



BOY SCOUTS OF AMERICA®  
OREGON TRAIL COUNCIL  
GREENWOOD DISTRICT

# Life to Eagle



*Prepared by*

**Dave Ragsdale**

Eagle Board of Review Chair  
Council Advancement Committee

*and*

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National Service Territory 1 Commissioner Elect  
Council Commissioner

**2024**



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*The following information is provided to assist the Scout in his journey to Eagle Scout. It is not a guarantee of rank advancement, nor is it intended as a barrier. Problems should be brought to the attention of the Greenwood District Eagle Board of Review Chair and the unit leader or mentor for resolution.*



**BOY SCOUTS OF AMERICA®**  
**OREGON TRAIL COUNCIL**  
**GREENWOOD DISTRICT**

Dear Life Scout,

Congratulations on reaching the rank of Life Scout! Your advancement is a significant achievement that takes you one step closer to completing your path to Eagle Scout. Since the first Eagle rank was awarded in 1912, over two and a half million scouts have satisfied the challenging requirements of this rank. To become a member of this elite group will require dedication and hard work.

When you are ready to begin, please visit the Oregon Trail Council Service Center to obtain a copy of your **official record**. This **Eagle packet** contains information that will be helpful to you in completing the Eagle requirements, including your service project and application. Please visit the Council page at [otcbsa.org/resources/advancement/](http://otcbsa.org/resources/advancement/) for live links to the Eagle Project Workbook and Eagle Scout Application. Also you will find a link to this packet, which should assist you as you work toward becoming an Eagle Scout.

Please read all of the materials carefully and talk to your Scoutmaster, Crew Advisor, or Ship Skipper about the information and your plans. If you have questions, please contact Eagle Board of Review Chair Dave Ragsdale at [dsrags@gmail.com](mailto:dsrags@gmail.com) or 541-343-8370 or the council service center.

It is critical that you understand the requirements before starting your project. Specifically, the project plan must be **reviewed**, **approved**, and **signed** by the following people: the beneficiary of the project, your unit leader, the unit committee, and the district advancement committee. To make an appointment for district approval, please **contact the people listed below**, but not those who are affiliated with your unit or with whom you have a personal or family relationship.

<b>For Eagle Project Approval</b>			
John Hackbarth	Unit Commissioner / Eugene	541-221-3045	<a href="mailto:j.hackbarth@comcast.net">j.hackbarth@comcast.net</a>
Tim Loftis	District Committee Member	541-520-6477	<a href="mailto:tim.loftis25354@gmail.com">tim.loftis25354@gmail.com</a>
Ed Nitkowski	Dist. Advancement Comm. – T100	541-686-1327	<a href="mailto:kathynitkowski@gmail.com">kathynitkowski@gmail.com</a>
Don Williams	Dist. Advancement Comm. – T100	541-345-7875	<a href="mailto:donwilliams8@hotmail.com">donwilliams8@hotmail.com</a>

When your leadership service project and Scoutmaster conference have been completed, and you are ready for the Eagle Board of Review, you must sign and submit the **Eagle Scout Rank Application**, **Service Project Workbook**, and a **statement about yourself** to the council service center no later than the first Friday of the month.

Your application and workbook will be verified with the council office, and then forwarded to the Eagle Board of Review Chair. References are reviewed, and you will be contacted to set up an Eagle Board of Review. The Greenwood District Eagle Board of Review meets each month on the **third Thursday**.

Attaining the rank of Eagle Scout is something that will distinguish you as someone worthy of trust and admiration for the rest of your life. We look forward to welcoming you to this prestigious group.

***The Greenwood District Advancement Committee***

## The 12 Steps from Life to Eagle

The following 12 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the local council, and the volunteers who are to conduct the Eagle Board of Review. Eagle candidates should share these steps with their unit leader so that they can fully understand the procedures that must be followed.

1. ***Complete All Requirements of Tenure.*** In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; while a Life Scout, serve actively for a period of six months in one or more positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the final Scoutmaster conference (which can be held anytime after Scout earns his Life rank with a discussion of the Eagle Project).
2. ***Select and Gain Approval of Eagle Scout Service Project.*** The Eagle candidate must select his Eagle Scout Service Project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and a District Advancement Committee member who will have final approval over your project proposal. The Eagle Scout Service Project Workbook must be used in meeting this requirement.
3. ***Complete All Requirements by Age 18.*** 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. The Eagle Board of Review must be completed within 3 months after the candidate's 18th birthday (6 months with National Boy Scout Committee approval in special cases). 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 sent to the Oregon Trail Council service center promptly. Remember to attach the statement fulfilling requirement #6 of the Eagle Scout Rank Application. (Youth members with disabilities should meet with their unit leader regarding time extensions.)
4. ***Gather Needed Signatures.*** The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.
5. ***Contact References for Application.*** When the completed application is received at the council service center, its contents will be verified and the references checked. The candidate should have contacted those individuals listed as references before including their names on the application. The Eagle candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center or the District Advancement Committee member handling that particular Eagle Scout Board of Review.
6. ***Complete and Submit Workbook.*** The properly completed Eagle Scout Service Project Workbook must be submitted with the application.

## The 12 Steps from Life to Eagle (*cont.*)

7. ***Application is Submitted and Forwarded to the District Advancement Committee.*** After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Service Project Workbook, and references will be forwarded to the District Advancement Committee member conducting the Eagle board of review so that a board of review can be scheduled. Under no circumstances should a board of review be scheduled until the application is forwarded to the District Advancement Committee member conducting the review.

8. ***Schedule a date for the Board of Review.*** Once the District Advancement Committee member has determined that the Eagle Scout Service Project has been completed satisfactorily, the Eagle Scout Candidate will be contacted to discuss the procedures for the Eagle Board of Review and to schedule a date for the review. The Eagle Board of Review does not have to occur before the candidate's 18th birthday. It must occur within 3 months of the 18th birthday. The Eagle Board of Review Committee is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. At least one district or council advancement representative must be a member of the Eagle Board of Review. A council or district may designate more than one person to serve as a member of Eagle Board of Review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle Board of Review.

9. ***Candidate is Presented and Sits for Board.*** The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the Eagle Board of Review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. At the conclusion of the review, the board should be assured of the candidate's participation in the Scouting program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout.

The decision must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact. (See "Appealing a Decision" in the National BSA Policies and Procedures, No. 33088A.)

10. ***Signed Application is Submitted to Council.*** As soon as possible after the board of review and after the application has been appropriately signed, the application and a properly completed Advancement Report are returned to the council service center.

11. ***Council Executives Approves Application and Forwards to National.*** When the application arrives at the council service center, the Scout Executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. Only the Eagle Scout Rank Application is forwarded to the National Eagle Scout Service.

## The 12 Steps from Life to Eagle (*cont.*)

12. ***Eagle Credentials Arrive at the Local Council and Made Available to Unit.*** The National Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the National Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials. It usually takes between three to four weeks for the National Eagle Scout Service to review and approve the electronically submitted Eagle Rank Application and send the Eagle Scout Certificate and Membership Card to your local council service center. When the Eagle credentials arrive the local council service center will contact your scoutmaster to pick them up.

## Eagle Scout Timeline and Project Ideas

### At least **15 months** before 18th birthday

- ☐ It is recommended that you attain the rank of Star Scout, although you must be Life Scout before you can begin actual work on your project and before the clock starts on your leadership tenure.
- ☐ Consult with your Scoutmaster or Assistant Scoutmaster to identify an adult to serve as your mentor and advisor.
- ☐ Attend a Life to Eagle seminar, if available.
- ☐ Obtain report from unit Advancement Chair of outstanding requirements for Eagle rank regarding merit badges and leadership position.
- ☐ Obtain a copy of official Scout record and Eagle packet from Oregon Trail Council Scout Center. Compare your unit report and council report to resolve any differences in what has been recorded.
- ☐ Print Eagle Scout Application and Eagle Scout Leadership Service Project Workbook at:
  - [https://filestore.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf) and ...
  - [www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/](http://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/)Review with mentor.
- ☐ Select project and review with mentor or Scoutmaster. Google Eagle Scout project ideas and you will find many resources, including the sites listed below. Listing the websites is not an endorsement of its contents. Each project must be reviewed for merit as an Eagle Scout Project.
  - <http://blog.scoutingmagazine.org/2012/01/31/how-to-find-a-great-idea-for-an-eagle-scout-service-project/>
  - <https://nesa.org/resources/trail-to-eagle/project-idea-generator/>
  - <http://www.eaglescout.org/project/select.html>
  - <https://scoutlife.org/about-scouts/12140/share-your-eagle-scout-service-project-ideas/>
  - <https://scoutsmarts.com/eagle-scout-project-ideas/>
  - <https://scoutorama.com/100-service-project-ideas>
- ☐ Age Guidelines for Tool Use and Work at Elevations or Excavations.
  - <http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf>

### At least **12 months** before 18th birthday

- ☐ Complete appropriate portions of Eagle Scout Leadership Service Project Workbook.
- ☐ Obtain signature form Benefiting Organization for project. You may not begin yet!
- ☐ Keep log of time spent on actual write-up process.
- ☐ Maintain contact with mentor.

## Eagle Scout Timeline and Project Ideas (*cont.*)

### At least **6 months** before 18th birthday

- ☐ Serve in leadership position required for Eagle Scout rank.
- ☐ Work toward completion of the Eagle Scout Leadership Service Project Workbook.
- ☐ Submit the Eagle Scout Leadership Service Project Workbook to Scoutmaster for approval.
- ☐ Submit the Eagle Scout Leadership Service Project Workbook to unit Committee Chair for approval.
- ☐ Ensure completion of required merit badges and leadership positions.
- ☐ Submit the Eagle Scout Leadership Service Project Workbook for Greenwood District approval by contacting the Scouters listed on the Greenwood District website for approval.
- ☐ Once Greenwood District approval is given **Scout may begin fundraising and project.**
- ☐ Carry out approved project.
  - Do not make changes to your District-approved project proposal – mention any changes that occur, regardless of how small, in your final write-up.
  - Make sure to check and keep ALL original sign-in sheets and donation ledger sheets.
- ☐ Complete Eagle Scout Application Form. Remember that part of the application includes a Personal Statement of your goals and purpose in life.
- ☐ List 6 references (5 if you have no employer) on application, request letters from 3 of them.
- ☐ Participate in Scoutmaster Conference.
- ☐ Obtain signature from Scoutmaster.
- ☐ Obtain signature from unit Committee Chair.
- ☐ **Submit Eagle Scout Leadership Service Project Workbook, Eagle Scout Application Form and Personal Statement to the Oregon Trail Council at the Scout Center.** Preferably in a loose leaf or other kind of binder or folder. If this is done before the first Friday of the month, your Eagle Scout Board of Review will be scheduled for the third Thursday of the month in which your application is submitted.
- ☐ Sit for your Eagle Scout Board of Review. Your appearance should reflect your pride in the uniform that you are wearing. Good luck!



## Eagle Scout Service Project Checklist

### Approval Process

- ☐ Before the project is started review to determine that it meets the standard of an Eagle project.
- ☐ Get approval of the project before you begin work. The Project Proposal and Fundraising Application (if applicable) of the workbook should be completed.
  - Obtain the signature of a representative of the beneficiary.
  - Obtain the signature of unit leader.
  - Obtain the signature of your unit committee.
  - Obtain the signature of a District Scouter listed on the Greenwood District website to arrange a meeting for District review and approval.
    - This is not done over the telephone.
    - **Allow sufficient time for completion of the approval process and the project well before your 18th birthday.**

### Limitations

- ☐ You must use the current version of the Eagle Scout Leadership Service Project Workbook. If you were given one when you advanced to Life Scout, it may not still be current! ([scouting.org/scoutsource/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures](http://scouting.org/scoutsource/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures))
- ☐ The work on your project must be done before your 18th birthday unless an extension has been allowed.
- ☐ The project must be of sufficient magnitude to be of real value. Routine labor, a job or service normally rendered, should not be considered. This may exclude such tasks as cleaning, repainting, refinishing, re-arranging, mowing, weeding, removing graffiti, and reoccurring events such as blood, book, clothing or food drives, adopt-a-highway or hydrant or regular volunteering.
- ☐ The project may not be performed for a business, be of a commercial nature, or be a fundraiser only.
- ☐ Time must be sufficient to demonstrate leadership skills.

### Beneficiary

- ☐ The service project must benefit any religious institution, school or community.
- ☐ The work must conform to the wishes and regulations of the benefactor.
- ☐ The work cannot be shared with another Eagle Scout Candidate.
- ☐ Work involving council property or other BSA activity is not permitted.

## Eagle Scout Service Project Checklist (*cont.*)

### Written Plan

- ☐ Describe the project you plan to do.
- ☐ List the beneficiary, phone, address, city, state, zip, and explain how your project will be beneficial.
- ☐ Discuss project concept with unit leader and representative of beneficiary. Note name, title, dates and phone numbers.
- ☐ In Project Details plan your work by describing the following, remembering that pages can be added, as needed:
  - Present Condition
  - Method
  - Materials to be used (Quantities and types)
  - Project Helpers
  - Time Schedule (Start date, end date, work days and hours to be worked)
  - Safety Hazards (Such as heat, cold, rain, traffic, heights, tools, equipment)
  - How safety will be ensured (Training, two-deep leadership, first aid)
  - If appropriate, “Before” photographs.
- ☐ Use the workbook throughout your project to assist in documenting and completing your project. Upon completion of the service project, finish any remaining parts of the Eagle Scout or Quartermaster Service Project Workbook. Include maps, drawings, and photographs.

### Board of Review Considerations

- ☐ How was leadership demonstrated?
- ☐ Did the Scout direct the project rather than do all the work himself?
- ☐ Was the project of real value to the religious institution, school or community group?
- ☐ Who from the group benefiting from the project may be contacted to verify the project's value?
- ☐ Did the project follow the approved plan or were modifications needed to bring it to completion? How were the necessary changes handled by the candidate?



## Eagle and Quartermaster Application Checklist

- ☐ Make sure that you are using the current application. You may download a fillable PDF at [www.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf).
- ☐ Read through **all** the forms and instructions before you begin. Fill in all the spaces - do not leave any blank.
- ☐ Your name is entered exactly as you would like it on your certificate.
- ☐ Date you became a Boy Scout is entered, not when you earned your Scout Badge.
- ☐ First Class date is after the date for becoming a Scout.
- ☐ Four (4) months tenure between First Class and Star rank awards.
- ☐ Six (6) months tenure between Star rank award and Life Board of Review.
- ☐ Six (6) months tenure between Life Board of Review and Eagle Scoutmaster conference.
- ☐ Four (4) required merit badges dated prior to Star award date.
- ☐ Two (2) optional merit badges dated prior to Star award date.
- ☐ An additional three (3) required and two (2) optional merit badges dated prior to the Life Board of Review date. Those merit badges earned before becoming a Star Scout but not used as part of the requirements for the Star rank may be counted.
- ☐ The additional required and optional merit badges for Eagle are entered. Those merit badges earned since becoming a Star Scout, but not used as part of the requirements for the Star or Life ranks may be used.
- ☐ All but one of the merit badges in items 6 and 9 are crossed out. (See the note at the end of the merit badge section on the application.)
- ☐ Six (6) months tenure in one or more of the listed leadership positions. The start date for these positions must be listed as your date of Life rank or later.
- ☐ The Eagle project completed after the Life Board of Review and prior to the Scoutmaster conference. The current Eagle Scout Service Project Workbook must be used and enclosed with the application. **Remember pre-approval of the project is required before you begin.** Include maps, drawings, photographs of your project to illustrate.
- ☐ The date for the Scoutmaster conference must be entered. The conference date must be after the date of Life rank, but prior to the scout's 18th birthday.
- ☐ The statement of life ambitions and life purpose and listing of positions and awards in other organizations is enclosed with the application.

## Eagle and Quartermaster Application Checklist (*cont.*)

- ☐ Your signature and the date are entered.
- ☐ Unit leader and committee signatures and dates are entered.
- ☐ All requirements and the Scoutmaster conference are **completed before your 18th birthday**.
- ☐ All dates show month, day, and year.
- ☐ **Make copies of the workbook and application for your records before they are submitted.**  
Submit the original documents containing original signatures.
- ☐ The completed packet is given to the District Eagle Board Chairperson by delivering it to the Oregon Trail Council Scout Service Center. For additional information contact the Council office at 541-485-4433.



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GREENWOOD DISTRICT

## Eagle Scout Candidate Letter of Recommendation Request

Greetings,

The young man presenting this to you is a Life Scout in the Boy Scouts of America and is a candidate for the rank of Eagle Scout.

As the final step in the process of determining the qualifications for the rank of Eagle Scout, an Eagle Scout Board of Review must be conducted. As the Scout's accomplishments are reviewed, the board will also discuss with him how he lives by the principles of the Scout Oath and Law and how he applies them in his daily life. To help in this process, the Scout is asked to identify individuals whom he knows personally who are willing to provide a recommendation based on how he lives the Scout Oath and Law.

If you have been asked to give a recommendation on a Scout's behalf, please send a letter stating how you feel the Scout applies the Scout Oath and Law in his daily life addressing the Scout's character, leadership abilities, interactions with other persons and any other information you feel would be helpful in portraying what kind of person he is. The letter will be used in a final determination regarding his qualifications for the rank of Eagle Scout.

Please send your letter of reference **within the next two weeks** addressed to:

**Oregon Trail Council Boy Scouts of America  
Attn: Advancement Committee  
2525 Martin Luther King Jr. Blvd.  
Eugene, Oregon 97401  
Fax: (541) 484-3080**

You may also email your letter to the Advancement Committee at [office@otcbsa.org](mailto:office@otcbsa.org).

Thank you for supporting this Scout by recognizing his achievements and positive attributes as he pursues his goal of attaining the highest rank in Scouting.

**The Greenwood District Advancement Committee**

**The Scout Oath or Promise**

*On my honor I will do my best  
To do my duty to God  
and my country  
and to obey the Scout Law;  
To help other people at all times;  
To keep myself physically strong,  
mentally awake, and morally straight.*

**Scout Law**

*A Scout is trustworthy, loyal,  
helpful, friendly, courteous,  
kind, obedient, cheerful, thrifty,  
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