

STEPS TO EAGLE – Prairie Lakes District – Troop 263

1. Come up with an Eagle project idea. Contact the representative for where you want the project and get their approval to proceed.
2. Talk to your troop Eagle advisor to see if it sounds like a viable project. Get the OK. Then..
3. Be ready to relay the project verbally to the District Eagle Coordinator (as of 2008 – Chuck Neve). Call the coordinator and explain project. Once you are given a verbal OK. Then start writing up project.
4. Using the Eagle project workbook, write up your project. Log your personal hours as they count towards your total. 1/3 of the hours need to be yours alone and 2/3 of the hours need to be you leading a group to show leadership. Your project should be written with enough detail that if you were not at the project, the group could complete it without you present. (include written plans, photos (if possible), list of supplies, list of tools, transportation (if needed), work schedule (don't include actual dates) with estimated hours, where funds will be coming from and safety precautions
5. Once the project has been completely written up, obtain signatures from:
 - a. Your scoutmaster
 - b. A troop committee member
 - c. The contact person of where your project is being performed
6. Call District Eagle Coordinator to schedule an appointment for project sign off (**DO NOT START** your project without this final signature or you'll have to start over).
 - a. Once your project has been approved, let your scoutmaster know
 - b. If appropriate, let the organization that you are providing a project for, know what date you have selected to start your project
 - c. Announce to the troop that you need help for your project on (date)
7. Work your project:
 - a. First, you need to establish yourself as the man in charge, the one who others look to for guidance. Don't wait for others to do your job. This makes you the expert – the man with the answers. A good leader will consider advice and suggestions from others but you are ultimately the decision maker. Others will come to you to learn what they need to do to complete their task. During projects where an adult's technical skill is required, the adults often tend take over the leadership role. Both you and your adult technical advisor should be very aware that YOU must lead the project. Your advisor should only give you guidance and suggestions.
 - b. Make sure every worker checks in with you. Log their check-in time and check-out time.
 - c. Enjoy your accomplishments

8. Final write up of your project in your Eagle workbook
 - a. Write any changes that were encountered during your project
 - b. Write detail list of actual materials used and cost
 - c. List of workers with volunteer hours
 - d. Include final photos
 - e. Write thanks you notes to businesses that gave donations
 - f. Get final signatures:
 1. Your scoutmaster
 2. The contact person of where your project is being performed

9. Ready for Eagle Application
 - a. Complete all of the required merit badges
 - b. Complete your application in detail. You may want to practice on a copy first so no mistakes are made.
 1. Obtain a scoutmaster conference and signature
 2. Get a signature also in your scout handbook
 3. Get a signature from a committee member
 - c. Make a copy of your project write up. The original is sent to the council (you will get it back after the board of review)
 - d. Have your scoutmaster request reference letters from people that you identify as references. The reference letters (in sealed envelopes) need to go with your application to the council:
 1. Scoutmaster
 2. Religious leader
 3. Parents
 4. Teacher or education leader
 5. 2 - Other or employer
 - e. Complete your essay
 - f. Your application needs to include all references letters (in sealed envelope), essay and original Eagle project workbook and write up. Either mail or deliver all of this information to Northern Star Council in St. Paul
 - g. The council will verify all your merit badges and positions. The council will then contact the District Eagle coordinator for your Board of Review. The district coordinator will contact you for your Board of Review. (if are not contacted within 2-3 weeks, please call)

10. Eagle Board of Review

- a. Your scoutmaster should attend to introduce you to the board.
- b. Be in complete full uniform with proper rank advancement badges. Do not wear your Order of Arrow sash.
- c. Bring you scout handbook
- d. Review list of sample questions
- e. Be prepared to demonstrate basic knots
- f. You will be asked about your scouting life, school life and your future.
- g. Parents – bring a camera
- h. Once the board approves you, CELEBRATE. Congratulations

11. Contact your troop Eagle advisor:

- a. Give the date of your approval for your Eagle award
- b. The eagle advisor will then send out request for Eagle commendation letters
- c. Start planning your ceremony. You can share this other Eagle scouts
 1. The troop has a ceremony planning book
 2. A ceremony kit is available at the council. It needs to be reserved ahead of time. You pick up on Friday and it needs to be returned on Monday