

EAGLE SCOUT MENTOR GUIDE BOOK

1. Introduction

Eagle Scout Mentors (“Mentors”) are to coach, assist, instruct and encourage Life Scouts as they work to achieve the rank of Eagle. It is an incredibly rewarding experience. These guidelines are designed to help and guide mentors in that task. Nothing in this document is intended to or can modify the official BSA requirements and documents.

1.1 Key Documents

A mentor must carefully review and be very familiar with the following BSA approved, key documents, which form the basis of the Eagle rank requirements:

- Eagle Scout Application (“Application”)
- Eagle Scout Service Project Workbook (“Project Workbook”)
- Eagle Scout Recommendation Form (“Recommendation Form”)
- Guide to Advancement, Section 9 – The Eagle Scout Rank
- Scout Handbook — Eagle Scout Requirements

These documents, except for the Scout Handbook, can be found on the Denver Area Council website for Eagle Scout forms. The official BSA answers to most questions concerning the Eagle rank requirements can be found in these documents. The guidelines are not intended to summarize these key documents, but are designed to provide additional helpful information to assist mentors.

In addition, Troop 794 maintains several key documents in Troopmaster that are unique to each scout and can be obtained from the Troop Advancement Chair. A mentor should be familiar with these key documents, which include:

- the Scout’s Advancement Report
- the Scout’s Individual History
- the Scout’s Eagle Application and Reports

1.2 Mentors

Troop 794 Mentors must be approved by the Scoutmaster and be either: (1) an Eagle Scout, (2) a parent of an Eagle Scout, or (3) approved to be a mentor by the Scoutmaster/Troop Committee. Mentors need to be current with their Youth Protection Training.

Being a mentor requires a significant amount of time and effort, especially when the scout is working on his Eagle Scout Project. This is a long-term commitment that is likely to last for one year or more. At any given time, a mentor should have no more than 1 to 2 scouts that he or she is working with to obtain the Eagle rank.

1.3 Obtaining A Mentor

The scoutmaster should have an initial discussion with each scout after he becomes a Life Scout. The scoutmaster should present the names of available mentors and the scout should pick the mentor with whom he would like to work. The scoutmaster will make the initial contact to make sure the mentor is available. The scout should then ask that person to be his mentor, thereby initiating the relationship.

1.4 Initial Meeting

The scout and mentor should schedule an initial meeting to discuss: The Eagle Scout requirements, the scout's plans for completing the requirements, and a timeline for completing those requirements. Parents may want to participate in this initial meeting to get a better understanding of the Eagle requirements, but parental involvement should be minimal as the scout and the mentor are beginning to work together. This meeting should result in an initial long-range plan for the Life Scout to complete his Eagle requirements. While this plan can and likely will be modified, it is important to have a realistic plan in place for completing the Eagle requirements so that the scout has specific targets to work toward. The plan should then be modified or updated, as necessary.

In this initial meeting, the mentor should go over all of the Eagle requirements, but a substantial amount of time should be spent on the Application and the Project Workbook as these two documents are critical to the scout successfully becoming an Eagle. These documents (especially the Project Workbook) will likely be daunting to the scout, but the scout should be reminded that the Project Workbook is broken down into smaller sections that are completed sequentially (not all at once).

1.5 Communication

The mentor should keep in regular contact with the scout, reaching out to him at least every 3-4 weeks to encourage him and see how he or she can help the scout. The mentor should gently "push" and "advise" the scout toward completing his Eagle requirements. The Guide to Advancement contains some excellent guidance on how to effectively communicate with the scout. All communications, including emails and texts, must comply with Youth Protection Training and should include a third-party adult.

2. The Requirements

The Application contains the list of requirements for obtaining the Eagle rank. The mentor should help the scout create a plan for completing each of the requirements. While the mentor should encourage and empower the scout as he works on each requirement, the Mentor's largest and most active role will likely be to provide guidance with respect to the Scout's Service Project, additional paperwork (recommendation letters and life ambition statement), Board of Review, and Eagle Court of Honor.

2.1 Basic Requirements

Several of the Eagle requirements will be familiar to the scout based on prior ranks. The scout should need little guidance on how to complete these requirements and the mentor's role will likely focus on helping the scout create and revise a realistic plan for completing these requirements. These basic requirements include:

- Requirement 1 – Be active in the Troop for at least six months
- Requirement 3 – Earn 21 merit badges (including Eagle required badges)
- Requirement 4 – Serve in a leadership position for six months

2.2 Recommendation Letters

Under Requirement 2, the scout must obtain character recommendations from the following individuals: (1) parents/guardians, (2) religious, (3) educational, (4) employer (if any), and (5) two other references. The scout selects the individuals and should provide each individual with the Recommendation Form and a stamped envelope addressed to the mentor. The Recommendation Forms must be returned to the mentor in sealed envelopes and the mentor keeps the sealed envelopes until the scout's Board of Review, at which time the Board will open the sealed envelopes.

Here are a few practical suggestions: First, the scout should always use the Recommendation Form as it gives clear guidance on what is expected from the person providing the recommendation.

Second, in the lower left corner of the stamped envelopes, the scout should write his name and the number that corresponds to where that person is listed on the Application. This allows the scout and mentor to know who has returned a recommendation without opening the sealed envelopes.

Third, the scout should ask the person writing the recommendation to return the Recommendation Form within 1-2 weeks. If the recommendation is not returned within

approximately 2 weeks, then it is likely that the person writing the recommendation will need to be reminded and the scout should follow up with that person accordingly.

Finally, the scout can obtain these recommendations before the very end of the process. It can be a great encouragement to the scout to know that letters are being received. However, if the letters were written more than 6 months before the Board of Review, they are probably too old and the scout should obtain new ones.

2.3 Service Project

Under Requirement 5, the scout must complete a service project. For many scouts, this is the most difficult part of the Eagle Scout requirements. The Project Workbook contains excellent instructions and guidance on how to successfully propose, plan and complete a project. The scout must carefully read the Project Workbook in its entirety before he begins working on a project proposal.

These Guidelines do not attempt to restate all of the information in the Project Workbook. The scout and mentor should both read the Project Workbook and the Guide to Advancement – Section 9, which contain detailed instructions about the project requirements. Most of your questions will likely be answered in these documents. Here are some helpful guidelines:

- **Project Workbook.** The Project Workbook is divided into three sections (Proposal, Final Plan and Report) and each section should be filled out sequentially and in its entirety. The scout will spend a significant amount of time drafting and revising the Project Workbook, but it provides an excellent roadmap for completing a Project that successfully fulfills the Eagle requirement. This is a critical part of the process. Troop 794 has samples of Project Workbook from past Eagle projects that were successful. These should be reviewed by the mentor and can be shared with the scout.
- **Mentor Feedback.** The mentor should carefully review each section of the Project Workbook with the scout as the scout is completing the sections. The mentor should offer positive feedback and guidance in the form of suggestions to the scout. The mentor can never dictate how something will be done, except for issues that concern health and safety. Ultimately, the scout is in charge of the project and the Project Workbook.
- **Project.** The Project Workbook makes clear that the purpose of the project is to have a significant impact on the beneficiary. Through the

project, the scout must demonstrate three things: (1) planning, (2) development and (3) leadership.

- **Proposal.** The scout must complete the proposal section (with input from his mentor) and get all necessary approvals before he can proceed with any work on or fundraising for his project. In addition, the scout should prepare a presentation (e.g., powerpoint) for his proposal to be used when he presents his project for the requisite approvals. Initially, the mentor should ensure that the proposed project meets all of the Service Project requirements. Before the scout spends too much time drafting his proposal, it may be wise to consult the scoutmaster about the proposed project to clarify any questions and make sure that the scoutmaster generally approves the idea.
- **Beneficiary Form.** The last two pages of the Project Workbook contains a form for project beneficiaries that is called Navigating the Eagle Scout Service Project: Information for Project Beneficiaries. This form should be given to the beneficiary at the scout's initial meeting with the beneficiary. This is important because the form contains critical information for beneficiaries that the beneficiary must review before he or she can sign off on the proposal and project.
- **Proposal Approval.** The beneficiary, scoutmaster, Troop Committee Chair and District Representative must approve the proposal. The entire approval process can take as long as six to eight weeks as each of these approvals will require a separate meeting and they should be obtained in order. The mentor should plan to attend all approval meetings and presentations to provide emotional support and take notes for the scout regarding feedback on the project.

Once the scout has finished drafting and revising his proposal and presentation (with input from his mentor), the scout should schedule a meeting with the Scoutmaster. Once approval has been received from the Scoutmaster, the scout needs to contact the Troop Committee Chair to schedule a time to present his proposal at a Troop Committee meeting. The Troop Committee Chair should be contacted well in advance of the meeting as these meetings usually occur once a month and the agenda is often set at least 1-2 weeks before the meeting. Once approval has been received from the Troop Committee Chair, the mentor schedules a meeting with the District Representative. The District Representative is currently Ellen Paul. The mentor should text her to schedule a meeting and she is often available to meet with scouts on

Wednesday or Thursday evenings. If possible, the mentor should plan to attend each of these meetings with the scout.

- **Final Plan.** The scout should complete the final plan section (with input from his mentor) before he carries out his project. Although the scout does not need to receive formal approval of his final plan before the project, the final plan is the key to executing a successful project. The final plan should be detailed enough that someone else could use the final plan to complete the project if the scout was suddenly unavailable. This will take a lot of work (e.g., incredible details), but it is the key the scout leading a successful project. The mentor will likely spend a substantial amount of time helping the scout revise his final plan to make sure he is as prepared as possible to lead the project.
- **Fundraising Application.** The scout should fill out and obtain approval for the fundraising application, even if he does not believe he will need to use it. This will allow the scout to utilize all fundraising or donation opportunities that may arise, even if unexpected. All of the fundraising guidelines contained in the Project Workbook and Guide to Advancement must be carefully followed. All excess funds and materials must be returned to the beneficiary.
- **Report.** The report should be drafted shortly (ideally within 1-2 weeks) after the project is completed. It is important to do this while the scout's memory is fresh and his recollection has not faded. The scoutmaster has examples of successful Troop 794 Project Workbooks and the mentor and scout should review these samples to get an idea of what is expected in the report section. The report should tell the story of the project, and the scout should include all details of the project (e.g., lots of photos, sign-in sheets, all receipts, any drawings or plans). The beneficiary and the scoutmaster will need to approve the entire Project Workbook and it will be reviewed at the scout's Board of Review.

2.4 Life Ambition Statement

Under requirement 7, the scout must draft a Life Ambition Statement. This should be several paragraphs long and should be reviewed by the mentor. The scout should include his ambitions and dreams for the future (e.g., the next 1, 5 or 10 years) as well as a list of achievements and accomplishments.

2.5 Scoutmaster Conference / Board of Review

Once all of the Eagle requirements have been completed, the scout should schedule a scoutmaster conference. The mentor should plan to attend the Scoutmaster Conference with the scout. The scout should bring all completed documents to the Scoutmaster Conference, including the Application, Project Workbook, Life Ambition Statement and Scout Handbook.

Once the scoutmaster has signed off on the Project Workbook and the Application, the scout must get a signature on his Application from the Troop Committee Chair. The scout must then take all of the following completed paperwork to the Denver Area Council (“DAC”) for review:

- (1) Application,
- (2) Project Workbook,
- (3) Life Ambition Statement, and
- (4) A copy of Scout’s Troop Master advancement report signed by 3 people in Troop leadership (the Troop Advancement Chair and any two others)

Once approved by the DAC, the DAC will give the scout his final paperwork for his Board of Review.

The mentor schedules the Eagle Scout Board of Review and the mentor should keep the Scoutmaster and Troop Advancement Chair apprised of the plans. The Board of Review is usually comprised of 4 to 6 persons and includes the District Representative and one adult selected by the scout (friendly face). The mentor selects 2 to 4 other persons to be on the Board, and the scout is not informed of those board members beforehand. (See Appendix A for a list of recent Troop 794 Eagle Scouts who may be willing to serve on a Board). The Board may not include the scoutmaster, an assistant scoutmaster or any relatives of the scout. The scout must bring his Application (with at least 1 copy), Project Workbook (with a copy for each person on the Board), Life Ambition Statement (with a copy for each person on the Board), Scout Handbook and DAC paperwork. The mentor must bring the sealed envelopes containing the Recommendation Forms. The Board will review the paperwork before talking with the scout. The mentor may listen and observe the Board of Review, but may not participate in the discussion.

When the scout is ready for his Board, the mentor should contact the District Representative and find out what dates she is available for the Board. The troop has found that Wednesday evening boards tend to work well for the District Representative. This also allows more focused attention on the scout during his Board without the distractions of an on-going weekly scout meeting. The mentor will need to schedule a

place for the Board, and rooms may be available at Mission Hills Church, the public library or a home.

3. Final Processing of Paperwork

After the scout completes his Board, the District Representative and Board will fill out the final paperwork that must be taken to the DAC for executive authorization. The scoutmaster should take the final paperwork to district and be used for the return notification after approval from national. The paperwork is then sent to the National Office and may take 4-6 weeks to be returned to the troop. While the scout is an Eagle as soon as he has passed his Board, the troop cannot get his Eagle rank award or Eagle bust until his paperwork has been processed at the National Office. Therefore, the scout will not formally receive his Eagle rank award until several weeks after the Board, which may not coincide with the Troop's quarterly Court-of-Honor.

Appendix A (Potential Board Members)

Jeff Oraker
Dick Elliott
Brad Wilson
Joel Bennick
Laurence Mapp
Kecia Mapp
Devon Mapp
Kerry Carothers

Current Mentors

Dean Bazinet
Brad Boyd
Tyler Boyd
Matt Farr
David Gates
Andreas McKee
Jeff Oraker
Chris Wright