

## Grand Canyon Council Steps to Eagle - What to Expect

This is a guide for Scouts, parents and unit leaders to help navigate the final steps from Life to Eagle.

Final paperwork will be uploaded digitally **please print and keep hard copies of everything in a 1" binder for your own records.** The page numbers shown in this guide correspond to the pages in the Eagle Scout Service Project Workbook.

**1. Select your project** - You can complete your project prior to having completed all your merit badges however you must be registered and a Life Scout and have your project approved (see below) prior to beginning your project. It is highly recommended that you try to have your project completed before the end of your freshman year of high school (life gets very busy in high school.)

**You, your parent or your unit leader should download a draft of your Eagle application** from Scoutbook it will tell you what items are complete and what items you still need to complete or record into the system. It also contains your membership number.

Download the **Eagle Scout Service Project Workbook** from <https://support.grandcanyonbsa.org/main/eagleprocess/> This workbook must be used in meeting the eagle project requirement. For legibility, please type into the workbook, don't fill it out by hand. To prevent issues, this workbook must be opened in Adobe Acrobat Reader.

**STOP EVERYTHING - YOU AND YOUR SCOUTMASTER SHOULD READ THE INSTRUCTIONS AT THE BEGINNING OF THE WORKBOOK THROUGH THE PROPOSAL SECTION BEFORE PROCEEDING ANY FURTHER! (Pages 1-15)**

**The Project Proposal Section** must be completed prior to project approval. If there are photos or diagrams, they can be attached. **(Pages 7-15)**

**2. Start creating a time log.** You will need to track your hours, and the hours others work on your project. All time you and others use discussing or working on your project counts towards the total, including transportation time to and from meetings and the project. **(Page 28)** At the end of your project, you should submit this tracking sheet to your unit committee to enter into Scoutbook or Internet Advancement so you and other Scouts service hours are recorded.

**If the cash funds required for the project exceed \$500, (and the funds are not from the Beneficiary, the Scout's relatives, or the unit families, or from a car wash or garage sale,) the Fundraising form in the workbook must be filled out and signed by the beneficiary and GCC Advancement Committee approver. (Pages 23-24).**

**3. Obtain The following signatures for your proposal before you start your project:** [Electronic Signatures are OK] **(Page 15)**

- a. Beneficiary's Signature - The project proposal must be approved by the organization benefiting from the effort. **(Page 30)**
- b. Your unit leader Signature (e.g., your Scoutmaster)
- c. Unit Committee Signature
- d. The council Eagle project approver. Send the proposal section of your workbook, the separate proposal signature page, and the fundraising application from your workbook to the name listed on the council Eagle process webpage in step 3. Allow 3 weeks for the review.

**DO NOT START WORKING ON YOUR PROJECT UNTIL YOU RECEIVE ALL THE SIGNITURES** OR YOUR PROJECT WILL NOT BE ACCEPTED BY THE EAGLE BOARD OF REVIEW!

Send out the **Reference Letter Form** you may use the template at

<https://support.grandcanyonbsa.org/main/eagleprocess/> Please insert your name at the top and your BSA Membership ID before sending the form to the reference. You need a reference letter from your parent or guardian, a religious leader (if you do not go to church, your parent should fill out a form attesting to your duty to God,) an educator, employer

(optional), and two others. These letters are to be uploaded to council by those filling the form out. **THEY DO NOT RETURN THE LETTERS TO YOU.**

**4. Work with your beneficiary on the Service Project Final Plan section of your workbook before beginning your project.** Some units assign an Eagle advisor or coordinator to assist you in developing your plan. The plan is not required nor needs to be approved by anyone but is highly advisable. **(Pages 16-32)**

**5. Do your project – remember you are THE BOSS!** The Eagle Board of Review will be looking for where you showed leadership in your project. Information on what is expected as you lead your project is in the Eagle Scout Service Project Workbook. Remember to take photos as people work on your project and also ‘after’ photos. Upload these to the Eagle project site and also put everything in a binder to bring to your Eagle Board of Review.

**6. After the project and all other Eagle Scout requirements are complete – [Electronic Signatures are OK]**

- a. Finalize the Service Project Report in the workbook, download the signature page from the council Eagle Scout page and, and get it signed by the beneficiary and scoutmaster, and you sign it. Signatures can be electronic.
- b. Download fill out, print and upload, the "Life Purpose, Ambitions and Awards Received" form (Keep a hard copy for your binder.)
- c. From Scoutbook under reports download and print your Eagle Application (highly recommended because it saves you a lot of work,) Or take the hard way, download and fill out and print and sign the official Eagle Scout Rank Application form, No. 512-728
- d. Print and sign the forms. Eagle Candidate signs the final Project Report in the workbook and Eagle Scout Application; Scoutmaster signs the final Project Report in the workbook and Eagle Scout Application; Beneficiary signs the final Project Report in the workbook; Troop committee chair signs the application.
- e. Print and upload the Boy Scout History Report which is available in Scoutbook under the Scout’s reports menu. This allows us to know additional Palms received
- f. Remind the people who you asked for recommendation letters to complete and upload their files to the website given in the template.

**7. Final Steps:**

- a. Have you completed your service project, and do you have all four signatures for the project approval and the three project completion signatures?
- b. Did you fundraise? If yes, did you receive over \$500 cash from a business or individual not affiliated with your troop, your family, or the organization you did the project for?
- c. Did you send out 5 reference letter forms to those listed on your Eagle application? Only the employer is optional. See the Guide to Advancement for more information.
- d. Did you provide a written statement about your Life Purpose, Ambitions, and Non-Scouting Honors and Positions of Responsibility?
- e. Did you Download your, National, Eagle Scout Rank Application from Scoutbook, make necessary changes and additions (like reference contacts,) print it out, sign and date it yourself, and have your unit leader and committee chair sign and date it? Has it been uploaded? Use the portal in step 8 to upload your documents.

**8. Have the following been uploaded?** (See step 8 of the Eagle Paperwork Portal for a link to the portal)

Eagle Scout Application

Eagle Project Workbook (Proposal, Plan (if done) and Report)

Statement of Ambitions, Life’s purposes and Leadership positions

Scouts BSA History report

Fundraising application if used – Contact your council project approver for more details

Reference letters – These will be uploaded by the individuals

Extension Letter – (if any requirements were completed after 18<sup>th</sup> birthdate)

**When you have uploaded ALL your files to the portal, press the button labeled: “I the Eagle Candidate am Ready for the Final Review” It could take 4 or more weeks for you to be notified of when your Eagle Board of Review will be. This is also linked in Step 9 on the council Eagle process website.**

**ALLOW 6 WEEKS FOR THE REVIEWERS TO LOOK AT YOUR PAPERWORK AND CONTACT YOU FOR A BOARD OF REVIEW.**

**REMEMBER TO PRINT A COPY OF ALL MATERIALS FOR THE 1” BINDER AND BRING TO YOUR BOARD OF REVIEW.** The Board Chair will share it with the Board members prior to the start of the review.

**9. Pass Eagle Board of Review.**

- a. Wear the full field dress uniform, if your uniform no longer fits, wear dress clothes; it is a formal occasion.
- b. It is recommended you bring your Scouts BSA Handbook with all signatures complete through Eagle Scoutmaster Conference and your Eagle Project Packet (1” binder.)

**10. Expect at least 6 weeks** from the time your board of review hands the paperwork into council to the time you are notified by council that you have achieved Eagle Scout Rank. **DO NOT HESITATE TO ASK QUESTIONS – WE’RE ALL BEHIND YOU!!**

**Bill Nelson, Grand Canyon Council | Advancement & Awards Committee Chairman**

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