



Eagle Scout Candidate Preparation Guide

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The purpose of this guide is to aid Life Scouts in the pursuit of the Eagle Scout rank.

The Suffolk County Council Advancement Committee wants to maintain the high standards of excellence recognized in those who have achieved the rank of Eagle and has prepared this guide to assist Eagle Scout candidates.

Specific requirements may change and therefore Scouts are urged to refer to the current edition of the *Boy Scout Requirements Book* for current criteria regarding advancement to Eagle Scout.

The use of this guide will ensure that each Eagle Scout has equitably met all prescribed requirements.

Good Luck!

The Eagle Scout Leadership Service Project

You can carry out your project at any time after earning Life Scout. You do not have to earn all your merit badges for Eagle before starting.

This guide will assist you in planning and recording the progress of your project and in completing and submitting a final report.

Remember! You must use the Eagle Scout Leadership Service Project Notebook (#18-927D or newer) as found on www.scouting.org/media/forms to record your preparation and project work.

Read the workbook completely before you begin.

ADDITIONAL INFORMATION

- Does the project for Eagle have to be original, something you dream up that has never been done before?
No, but you must accept responsibility for carrying out the project.
- How many hours should it take?
Time and size of an Eagle leadership service project is not spelled out and sometimes the planning time might be more than the actual working time. Your Eagle project should represent a Scout's best effort.
- In planning your Eagle project, work involving council property or any BSA activity is not permitted. The project may not be performed for a business or an individual, be of a commercial nature, or be a fund-raiser.
- Fundraising, if needed, is permitted only for securing materials or supplies needed to carry out the project. Fundraising should only be done where a service is provided (eg: car wash) or goods are provided (eg: bake sale), or make a presentation to service club/organization to ask the club/organization to purchase materials needed for the project. Businesses can be contacted to donate materials for a project, not funds.
- The project must be helpful and of true significance to the group for which it is done. It must be of sufficient magnitude to show the Scout's leadership.
- The variety of good projects performed nationally is staggering. Only those living in the area can determine the greatest need.

Remember... The major elements of an Eagle project are to:

- **Plan**
- **Develop**
- **Give Leadership to Others**

Key to the project being... Leadership!

PREPARE USING THE PROJECT NOTEBOOK

- Sit down with your Scoutmaster to discuss the project plan. Your Scoutmaster may offer advice and direct you to the appropriate advisors for technical assistance.
- Meet with the individual(s) from the organization you will be working with to discuss the plan for the project. (This project plan should be within the parameters of the organization).
- Write up your plan for the project in the Eagle Leadership Service Project Workbook (page 5) which should include information to answer the following:
 - What is the project?
 - Who will the project benefit?
 - How will the project benefit this group?
- If your project includes constructing something, the “Project Details” section should contain information, such as:
 - Accurate dimension drawings or sketches (Note: architect, PE, OSHA, or other approved signatures may be required if dealing with government agencies).
 - List materials with the estimated unit price, total cost of each item, and the total estimated cost for the entire project.
 - How materials necessary to complete this project will be obtained. If a fundraising project (car wash, garage sale, yard clean up, etc.) will be used to obtain materials, show a balance sheet for your fundraising project, .
- Develop a manpower estimate for each stage of the project – number of helpers for how many hours to complete project elements and a summation of all elements to provide an estimate of the total manpower requirement.

APPROVALS

- **After completing planning and before starting the project**, the Scout needs signed approval of his project plan from:
 - A representative of the religious institution, school or community, which will benefit from this project.
 - His Scoutmaster
 - The unit committee
 - The Scout calls the District Advancement Committee Chair to obtain an appointment for a project review and approval. (IMPORTANT! This approval is for the project concept and plan only. The Eagle board of review will give final approval as to whether the manner in which the project is carried out meets the leadership requirement.) Parent(s), advisor, or unit representative **must** accompany the Scout to this meeting.

- Bring the following items (if applicable) to the meeting.
 1. Project log (sample below) – NOTE: For ease of addition, post time in hours and tenths, i.e. each six minutes equals one tenth hour (0.1).
 2. Copies of letters requesting donations of skilled labor, equipment or materials if needed.
 3. Copies of flyers requesting assistance for this project.
 4. List of proposed helpers
 5. Completed pages 5 through 9 of the Eagle Scout Leadership Service Workbook.
 6. Name of safety person

The project may be started ONLY after all approvals have been secured.

CARRYING OUT THE PROJECT

- Once the Scout has all required signatures and approval of the district advancement committee, he may start his project. The Scout must follow the plan he had set up.
- Keep an accurate record of dates, persons contacted, helpers, and time spent on the project.
- Remember, the key word is “LEADERSHIP”
- Safety is important during the project.
- Take pictures of the project to show the before, during and after.
- On the day(s) of the project, have a sign-in sheet for helpers (with times) and a work schedule.

NOTE: If any significant changes to the intent or scope of the project have to be made after approval has been given, the Scout must have the changes approved by the recipient, the troop leadership, and the district advancement committee.

<u>EAGLE PROJECT LOG</u>			
<u>Date</u>	<u>Task</u>	<u>Time (Mine)</u>	<u>Time (Others)</u>
May 3, 2006	Thought of an idea for my Eagle project. I am thinking of building a trail to a natural trail at the local park.	.4	
May 7, 2006	Spoke to my father about my idea	.2	.2
May 10, 2006	Spoke to the park ranger (name). We discussed my idea and he told me who to contact for approval.	.5	.5
May 11, 2006	Drew some sketches	2.5	

- In completing pages 10-13 of the Eagle Scout Leadership Service Project Workbook your report should include:
 - Who spent how many hours on each phase of the project and.
 - Information on how you funded (if necessary) your project.
 - A detailed list of all materials actually used and their cost.
 - Any changes you had to make to the original plan, and why.
 - Lessons learned in carrying out the project.
 - Your **signature** attesting to the planning and completion of the project.
 - **Signatures** of the Scoutmaster and a representative of the religious institution, school or community involved that the project is complete.
 - Use additional pages if needed.

EAGLE SCOUT APPLICATION PROCEDURES

- As you are completing your last Eagle requirement, ask your troop advancement person to print out your individual advancement record from the BSA INTERNET ADVANCEMENT program. Compare the dates on the record with the dates on your rank cards and merit badge blue cards. The record date should be the date of your board of review or the date on the merit badge card. If any are incorrect or missing, your troop advancement person **must** correct the record through INTERNET ADVANCEMENT before you submit your Eagle application.
- Once all advancement dates are correct, go to www.scouting.org/media/forms for the current Eagle Scout Rank Application. (Since the BSA does revise forms from time to time, it is vital you use the correct application. Prior versions may not be accepted.)
- Complete the application, and after securing the signatures called for, submit the original application and one copy, together with two (2) copies of the complete Eagle Scout Leadership Service Project Workbook (including all reports, lists and photographs called for.) to the Suffolk County Council, 7 Scouting Blvd, Medford, New York. This is all you need to submit. **Any delay in submitting the application package past the Eagle candidate's eighteenth birthday could result in complicating the approval of the application.**
- From the Suffolk County Council website (www.sccbsa.org/program/EagleScout) download the Eagle Scout Reference Letter form. Fill in your troop committee chair name and address. Distribute one copy of the form to every person you listed on your application as a reference. You might want to provide them with an already stamped and addressed envelope to send in the form and/or reference letter to your troop committee chair.

PLEASE:

- DO NOT submit numerous pictures with your application, other than a *before, during* and *after*. If they apply, you can bring other photos to the Eagle board of review.
- DO NOT include letters from your listed references. They are to be sent by these individuals directly to your unit committee chair.
- **DO NOT use 3-ring binders when submitting your Eagle application package** to the council service center. Instead, you may use some type of folder or plastic covering.

The service center will forward the Eagle Scout Rank Application and Eagle Scout Leadership Service Project Workbook to the district advancement chair. The copy will remain at the council service center.

ITEMS TO DOUBLE CHECK & HELPFUL SUGGESTIONS:

- The Eagle Scout Rank Application can be completed right on your computer. But neatly printed applications will be accepted. You **must** use your full legal name.
- Indicate day, month and year where required on the application, including record of merit badges earned (Requirement #3).
- Merit badge dates should be the date the merit badge was earned, NOT the date the merit badge was presented.
- Complete the reverse side of the Eagle Scout Rank Application up to “CERTIFICATION BY APPLICANT”. Use a separate, double-spaced, typed page for statements required on back of the application. Be sure to title each page (i.e. “Life Purpose”, “Description of Honors”, etc.)
- The unit leader and unit committee sign that the application meets with their approval.
- Complete the information required for your references. **Reference letters are to be mailed directly to the troop committee chair.**
- The Eagle Scout Leadership Service Project Workbook should have plenty of details. Be sure all points are answered. Keep in mind that the review board has not seen the project and should be described completely. Pictures can be very helpful and can be brought to the board of review.
- All pages of your Eagle application should be numbered for referencing.
- Your Eagle Scout Rank Application form will be sent to the national headquarters of the Boy Scouts of America. It should be written to the very best of the Scout’s ability. A NEAT & COMPLETE APPLICATION IS IMPORTANT!
- **You should submit your complete application package to the council service center in Medford right after completing your last requirement. Delays in submission can have a negative impact on the processing of your application.**
- Upon receiving your application package, the council service center will begin processing the Eagle application. If complete, the application package will be forwarded to your district’s advancement chair. Either the chair or advancement committee representative will contact your unit committee chair to schedule a board of review. Your unit will notify you when the board is scheduled.
- Allow at least six (6) to eight (8) weeks between the board of review and the Eagle Court of Honor. Eagle awards cannot be presented without the required approval from the National Council, Boy Scouts of America.

PROCESSING

THE EAGLE SCOUT RANK APPLICATION

Upon receipt of the candidate's application, the council service center will check that the application is complete. The original Eagle Scout Rank Application and Eagle Scout Leadership Service Project Workbook (with attachments if applicable) will be forwarded to your district advancement chair. A member of the district advancement committee will then contact your unit committee chair to discuss a mutually convenient date and time for the Eagle board of review.

The unit committee at the board of review should provide the following:

- Required reference letters
- A blank Advancement Report form (#4403)

Immediately 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. The Eagle Scout Eagle Leadership Service Project Workbook and attachments will be returned to you.

When the approved application is returned to the council service center, the Scout executive signs it to certify that the proper procedure has been followed and the board of review has recommended the candidate for the Eagle Scout rank. The council retains the Eagle Scout Leadership Service Project Workbook copy. Only the *Eagle Scout Rank Application* is forwarded to the National Eagle Scout Service.

The Eagle Scout Service screens the application to ascertain if all information submitted is proper and correct. Any item not meeting BSA standards will cause the application to be returned for more information. If the application is in order, the Eagle Scout Service on behalf of the National Council then certifies the Scout as an Eagle Scout. Notice of approval is given by sending the Eagle Scout certificate to the council service center. The date used on the certificate will be the date of the board of review.

The Eagle Award will 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 council receives the Eagle Scout rank credentials.

Note: The National Council maintains the right to reject the Eagle application. However, if the above procedure is followed carefully, it is highly doubtful such action would be taken.