

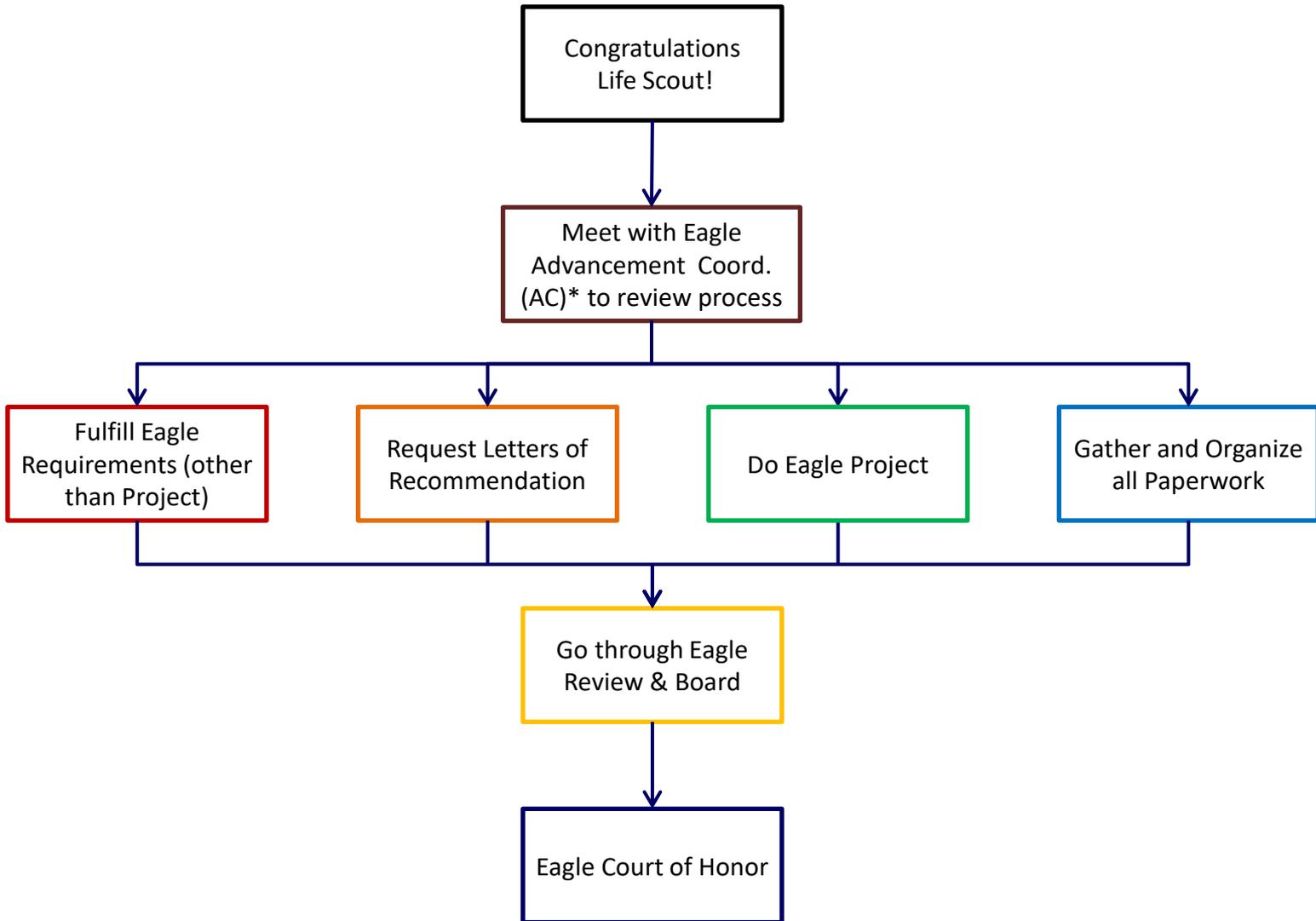


Troop 509

Life-to-Eagle Process Overview

February 2026

Life-to-Eagle Process Overview



** That's me, Ms Hagegard*

Fulfill Eagle Requirements

- Finish All Merit Badges
 - You need 21 total, including 14 Eagle-required
 - Ask Ms Hingle or me for the counselors for a specific MB if needed (counselors are also listed on the website!)
 - When you think you're done, check Troopmaster (Ms Hingle can give you a login if you have lost yours)
 - If any are missing in Troopmaster, email a photo of the front & back of the blue card to Ms Hingle and me
 - If we find that we are missing scans of any blue cards, we will ask you to scan your portion
- Make sure you are active in the troop and your leadership role for six months
 - Make sure you understand what "active" means to your Scoutmaster – what are his/her expectations?
 - Check Troopmaster – the dates listed there
 - Make sure the start and end dates are correct for leader roles (contact your Scoutmaster if there is an error)
 - Don't wait until the last minute to prove that you are active!

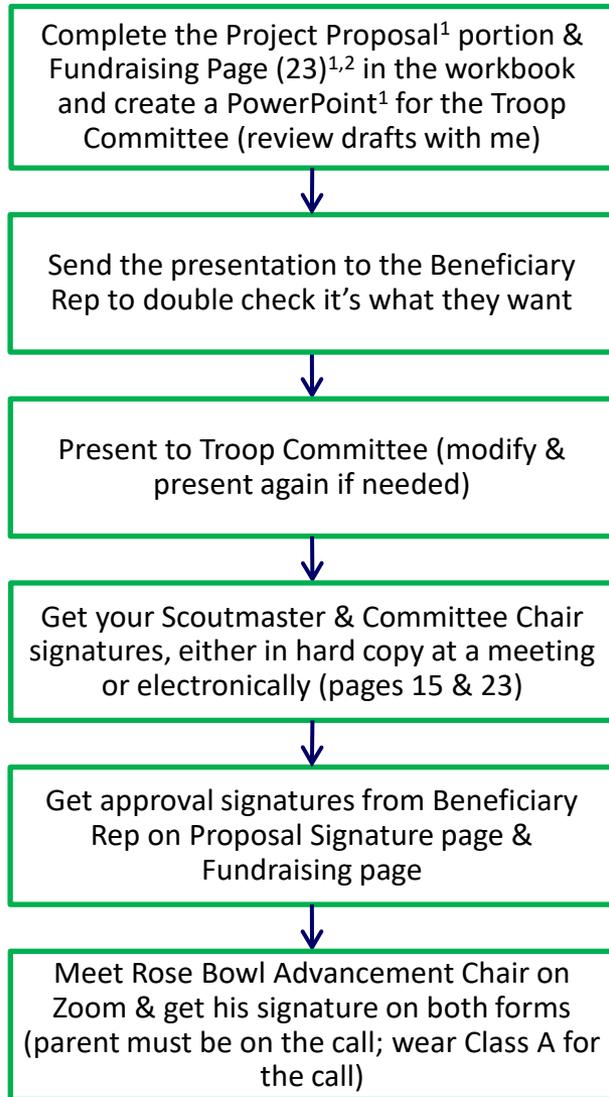
Request Letters of Recommendation

- You need FOUR letters of recommendation which your Eagle Board reads
- Ask adults who know you well to write you a letter of recommendation. Who to ask?
 - Parents (highly recommended)
 - Employer and/or Spiritual Leader (if you have a job and/or are active in a congregation)
 - Teachers, tutors, coaches, club advisors
 - Scout leaders, adults you've worked with in Community or Service organizations
 - Relatives, family friends
- Tell them they will receive detailed instructions in an email from me
- Put together your list of names, addresses, phone numbers & email (**At least four but five is a lucky number!**). All information for each person is required on the Eagle application
- Create your Scout resume of outings, leadership positions, awards, etc. (tip: print your Individual Participation report from Troopmaster. Or ask me to do it)
- Send everything to me – I will send the requests via email and tell you when I have sent them. I typically takes me a week or two to get them sent.
- Follow up to make sure everyone got the email. If they didn't let me know and I will resend it.
- Follow up again in a month or two with anyone from whom a letter has not been received (check with me to see who has sent them back)

Eagle Project – Find the Project

- Pick Your Project
 - Decide on what type of project or organization interests you
 - Research organizations if needed (contact Eagle AC for ideas)
 - Contact and meet with interesting organizations to discuss their needs
 - Need inspiration? Ask me for the troop project history spreadsheet
- Get initial approval
 - Discuss the idea with me to see if it fits the project requirements; boys should then run it by Mr Renwick as well
 - Make changes as needed. This may require a couple of conversations with the Beneficiary organization and troop leaders before the scope is finalized.

Eagle Project – Approval Process



Notes

- Make sure you have the current version of the Eagle Project workbook! Get it from me pre-filled with troop contacts
- I can send examples of project presentations once you have a project idea
- Committee Meetings are in person the first Wednesday of the month; often there are no meetings in July and August
- Rose Bowl Advancement Chair is often on vacation for all of August
- **Do not try to put signatures in the digital workbook.** It can freeze the file so you can no longer change it. The signature pages (15 & 23) should be printed to a separate pdf file or a hard copy. If a hard copy is signed, it should be scanned to a high-quality pdf.

¹ Will become part of Application or Project Binder

² Only if you are doing Fundraising (not required)

Eagle Project – Do the Work!

Email me a scan of Signature page* to me **with 5 signatures** & Fundraising page* if needed

Do Final Project Plan* portion of the workbook (pgs 17-22) – must be complete before workday

Conduct your fundraiser if necessary (Blaze, GoFundMe, bake sale, etc)

Finalize work date(s), create Sign-up Genius and send to troop (after Project Plan is done)

Buy materials, borrow tools, prepare work area as needed

Do actual project work (may be multiple days)

Notes

- Check with me when scheduling your workdays
- Everyone present at the project must fill out an Activity Consent form
- You need two registered adults present
- **Make sure to have a sign-in sheet*** to track who helped and their hours!
- **TAKE LOTS OF PICTURES!**
- Please give other scouts a chance to earn service hours, but it's ok to use friends too

* Will become part of Application or Project Binder

Eagle Project – Wrap-up

Complete Project Report portion of workbook (pgs 26-29)* (review drafts of workbook with me)



Get Project Report signed (page 29) by the Beneficiary Representative* (after workbook is done!) and Scoutmaster and send to me



Obtain completion letter from Beneficiary Rep saying they are satisfied the project is done as specified*



Create a Word or PowerPoint with project photos (before/ during/after)*



Write Project Critique (1-2 pgs)*

Do not try to put signatures in the digital workbook. It can freeze the file so you can no longer change it. The signature page (page 29) should be printed to a separate pdf file or a hard copy. If a hard copy is signed, it should be scanned to a high-quality pdf.

Gather and Organize all Paperwork

It looks like a lot but it's not that bad!

- Application/Admin files include:

1. Eagle Application*
2. GLAAC Eagle Application*
3. Eagle Resume
4. Life Purpose Essay (1-2 pgs)
5. Eagle Project Critique (1-2 pgs)
6. Individual History Report (Troopmaster)*
7. Individual Participation Report (Troopmaster)*
8. Copies of Blue Cards (I will ask you for any that the troop is missing)*

- Project files include:

1. Project Workbook
 - A. Workbook PDF – no signatures!
 - B. Proposal Signature Page
 - C. Fundraising Signature Page
 - D. Project Report Signature Page
2. Troop Committee Presentation
3. Before, during & after photos
4. Letter of completion from Beneficiary
5. Sign in sheet(s) and/or time logs
6. Other supporting materials (if any)

I will create a shared folder where I will collect things as you finish and then share them with you and others as needed.

** Started or done by Ms Hagegard; will forward for review and additional info if necessary*

Go through Eagle Review & Board

Work with me to complete the binder materials (including signing the application)



Participate in an Eagle Scoutmaster Conference with Ms Wang or Mr Renwick



Scoutmaster & Committee Chair sign Eagle Application (I will coordinate this)



Eagle Advancement Coord. (me) submits virtual binder to Council



MUST BE SUBMITTED BY 18TH BIRTHDAY



Work with me to set date for Eagle Board of Review



Participate in Eagle Board of Review (wear Class A)



CONGRATULATIONS!!

Timeline for Key Activities

Life to Eagle – 7-8 months *minimum*

Fulfilling Eagle Requirements

- Be active in the troop
- Hold a leadership position in the troop
- Complete all required merit badges

6 months

6 months

6 months

3-4 months for some Eagle MBs

Eagle Project

- Defining your project
- Planning & getting approvals*
- Final planning and purchasing materials
- Doing the project
- Getting approval letter from organization
- Writing project report and critique

3-6 months

1-2 months

1-2 months

several weeks

1-2 weekends

1-2 weeks

1-2 weeks

Paperwork

- Writing resume and essays for Scout binder
- Getting and checking reports in Troopmaster
- Getting recommendation letters
- Final review of documents/assembling binder

2-6 months

1-2 weeks

1-2 weeks

2-6 months

1-4 weeks

Board of Review Process

- Getting final approvals (Scoutmaster Conference, etc)
- Scheduling and holding Board of Review*

1-3 months

1-2 weeks

1-3 months

** Remember that the Troop Committee only meets once a month, and usually not in July or August; Rose Bowl Advancement Chair is usually on vacation for all of August, so no approvals or Eagle Boards are done that month.*

Important Contacts – Current as of February 2026

Eagle Advancement Coordinator (AC):	Ms Hagegard	gayle@hagegard.com
Merit Badge Coordinator:	Ms Hingle	stephhingle@yahoo.com
Advancement Records Coordinator:	Ms Hingle	stephhingle@yahoo.com
Committee Chair:	Mr Lee	allenthelee@gmail.com
Scoutmaster 509G:	Ms Wang	mandy.m.wang@gmail.com
Scoutmaster 509B:	Mr Renwick	T509BoysSM@gmail.com