Troop 97 Eagle Process Review

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Background

Congratulations! You have now started the process to become an Eagle Scout! This is the pinnacle of scouting and you are about to earn scouts' highest honor. The road to Eagle Scout has several steps which we will review here. This document is intended for Life scouts that have "mostly" finished their merit badges required for the rank. During this process you will work with an Eagle advisor who can help guide you along this journey. Make sure you are always working with your advisor, the scoutmaster, and your parents for any questions that arise along your journey!

Step 1: Eagle Advisor

Step 1A: Get an Eagle Advisor

Talk to the Scoutmaster and let them know you are ready to begin your Eagle project. The Scoutmaster will help pair you with an Eagle Project coach - a registered adult leader who is not a family member and who will guide you through the project proposal, execution, and paperwork.

1. Ask the Scoutmaster who is available to be your Eagle Advisor.
2. Reach out to that adult directly to confirm they are willing to work with you.
3. Once confirmed, get their contact information (email/phone) into your project notes so you can reach them throughout the process.
4. Your advisor's role is to review your paperwork before it goes to Troop leadership and the district, answer process questions, and help you stay on schedule - they are not there to do the project for you.

Step 1B: Eagle Project Folder on Shared Drive

Create a shared Google Drive folder for your project by reaching out to the committee chair at Troop97chair@gmail.com. Some notes about the folder:

1. The chair or adult leader should name the folder "Last Name_First Name Eagle Project."
2. Share it (edit access) with your Eagle Advisor, Scoutmaster, and parents.
3. The adult leader or committee chair should prepopulate it with the Rockland District guidelines, Safe Project tool use document, and Eagle time log template.
4. For the future, keep every version of your Eagle Scout Service Project Workbook, fundraising forms, photos, sign-in sheets, and correspondence in this folder so nothing gets lost.
5. Use clear file names and dates (e.g., "Proposal_v1_2026-09-01") so your advisor can track changes over time.

Step 1C: Time Log

In the shared drive, be sure to create a timelog for all activities that you do for your project. Track all activities, meeting with advisors, filling out forms, etc. in the time log moving forward.

Step 1D: Meet and plan with your Eagle Advisor

Schedule an initial planning meeting with your Eagle Advisor as soon as they are assigned.

1. Come prepared with as many project ideas as you can, including who the beneficiary (the organization or place that will benefit) would be for each.
2. Discuss which idea best demonstrates planning, development, and leadership of others (the three things the Eagle Board is looking for).
3. Together, build a rough timeline working backward from your 18th birthday, leaving buffer time for project approval, execution, and paperwork.
4. Agree on a regular check-in cadence (e.g., every 2 weeks) so your advisor can track progress and unblock you quickly.
5. Confirm who your beneficiary contact will be and get their permission to move forward with a written proposal.

Step 2: Prepare for Eagle Project Review

Step 2A: Fill Out Eagle Project Form

Download the current Eagle Scout Service Project Workbook from scouting.org and complete the Proposal section (Section 1).

1. Describe the project in detail: what you will do, who benefits, and why it's needed.
2. List the materials, tools, and estimated number of volunteers and hours required.
3. Include sketches, maps, or photos of the project site where helpful.
4. If the project involves raising money or materials, also complete the Fundraising Application in the workbook.
5. Upload the proposal on the shared drive.

Step 2B: Review Eagle Project Form with Troop Leadership

Before anything goes to the district, your proposal needs to be reviewed within the Troop.

1. Send the draft proposal (via link) to your Eagle Advisor for feedback and revise as needed.
2. Schedule a short meeting with the Scoutmaster to walk through the proposal.
3. Get the Scoutmaster's and Committee Chair's signatures on the proposal signature page once they approve it.

Step 2C: Sponsor Approval

Have your beneficiary review and sign the proposal to confirm they approve of the project as described.

Step 2D: Emailing the board

Once Troop leadership has signed off, submit the proposal for district/council review.

1. Email your signed proposal (as a PDF) to the district advancement committee/Eagle project review contact, with your Eagle Advisor and Scoutmaster cc'd.
2. Ask for a scheduled date/time for your Eagle Project Review.
    - Note that most reviews are held towards the end of the month.
    - Requests are usually fulfilled by the end of the previous month so do not ask at the last moment!
3. Do not begin work on the project or spend any money until the proposal has been formally approved by the district committee.

Step 3: Eagle Project Review

Step 3A: Uniform

Wear your full Class A uniform (shirt with all current patches, pants/shorts, belt, socks) to the review, just as you would for a Board of Review. Be sure to have your merit badge sash as well as appropriate shoes/boots and socks.

Step 3B: Practice and Preparation

1. Re-read your entire proposal the night before so you can speak to every detail confidently.
2. Practice explaining, in your own words, what the project is, why it matters, how you'll lead others, and how you'll handle safety and logistics.
3. The committee will send you a long list of questions prior to your review. Be sure to read these questions and review ahead of time with your advisor.
4. Bring your original copy of your proposal for signatures. Be sure to bring a pen!
    - Bring an extra printed copy of your proposal and any sketches/photos.
5. Set a time with your coach on when they will meet you there. May sure it is earlier than the scheduled time. If the Eagle coach cannot make it, arrange time with another adult leader.
6. Arrive early and bring a parent or your Eagle Advisor for support if allowed. Coordinate with the Scoutmaster and Coach for the timing of your arrival.

Step 3C: The review

This is a review of your written proposal by a district l committee - it is not a test of scout skills.

1. The committee will ask questions to confirm the project shows appropriate planning, development, and leadership.
2. They may ask you to revise details (scope, safety plan, materials) before final approval.
3. They will also likely ask questions about fundraising plans, they will suggest to include all possible fundraising options, as once fundraising is signed off on, if another idea for

fundraising pops up, it will require a complete resubmittal of the fundraising request. More on this later in this document.

4. Once approved, get the approval signature(s) in your workbook before doing any project work.

Step 4: Eagle Project

Step 4A: Fundraising

If your project requires raising money or materials, this must be pre-approved as part of your project.

1. Do not solicit donations or spend project funds until your fundraising application has been approved in writing.
2. Keep receipts for everything purchased and track all donations received.
3. The fundraising application needs to be signed by the troop and the beneficiary.
4. The board will provide a council email to submit the fundraising application for approval. Send the signed / approved form to the provided contact.
5. Save the original signed/approved fundraising application - you will need it for your final submission packet.

Step 4B: Workbook Planning Section

1. Fill out the planning section of the workbook
2. Review with your Eagle Coach

Step 4C: Preparation

Make sure to get on site and email blasts. Get adults. Make a time sheet.

1. Set a project date (or dates) and a rain/backup date.
    - All dates should be cleared with the Scoutmaster and coach, based on Troop activities, and the Beneficiary.
    - Then find adults for 2 deep coverage then announce to scouts.
        - The Eagle coach is not required to be at workdays.
2. Confirm site access and any permits or landowner permissions in writing.
3. Recruit volunteers via Troop email blasts, social media, and word of mouth - aim to have more help than you think you'll need.
4. Line up at least two registered adults (working with your Eagle Advisor) to be on-site the whole time for supervision/safety.
5. Prepare a materials/tools list and confirm what's being borrowed, bought, or donated.
6. Prepare a sign-in/time sheet for all volunteers to log hours (name, hours worked, task).
7. Do a walkthrough of the safety plan (PPE, hazards, first aid kit location, emergency contacts) with your advisor before the work day.
8. If your project requires and digging, be sure to call 811 between 2 to 10 days prior.

Coordinate this call with the beneficiary.

Step 4D: Running the project

1. Hold a brief kickoff with volunteers: explain the goal, assign tasks/teams, and review safety rules.
2. Lead - don't just do the work yourself. Delegate tasks and check in with each team throughout the day.
3. Have every volunteer sign in/out on the time sheet.
4. Take plenty of "before," "during," and "after" photos for your report and final presentation.
5. Do a final walkthrough with your beneficiary at the end to confirm the work meets their expectations.
6. When the project is complete, have the beneficiary sign off your project paperwork.

Step 4E: Completing the project paperwork

Complete the Project Report (Section 3) of the Eagle Scout Service Project Workbook promptly after the project.

1. Summarize what was done, how it differed (if at all) from the original plan, and why.
2. Total up volunteer hours and list all participants in the time log.
3. Attach your time sheets, receipts, fundraising documentation, and before/after photos.
4. Answer the questions in the report section. Write a short reflection on leadership: what you learned, challenges you overcame, and how you led others.
5. Review the final budget and determine if you raised enough money. Any extra money should be sent to the beneficiary. Write up in your report what the end state of the budget was and why it was too much or too little. If you did not raise enough money be prepared to explain and understand how the shortfall is being funded.
6. Remember in your report to include the value of any donated materials in both income and cost sides.

Step 4F: Get signatures

1. Have your beneficiary sign the report confirming the work is complete and satisfactory.
2. Have your Eagle Advisor review the report section.
3. Have the Scoutmaster/unit leader sign the final workbook signature pages.

Step 5: Completing Merit Badges

Check the Eagle Scout Rank Application for accuracy. Make sure you have completed all merit badges and are entered into scoutbook.

1. Confirm all required Eagle merit badges (and enough electives to total 21) are marked complete in Scoutbook.
2. Cross-check Scoutbook against your physical blue cards - if anything is missing or

dated incorrectly, get it corrected with your Advancement Chair before submitting your application.

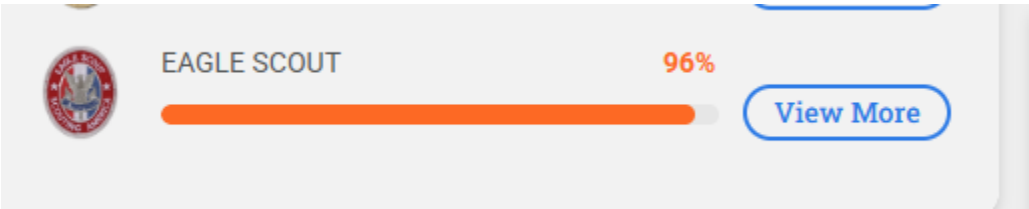
3. Turn in all blue cards to the Troop Advancement Chair so they are on file.
4. Double check that any Eagle-required badge earned via an alternate/optional badge is properly reflected.

Step 6: Preparing for Eagle Review Board

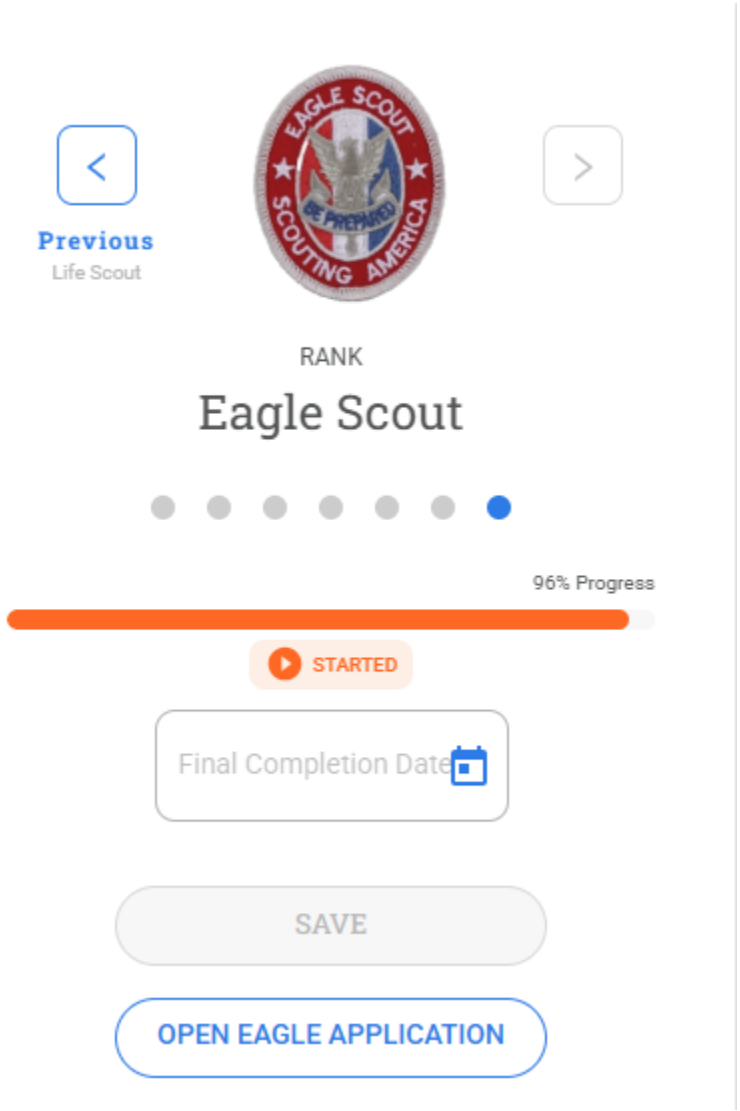
Step 6A: Generating the Eagle Rank Application

You and your coach should work on generating a prepopulated Eagle Rank Application via scoutbook and fill in the blanks. To do so, one of you needs to log into Scoutbook and go to the scouts information page.

Click on the VIEW MORE Option for the Eagle Badge:



On the left, you will see OPEN EAGLE APPLICATION:



Once downloaded, update.

1. Fill in any fields Scoutbook left blank (mailing address, positions of responsibility with exact dates, etc.).
2. Double-check every date against Scoutbook and your physical scout book for consistency.
3. List your Eagle project title, description, and hours in the appropriate section.

Step 6B: Recommendation Letters

You will need to request a total of 4 letters of reference for the board to review. They can not be a family member or the scoutmaster, but can include a spiritual leader, teacher, or family friends.

1. Request letters at least 3-4 weeks before you plan to submit, since people need time to write them.
2. Give each person a short reminder of who you are and what the letter is for (supporting your Eagle Scout application), but let them write it in their own words.
3. You are responsible for requesting references from the four individuals listed on your

application. Requested references may be returned to you in a sealed envelope, or sent directly to a designated unit, district, or council adult for safekeeping until your board. Ask your scoutmaster or advisor, which is best.

4. In the request, clarify to the requestee:
    - Your background
    - What being an Eagle Scout Means to you
    - Why you need the letter
    - Request that they can write the letter speaking to how you upheld the scout law and oath
    - Request to state how they know you
5. Keep a checklist of who you've asked and follow up if you haven't heard back after two weeks.

Step 6C: Statement of Ambitions

Write a short essay describing your ambitions and life purpose, and list the Eagle Scout leadership positions you have held or plan to hold.

1. Keep it personal and specific - talk about your goals (school, career, community involvement) and how Scouting has shaped them.
2. One to two pages is typical.
3. Ask your coach to put a template in your shared drive to give you an outline to fill out.
4. Have your Eagle Coach or a parent proofread it before final submission.

Step 6D: Activity Summary

List your activities, hobbies, and interests outside of Scouting, such as school clubs, sports, jobs, religious activities, and community service.

1. Include activity name, organization, and approximate dates/duration for each.
2. Don't limit this to Scouting - the Board wants to see the whole picture of who you are.
3. Ask your coach to put a template in your shared drive to give you an outline to fill out.
4. Keep the list current up through the time of submission.
5. Have your Eagle Coach or a parent proofread it before final submission.

Step 6E: Scoutmaster Conference

Bring the ESRA to have signed. Bring your physical scout book if you would like that signed. Bring your final Scout Project paperwork to be signed.

1. Schedule your Scoutmaster Conference once your ESRA, project paperwork, and merit badges are all complete.
2. Be ready to talk about your Scouting journey, your Eagle project, and your plans going forward.
3. This conference is required before your paperwork can be submitted for a Board of Review - don't skip it.

Step 6F: Preparing Submission

Do the following:

1. Complete and Review all of the paperwork related to the Eagle project (proposal, plan, & report).
2. If fundraising was involved, be sure to have the fundraising application information available (original application with email confirmation of approval from Mr. Ridge).
3. Signature pages from the Eagle project application - fully signed.
4. Printout of the full project paperwork (proposal, plan, report).
5. ESRA (Eagle Scout Rank Application) - fully completed and signed, with references, all merit badges and leadership positions with dates.
6. Statement of Ambition
7. Activity Listing
8. Be sure to have Eagle project pictures of before, during and after the project (only a few that are needed to send with BOR request; a more detailed summary of all of the work done at the project can be presented at the final Eagle BOR)

Step 6G: Request Eagle Board of review

You will send out TWO separate emails:

EMAIL #1 - To the Greater Hudson Valley Council (GHV.Eagles@scouting.org), with a CC to the scoutmaster, unit chair, and Mrs. Martel (Rockland Eagle Rep) (Rockland.Eagle@gmail.com). Provide your name, your rank, your Troop, and explain in your own words that you are submitting for review your ESRA in anticipation of your final Eagle Board of Review. Include attachments with the following materials as PDFs:

1. Completed, fully signed ESRA ("Last Name_First Name_ESRA")
2. The Statement of Ambitions essay ("Last Name_First Name_Ambitions Essay")
3. The Activity Listing ("Last Name_First Name_ Activity Listing")

EMAIL #2 - To the Rockland County Eagle representative, currently Mrs. Anne Martel (Rockland.Eagle@gmail.com), with a CC to the scoutmaster, the committee chair, and your project coach. Provide Mrs. Martel, with your name, your rank, your Troop, and explain that you are requesting a final Eagle Board of Review. In your own words, explain that you are including for her review the following materials:

1. Completed, fully signed ESRA ("Last Name_First Name_ESRA")
2. The entire project workbook (which includes both fully signed signature pages as well as the fundraising application and approval documents) - ("Last Name_First Name _workbook"). DO NOT INCLUDE any of the instruction pages with your final workbook version.
3. The Statement of Ambitions essay ("Last Name_First Name_Ambitions Essay")
4. If fundraising was done, include the fundraising form and approval note
5. The Activity Listing ("Last Name_First Name_ Activity Listing")
6. A FEW before and after pictures of your Eagle project. Just a few - save the

presentation with any additional pictures for your actual Board of Review.

After sending both emails, follow up within a week if you haven't received confirmation, and watch for a proposed Board of Review date/time.

Be sure to request the review the prior month before the review date. This means the cutoff is typically at least 3 weeks ahead of time!

Step 7: Eagle Board of Review

Step 7A: Preparation

1. Wear your full, correct Class A uniform with all current insignia.
2. Bring a printed copy of your full application packet, and your Eagle project presentation (photos/summary) in case the Board asks to see more detail than what was submitted. Bringing your scoutbook is optional.
3. Review your own application and project paperwork so you can speak confidently to every part of it - dates, positions held, and project details.
4. Have some way to display a few pictures for the review of the project.
    - Optional Suggestion: bring a tri-fold display with three rows of pictures: before the project, work during the project with action pictures, and after pictures. Be sure to also attach some pictures of drawings or other collateral. Put a title on top as well and make sure it looks appropriate.
5. Think through answers to likely questions: what leadership means to you, a challenge you overcame, how Scouting's values show up in your daily life, and your plans for the future.
6. Arrive at least 15 minutes early to the time assigned to you by the board, and bring a parent to wait outside if allowed by your council's process.
7. Arrange with your coach on who will walk you into the review.

Step 7B: The Review

The Eagle Board of Review is typically scheduled as a 60 conversation with a small panel (often 3-6 adults, not your Scoutmaster or unit leader).

1. The Board will ask about your Scouting experience, leadership positions, your Eagle project, and your goals - this is a conversation, not a test of skills or knowledge.
2. Answer honestly and in your own words; it's fine to take a moment to think before answering.
3. At the end, you'll be asked to step out briefly while the Board deliberates.
4. You'll be called back in to hear the result - congratulations are in order if you pass!
5. Afterward, your Eagle Scout rank and Court of Honor will be scheduled through the Troop.