Scouts Name: ___________________________ Troop # ________

<table>
<thead>
<tr>
<th>Unit</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scoutmaster</td>
<td></td>
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<tr>
<td>Unit Advancement</td>
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<tr>
<td>Eagle Project Coach</td>
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<tr>
<td>Unit Committee Chair</td>
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<tr>
<td>District Advancement Chairs</td>
<td>CV-Becky Marble</td>
<td></td>
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<tr>
<td></td>
<td>HM-David Baker</td>
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<tr>
<td></td>
<td>PT-Rusty Jackson</td>
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This packet and all forms are available on RMCBSA.org.
THE LIFE TO EAGLE PACKET
UNIT RESPONSIBILITIES
Every Unit needs to 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 Eagle Scout Service Project workbook is available on-line at RMCBSA.org under the Resources Tab.

The Unit Advancement Person, Scoutmaster, and Eagle Project Coach need to conduct a “Life to Eagle Conference” with the new Life Scout and his parent(s) as soon as possible after his Life Board of Review. In this conference, you should go over this packet with both the Life Scout and his parent(s), so that both the young man and his parent(s) understand what he will have to do in order to earn the coveted Eagle Scout Rank.

MATERIALS NEEDED
- RMC "Life to Eagle" packet which includes all necessary forms
- Boy Scout 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.
LIFE TO EAGLE CHECKLIST (for the Scout and Leader)

1. Download and read the *Eagle Scout Service Project Workbook* from RMCBSA.org. Pay particular attention to the first six 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 Life to Eagle 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 Council Service Center along with the project description. 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. 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 12) as you complete your project. Make sure the Scoutmaster and/or Eagle Project Coach is present for the work day(s). Project leadership can be documented using the ‘Unit Evaluation of Candidate’. This form is available on the RMCBSA website.

11. Fill out the *Project Report* and obtain project completion signature from your 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 RMCBSA website. Double check the dates of when you received your merit badges and rank advancements.

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 your Scoutmaster.

15. Obtain the Unit Committee Chair signature on the *Eagle Scout Rank Application*.

16. With your Scoutmaster or Eagle Coach, complete and turn in the *Eagle Scout Rank Application* to the Council Office. (This can be turned in by either the Scout OR Leader, as long as it is complete.) The council office will verify the requirements and forward it to your district advancement chair. Hold on to your Eagle Project paperwork so you can bring it to your Eagle Board of Review. Once you have turned in the *Eagle Scout Rank Application* to the office, make sure to deliver your Requests for reference letters to your references. A reference from your Project Beneficiary is a great additional reference, but is not Mandatory. Keep in mind the deadlines and goals you have set to leave yourself enough time.

Rocky Mountain Council, BSA  
Revised 02/22/17
CHOOSEING & DEVELOPING AN EAGLE PROJECT:

1. Choose your project by discussing possibilities with your parent(s), Scoutmaster, Advancement Person, and/or the Unit 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 or inquire about possible projects.

2. Once you have decided on a project, discuss it with a representative from the chosen organization and determine who will be your project advisor. This person will be able to expand or limit your idea of a possible Eagle project and will sign your paperwork. Although the National Council indicates "Only as many hours as necessary to demonstrate his 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 that the emphasis of the project is to show leadership and service, which dictates the project that a significant number of hours to complete.

3. Eagle Scout Service Project Fundraising Application. “Eagle Scout Service Project Workbook” is the project Fundraising Application. Remember an Eagle project cannot be a fundraiser, but sometimes it is necessary to raise funds in order 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, send your application to the Council Service Center for Council approval. Once Council approves the fundraiser, the form will be mailed back directly to the Eagle Candidate. You will need to have a copy of the approved Eagle Scout Service Project Fundraising Application with you when you have your “Project Proposal” approved by your district. 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. As of 10/28/2014, a fundraiser of $500 or less Will Not require an approved fundraising form.

4. 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 Advancement Chairperson and to the Eagle Board of Review.

5. The District Advancement Chair Person should be available on the Friday the first full week of the month or by appointment to meet with you and approve your project.
EAGLE SCOUT BOARD OF REVIEW (BOR):

- The Scout Service Center will check your Eagle application. Once verified for accuracy and completion, it will be delivered to the District Eagle Advancement Chairperson. Your References can mail or email their completed reference letters to the District Advancement Chairperson or filled out online- *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 reference to make sure reference letters will be completed and/or received prior to the date of your Board of Review-listed below. Although a lack of reference letters should not prevent a BOR from happening, if no references are returned by the Monday prior to your BOR, you may be asked to wait until the following month to complete your BOR in an effort to collect reference letters.

- Upon receipt of your paperwork, the District Advancement Chairperson will contact you and/or your troop leadership to schedule your Eagle Scout Board of Review.

- The Eagle Board of Review 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 Board of Review will consist of a minimum of 3 members and no more than 6 members. *Remember to bring your Eagle Project Workbook with you to the Board of Review

- If all members of the Eagle Board of Review vote to approve you as an Eagle Scout, the District Advancement Eagle Chairperson and a member of the Board of Review will sign your Eagle Application Form, and it will be returned to the Scout Service Center, along with the Confidential Recommendation Forms. All other paperwork will be given to you at this point. Your original Eagle Application will be returned with your Eagle awards once your certificate is received from the National Office.

- Below is a listing of all of the dates for the 2016-2017 Eagle Boards of Review. The date of the Eagle board of review is flexible depending on coordination of schedules for multiple Eagle candidates and. **If the date does not work with your schedule, you will need to convey that information to your District Advancement Chairperson when you turn in your Eagle Application.** The dates listed below are set tentatively for Thursdays/Fridays, but again if you know in advance that those days will not work with your schedule, notify the District Advancement Chairperson when you turn in your paperwork.

<table>
<thead>
<tr>
<th>Paperwork Due</th>
<th>Eagle Board Date</th>
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<tr>
<td>January 6</td>
<td>January 26</td>
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<td>February 10</td>
<td>February 24</td>
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<td>March 10</td>
<td>March 30</td>
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<td>April 7</td>
<td>April 27</td>
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<td>May 5</td>
<td>May 26</td>
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<td>June 9</td>
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<td>July 7</td>
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<td>August 11</td>
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<td>September 8</td>
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<td>October 5</td>
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<td>November 10</td>
<td>November 30</td>
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<tr>
<td>December 8</td>
<td>December 28</td>
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**Extenuating Circumstances and additional scheduling information:**

- With this new formal process, we understand that there will be a period of adjustment. to ensure the smoothest transition to the new process, please remember to communicate any concerns to the District Advancement Chairperson with enough time to address them prior to the BOR or upcoming life event such as an 18th birthday. Also, remember that a Scout is Courteous and Kind.

- In the event of an unforeseen circumstance such as a death or sickness in your 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 Parent or Scout Leader is welcome to sit-in on the Eagle Board of Review, but remember that this is about the SCOUT and so their involvement in the Board of Review should only be that of an observer.
The Rest of the Process:

- The Registrar at the Scout Service Center will check and process your application and you will receive your official Eagle certificate and appropriate badges within a few weeks.
- The date of your Eagle will be that of your Eagle Board of Review.
- You may plan your Eagle Scout Court of Honor once you have the Eagle Certificate or have received a letter from the Scout Executive recognizing you as an Eagle Scout.
- There are many excellent ideas for planning your Eagle ceremony on the internet. There are books for sale in the Scout Shop (719-561-1220) that have fine suggestions for an Eagle Court of Honor, along with many Eagle Court of Honor supplies.
- Once the Board of Review has been completed the Application is sent to the National Office and usually takes 2-3 weeks to receive confirmation and the Certificate.

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 District Advancement Chairperson or fill it out online prior to their BOR date.

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 RMCBSA.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 District Advancement Chairman (or District Eagle Chairman if applicable) on the bottom of this form. The District Advancement Chairman coordinates your Eagle Board of Review and also serves as the Eagle Board of Review Chairman in most districts.

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 District Advancement Chairman (or District Eagle Chairman if applicable). 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

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 reference 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 his opinion. From your knowledge, has the candidate lived up to the Scout Oath and Scout Law, as printed below in his 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, Reverent

Please include how long you have known the candidate and in what capacity. Kindly be candid and honest in your appraisal of this young man. 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 his 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 his Board of Review can impress upon the candidate that would be of service to him. 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 three ways:
1. You can request a paper copy with a pre-addressed and stamped envelope from the Eagle Candidate and mail it to the District Advancement Chairperson
2. You can fill out the Reference in a PDF and email it to the District Advancement Chairperson
3. You can visit RMCBSA.org/Life2Eagle and click the link to fill out the form online and click submit.

The Candidate’s Board of Review will happen on the Last Thursday of the Month, so please allow mail time if you are sending a physical copy.

Thank You.
Yours in Scouting,
The Rocky Mountain Council Advancement Committee
For Questions or to return your reference letter, please see the contact below:

District Advancement Chairperson: ___________________________ Phone: ___________________________
Mailing address: ___________________________________________ Email: ___________________________

__________________________

Rocky Mountain Council, BSA
Revised 02/22/17
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 him.

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.

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

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 Boy Scout. Please check one of the following:

☐ I do recommend him for this award ☐ I do not recommend him for this award

Explanation of your decision and any additional comments: Please indicate why you do or do not recommend him 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: ______________
UNIT’S EVALUATION OF CANDIDATE’S PROJECT LEADERSHIP
Rocky Mountain 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 his 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 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 he is or is not providing the direction or leadership for the work. If you note early that he is not, take him aside quietly and share your concern with him. Unless HE 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 his 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; he is to attach this form to his Eagle Project Evaluation/Summary Report!