutmaster to coordinate a date. A couple of reminders: Council has up to *24 months* after a Scout's 18th birthday to hold a Board with no explanations necessary, Boards can be held after the 24 months with an application requesting a Board. As everyone on the Advancement Team are volunteers like all the unit leadership, coordinating a Board can sometimes take a bit, especially if the Scout has gone off to college. No one in the Heart of New England Council wishes for our Scouts to have to wait an extended period of time and will do everything in their power to grant a timely Board.

Coordinating a Board: Council for the most part lets each individual unit set up their own Eagle Boards and provides the representative necessary to Chair the Board. The same rules apply to an Eagle Board as to all the previous Boards: no less than 3 Board members, no greater than 6 Board members. One of those members must be a Council representative. We highly encourage having members of the Charter Organization and/or community participate in Eagle Boards. Scoutmasters are not allowed to be on the Board, but can be in the room, if the Scout chooses, as silent support. Board members must be at least 21 years of age. Parents are not allowed to sit on a Board.

The Eagle Board of Review: The Board will be convened in a private, comfortable space. The candidate will be asked to provide their full Project Workbook for review, along with pictures or other documentation if they have any. The Scout will also have the option of providing any other awards or memorabilia they want the Board to see. The Scout should be in full Class A uniform. The Board members will review all the materials provided, then have the Scoutmaster (or Troop representative) introduce and endorse his candidate. They will have the option to stay as a silent witness if desired. The Board will then spend 30-40 minutes asking details about the Scout's Project and Scouting career in general. The Chair will be responsible for ensuring the questioning stays appropriate and in the right direction. Boards of Review are not tests; they are merely confirming the Scout has met all the requirements. The Scout will then be asked to leave the room while the Board discusses and votes, which must be unanimous. The Scout will be asked back in and the determination will be shared with the candidate.

Final Submittal: If the Scout passes their Board of Review, the Council representative will endorse the application and forward it (often within 48 hrs) to Council for approval, then to National Council in Texas for final approval - the paperwork may take up to a month depending on circumstances. If the Scout needs proof that they have made their rank before final approval from National arrives, the Council Registrar can provide a letter of endorsement. Once the Eagle Packet comes back from National, the Scoutmaster will be contacted to pick it up at the Council service center.

CONGRATULATIONS, YOU ARE AN EAGLE!

Some tips/tricks to keep in mind: The Guide to Advancement has answers to just about any question you may have. It can be found at <https://www.scouting.org/resources/guide-to-advancement/>, and on the hnescouting.org web site.

We cannot say it enough: **PLAN, DEVELOP AND LEAD**