

Troop 44 Eagle Scout Procedures

Purpose:

These procedures describe Troop 44's process for assisting Scouts through the "Life to Eagle" ranks. They will be distributed to each Scout as he obtains the rank of Life Scout.

Definitions:

Eagle Scout Coordinator: A Troop 44 adult, selected by the Troop Committee, who has Scouting experience – as either a former Scout or as a Scouter – and who has attended the "Life to Eagle" training offered by Knox Trail Council. The Eagle Scout Coordinator's role is to be the Troop's "point person" in advising and assisting Scouts with the "Life to Eagle" process as follows:

- Eagle Scout Leadership Service Project: advising and assisting the Scout with:
 - Project selection,
 - Completion of the service project application,
 - Obtaining proper approvals for the application,
 - The actual service project itself, and
 - Completion of the project workbook.
- Merit Badges: advising and assisting the Scout with completion of any required and/or non-required Merit Badges necessary to achieve the rank of Eagle Scout.

The Eagle Scout Coordinator is in charge of recruiting Eagle Scout Mentors and for directing each Scout to an appropriate Eagle Scout Mentor, if the Scout desires one.

The Eagle Scout Coordinator will provide a monthly report to the Troop Committee.

Eagle Scout Mentor: A Troop 44 adult who has attended the "Life to Eagle" training offered by Knox Trail Council and is willing to mentor/coach a Scout through his Eagle Scout Leadership Service Project. An adult may not be an Eagle Scout Mentor to his own son(s).

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1. Upon earning the rank of Life Scout, a Troop 44 Scout should begin planning his Eagle Scout Leadership Service Project.
2. The Scout should first contact the Troop Advancement Chair to set up a meeting to discuss how to proceed. The Troop Advancement Chair will be able to help the Scout as follows:
 - a. Explain the general “Life to Eagle” process to the Scout and provide him with an application form for his Service Project (available at <http://www.nesa.org/trail/manual.html>);
 - b. Point out the various types of service projects described in the application form and discuss various types of service projects with the Scout;
 - c. Direct the Scout to the Eagle Scout Coordinator within the Troop, and let the Scout know that the Eagle Scout Coordinator – and, possibly, an Eagle Scout Mentor, if the Scout desires one – will be available to act as a mentor for the Scout.
3. When the scout has completed his “Eagle Scout Leadership Service Project Workbook” (Proposal), he will contact the Troop Advancement Chair, who will review the workbook and determine that it is properly completed. The Troop Advancement Chair will contact the Troop Committee Chair to schedule having the scout present the Proposal to the Troop Committee and then inform the scout when he is to attend the Troop Committee meeting to present his Proposal.
4. Prior to presenting his proposal to the Troop Committee, the Scout’s Eagle Scout Leadership Service Project Workbook (Proposal) must be reviewed and signed by the Scoutmaster.
5. The Scout will present his proposal to the Troop Committee for their review and approval, and the Scout’s Eagle Scout Leadership Service Project Workbook (Proposal) must be signed by the Troop Committee Chair.
6. The Troop Advancement Chair will review the Eagle Scout Leadership Service Project Workbook (Proposal) to ensure that it is properly completed, and then will submit it to Knox Trail Council for review and approval.

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NOTE: No Service Project may begin without first being approved by the Tri-River District Advancement Committee.

7. Once the Scout receives his approved Eagle Scout Leadership Service Project Workbook (Proposal) back from Knox Trail Council, he may begin his service project.
8. Upon completion of the service project, the Scout will document the project in his Eagle Scout Leadership Service Project Workbook and give the workbook to the Troop Advancement Chair for review.
9. The Troop Advancement Chair will review the workbook to ensure that it is properly completed, and will retain it until the Scout is ready to apply for the rank of Eagle Scout.
10. Once the Scout has completed his service project and his workbook, and has earned all necessary Merit Badges and completed all other necessary requirements for the rank of Eagle Scout, the Troop Advancement Chair will:
 - a. Assist the Scout in filling out the Eagle Scout application, and
 - b. Review the entire application and submit it to the Knox Trail Council for approval.
 - c. The Eagle Scout Coordinator will send requests for letters of reference – accompanied by self-addressed stamped envelopes – to the individuals listed by the Scout under “Requirement 2” on his Eagle Scout Rank Application. The Coordinator will contact these individuals, if necessary, to ensure that the letters are received.
11. The Eagle Scout Coordinator will work with the Troop Advancement Chair to ensure that the received letters of reference are provided to the Tri-River District Advancement Chair in time for the Scout’s Eagle Scout Board of Review.
12. The Troop Advancement Chair and/or Eagle Scout Coordinator will notify the Scout and Scoutmaster when the Scout’s Eagle Board of Review has been scheduled by the Tri-River District Advancement Committee.
13. The Scoutmaster – or his/her designee – and the Eagle Scout Coordinator will accompany the Scout to the Eagle Scout Board of Review.

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14. The Eagle Scout, his family, and a representative from the troop will plan an Eagle Scout Court of Honor at which the Eagle Scout will be formally recognized.
15. The Eagle Scout Coordinator and the Troop Advancement Chair will ensure that invitations to the Eagle Scout Court of Honor are sent to the appropriate individuals.