

# Eagle Application & Project Workbook Outline

1. **Eagle Application**
  - a. Should be typed. Insure it is 100% accurate.
2. **Life Ambitions** - Statement of Ambitions and Life Purpose (1 – 2 pages)
3. **Eagle Service Project**
  - a. Project Description
  - b. Project Details
    - Present Condition
    - Materials
    - Shift Schedule
    - Equipment needed
    - Diagrams
    - Parts List
    - Material List
  - c. **Before Photographs**
  - d. **Approval Signatures**
  - e. **Hours Worked** - (The goal of the project is to show your leadership and to provide a service to the community. As a recommendation use 256 total man hours as a guideline for how many hours your project should take to complete. The total hours worked by others should be mostly be done by fellow scouts.)
    - i. Hours You Spent on Project
      - Planning = 32 Hours
      - Carrying out (4 Days x 8 Hours) = 32 Hours
      - Total = 64 Hours
    - ii. Hours Other Spent by Others
      - Youth (4 Scouts x 4 Days x 8 Hours) = 128 Hours
      - Adult (2 YPG Adults x 4 Days x 8 Hours) = 64 Hours
      - Total = 192 Hours
    - iii. Grand Total Hours = 256 Hours
  - f. Budget Sheet (Amount of dollars remaining after completion of project must = \$0.00)
  - g. Changes to the project
  - h. **During Photographs** w/Action Captions
  - i. **After Photographs** w/Action Captions
  - j. **Completion Signatures** - Approvals for Completed Project
  - k. **Merit Badges** – Make sure to have all the blue cards and that the dates on the blue cards match the IHR and the Eagle Application.
  - l. **Supporting Documents**- make sure all documents are in agreement with the Eagle Application.
    - Rank Cards
    - Other Awards (ex. Totin Chit, Firem'n Chit)
    - IHR (Individual History Report) – up-to-date and accurate
    - IPART (Individual Participation Report) – up-to-date and accurate

It really helps if the items that are **bolded** above have tabs. This makes it easier for the board to find the different sections of the Eagle Workbook.

Make copies of everything. The only original item that you will turn in is the Eagle Application all the other items will be copies.

**When you turn in your application to council make sure to get a receipt.**

#### 4. Letters of Recommendation

- a. Make sure to use the templates for the letters and envelopes that can be found in the Eagle's Nest section on the troop's web page. ([www.t777.org](http://www.t777.org))
  - i. You don't want the Registrar to throw away an unlabeled envelope because it looked like junk mail. Let the Registrar know how many letters to expect for you.
- b. Before you turn in your Eagle Application to Council, make sure that the Troop Registrar has received all your letters.
  - i. You might have to check back a few times with the Troop Registrar.
  - ii. You will also probably have to gently remind some of the people who agreed to write a letter for you to get them turned in.
- c. Make sure to let the Troop Registrar know before you turn in your application to council so that he/she can turn in your letters to council at about the same time.
- d. You should plan on this process taking several weeks because the people writing your letters are busy, or they might forget to do it. This includes your parents.