

The 29 Steps (T360 Clarifications)

This document is intended to supplement [Eagle Scout Process Checklist \(follow the 29 steps\)](#) available on the former Coyote District Trail to Eagle Page. It adds some explanations about changes to the Checklist and how to get things done in Troop360.

1. Call your Project Coach at ____.

Our Coaches can be reached by email at eaglecoaches.troop360satx@troopmaster.email, and we encourage you to always use this email so the scoutmaster and all coaches know your status and how to help you. You can choose to work with a single coach, or use multiple ones as they are available. It is up to you, the scout, to decide. We do not assign coaches.

8/9. Project proposals should be discussed/ok'd by one of the coaches before giving to the scoutmaster. Of course, you can discuss ideas and brainstorm with any leader or scout!

10. There is a milk crate of project books in the troop closet, to your left as you walk in on the top shelf. Please look through several. It may be helpful to do this with an eagle scout or coach.

12. We do not ask scouts to present to the committee, just contact the committee chair directly.

14. The Coyote District Eagle Board Chair is Ms. Kathleen "Kathy" Cranford. You may contact her by email at: purple2005lady@yahoo.com. Due to Covid-19, Coyote District Eagle Boards for Proposal approvals and Eagle rank advancement are being held virtually at present. When you are ready to request one of the boards, use the [on-line Coyote District Eagle Scout Board of Review Request form](#).

16. All current Eagle Scout funding forms and contact information are found on the new [Council Life to Eagle resources page](#).

17. Now work out your Eagle Scout Service Project Final Plan.

- A. Complete the "Final Plan" section of the Workbook, and discuss with a Coach. As with the Proposal, this will likely have several iterations. This will include measured drawings, specific material lists (not just "lumber" but 2 2x4x8 boards), detailed processes, etc.
- B. Look at the troop calendar and your personal calendar and pick a workday or days. Generally, we have found that you get better participation if you don't plan your workday on a campout weekend or other big troop event.
- C. Email the scoutmaster with a list of workdays.
- D. About a week before EACH workday, send an email announcement to the scoutmaster with the following information:
 - o WHAT you will be doing
 - o WHEN you are doing it
 - o WHERE you are meeting

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- TOOLS that folks can bring to help
He will forward this to the entire troop, if desired. It is recommended to invite the entire troop to participate since members generally need service hours and the experience.
- E. Be sure to have a sign-in/sign-out sheet at your workday, and have a parent take lots of pictures. Please turn this into the service hours coordinator quickly (don't wait till you've finished your eagle!) so that scouts working on your project can get credit immediately.
- F. If you choose to feed your workers, the funds for that should NOT come from the money donated to the beneficiary for the project.
- G. After your workdays are complete, email the scoutmaster thanking the scouts who helped out and copy the troop Service Hour Chair so the scouts are credited hours worked.

20. Review your handbook and Scoutbook records ensure the m dates ch and resolve any discrepancies.

21. Be sure to give the scoutmaster a list of references (you can just fill out that part of the eagle application if you like), so that he knows from whom to expect them.

22. Review Project Writeup and Eagle Application

- a. Again, in T360 this is done with your eagle coach. Have them print the Individual Advancement Report from Troopmaster and ensure all dates match.
- b. After the eagle coach has ok'd the eagle book, including the eagle application, the ambitions/life purpose, awards/honors, and the project workbook (proposal, plan, and report), leave the book with the committee chair for review and approval.

23. Scoutmaster Conference

A. When the eagle book is complete and letters have been requested, give your eagle book to the scoutmaster for review. When he has done this, he will email you to schedule a conference. Please give 2 or 3 dates/times that might work. He will contact the ASMs and gather two ASMs for the conference.

B. Arrive at the conference with your scout book, your workbook, and a full Field Uniform.

C. The conference will be structured similarly to the Eagle Board of Review. We'll talk about your project, merit badges, camping, patrol and troop life, etc. We'll talk about the scout oath and law and what they mean to you. We'll talk about your ambitions and dreams. We'll also stop periodically to give you counsel/advice drawn from our experiences on other boards of review.

D. As with all conferences, you do not PASS or FAIL a conference, you participate in it.

25. See #14, above.

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29. For in-person boards, Only the original Eagle Rank application binder and three black and white copies are required. We recommend the original binder be of one color, and the copies of the same color, but different than the original. For virtual boards, you will be provided instructions on submitting required documentation.