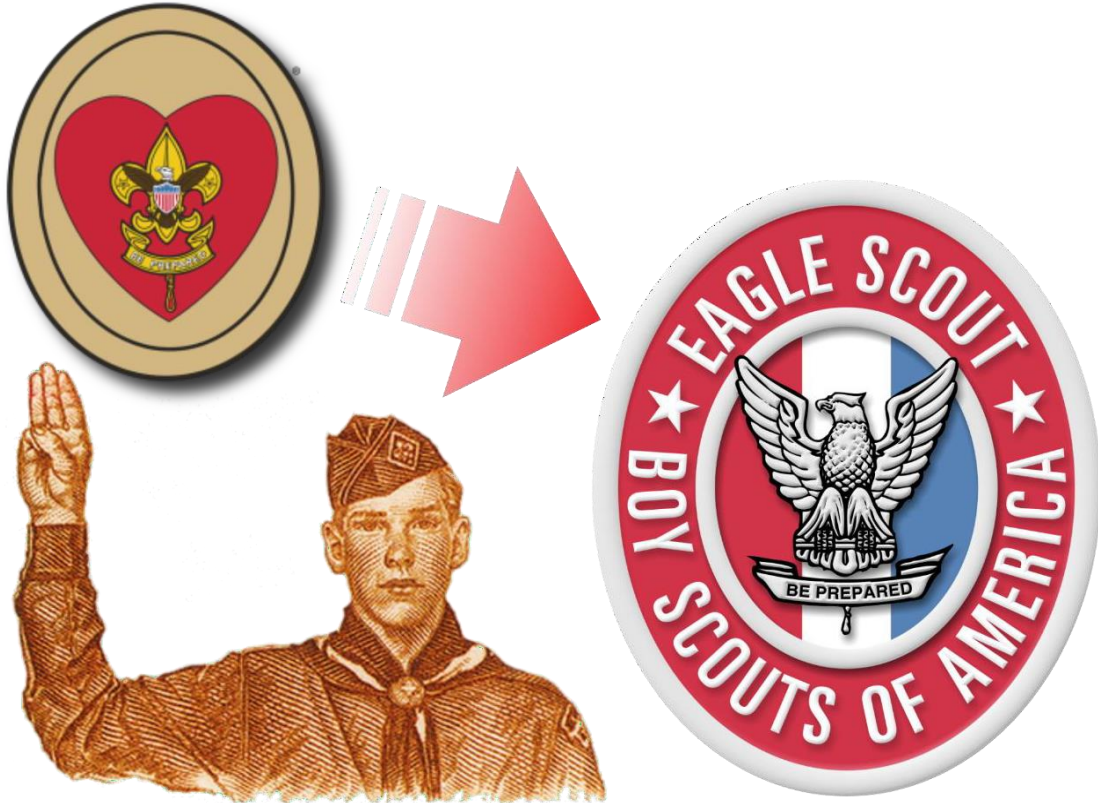


# CHATTAHOOCHEE COUNCIL

## *Flight to Eagle Journey*



Scout's Name: \_\_\_\_\_ Troop # \_\_\_\_\_

Unit	Name	Phone	Email
Scoutmaster			
Unit Advancement Chair			
Eagle Project Coach			
Unit Committee Chair			
District Advancement Chairs (Eagle BOR)	GHL - Kevin Nelson Musk - Bill Storey Saug - John Hung YJ - Mike Wilson	(253) 312-2307 (706) 536-9677 (334) 826-3515 (706) 333-7973	boyscouttroop47.waverlyhall@gmail.com storyroots@gmail.com jdaezhung@mac.com mwilson@newventures.org

***This packet and all forms are available on 91bsa.org.***

# THE FLIGHT TO EAGLE PACKET

## UNIT RESPONSIBILITIES

Every Unit should have **Both** an Advancement person and an Eagle Project Coach. This can be the same person. The Eagle Project Coach must understand the Eagle Scout Service Project Workbook completely. It's the Eagle Scout Coach's responsibility to help a Life Scout plan and carry out an Eagle Scout Service Project. The most current *2021 Eagle Scout Service Project Workbook* and the *2020 Eagle Scout Rank Application* are available online at 91bsa.org under the Resources Tab / Flight to Eagle Tab.

The Unit Advancement Person, Scoutmaster, and Eagle Project Coach needs to conduct a "Flight to Eagle Conference" with the new Life Scout and their parent(s) as soon as possible after their Life Board of Review. In this conference, you should go over this packet with both the Life Scout and their parent(s), so that both the Scout and their parent(s) understand what they will have to do to earn the coveted Eagle Scout Rank.

## MATERIALS NEEDED

- Chattahoochee Council "*Flight to Eagle*" packet which includes all necessary forms
- Scouts BSA Handbook

## TIPS AND SETTING UP FOR SUCCESS

- **Encourage Scouts to set a target date** for completing their requirements, and make sure it's several months before they turn 18.
  - Target Date for Eagle Board of Review: \_\_\_\_\_ 18<sup>th</sup> Birthday: \_\_\_\_\_
  - Do I want Eagle Palms:  Yes  No *If Yes, how many extra months before 18: \_\_\_\_\_?*
  - Target Date for Eagle Project Completion Date: \_\_\_\_\_
- **Emphasize to Scouts that every step will take longer than they think.**
- **Suggest that Scouts concentrate on merit badges first** and then the service project (or vice versa) so they won't feel overwhelmed.
  - Do I have all my merit badges complete?  Yes  No *If No, how many do I need? \_\_\_\_\_*
  - Do I have a potential project picked out?  Yes  No
- Family Life, Personal Fitness and Personal Management merit badges all have requirements that take several months. **Urge Scouts to get those requirements out of the way early.**
  - Family Life (Number of Months Required:(\_\_\_\_))
  - Personal Management (Number of Months Required:(\_\_\_\_))
  - Personal Fitness (Number of Months Required:(\_\_\_\_))
- **The Scout Leader should NEVER work harder than the Scouts they're working with.**

## FLIGHT TO EAGLE CHECKLIST (for the Scout and Leader)

- 1. Download and read the *Eagle Scout Service Project Workbook* from 91bsa.org. Pay particular attention to the first five pages. If you do not have internet access, talk with your Eagle Project Coach or Scoutmaster. You can use the pages included as a working copy and transfer it to a digital copy later if you'd like.
- 2. Work with your Eagle Project Coach, Project Beneficiary and/or Scoutmaster (or designee) to identify a project concept.
- 3. Obtain a Project Beneficiary representative from the group that will benefit from the project.
- 4. Complete the *Project Proposal* section of the *Eagle Scout Service Project Workbook*, including your Candidate's Promise signature.
- If you are raising funds for your Eagle Project**, complete the Service Project Fundraising Application and submit to the District Advancement Committee along with the project description when attending the project review. You will need to obtain the signatures of the Project Beneficiary and your Unit Leader. This must be approved and ready for presentation with your project proposal. You do not need a fundraising form if you are planning to raise \$500 or less.
- 5. Show the *Project Proposal* to your Project Beneficiary for approval signature.
- 6. Show the *Project Proposal* to your Eagle Project Coach/Scoutmaster for review and your Scoutmaster for approval signature. (\*Eagle Project Coach/Scoutmaster can be the same person)
- 7. Schedule a project review with your Unit Committee and obtain approval signatures.
- 8. Your Unit Leader will schedule a project review with your District Advancement Chair to present your project. Please bring the original and 2 copies of your *Project Proposal* to help everyone read along.
- 9. Fill out the *Project Final Plan* in the *Eagle Scout Service Project Workbook*. (It is recommended you show this to your Eagle Project Coach or Scoutmaster.)
- 10. Carry out the work portion of the project. Take detailed notes and recordkeeping for filling out the *Project Report* (step 11 below) as you complete your project. Make sure the Scoutmaster and/or Eagle Project Coach is present for the workday(s). Keep a log of hours worked by all involved.
- 11. Fill out the *Project Report* and obtain project completion signature from your Project Beneficiary. Then review this report with your Eagle Project Coach or Scoutmaster, have it signed and dated.

**Before moving on to the next steps, please ensure that you have completed all requirements for Eagle. If you have merit badges to complete, stop and finish those before proceeding.**

- 12. Download and complete your *Eagle Rank Application* and *Statement of your Ambitions and Life Purpose* (requirement 6) from the 91bsa.org website. Double check the dates of when you received your merit badges and rank advancements. Obtain a person profile (to obtain accurate dates) from your Scoutmaster, Unit Advancement Chair or contact the Council Office.
- 13. Download or use the included Recommendation request letter. Distribute those to your references, either in-person or by email. \*Delivering physical copies give a personal touch to the process (requirement 2)
- 14. Schedule and take part in a Scoutmaster Conference. Ensure your *Project Report* and *Eagle Scout Rank Application* are signed by yourself (Applicant) and your Scoutmaster. Obtain the Unit Committee Chair signature on the *Eagle Scout Rank Application*.
- 15. Your Scoutmaster, Eagle Project Coach or Unit Advancement Chair will turn in the *Eagle Scout Rank Application* and complete *Eagle Scout Service Project Workbook* (to include the recommendation letters) to the Council Office Registrar. The Registrar will verify the requirements and let the Scoutmaster, Eagle Project Coach or Unit Advancement Chair know once complete and ready to be picked back up. (\* Parents and Scouts should NOT transport the *Eagle Scout Rank Application* and *Project Workbook* to the Council Office) The Eagle Scout Board of Review can now be set up with the District Advancement Committee. The original and 2 additional copies of the *Eagle Scout Rank Application* and the complete *Eagle Scout Service Project Workbook* will be taken to the Eagle Board of Review. Each copy needs to be in a 3-ring binder.

# CHOOSING AND DEVELOPING AN EAGLE PROJECT

1. Choose your project by discussing possibilities with your parent(s), Scoutmaster, Unit Advancement person, and/or the Eagle Project Coach who understands the concept of an Eagle project. Identify a place that you enjoy, such as a park, your church, your school, a national forest, or recreation area and contact those in charge. The project needs to be done for a group, not a person, nor can it be a project that you can do yourself! It cannot be a fundraiser. It cannot benefit Boy Scouting directly. Explain what you would like to do and inquire about possible projects. What is most important is the impact or benefit the project will provide to an organization.
2. Once you have decided on a project, discuss it with a representative from the chosen organization and determine who will be your project Beneficiary Representative. This person will be able to expand or limit your idea of a possible Eagle project and will sign your paperwork.
3. Although the National Council indicates ***“Only as many hours as necessary to demonstrate his/her leadership in the project”***, it would not make sense for the highest award in Scouting, to require anything less than that required for Star or Life. Keep in mind the emphasis of the project is to show leadership and service, which dictates the project have a significant number of hours to complete. **Create a time log.** You need to track your yours and the hours others work on your project. Separate lists by youth and adult, and by registered in the BSA and not registered. You will need this information at the end when completing your Project Report section. All the time you and others use discussing or working on your project counts, including transportation time to and from meetings, and the actual project work hours, along with time used in completing your Eagle Scout Project Workbook.
4. **Eagle Scout Service Project Fundraising Application.** The Eagle Scout Service Project Workbook contains the **Project Fundraising Application**. Remember, an Eagle project **cannot** be a fundraiser, but sometimes it is necessary to raise funds to carry out an Eagle project. **Please make sure you understand all the rules of fundraising!** Once you have the approval signatures from your Beneficiary and your Unit Leader, make sure to take the **Eagle Scout Service Project Fundraising Application** with you when you have your *“Project Proposal”* approved by your district. The District Advancement Committee will review and approve this form. It must state in the **Preliminary Cost Estimate** that if the funds raised for your project do not cover the costs, that the necessary money will be somehow provided. It must be guaranteed that the project will have the necessary money so the project can be completed before it can be approved. A fundraiser of \$500 or less **will NOT** require an approved fundraising form.
5. Remember to be as detailed as possible when you are filling out your paperwork. This will help you to be able to explain and defend your project to the District Advancement Chairperson and to the Eagle Board of Review. Your Eagle Scout Project Workbook and your Eagle Scout Rank Application should be typed versus handwritten to ensure legibility.

## EAGLE SCOUT BOARD OF REVIEW (BOR)

- The Council Registrar will check your Eagle Scout Rank Application, Eagle Scout Service Project Workbook, and recommendation letters. Once verified for accuracy and completion, it will be delivered back to the Unit Leader, Unit Advancement Chair or Project Coach. Your References can mail or deliver their completed recommendation letters back to the Unit Leader or Unit Advancement Chair. These recommendation letters should be in sealed envelopes when turned in. *\*See Reference Request.*
- **As an Eagle candidate, it is your responsibility to follow up on your Eagle paperwork.** Give the Registrar 2-3 business days after it is turned in to process your application. Additionally, you or your parent can follow up with your references to make sure recommendation letters will be completed and/or received prior to the date of your BOR. Although a lack of recommendation letters should not prevent a BOR from happening, Chattahoochee Council requests that all recommendation letters are submitted when turning in the Eagle Scout Rank Application and Service Project Workbook to the Council Registrar to be verified. You may be asked to wait until the following month to complete your BOR in an effort to collect recommendation letters.
- The Eagle application, Council generated verification application, statement of ambitions and life purpose, all recommendation letters, and a blank advancement report will be emailed to the District Advancement Chairperson for preparation of the Eagle Scout BOR.
- The Council Registrar will contact the Unit Leader and Unit Advancement Chair to pick up the Scout's Eagle Project Workbook. Upon receipt of your paperwork, the Unit Leader will need to contact the District Advancement Chairperson to schedule your Eagle Scout Board of Review. *\*See specific District Board of Review Procedures below.*
- The Eagle BOR will consist of at least 2 adults and the District Advancement Chairperson. None of these people may be related to you nor may your Scoutmaster or an Assistant Scoutmaster participate. **Your Eagle Scout BOR will consist of a minimum of 3 members and no more than 6 members.**  
***\*Remember to bring your Eagle Project Workbook (total of 3 copies) with you to the Board of Review.***
- If all members of the Eagle BOR vote to approve you as an Eagle Scout, the District Advancement Chairperson and a member(s) of the BOR will sign your Eagle Scout Rank Application and the Advancement Report. The original signed Eagle Scout Rank Application and Advancement Report need to be delivered to the Council Registrar either in person or by mail to be submitted to National BSA Office and maintained on file. Your Eagle Project Workbook will be given to you at this point.
- Once the Council Registrar receives your Eagle certificate from the National BSA Office, they will contact your Unit Leader so it can be arranged to be picked up along with your Eagle award kit.

## Individual District Board of Review Procedures:

### GHL:

#### Muskogee:

- **Eagle Project Proposals** will be conducted via Google Meet as needed. Unit Leader will reach out to Bill Storey to schedule.
- **Eagle Scout Board of Reviews** will be held the second Thursday each month (7:00-9:00pm) at **First Presbyterian Church (1100 First Avenue, Columbus, GA)**. Unit Leader will reach out to District Advancement Chair, Bill Storey to schedule.

#### Saugahatchee:

#### Yellow Jacket:

- **Eagle Project Proposals** will be scheduled as needed. Unit Leader will reach out to District Advancement Chair, Mike Wilson to schedule.
- **Eagle Scout Board of Reviews** will be scheduled as needed. Unit Leader will reach out to District Advancement Chair, Mike Wilson to schedule. Unit Leader must arrange to have the Scouts' Eagle Project Workbook and supporting documents delivered to the District Advancement Chair at least three (3) days prior to the scheduled Eagle BOR.
- **Both Eagle Project Proposals and Eagle Scout Board of Reviews** will be held at **New Ventures (306 Fort Drive, LaGrange, GA)** unless the Scout's family specifically asks for a virtual Eagle BOR.
- In the event of an unforeseen circumstance such as a death or sickness in the Scout's family, which would affect the BOR date, please notify the District Advancement Chairperson as soon as reasonably possible.

### A note to Parents and Leaders:

- A great way to help your Scout is to help with following up with the Scout's References to make sure they have or will complete them before the Board of Review.
- A Scout Leader is welcome to sit-in on the Eagle Board of Review but remember that this is about the SCOUT so their involvement in the BOR should only be that of an observer.

## The Rest of the Process:

- The Council Registrar at the Scout Service Center will check and process your Eagle Scout Rank Application and you will receive your official Eagle Rank certificate and appropriate badge and pins (award kit) within a few weeks.
- The date of your Eagle will be that of your Eagle Board of Review.
- Once the Board of Review has been completed the Application is sent to the National Office and can take from 2-4 weeks to receive confirmation and the Certificate.
- It is suggested you plan your Eagle Scout Court of Honor once you have the Certificate. The Council has no control over National's processing time nor the mail system.
- There are many excellent ideas for planning your Eagle ceremony on the internet. There are books for sale in the Scout Shop (706-341-3353) that have fine suggestions for an Eagle Court of Honor, along with many Eagle Court of Honor supplies.

### GUIDELINES FOR LETTERS OF RECOMMENDATION

Requirement 2 on the Eagle Scout Rank Application states, "Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf."

Eagle candidates must list the name, address, telephone number and email address of six references (five if no employer) on their Eagle Scout Rank Application. Eagle candidates will also deliver a Reference Request to their references and request them to write or fill out a reference letter on their behalf and mail or email it to the Unit Leader or Unit Advancement Chair. Make sure you have a Recommendation letter from everyone listed on your Eagle Scout Rank Application.

Below are guidelines for requesting and handling letters of recommendation:

1. Personally, contact each of your references. Make sure that they are willing to write a letter for you. Be sure to include your parents/guardians, religious leader, educator (principal, counselor, or teacher), your employer (if employed), and two other people who know you personally. Ask each reference for their permission BEFORE you list their name on your Eagle application.
2. Obtain a copy of the *Confidential Reference Request* and *Confidential Recommendation for Eagle Scout Award* Form from 91bsa.org or in this packet.
3. Write your name and Unit Number at the top of the *Confidential Reference Request* and write the name and mailing address of your Unit Leader or Unit Advancement Chairman on the bottom of this form.
4. Give each of your references a copy of the *Confidential Reference Request*, pointing out that they may complete the recommendation in the several different ways listed on the form. Put the return address of the person writing the reference letter on the outside of this envelope. Also, make a notation on the back of the envelope, "Eagle Scout Reference Letter for (your name)." NOTE: If any of your references prefer to write a personal letter instead of using the *Confidential Recommendation for Eagle Scout Award*, that is fine. Letters should be mailed or emailed directly to your Unit Leader or Unit Advancement Chair. Letters from your references should **NOT** be opened or viewed by the Scout.
5. Once you have completed the Board of Review, thank everyone who serves as a reference, and let them know when you have passed your Eagle Board of Review.



## EAGLE SCOUT RANK AWARD CONFIDENTIAL REFERENCE REQUEST

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EAGLE CANDIDATE: \_\_\_\_\_ UNIT NUMBER: \_\_\_\_\_

Dear Friend of Scouting:

The above candidate for the rank of Eagle Scout has submitted your name as a reference.

Bearing in mind that the Scouting Movement challenges in our youth the finest type of character and citizenship, would you please take a few moments to write a personal recommendation letter addressing the following issues: Accepts Trust and Responsibility, Leadership Qualities, Example for the Good Influence on other youth, Willingness to help Others, Respect and Courtesy, Punctuality, Cheerfulness, and Tolerance towards those who differ with their opinion. From your knowledge, has the candidate lived up to the Scout Oath and Scout Law, as printed below in their daily life?

**Oath** On my honor, I will do my best to do my duty to God and my Country; to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

**Law** A Scout is: Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent

Please include how long you have known the candidate and in what capacity. Kindly be candid and honest in your appraisal of this youth. The granting of this highest award of the Boy Scouts of America, prior to the Scout being fully qualified for it, may prove detrimental to their development. It will be in the Scout's best interest if you would be impartial in this confidential reference, which will guide the Board of Review in its important decision. Kindly address anything their Board of Review can impress upon the candidate that would be of service to them. Please include your phone number in the event that the board would need to contact you.

The Eagle Scout Reference can be completed one of two ways:

1. You can request a paper copy with a pre-addressed and stamped envelope from the Eagle Candidate and mail it to the Unit Leader/Unit Advancement Chair listed below.
2. You can fill out the Reference in a PDF and email it to the Unit Leader/Unit Advancement Chair.

The Candidate's Board of Review will typically occur the second Thursday of the month (varies within each District), so please allow mail time if you are sending a physical copy.

Thank You.

Yours in Scouting,  
The Chattahoochee Council Advancement Committee

For Questions or to return your reference letter, please see the contact below:

Unit Leader/Advancement Chair: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_



Please return immediately; action on this candidate's application awaits your reply.

## CONFIDENTIAL RECOMMENDATION FOR EAGLE SCOUT AWARD

(Not to be seen by Eagle Candidate)

To: The Eagle Board of Review

I have known the Life Scout \_\_\_\_\_, of Troop \_\_\_\_\_ for \_\_\_\_\_ years and submit the following information for your consideration, based upon my personal knowledge of them.

**Please be objective and impartial in this confidential report.** It will serve as an important guide to the Board of Review in consideration of the Scout's application for the Eagle Scout Award.

Please use the following letters to react to these statements: E=Excellent, G=Good, P=Poor, and U=Unknown. Please record your responses in the box to the right of the statement.

Does their best at what they attempt	
Regularly attend religious observances	
General scholastic record in school	
Helps other people whenever possible	
Is mentally alert	
Their honor can be trusted	
Is friend to all; respects different ideas and customs	
Is gentle with others, including animal life	
Cheerfully does tasks that come their way	
Participates in activities beyond Scouting	
Shares duties at home, church, school, and community	
Loves and respects their country and is loyal to it	
Respects the religious convictions of others	
Regularity of school attendance	
Keeps themselves physically strong	
Practices clean speech and actions	
Is loyal to their family, leaders, friends, and school	
Is polite to others regardless of age or position	
Obeys rules of their home, church, school, and community	
Leads others	
Carefully uses their own and other people's property	
Is a positive example of Scouting in their groups	
Is prepared to take care of an emergency situation; can handle it confidently and effectively	
Protects and conserves natural resources; carefully uses time, property, and money	
Has the courage to stand up for what is right, even under the dares of threats of his peer group	

**PLEASE TURN TO THE OTHER SIDE TO COMPLETE THIS FORM**

**I understand that the Eagle Scout Rank is the highest award that a Scout may earn as a Scouts BSA youth. Please check one of the following:**

I do recommend this Scout for this award  I do not recommend this Scout for this award

**Explanation of your decision and any additional comments:** Please indicate why you do or do not recommend this Scout for this award. A short narrative of the Scout's character, leadership, performance of known tasks, etc. will be very helpful to us. You may attach a typed statement if you wish or use the space provided below.

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Thank you very much for your assistance in this very important matter.

Your Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Relationship to the candidate: \_\_\_\_\_ Date: \_\_\_\_\_

## **The Scout Oath:**

On my Honor, I will do my best. To do my duty to God and my country and to obey the Scout Law;

To help other people at all times; To keep myself physically strong, mentally awake, and morally straight.

## **The Scout Law:** (A Scout is....)

**TRUSTWORTHY** A Scout tells the truth. They keep their promises. Honesty is a part of their code of conduct. People can always depend on this Scout.

**LOYAL** A Scout is true to their family, friends, Scout leaders, school, nation, and world community.

**HELPFUL** A Scout is concerned about other people. They willingly volunteer to help others without expecting payment or reward.

**FRIENDLY** A Scout is a friend to all. They are a brother or sister to other Scouts. They seek to understand others. A Scout respects those with ideas and customs that are different from their own.

**COURTEOUS** A Scout is polite to everyone regardless of age or position. A Scout knows that good manners make it easier for people to get along together.

**KIND** A Scout understands there is strength in being gentle. They treat others as they want to be treated. A Scout does not harm or kill anything without reason.

**OBEDIENT** A Scout follows the rules of their family, school, and troop. A Scout obeys the laws of their community and country. If they think these rules and laws are unfair, they try to have them changed in an orderly manner rather than disobey them.

**CHEERFUL** A Scout looks for the bright side of life. A Scout cheerfully does tasks that come their way and tries to make others happy.

**THRIFTY** A Scout works to pay their way and to help others. A Scout saves for the future. They protect and conserve natural resources. A Scout carefully uses time and property.

**BRAVE** A Scout can face danger even if they are afraid. A Scout has the courage to stand for what they think is right even if others laugh at them or threaten them.

**CLEAN** A Scout keeps their body and mind fit and clean. They go around with those who believe in living by these same ideals. A Scout helps keep their home and community clean.

**REVERENT** A Scout is reverent toward God. They are faithful in their religious duties. A Scout respects the beliefs of others.

# UNIT'S EVALUATION OF CANDIDATE'S PROJECT LEADERSHIP

Chattahoochee Council Advancement Committee recommends you use this form as a tool to show your leadership.

**The Requirement:** "While a Life Scout, plan, develop and give LEADERSHIP to others in a leadership service project helpful to . . ." The thrust of the Eagle Scout Project is twofold:

1. To provide a service to others, which is an extension of the "Daily Good Turn".
2. A final examination of their leadership skills.

**Notes to the Eagle Scout Candidate:** There are two factors to be evaluated in every Eagle project:

1. Completion of the agreed-upon work.
2. Providing leadership to others. Both must be met for successful completion of the project. In this facet of the project, your leadership will be evaluated by a member of your unit's committee (in some cases, an adult leader), while working on the project. While you must have others assisting you with the project, YOU MUST provide the leadership for the project!

You may consult adults (including parents) and others knowledgeable of the skills related to your project, but YOU, NOT THEY, provide the leadership. Knowing the importance of the Eagle project, parents are often tempted to provide the needed direction. If this happens, speak with your parent on the side; caution him or her that your project cannot be approved unless YOU provide the leadership! Thank your parent for caring so very much.

**Notes to Leadership Evaluator:** It is the responsibility of the Unit Advancement Chair to arrange to have a member of the **Unit Committee** to carry out this function; only if no member of the committee is available should the Unit Leader or assistant be asked to handle this function. It may **not** be a parent of the Eagle Candidate. Your job is to ascertain if the Scout is or is not providing the direction or leadership for the work. If you note early that the Scout is not, take them aside quietly and share your concern with them. Unless **THE SCOUT** provides the leadership, the project can **NOT** be approved, regardless of how well it is completed. In this case, a new project must be proposed, approved, and carried out!

Scout's Name \_\_\_\_\_ His Phone Number \_\_\_\_\_

I feel that the Eagle Candidate [ ] DID [ ] DID NOT provide the leadership/direction to those who assisted with their Eagle Scout Leadership/Service Project.

Explanation or comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)                      (Printed Name)                      (Position in Unit)                      / /  
(Date Signed)

**Note to the Evaluator:** Please give this completed form to the Eagle Candidate; they are to attach this form to their Eagle Project Evaluation/Summary Report.