



EAGLE SCOUT RANK

Instruction Guide and Eagle Advisor-Scout-Parent Agreement

Becoming an Eagle Scout is the culmination and accomplishment of many years of learning and scouting experiences; it is the prestigious and highest rank demonstrating leadership skills learned throughout the Scouting journey. Making application for Eagle Rank and seeing it through to completion requires effort, dedication and attention to timing and requirements.

The Eagle Scout rank advisors are Mr. Bender and Mr. Corbel. They are willing to answer any questions you may have at any point along your way to becoming an Eagle Scout. Always include BOTH Eagle advisors in your communication (e.g., emails, in-person meetings, Zoom meetings, etc.).

Always send emails to BOTH advisors at gbender23@yahoo.com and stephancorbel@gmail.com, and copy another adult like a parent when emailing an ASM. Always consider making yourself available for meetings based on the Eagle Scout advisors' schedule, not the converse. No texting are allowed. Emails and all documents must be professional with no spelling or grammatical error. Like any other ranks, parents are not allowed to contact or send emails directly to the Eagle Scout rank advisors, only the scout. Note that the scout must communicate with the project beneficiary and give him/her regular updates all along the process.

To attain Eagle Rank Scout, Eagle Scout candidate must complete seven (7) main requirements, composed of several steps that are explained in detail in this guide to help you better understand the process step by step. Always have this guide handy to know the content of the following step.

You will need several approvals along the way that must be obtained from the beneficiary, the Scoutmaster, the Eagle advisors, the Troop2 Parent Committee, the District representative, the T2 Eagle Board of Review, the District Eagle Board of Review, and ultimately the Council representative and Scouting America executive for the final approval. The Eagle Scout application must be submitted to the District office before the Scout's 18th birthday. The District Eagle Board of Review may be conducted after his 18th birthday.

Read carefully this guide, the Scouting America application forms, especially the Eagle Scout Service Project Workbook, and follow the directions of this instruction guide in word and spirit. Listed below are the steps to follow:

STEP 01:

Complete the first 4 requirements for achieving Eagle Scout:

Eagle Reqt 1 : Be active in your troop for at least six months after earning Life Scout.

Eagle Reqt 2 : Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.

Eagle Reqt 3 : Earn a total of 21 Merit Badges, including 13 required Eagle Merit Badges.

Eagle Reqt 4 : While a Life Scout, serve in a leadership position for at least 6 months.

STEP 02:

Obtain the Scoutmaster's approval to start your Eagle Scout Service Project for any local religious institution, school or community organization (Eagle Reqt 5).

- A. Define your Eagle Project, and meet with the beneficiary (usually the organization leader).
- B. Select a Project Coach to help you through the process: A Project Coach is optional but highly recommended to ensure a successful Eagle project. The project coach is usually a T2 ASM and can also be a parent or a family friend knowing the project coach has to get the Scouting America Youth Protection Training up to date (mandatory per Scouting America). The project coach can help the Scout in the type of work the Eagle project will entail, especially in planning the details of his project and be on the jobsite as an advisor during the project. It's important that the Scout is leading the project development and execution and that the project coach is there to support him.
- C. Once the project is agreed with the beneficiary, FIRST submit a 3-paragraph description of your proposed Eagle project to BOTH Eagle Advisors via email, and THEN discuss your project description with the T2 Scoutmaster Mr. Matisse for approval.
This 3-paragraph description should include:
 - Why you want to do this project,
 - Who the project will benefit,
 - A brief outline of the project scope.

STEP 03:

Once approved by the Scoutmaster, present your Eagle Scout Service Project Proposal to the T2 Parent Committee for approval.

- A. Plan out and write a project proposal in consultation with BOTH Eagle advisors and the beneficiary: Complete the 2 documents: T2 Presentation Template (PowerPoint format/Google Slide) provided at that time by the Eagle advisors, and the Eagle Scout Service Project Proposal from the Scouting America Workbook (Part 1) which can be found on the Scouting America website or T2 website.
- B. Include graphic illustrations of your project (hand Sketches, 2D drawings, photos of the existing condition, computerized images, 3D renderings, etc.) in the T2 Presentation Template. The size of each photo has to be less than 500KB per photo.
- C. Save first in PDF separately the 2 documents: T2 Presentation Template (PowerPoint format/Google Slide) and the Service Project Proposal form (part 1), and then combine them in one PDF file. Send your PDF combined Eagle project proposal Presentation to BOTH Eagle advisors for their review.
- D. Once approved by BOTH Eagle advisors, share with the beneficiary a copy of the 2-page "*Navigating the Eagle Scout Service, information for project beneficiaries*" located at the end of the Eagle Scout Service Project Workbook and **ask the beneficiary to sign the last page (Page H) of the Eagle Scout Service project proposal**. Scout must have the signature from the beneficiary before presenting the project to the T2 Parent Committee. Eagle projects that are to be done on SMMUSD property must have a special permission form signed by the school district facilities manager.
- E. Coordinate with BOTH Eagle advisors for scheduling a date of your presentation, which will occur during one of the monthly Parent Committee meeting.
- F. Submit your complete PDF project proposal presentation with the beneficiary signature to BOTH Eagle advisors five (5) business days before the meeting for parents to review it beforehand.
- G. Present your project proposal along with your PDF presentation during the Parent Committee meeting. This meeting can be an in-person meeting or a Zoom meeting (Eagle candidate will be informed at that time). Eagle candidate must conduct himself in an appropriate manner. This means wearing a full Scout uniform including sash and black dress shoes when engaged in Eagle presentations and boards.
- H. If approved by the T2 Parent Committee, **ask the Scoutmaster ("Unit Leader Approval") and the Eagle advisor ("Unit Committee Approval") to sign the last page (Page H) of the Eagle Scout project proposal**.

STEP 04:

Once approved by the T2 Parent Committee, Present your Eagle Scout Service project proposal to the Scouting America District Eagle Representative.

- A. Contact Mr. Eric Singer by email (5252ems@gmail.com) to coordinate an in-person meeting and copy the Eagle advisors. Ensure to get all signatures from Step #3 on Page H before meeting Mr. Singer.
- B. Meet Mr. Singer at his place (49000 Overland avenue Apt #188, Culver City, CA 90230) and bring a **color printed copy** of your PDF Eagle Project Proposal Presentation in one (1) 1" 3-ring RED binder with cover sheet. This RED binder will be used for the steps 09-12 as well.
An adult, usually a parent, must be present during this meeting (approximately 1-hour meeting).
Bring a notebook and write on it comments from Mr. Singer.

Eagle candidate must conduct himself in an appropriate manner. This means wearing a full Scout uniform including sash and black dress shoes when engaged in Eagle presentations.

- C. At the end of the meeting, secure his approval and **ask Mr. Singer ("Council or District Approval") to sign the last page (Page H) of the Eagle Scout Service project proposal.**

STEP 05:

Execute and Complete your Service project.

While there is no specific requirement for the number of hours that must be worked by all participants, almost all projects exceed 100 hours by participants including the scout's hours.

- A. Based on the T2 Parent Committee and District Rep meetings, discuss the changes and feedback with the Eagle Advisors and make the required modifications for their approval at least 10 days before the Eagle Service Project days.
- B. Contact the beneficiary to confirm project days; share with the beneficiary the final plans for your project and coordinate important details: list of materials/equipment, safety, parking, etc.
- C. List all needed equipment and materials one week before the Eagle Service Project days, and also other equipment you may want to borrow from T2 such as Popup tents, tables, etc. knowing you are liable for their good shape and returns. Contact T2 Booster Club leaders if you are planning to borrow T2 equipment for authorization and access to T2 storage.
If damaged, you are responsible to purchase a brand new identical item(s) to replace it (them).
- D. Communicate your project information to get volunteers:
 - Prepare an email blast to be reviewed by Eagle Advisors at least 2 weeks before the service project days. Once approved, send 2 email blasts via Messenger Dave: t2messengerdave@gmail.com (one per week prior to the service project days)
 - Send the email blast to the Patrol leaders for them to share with their patrol members, and copy the Eagle Advisors.
 - Prepare graphic flyers to distribute to scouts during T2 meetings, etc.
- E. Coordinate with the Eagle advisors for the T2 Eagle Project banners and yarn signs to be displayed during the Service Project days.
- F. Prepare a sign-in sheet for volunteers to register names and volunteer time for the project days.
- G. Ensure the project location will be safe and set up necessary safety equipment such as orange safety cones, barriers, caution tape, etc.
- H. Complete your project on the scheduled days.

STEP 06:

Complete your Eagle Scout Service Project Workbook.

- A. Finalize the Eagle Scout Service Project Plan (Part 2), and complete the Eagle Scout Service Project Report (Part 3) of the Eagle Scout Service Project Workbook.
- B. Write up the project results and complete Parts 2 & 3 of the Eagle Scout Service Project Workbook. Double-check your spelling to avoid typos in your responses. Troop 2 has a reputation to submit Eagle Project workbook with no spelling or grammatical error as it is to be at the highest level.
- C. Include documentation such as before-and-after photos, group photos, photos of the material and equipment, list of volunteers and number of hours (sign-in sheets), copy of your flyer, your email blast, etc.
- D. Share your completed Eagle Scout Service Project Workbook with the beneficiary and **ask the beneficiary to sign the Page C of the Eagle Scout Service project Report.**

STEP 07:

Obtain your Advancement Records report.

Once you have completed the Eagle Scout Service Project workbook and confirmed the completion of the 21 required Merit badges, obtain your Advancement Records report signed by Troop 2 Advancement Chair Mr. Matthew Benham.

Email Mr. Benham (t2badgesandrank@gmail.com) to get a report and Cc BOTH Eagle advisors and parents.

STEP 08:

Write your Statement of Ambition and Life Purpose & the Eagle Scout Rank Application form.

- A. Ask the Eagle advisors for the T2 Statement Instruction Guide and the Eagle Scout Rank Application form.
- B. Write your Statement of Ambition and Life Purpose (also called “essay” at T2).
- C. Complete the 2-page Eagle Scout Rank Application. Please note that for the Scouting Dates: First Class, Star and Life ranks are Board of Review dates (not Court of Honor). On the Eagle Scout Rank Application, in Reqt 4, please indicate the dates you serve actively in the troop in a leadership position for a period of 6 months minimum, starting with the date of your Life scout Board of Review. Staff or SIT leadership positions should be listed as "Assistant Senior Patrol Leader".
- D. Ensure that the information on the Eagle Scout Rank Application matches the Advancement Records report.
- E. Submit your 2-page essay and the completed Eagle Scout Rank Application to BOTH Eagle Advisors for review.

STEP 09:

Assemble your Eagle Application Packet (also called “Eagle Binder” at T2).

- A. Assemble your materials digitally on a single PDF file in the order listed below.
Please save all your documents, graphics, photos presentation pages directly in PDF. Avoid scanning all your documents as it will make a larger PDF file and drastically lower the quality and visibility of your documents and photos.

The content and presentation of your Eagle Application Packet is to be at the highest level.

Here is the order:

1. Cover sheet with the Eagle scout patch/logo, your name and “Troop 2 Santa Monica”
 2. Eagle Scout Rank Application (2 pages)
 3. Statement of Ambition and Life Purpose (2 pages)
 4. List of positions held outside of scouting and including honors and awards (1 page)
 5. Cover sheet of the Eagle Scout Service Project Workbook (do not include Pages 2-5)
 6. Eagle Scout Service Project Proposal (do not include Page A)
 7. Graphics and Photos presentation pages from your Parent Committee PDF Presentation
 8. Eagle Scout Service Project Plan
(do not include Fundraising Application Pages A&B as most Eagle candidates don’t fundraise their projects) + Additional more elaborate graphics for the project (optional).
 9. Eagle Scout Service Project Report (only include Pages A-C)
 10. Photos of your project BEFORE-AFTER: 1-2 pages, with the Before photo placed above the corresponding After photo, both taken from the same angle/viewpoint, so the transformation can be clearly seen. At least two Before-After photo series from two different viewpoints are recommended.
 11. Project Progress photos: 1-2 pages showing the progress of the project progress, including photos of volunteers working.
 12. Group Photos: 1 page featuring group photos from the service project days.
 13. Advancement Records report signed by Troop 2 Advancement Chair Mr. Matthew Benham.
 14. Copy of the project flyer and the email blasts.
 15. Copy of the Volunteer sign-in sheets, and any other related documents to the project.
- B. Send your complete Eagle Application Packet in one (1) PDF file to BOTH Eagle advisors for their review.
- C. Once the Eagle Application Packet is deemed complete by BOTH Eagle advisors, print a COLOR copy of your complete Eagle Application Packet and organize it in one (1) 1” 3-ring Red binder with cover sheet. You must have it handy for your Scoutmaster conference, your T2 Eagle Board of Review and your District Eagle Board of Review.

STEP 10:

Attend a Scoutmaster conference (Eagle Reqt 6) .

- A. Once the Eagle Application Packet is deemed complete by BOTH Eagle advisors, prepare a 5-page essay of your T2 journey including most challenging and unique experiences, and send it to the scoutmaster Mr. Matise by email (t2scouts@gmail.com).
- B. Once you have sent your 5-page essay to the scoutmaster, schedule a Scoutmaster conference with Mr. Matise. Communicate directly with him to arrange a date for the Scoutmaster Conference.
- C. If passed, **ask the Scoutmaster (“unit leader”) to sign Page C of the Eagle Scout project Report.**

STEP 11:

Attend a Troop 2 Eagle Board of Review.

- A. Once the Scoutmaster has approved your work and signed Page C of the Eagle Scout Project Report, send the final and complete PDF Eagle Application Packet with all the required signatures to BOTH advisors four (4) business days before the T2 BOR date for the Board to review before the meeting.
- B. Schedule a Troop 2 Eagle Board of Review with BOTH Eagle advisors. BOTH Eagle advisors will coordinate a Board of 3 reviewers, and they will inform you of the date.
- C. Attend and present your application at the T2 BOR and bring your 1" 3-ring red binder with a printed color copy of your complete Eagle Application Packet with all the required signatures described above (Step 09). Add a color copy of your cover sheet to the front cover of the red binder. Eagle candidate must conduct himself in an appropriate manner. This means wearing a full Scout uniform including sash and black dress shoes when engaged in the Troop 2 Eagle Board of Review.
- D. If passed, secure the signature of **the Scoutmaster ("unit leader") to sign Page 2 of the Eagle Scout Rank Application form as well as the signature of the Eagle advisor on behalf of the Unit Committee chair.**

STEP 12:

Submit your Eagle Application to the District.

Upon passing the T2 Eagle Board of Review, Eagle advisors will give you the link to submit your application electronically to the Scouting America District. You must submit the application before your 18th birthday.

You will submit two (2) PDF files:

1. Your PDF 2-page Eagle Scout Rank Application
(it will be used for Council and National signatures and records)
2. Your complete PDF Eagle Application Packet as described in Step 09
(District will send it to the jury before your District BOR for them to review).

STEP 13:

Attend a District Eagle Board of Review -DEBOR- (Eagle Req't 7)

- A. After you submit your application, you will receive an email from the District that your application was received. Then pick a date in the District DEBOR calendar on their specific website.
- B. Reach out for BOTH Eagle Advisors and other T2 ASMs: you will need one ASM to introduce you, usually an Eagle advisor for your District Board, and three (3) ASMs to serve on a different District Eagle Board of Review the same day and time. The way it works is you and a candidate from another troop are paired, he provides the three for your board and you his.
- C. Once the District confirms the exact location and date (typically one to two days before your DEBOR), email the three volunteer ASMs and the Eagle advisor to confirm your DEBOR date, time and location.
- D. Attend the scheduled DEBOR. Be there 10-15 minutes before the official time of your BOR. Bring your red Eagle Binder.
Eagle candidate must conduct himself in an appropriate manner. This means wearing a full Scout uniform including sash and black dress shoes when engaged in the District Eagle Board of Review.
- E. Remember to thank all involved T2 leaders for their dedication and time for your Eagle rank application.

STEP 14:

Attend the Troop 2 Eagle Court of Honor

The Eagle Court of Honor is a celebration and recognition of the Scout's hard work. Scout must have passed his District Eagle Board of Review (DEBOR) to be honored and receive his Eagle rank at the T2 Court of Honor that is held in the Spring (early June). It is equivalent to a graduation ceremony where family and friends are invited to participate and celebrate the Scout in the highest scout rank recognition.

As a consideration by the Troop, Eagle Scout candidate who has completed all his Eagle rank requirements and submitted them to the Eagle advisors by a specified date will be honored even if he has not yet had their DEBOR. This deadline will be the date exactly 6 weeks prior to the Court of Honor date. The Eagle badge will be returned to him, and he will be listed as a Troop 2 Eagle Scout, when he passes his DEBOR. If the Scout completes his Eagle rank requirements after the deadline date, he will be honored at the following Court of Honor. All details of the Eagle Court of Honor will be shared with you and your family by the T2 Eagle family Liaison several weeks before the Eagle Court of Honor.

Note to parents:

Please keep in mind that this is your son's Eagle rank to earn on his own. This is an excellent opportunity for him to plan and execute a long-term project.

A part of the Eagle rank process is for the Scouts to develop confidence communicating with adults on their own.

The Eagle advisors will only communicate with the Scout about their Eagle rank. Of course parents can help the Scout behind the scenes but it's the Scout that needs to communicate with the Eagle advisors. If a Scout is in jeopardy of not completing all the Eagle requirements by his 18th birthday, the Eagle advisors will reach out to the parents so they can take appropriate action.

Troop 2 can do!

Please sign below that you understand the content of this guide and will abide by the steps and process.

Eagle Scout Candidate's Name:

Eagle Scout Candidate's Signature:

Date:

Scout parent/guardian's Name:

Scout parent/guardian's Signature:

Date: