

Dear Life Scout,

May 1, 2019

Congratulations on achieving the rank of Life Scout. For a smooth advancement to Eagle certain key dates and order of events need to be in compliance with BSA policies. Below are guidelines to help you prepare:

Prior to your Eagle Service Project approval ask yourself:

1. Does my project provide a benefit to the community and can I explain that benefit to others?  
Remember this is a service project and not a construction project.
2. Does my project provide me an opportunity to be a leader and can I explain my service as a leader when I complete the project?
3. Can my project be done safely?
4. Is my project appropriate size and scope for my ability as organizer and leader?

Use the **current** Eagle Scout Service workbook from BSA. Complete the Fundraising Application with list of all potential donors and submit it to the Scout office before your district project approval and before any fundraising. No fundraising is permitted without Scout office approval of your Fundraising Application. Fundraising not permitted by the Scout office may negate your project.

Complete thoroughly all sections of your project workbook including contact information. Hand written signatures are required on the original copy by the Eagle candidate (that's you), unit committee chairman, Scoutmaster, and beneficiary. "Before" photos are helpful to present project proposal.

**Three weeks** before your Eagle Rank Board of Review your three letters of reference should be mailed to the Scout office. Confirm with your reference letter writers that letters are mailed timely.

**Two weeks** before your Eagle Board of Review submit your Eagle rank application and letter of ambition to the Scout office for verification of dates of your merit badges and accuracy of the application.

**Arrive on time** in uniform for your Board of Review with copy of your Eagle application, letter of ambition, and completed Eagle Service Project report. "Before and after" photos are helpful for your project report.

Ask for help when needed and be open to suggestions by others as you advance from Life to Eagle. Good luck as you work towards the highest honor you can earn as a Scout.

Yours in Scouting,  
Buffalo Trace Council Advancement Team