

May. 05	<b>Troop 97 Eagle Project Recommended Steps</b>	
<b>Steps</b>	<b>Getting Prepared</b>	<b>Completed Date</b>
1	a. Work on needed Merit Badges b. Develop Leadership skills, c. Start to think of your Eagle Project, d. Help other Scouts on their Eagle Projects.	
2	Earn Life Rank (Congratulations)	
3	Start working on Eagle Rank: a. Start needed Merit Badges b. <b>Recommended</b> to select a leadership position of responsibility. Start Leadership/ position of responsibility contract with mentor, c. Start your other Eagle requirements.	
4	<b>Recommended:</b> Finishing all Eagle requirements except Eagle project.	
5	Obtain and read: Troop 97 Eagle Scout Work/ Notebook From Eagle advancement chairperson. (Have your parents read it too)	
6	Attend with your parents the Troop 97 Eagle Project Orientation.	
7	Think of an Eagle Project concept and a possible alternative project.	
8	Use the Troop 97 Eagle Scout Work/ Notebook or make-up your own "Eagle Project" three ring notebook with plastic sleeves and with these tabs: Time Log, Service Project Workbook, Project Description, Project Details, Project Outline, Project Recap, Pictures, Letters of Recommendations, Eagle Rank Application, Contacts.	
	<b>Planning your Eagle Project</b>	
9	Start to record in half-hour increments yours and others time spent on your Eagle Project using the Time Log in the Troop 97 Eagle Scout Work/ Notebook.	
10	Set up and conduct a meeting with the Eagle Advancement Chairperson or Troop 97 Committee Chair to talk over your Eagle Project concept.	
11	Set up and conduct a meeting with the person in charge of the benefiting organization.	
12	Using a computer, draft on a single page Eagle Project Description. Including: 1 Who will the project benefit? 2. How will they benefit? 3. What official from the Benefiting Organization will be contacted for guidance in the planning the project? (Benefiting Organization's person of authority.) 4. How many people will be recruited to carry out the project?	
13	Set up and conduct a meeting to review your one page, Project Description with the Troop 97 Eagle Advancement Chair or Committee Chair. Have Project Description signed off for approval by Committee Chair.	
14	Set up and conduct a meeting to review your one page Project Description with your Benefiting Organization. Have it signed off for approval.	
15	Work with your Benefiting Organization to understand all of the details of the project. Have a clear understanding of your and their project expectations	
16	Set up and conduct a meeting with Contributing Parties about possible support of your project. (Don't actually start the project yet)	
17	Draft a <u>detailed</u> Project Outline or draw up a "Fishbone chart", or "Spider chart" of every <u>detail of your project</u> . You should have an answer to every project question.	
18	Review your Project Outline or chart with the Eagle Advancement Chair or Committee chair.	
19	Draft on separate pages, a detailed project plan (planning details) using your outline or chart to capture every detail of the project. (These plans are usually 3-5 pages long)	

	<b>Project Approval</b>	
20	Set up and conduct a meeting to review your detail project plan with the Eagle Advancement Chair or Committee Chair. Have it signed off for approval by Committee Chair.	
21	Set up and conduct a meeting to review your Detail Project plan with the Troop 97 Scoutmaster. Have it signed off for approval by the Troop 97 Scoutmaster.	
22	Set up and conduct a meeting to review your Detail Project plan with the Benefiting Organization. Have it signed off for approval by the Benefiting Organization's person of authority.	
23	Review your detail project plan with the District Eagle Advancement Chair Name: Mr. Jack Hilderbrant Address:1908 Pawnee Dr. Fort Collins, Colorado Phone:221-0539 Have it signed off for approval by District Eagle Advancement Chair.	
	<b>Starting Your Eagle Project</b>	
24	Start Project pre-work. Obtain materials, contact and develop project sub-leaders, recruit scout volunteers, setup date and back-up dates for project, work with benefiting organization ... work out all other project details.	
25	Set up and conduct a meeting to review your final Detailed Project Plan with the Benefiting Organization Final project approval from Benefiting Organization authority (a few days before you start the project.)	
26	<i>Carry Out project (Remember before and after photos)</i>	
27	Written recap of project (Do this as soon as you can after the project is completed and while it is fresh in your mind) <ul style="list-style-type: none"> <li>• What went well?</li> <li>• What went not so well?</li> <li>• Things you would have changed.</li> <li>• Things you learned.</li> <li>• Things you learned about leadership and your leadership style.</li> <li>• If I had to do it all over again I would...</li> </ul>	
27	Set up and conduct a meeting to review your Eagle Project Recap with your notebook; photos, all related papers with the Eagle Advancement Chair or Committee Chair. Have it signed off for approval by Committee Chair.	
	<b>Starting the Eagle application process</b>	
28	If you don't already have it. Receive letters of recommendation instruction from District Eagle Advancement Chair.	
29	Request letters of recommendation from at least: Parents/ Guardians, Religious, Education, and Employer. (If any) and two others. Give people <u>at least two</u> weeks to send them back to the District Eagle Advancement Chair, (not to you)	
29	Using the supplied photocopy of the Eagle Application (not the white copy) complete all needed information on the application.	
	<b>Scoutmaster Conference</b>	
30	Set up a separate meeting, not during the troop meetings or green bar with the Scoutmaster. Dress in "Class A" with Merit Badge and OA sash (if you have one). Remember to bring your: <ul style="list-style-type: none"> <li>• Up-to-date Eagle project notebook with photos.</li> <li>• Up-to-date Scout hand book.</li> <li>• Completed photocopy and a blank Eagle scout application.</li> <li>• Your written ambitions and life purpose (requirement #6 on Eagle application)</li> </ul> <p><b><u>Make sure the Scoutmaster signs off on your Eagle Application and book.</u></b></p>	

<b>Sending in the paper work to District</b>		
31	Finish off the paperwork by receiving signature of committee chair on Eagle Application.	
32	Make photo copies of : <ul style="list-style-type: none"> <li>• Eagle Application</li> <li>• Your written ambitions and life purpose ( requirement #6 on Eagle application)</li> </ul>	
33	Mail or hand carry original items in step 32 to: Longs Peak council office: Attention Ms. Jerry Brodie                      Phone: (970) 330-6305 Registrar Farr Service Center Boy Scouts of America P.O. Box1166 221 5 23 <sup>rd</sup> Avenue Greeley .Colorado 80632	
34	If you mailed in step 33, call after five to seven days to confirm with Ms. Brodie she has received your application and if she sees any problems.	
35	The District Eagle Chairman will call you when he has the paperwork back from Greeley and the letters of recommendations. He will tell you when to schedule your Eagle Board of Review. Do not schedule this prior to his go-a-head.	
<b>Your Eagle board of review</b>		
36	Schedule your Eagle Board of review at a time and place that would be convenient for all members. You select four of the six member board: two from the community: teachers, work related, church, neighborhood, family friends. two from the troop committee members, non-uniform. The district selects and brings two members. An Assistant Scoutmaster should also come to present you to the board, but they are not a part of the board.	
37	Come to your Eagle board of review prepared with your eagle notebook, Scout hand book, in class A s and sash.	

**Definition of Terms:**

**Benefiting Organization:** The church, the school, and the public organization that will directly benefit from your eagle project. Remember. No private organizations or businesses.

**Benefiting Organization's person of authority.** The Pastor, Principal, Manager that has the authority to approve your project for the benefiting organization.

**Contributing Parties.** The People, organizations or companies that contribute money, supplies, equipment and or products to your project.

# Troop 97 Eagle Project

## Project Contacts

Name: \_\_\_\_\_  
Company / Organization \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip: \_\_\_\_\_

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