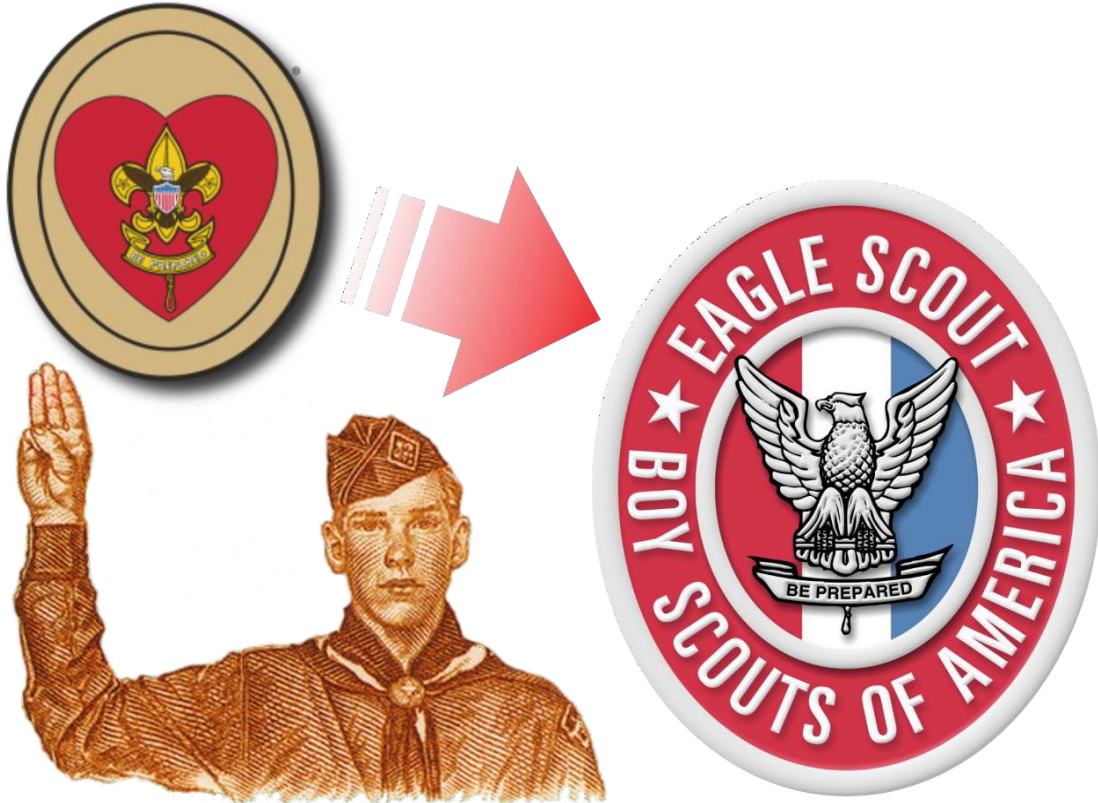


CHATTAHOOCHEE COUNCIL

Flight to Eagle Journey



Scout's Name: _____ Troop # _____

Unit	Name	Phone	Email
Scoutmaster			
Unit Advancement Chair			
Eagle Project Coach			
Unit Committee Chair			
District Eagle Scout Advancement Chairs (Eagle BOR)	GHL – Milton Smith Musk - Bill Storey Saug - John Hung YJ - Mike Wilson	(706) 536-9677 (706) 333-7973	miltonsmith@bellsouth.net storyroots@gmail.com jdaezhung@mac.com mwilson@newventures.org

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

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: _____ 18th 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 Eagle Scout Advancement Committee along with the project description when attending the project proposal 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 Eagle Scout 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.) Please type your *Eagle Scout Service Project Workbook*.
- 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. Please type your *Eagle Rank Application*.
- 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 unless direct otherwise) 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 Eagle Scout Advancement Chair. 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 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 Eagle Scout Advancement Chair 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 Eagle Scout Advancement Chair to schedule your Eagle Scout Board of Review. ****See specific District Board of Review Procedures on next page.***
- The Eagle BOR will consist of at least 2 adults and the District Eagle Scout Advancement Chair. 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 in 3-ring binders) with you to the Board of Review.***
- If all members of the Eagle BOR vote to approve you as an Eagle Scout, the District Eagle Scout Advancement Chair, 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:

George H. Lanier:

- **Eagle Project Proposals and Eagle Scout Board of Reviews** will be held as needed on the third Thursday of the month (usually 6:00pm) currently at the **West Point Fire Department (1700 Safety Way, West Point, GA)**. The Unit Leader, their designee, or the Eagle Candidate will reach out to the George H. Lanier District Eagle Scout Advancement Chair, Milton "Mitt" Smith, to schedule an appointment. If the Eagle Candidate initiates the contact, then an adult must be copied on the email. Please give as much advance notice as possible when requesting Eagle Project Proposals or Eagle Scout BORs.

Muskogee:

- **Eagle Project Proposals** will be conducted via Google Meet as needed. The Unit Leader will reach out to the Muskogee District Eagle Scout Advancement Chair, Bill Storey, to schedule an appointment. Please give 5-7 days advance notice.
- **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)**. The Unit Leader will reach out to the Muskogee District Eagle Scout Advancement Chair, Bill Storey, to schedule an Eagle Scout BOR.

Saugahatchee:

- **Eagle Project Proposals and Eagle Scout Board of Reviews** will be held the third Tuesday of the month (5:30pm) at **Lakeview Baptist Church (1600 E. Glenn Avenue, Auburn, AL)**. The Unit Leader or their designee will reach out to the Saugahatchee District Eagle Scout Advancement Chair, John, Hung, to schedule an appointment. If the Eagle Candidate initiates the contact, then an adult must be copied on the email. Please give 10-14 days advance notice. Appointment details will be emailed to the Eagle Candidate and Unit Leader(s) about five (5) days prior to the actual Project Proposal meeting or the Eagle Scout BOR.
- **Recommendation Letters** for the Eagle Scout Candidates may be emailed to John Hung at jdaezhung@mac.com, or mailed to his home (**1405 E. University Drive, Auburn, AL 36830**). All other Eagle Scout Project Workbook materials and Eagle Scout Rank Application should be delivered to the council office following their guidelines.

Yellow Jacket:

- **Eagle Project Proposals** will be scheduled as needed. The Unit Leader will reach out to the Yellow Jacket District Eagle Scout Advancement Chair, Mike Wilson, to schedule an appointment. Please give 5-7 days advance notice.
- **Eagle Scout Board of Reviews** will be scheduled as needed. The Unit Leader will reach out to the Yellow Jacket District Eagle Scout Advancement Chair, Mike Wilson, to schedule an Eagle Scout BOR. The Unit Leader must arrange to have the Scouts' Eagle Project Workbook and supporting documents delivered to the Yellow Jacket District Eagle Scout Advancement Chair at least three (3) days prior to the scheduled Eagle Scout 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 Scout BOR.
- In the event of an unforeseen circumstance such as a death or sickness in the Eagle Candidate's family, which would affect the BOR date, please notify the District Eagle Scout Advancement Chair 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 (706-322-2760) that have fine suggestions for an Eagle Scout Court of Honor, along with many Eagle Scout Court of Honor decorating supplies, invitations, and gifts for the new Eagle Scout.

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 Letter to their references and request them to write a recommendation 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 Council approved *Reference Request Letter* for Eagle Scout Rank from the 91bsa.org website under the "*Flight to Eagle*" resources.
3. Give each of your references a copy of the *Reference Request Letter*. For their convenience, supply them with a stamped return envelope with the delivery address of the Eagle Candidate, Unit Leader, or Unit Advancement Chair already completed. Ask them to notate their name in the return address section of the envelope and to make a notation on the back of the envelope, "Eagle Scout Recommendation Letter for (Eagle Candidate name)." Letters should be mailed to the Eagle Candidate, your Unit Leader, or Unit Advancement Chair. Any emailed recommendation letters should go directly to your Unit Leader or Unit Advancement Chair, NOT the Eagle Candidate. Letters from your references should **NOT** be opened or viewed by the Scout or Parent.
4. 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.

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.