

## How to become an Eagle Scout in Troop 28

This document is for Troop 28 senior scouts and their parents, and is designed to serve as a guide through the steps to the rank of Eagle Scout. Any questions should be directed to Mr. Izzarelli.

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To earn the Rank of Eagle Scout, you must fulfill 6 requirements:

1. Earn 21 merit badges, 13 of which are required. Contact Mr. Averil for issues with partial merit badges.
2. Be active in the troop for 6 months since becoming a Life Scout.
3. Serve in a position of leadership in the troop for 6 months since becoming a Life Scout.
4. Complete an Eagle service project.
5. Participate in a unit leader conference.
6. Successfully complete an Eagle Scout board of review.

This document discusses requirements 4, 5 and 6. All requirements except #6 must be completed prior to your 18<sup>th</sup> birthday. Requirement #6 may be completed up to 3 months after your 18<sup>th</sup> birthday. **Because of the increased number of activities and commitments during your senior year, it is strongly recommended that you attempt to earn the Eagle Scout rank by the end of your junior year.** There is a lot to read. Take your time and read everything thoroughly.

4. **The Eagle Scout Service Project.** After earning Life Scout, you may begin work on your Eagle service project. The ideal time to do a project is during your sophomore or junior year.
  - a. Develop an idea for a project. If you do not have an idea, you should contact community groups that could benefit from a project. Your church, the library, the senior center, the Historical Society, the Parks and Recreation Department, or a school are examples of such organizations. Your project does not have to be done in the town of Hebron. Troop 28 has done projects for a variety of organizations and many are familiar with the Eagle project process. Projects cannot be fundraisers and cannot be for commercial/business organizations or private citizens. The project also cannot benefit Boy Scouts or a scout camp. A project must also have a definite start and end date and cannot be an ongoing event. *The Town of Hebron has designated the Parks and Rec Department as the point of coordination for all Eagle projects on town land. This includes town parks, the library and the elementary schools (not RHAM). If you are looking to do a project on any town land, contact the Parks and Rec Department first.* Contact Mr. Eric Shimchick for project ideas.
  - b. Once you have an idea, and before you do anything else, see Mr. Izzarelli to get your idea approved.
  - c. Download and review the Project booklet. Project booklets can be found here: <https://www.scouting.org/programs/boy-scouts/advancement-and-awards/eagle-scout-workbook/>  
Go to this page and **Follow the instructions exactly as they are written.**
  - d. Fill out the 'Eagle Scout Service Project Proposal' section. This starts on the 7<sup>th</sup> page. On the Contact Information page (Page B) you only need complete the items that are directly related to your project. Develop the Proposal in draft form and e-mail the draft to Mr. Izzarelli for review (or bring it to a meeting). Do not have your project sponsor sign your Proposal until Mr. Izzarelli has approved your draft. It is preferred that you enter information into the online form and then print and save the form. If you print the form first and then enter information, it should be typed or printed neatly in ink. If it cannot be read, it will not be approved. Pencil is not acceptable. It is highly recommended that you include 'Before' pictures with your Proposal.
  - e. If required, complete a Fundraising Application (found on the 19<sup>th</sup> page). A Fundraising Application is necessary if you wish to solicit money or material from any party other than your family, the troop, or the sponsoring organization.
  - f. Meet with your project sponsor (beneficiary) to have them approve and sign your Project Proposal and the Fundraising Application, if one is required. Provide them with a copy of pages 25-26 of the Eagle Scout Service Project Workbook entitled: **Navigating the Eagle Scout Service Project – Information for Project Beneficiaries.**
  - g. Once you have sponsor approval for your proposal, forward the entire project booklet to Mr. Izzarelli for troop and district approval. Do not begin work on your project until it has received all approvals.
  - h. After your Proposal is approved, complete the Service Project Plan (13<sup>th</sup> page). This section is designed to ensure that you have adequately planned for your project. You should have someone familiar with your project review your Plan. This can be Mr. Izzarelli, the scoutmaster, or another adult who is working on the project with you. This Plan does not need to be approved, but it may be discussed at your Eagle Scout Board of Review.
  - i. Once your Proposal has been approved by all parties, you may start project work. At this point you can also schedule a project date with the scoutmaster. Project dates will not be added to the troop calendar before the project Proposal is approved. As many projects are done outdoors, when scheduling your project you should also select a rain date.
  - j. On the day(s) of your project it is your job to coordinate and direct all of the work that needs to be accomplished. It is preferable that you minimize the amount of actual hands-on work that you do, and instead concentrate on supervising and directing the various work activities. (The main purpose of an Eagle Scout

Project is to demonstrate your leadership ability.) Prior to the project workday you should attempt to break the work into different tasks, and then assign each task to a group of scouts who are led by an older scout or adult. Power tools are not to be used by scouts. If there is a significant amount of work requiring power tools, you should arrange to have that work accomplished on an alternate date.

- k. After you complete your project you should complete the Service Project Report section (21<sup>st</sup> page) of the project booklet. Taking 'After' pictures of your project are strongly recommended. The project sponsor needs to sign the Project Report signifying their acceptance of the project results. You must also sign the Report. Enter the project sponsor's signature date in the 'Date project finished' box on your Eagle Scout application (Requirement 5). Retain the completed booklet until your scoutmaster's conference. The project Service Data section (23<sup>rd</sup> page) is a summary of the hours that volunteers worked on your project. In addition to this, you should also submit a detailed list of all scouts who worked on your project, and their service hours, to the troop advancement committee. This will be used to update the record of service time for scouts who participated in your project.
5. The Scoutmaster's Conference. After you have completed Eagle requirements 1 through 5, you are ready for your scoutmaster's conference. Before the Scoutmaster Conference:
- Download and complete the Eagle Scout Application. This is NOT the same as your Project Workbook. This form should be filled in using the online pdf filer and can be found at [https://filestore.scouting.org/filestore/pdf/512-728\\_WB\\_Fillable.pdf](https://filestore.scouting.org/filestore/pdf/512-728_WB_Fillable.pdf)
  - Request a copy of your troop record from Mr. Braunwart, this record has the dates needed on the Eagle Scout Application. Double check your entries as these will be reviewed and can cause your application to be returned.
    - Complete the application (typed, or in black or blue ink – no pencil). Requirement #2 asks you to list several references, including Educational, Religious and Employer. You should fill in a name for all references. If you do not have an Employer reference, you may leave the Employer section blank. If you do not have a Religious reference, fill in a parent's name. Do not list scout leaders in the Other References section. Contact at least 2 or 3 of the people you have listed as references (**not your parents!**) and ask them to send a letter of recommendation to the district advancement rep on your behalf. Providing your references with a stamped and addressed envelope is courteous. These letters should be sent directly by the author to:  
 Tom Chlupsa  
 287 Jagger Lane  
 Hebron, CT 06248
  - You must also enter dates for the 21 merit badges that you have earned in Requirement #3 (you can get these dates from your troop record). For the three merit badges where you have a choice (numbers 7, 8 and 10) cross out the names of the merit badge(s) that you did not earn. After you have completed the application, contact the scoutmaster to schedule a scoutmaster's conference. Bring the following items to the conference:
    - the completed application,
    - the completed and signed project booklet (all sections),
    - **the statement of your life's goals (see Note in box under Requirement #6 of the Eagle application),**
    - a list of scouts who participated in your project and the amount of time that they worked (for the troop's service time records).
  - At the completion of your scoutmaster's conference the scoutmaster will retain your application and project booklet. The committee chairperson will also sign the application. After all troop approvals have been obtained, the documents will be forwarded to the district.
6. The Eagle Scout Board of Review.
- The district advancement rep will review all materials that have been submitted to him, including the letters of recommendation. After his review is complete he will contact the troop to schedule a board of review. The board will usually be held 3 to 4 weeks after the scoutmaster's conference. Eagle boards generally consist of four adults: the district advancement rep as chair, and three Troop 28 committee members.
  - The Eagle candidate should appear for the board of review in Class A uniform, wearing any awards/medals that he has earned as well as merit badge and OA sashes. The scout's appearance should be neat and clean. The Eagle board of review is essentially an interview, and will last approximately 30 minutes.
  - The board of review date is considered to be the date that the scout becomes an Eagle Scout, but this status is not official until additional reviews have taken place. The Eagle application will be forwarded to the Council office for review, and then to BSA national headquarters in Texas. When all reviews are complete, the troop will be notified that the scout has successfully completed the requirements for Eagle Scout. At this point the scout may begin to plan his Eagle ceremony. (The Eagle Court of Honor ceremony is an optional event. The decision to hold such an event is made by the scout's family.) Troop notification generally occurs about 2-3 weeks after the board of review date. Congratulations!