**Troop 4 Instructions for the Eagle Scout Application**

1. **In Troop 4, the scout needs to complete only the name and reference letter section. Write your name the way you want it to appear on your eagle certificate. The troop Advancement Chair will obtain the rest of the application information from Council records, as the form has to appear exactly the same way it is recorded in the Knox Trail Council database.**
2. **Include the draft Eagle Application (with the above information) in your draft Eagle Scout Service Project book. The troop Advancement Chair will review for completeness.**
3. **The Application signatures will be handled at the subsequent Scoutmaster Conference.**
4. **IMPORTANT INFORMATION ON REFERENCE LETTERS**
	1. **Be sure to include all reference letter information (name, phone, address, email address) on the application**
	2. **You must obtain an agreement from the people who will be writing the reference letter BEFORE you submit their name on the Eagle Scout Application. Once on the application, these names can’t change.**
	3. **DO NOT ask these people to start writing the letter. Tell them that the Troop will mail them a formal request with detailed instructions.**
	4. **The references must be provided by an adult. Troop 4 discourages you from asking relatives (except for the “parents” letter) and scout leaders to write reference letters. Note that this is not a BSA rule, but rather, troop guidance to make your set of reference letters more rounded and unbiased.**
	5. **If there is no “Work Reference”, the scout can use someone who knows them from a volunteer job. If neither applies, leave blank.**
	6. **For the “two other” references, an athletic coach from a team that the scout was on is good for one of them.**
	7. **The religious reference should be a Sunday school teacher, priest, minister, rabbi, etc, that knows the scout. If you do not have a religious reference, leave that line blank. For this case, your parents must include a paragraph in their letter to attest to your reverence to God. The Advancement Chair or Scoutmaster will speak to your parents for additional clarification if this is the case.**
	8. **Avoid using “big name” references who don’t really know you.**
5. **The Eagle Scout application has a requirement to write a statement of life ambition, often referred to as the Life Purpose Statement. This statement (recommend 1-2 pages) should go in the “Eagle Application” section of your Eagle Scout Service Project binder. This section should NOT be a narrative of your scouting career or of your Eagle Project. You should discuss your life ambitions. The Troop recommends you address each of the various chapters of your road ahead. Consider (about a paragraph each) your ambitions as they relate to education (e.g., college), career, community service, family, reverence to God, etc. Include statements that describe how Scouting has prepared you to achieve these ambitions.**

**Troop 4 Eagle Scout Service Project Tips**

1. **Read the Eagle Process Flow document that’s located on the Troop website. It provides a good overview and sequence of the process.**
2. **It is helpful (but not mandatory) to select a project mentor for guidance and inspiration. Remember, though, that he/she is there for guidance, not to manage your project. Your mentor will sometimes attend your work parties, but is not expected to attend each one.**
3. **A good mentor is sometimes someone who possesses skills and experience relevant to your project. For instance, if your project involves masonry, a mentor with previous masonry experience may be helpful. However, your mentor will expect you to come to the table well prepared. Start your own research on methods/skills before asking for expert advice. You will be better able to follow your mentor’s advice if you’ve first done some initial research yourself.**
4. **While it is not mandatory to use the Final Plan section of your Service Project workbook, it is strongly encouraged, as it is an extremely useful document. The Final Plan includes all the necessary topics for planning a good Eagle Project. If this plan is included in your Service Project Workbook, then the Board of Review will see evidence that you planned your project well. IMPORTANT: WRITE THE FINAL PLAN SECTION BEFORE STARTING ANY FIELD WORK ON YOUR PROJECT. It will be obvious to readers if you write the Final Plan “after the fact”.**
5. **Parents can be a helpful resource on your Eagle Project. They may be consulted for advice on planning and methods, and can assist with logistics (driving for supplies, etc). When seeking help from a parent, follow the same advice provided for “mentors” in (3).**
6. **Remember that the Eagle Scout Service Project is not a Family Project; this is YOUR project. You must lead. You are responsible for the planning, leadership and execution of your project. Family members may be part of your labor force, when they work under your direction and supervision. However, labor contributions from your family should not dominate your project. A large part of your volunteer labor should come from Scouts and friends.**