

It is imperative that all requirements for the Eagle Scout rank except the Board of Review be completed prior to the candidate's 18th birthday.

When all requirements except the Board of Review for the rank of Eagle, including the leadership service project, have been completed, the Eagle Scout Rank Application must be completed, and an appointment made with Mr. Cris Wells at the Longhorn Council Service Center promptly so that records can be verified before a Board of Review is convened.

1. Identify and present an idea for an Eagle Scout Leadership Project to your Scoutmaster for approval. This can be done prior to completing your remaining merit badges. The earlier, the better. **Do this 6 months prior to your 18th birthday at the very latest.**
2. Obtain the Eagle Scout Leadership Workbook online and complete the Eagle Scout Service Project **Proposal** section. This is best done electronically on a computer by typing into the fields in the PDF form – the form can be found at <http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>.
3. Select your Project Coach carefully. This should be an adult who is familiar with the subject of your project. Review the Proposal with your Project Coach for suggestions or revisions.
4. Submit the Proposal to your Scoutmaster for Unit Leader approval, to your Unit Advancement Chair for Unit Committee approval, and to your project's Beneficiary for approval. You will need to print out the signature page of the Proposal section for this, and obtain actual hand-written signatures.
5. Then, submit an electronic copy of your proposal (the PDF form), along with a **scanned** copy of the signature page, to the Trinity Trails District Advancement Chair, Mr. Steven Beyt, by email to steve_beyt@msn.com, copying your Scoutmaster and your Unit Advancement Chair.
6. Once you receive email approval from Mr. Beyt of your proposal (average time is 1 week), immediately notify your Scoutmaster, your Unit Advancement Chair, and your Project Coach so that a date can be agreed upon and added to the Troop calendar. **Make sure you keep the comments that were provided by the District Review Board as you will need to address these in your Final Report.**
7. Complete the Eagle Scout Service Project **Plan** section with your Project Coach.
8. Present your final draft of the project plan to your Scoutmaster and your Unit Advancement Chair for approval and final confirmation of your project date(s). Ask that an All Troop email be sent out to inform everyone of your upcoming project. Request time during a Troop meeting prior to your project date to advertise your project.
9. Lead/execute your project. Remember, you are not the one doing the work.
10. Once the project is complete, prepare the final write-up for your project (Eagle Scout Service Project **Report** section) making sure you address the comments from the District Review Board and noting the time expended, the money raised/contributed/spent and any revisions/changes you had to deal with.
11. Obtain signatures from the Benefactor and your Scoutmaster indicating that you have completed your project and that the final write-up is acceptable.

After your project and all rank requirements are completed:

- A. Please email your Unit Advancement Chair, copying your Scoutmaster, requesting a Detailed Individual History Report (IHR) with signature lines. **Print it out and keep it along with the remainder of the items below.**
- B. Obtain the Eagle Scout Rank Application online and complete the form electronically on a computer – the form can be found at http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf. Please note that for **Requirement 6 you will need to write a one page paper on your life's goals/ambitions and how you plan to give back to Scouting.** Ask your Scoutmaster to review a draft of your essay. **Ask for help if you do not understand what Requirement 6 is asking for. Ask your English teacher to review your essay and incorporate the changes that they recommend.**
- C. Once you have your application and Requirement 6 essay completed, please contact your Unit Advancement Chair and your Scoutmaster to review all of your paperwork (application, Individual History Report, one-page essay, Eagle Project proposal/detailed plan/final report) and schedule your Scoutmaster Conference.

- D. For your Scoutmaster Conference, you will need to bring all of your paperwork (application, Individual History Report, one-page essay (Requirement 6) and all paperwork for your Eagle project with final signatures) to your Scoutmaster for his signature and to your Unit Committee Chair for the final Committee signature as well as to obtain signatures for your final IHR.
- E. You will then need to **call** and schedule an appointment with the Longhorn Council Advancement Office with Mr. Cris Wells for approval of your records and Eagle Scout Rank Application. He can be reached at (817) 231-8565, or via email at 662Advancements@bsamail.org. **Mr. Wells will only see you by appointment and only on Tuesdays – be on time.** You do not have to attend this appointment personally – someone (like a parent) can attend on your behalf.
- F. You will need to take all of your paperwork with you to the meeting with Mr. Wells (Eagle Scout Rank Application with signatures, signed copy of your detailed IHR, the Requirement 6 one-page essay, your completed Eagle project workbook with final signatures, and your merit badge blue cards).
- G. After Mr. Wells reviews and approves your application, records, Eagle Project workbook and Requirement 6 essay, he will sign the application indicating Council approval. Make sure you receive a **“Routing Sheet”** from him along with your original paperwork (in the past, this has been a single **tan** sheet of paper with his initials on it indicating that all of the required documentation has been verified). You will then keep your Eagle packet in a safe place until you have a BOR prep meeting with your Scoutmaster. Typically, Mr. Wells initials or marks the backside of all originals to ensure they can be easily identified.
- H. Request a date and time for your Eagle Board of Review through Mr. Beyt by email to steve_beyt@msn.com. Your email must include a scanned copy of **both** pages of your signed Eagle Rank Application Form. Eagle Boards of Review are typically scheduled the for second Thursday of the month –or– at another time that is convenient for you if there is a need. Note that Eagle Boards are not typically scheduled during the month of July. Mr. Beyt will reply via email with the date and time of your Eagle Board of Review.
- I. Mr. Beyt’s reply email will also include a draft cover letter that you can use to ask for Letters of Recommendation from the references you have listed on your Eagle Scout Rank Application. A minimum of 3 letters is recommended. These letters may be emailed, sent via the US Postal Service, or hand-delivered to Mr. Beyt before your Board of Review
- J. Once the date of your BOR has been established, you will need to make **two** paper copies of the following:
- 1) Your Eagle Scout project booklet outlining any revisions that you made, how you addressed the concerns the District Review Board made when your proposal was approved and before/during/after pictures of your project;
 - 2) Your Requirement 6 essay outlining your goals and ambitions and how you plan to give back to Scouting.
- PLEASE NOTE: The Board of Review Requires the Original Eagle Scout Application and “Routing Sheet”.**
(PLEASE **DO NOT** COPY THE ORIGINAL EAGLE SCOUT APPLICATION as this has caused confusion at the BORs as they try to determine which set of paperwork is the original document being presented for signature.)
- K. Make an appointment with your Scoutmaster so that you can meet with him one week before your Eagle BOR for a final review of your paperwork, a coaching session and a uniform inspection. At this time, you should have feedback regarding the status of the Letters of Recommendation that Mr. Beyt has received. If he has not received a minimum of 3, you will need to urge the people you have requested to quickly write a letter and send it to Mr. Beyt and/or request additional people to write a letter on your behalf.
- L. On the day of your Eagle BOR, arrive wearing your **full** Class A uniform but with merit badge sash **in-hand***. Arrive fifteen (15) minutes prior to actually sitting for your Eagle BOR to meet with Mr. Beyt. Make sure you have your **complete** Eagle Scout packet (the original application and the two copies of the items as defined in Step J above) which you will present to Mr. Beyt. He will provide the packet to the Eagle BOR Panel. They will review your application and project report prior to you sitting before the Eagle BOR Panel.

* Note: Carrying your merit badge sash in-hand to the Eagle BOR rather than wearing it allows you to present your sash to the Eagle BOR Panel as they will ask to see it right after your introduction. They will look at the sash to see which merit badges you have earned and ask you general questions about them.

Do not hesitate to ask for help or clarification.
Be Prepared. Do not procrastinate.