



LIFE TO EAGLE SEMINAR for Scouts



Baltimore Area Council
Arrowhead District





Disclaimer



- **The powerpoint was designed to augment the verbal discussion. It provides a guide to what we said, but the actual verbal part is not included.**





Contacts



Robby Cohen

nehoc1@Verizon.net

410-764-8136

Dave Gutberlet

dave.gutberlet@gmail.com

410-591-9454

Charlie Hauss

charles.hauss@gmail.com

410-245-0324





Disclaimers



Although processes should be similar, our out-of-district and council guests should check with their local district.





Forms

Website: Baltimore Area Council

www.baltimorebsa.org

Use the search box (upper right-hand corner) and type in Eagle Scout

Eagle Scout Information, then scroll down

Everything will be up to date





Agenda



- Eagle Scout Rank Requirements
- The Eagle Application
- Extensions / Deferred
- Finding Quality Eagle Projects
- Project Review Process
- Eagle Board of Review
- Eagle Court of Honor

Knowing the rules and keeping good records are keys to avoiding any surprises!





EAGLE REQUIREMENTS



- Age Requirement Eligibility
- 1. Demonstrate Living by the Scout Oath & Law (References)
- 2. Earn 21 Merit Badges
- 3. Six Months Serving in a Position of Responsibility
- 4. Plan, Develop, Lead a Service Project Helpful to Community
- 5. Scoutmaster Conference + Statement of Ambitions & Life Purpose
- Successful Eagle Board of Review

All requirements must be completed prior to 18th birthday!

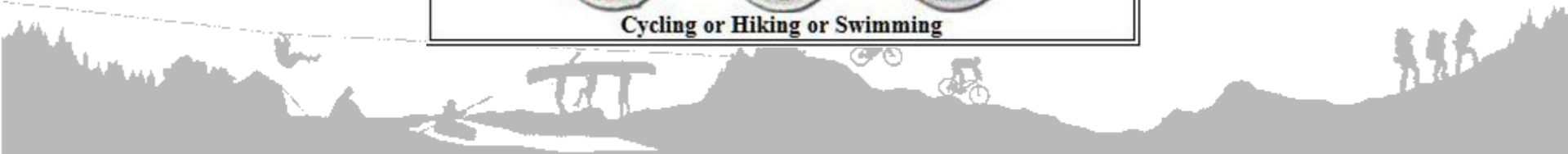
Board of Review may be conducted after AGE 18.





MERIT BADGES

 Camping	 Citizenship in the Community	 Citizenship in the Nation	 Citizenship in the World
 Communications	 Cooking	 Family Life	 First Aid
 Environmental Science or Sustainability	 Personal Fitness	 Personal Management	
	 Emergency Preparedness or Lifesaving		
   Cycling or Hiking or Swimming			





Citizenship in Society





3-MONTH MERIT BADGES

Personal Fitness, Personal Management,
Family Life Requirements:



- Records - 3 months
- Merit badge counselor meeting AT LEAST 3 months before your 18th birthday or cannot be completed in time!
- You cannot keep a record of your budget , spending, fitness progress and spending for 3 months in only 3 weeks.





Remember! Eagle Scout

21 Merit Badges & Service Project

IMPACT = COMMUNITY BENEFIT + LEADERSHIP





Questions



- Next up - Eagle Scout application
- Submission change: Included with the application should be the email addresses of the unit leader and the unit committee chair/advancement chair





Eagle Scout Rank Application Processing at Baltimore Area Council



- Do **NOT** submit post-dated Eagle Scout Rank Applications to the Council for processing. Eagle Scout Rank Applications are not to be submitted to Council for processing until **ALL** requirements have been completed. Applications can not be verified until after all requirements have been completed.
- Wet signatures are required on the Eagle Scout Rank Application.





Eagle Scout Rank Application Processing at Baltimore Area Council



- When turning in the Eagle Scout Rank Applications to be processed you must include a copy of the individual advancement report **OR** copies of ALL blue cards and copies of the completed rank advancement pages from the Scout's Scouts BSA Handbook.
- The advancement report should come from Scoutbook, Internet Advancement, or other forms of advancement tracking. Please make sure the Date Earned is next to each Merit Badge and Rank Advancement.





Eagle Scout Rank Application



EAGLE SCOUT RANK APPLICATION

TO THE EAGLE SCOUT RANK APPLICANT. This application is to be submitted after you have completed all requirements for the Eagle Scout rank. Print in ink or type all information. List the month, day, and year for all dates. When entering dates please use the format mm/dd/yy — for example, list the date July 8, 2022, as 07/08/22. When you have completed this application, sign it and submit it to your unit leader.

FULL LEGAL NAME (Use abbreviations if necessary; must fit within 30 characters, including spaces and punctuation.)

Street address or P.O. box, City, State, ZIP code, Telephone (including area code), Email, Troop, crew, ship, or Lone Scout Unit No., Unit City, State, ZIP code

Date joined Scouts BSA, Date joined a Venturing crew, Date joined a Sea Scout ship, Date of First Class Scout board of review, Date of Star Scout board of review

Were you a Cub Scout?, Were you a Webelos Scout?, Did you earn the Arrow of Light Award?, Had you completed fifth grade upon joining?

COUNCIL MUST COMPLETE: COUNCIL NO., TYPE OF UNIT, NST, UNIT NO., PID NO. (REQUIRED), POSTHUMOUS:

MALE FEMALE Date of birth, Date of Life Scout board of review

AGE REQUIREMENT ELIGIBILITY. Merit badges, badges of rank, and Eagle Palms may only be earned by registered Scouts, and qualified Venturers and Sea Scouts. They may earn these awards until their 18th birthday. Any Venturer or Sea Scout who achieved the First Class rank in a Scout troop or as a Lone Scout may continue working for the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venturer or Sea Scout up to their 18th birthday.

A Scout, Venturer, or Sea Scout approved to be registered beyond the age of eligibility may work toward Scouts BSA rank advancement after their 18th birthday. See the Guide to Advancement, section 10.0.0.0, for details.

REQUIREMENT 1. Be active in your troop, crew, or ship for at least six months as a Life Scout.

REQUIREMENT 2. As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

Table with 4 columns: Name, Address, Telephone, Email. Rows for Parents/guardians, Religious, Educational, Employer (if any), Two other references.

REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned and the unit number it was earned in.

Table with 8 columns: MERIT BADGE, DATE EARNED, UNIT NO., MERIT BADGE, DATE EARNED, UNIT NO., MERIT BADGE, DATE EARNED, UNIT NO. Lists 7 merit badges: 1 CAMPING, 2 CITIZENSHIP IN THE COMMUNITY, 3 CITIZENSHIP IN THE NATION, 4 CITIZENSHIP IN SOCIETY, 5 CITIZENSHIP IN THE WORLD, 6 COMMUNICATION, 7 COOKING.

*Cross out badges not earned. If a crossed-out badge in #8, #9, or #11 was earned, it may be reentered in 15 through 21. You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s).

REQUIREMENT 4. While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. List only those positions served after Life board of review date. Scout troop, Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, outdoor ethics guide.

Position, FROM, TO date fields for Requirement 4.

REQUIREMENT 5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project name, Date project finished, Grand total of hours (from Eagle Scout Service Project Workbook—for statistical purposes only)

REQUIREMENT 6. While a Life Scout, participate in a unit leader conference.

Date conference was held

CERTIFICATION BY APPLICANT. On my honor as a Scout, Venturer, or Sea Scout all statements on this application are true and correct. All requirements, with the exception of my board of review, were completed prior to my 18th birthday. In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.

Signature of applicant, Telephone, Date

*Or the date established by an extension of time granted by the National Council (see the Guide to Advancement, section 9.0.4.0.) The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the Guide to Advancement, section 10.0.0.0.

UNIT APPROVAL (personal signatures required)

Signature of unit leader, Scoutmaster, Advisor, or Skipper, Telephone, Date

Signature of unit committee chair, Telephone, Date

BSA LOCAL COUNCIL VERIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed, Position, Date

REQUIREMENT 7. Successfully complete your board of review for the Eagle Scout rank.

The applicant appeared before the Eagle Scout board of review on this date, and this application was approved.

Signature of Eagle Scout board of review chair, Signature of council/district board representative (if applicable)

I certify that all procedures, as outlined in the Guide to Advancement, have been followed. I approve this application.

Scout executive, Date

Presentation of the rank may not be made until the Eagle Scout credentials are received by the BSA local council.



NATIONAL EAGLE SCOUT ASSOCIATION. As an Eagle Scout, you may now join the National Eagle Scout Association, a fellowship of the top achievers of the Boy Scouts of America. As a NESA member, you have networking opportunities with other Eagles and will stay connected to the latest Scouting news. A portion of your membership fee supports NESA's many programs such as providing college scholarships. Apply for your NESA membership https://nesa.org/why-join/

Venturing crew/Sea Scout ship, President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, chaplain aide, outdoor ethics guide, crew leader, media specialist, specialist or webmaster. Lone Scout: Leadership responsibility in your school, religious organization, or club, or elsewhere in your community.

Date of Life Scout board of review, Position, FROM, TO date fields for Requirement 4 and 5.

REQUIREMENT 5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

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Signature of applicant, Telephone, Date

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Signature of unit committee chair, Telephone, Date

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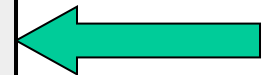
Date Became A Boy Scout



Verify the **date you joined the Troop**

- If in a crew, ship, or team you must have earned First Class as a Boy Scout in a Troop
- NOTE: This is important because you are not allowed to earn merit badges unless you are a registered scout.

	Month		Day		Year	
Date became a Boy Scout	0	5	0	5	0	2
Date became a Varsity Scout						
Date became a Venturer/Sea Scout						
Date of First Class Scout board of review						
Date of Star Scout board of review						
Were you a Cub Scout?			<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Were you a Webelos Scout?			<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Did you earn the Arrow of Light Award?			<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Had you completed fifth grade upon joining?			<input type="checkbox"/> Yes		<input type="checkbox"/> No	





Board of Review Dates



Verify the Dates of Rank (Board of Review) for First Class, Star, and Life Scout by using the Scoutbook.

	Month		Day		Year	
Date became a Boy Scout						
Date became a Varsity Scout						
Date became a Venturer/Sea Scout						
Date of First Class Scout board of review	0	1	1	8	0	4
Date of Star Scout board of review	0	5	2	3	0	4
Were you a Cub Scout?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Were you a Webelos Scout?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you earn the Arrow of Light Award?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Had you completed fifth grade upon joining?					<input type="checkbox"/> Yes	<input type="checkbox"/> No





Requirement 1

- Be active in your unit, for a period of at least six months after you have achieved the rank of Life Scout
- The six months starts on the date of your Life Scout Board of Review

A Scout, Venturer, or Sea Scout with a disability may work toward rank advancement after he is 18 years of age if he meets the criteria for registration beyond the age of eligibility. See the *Guide to Advancement*, section 10.0.0.0, for details.

REQUIREMENT 1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

Date of birth

Month		Day		Year	

Date of Life Scout board of review

0	7	3	0	0	6
Month		Day		Year	





Requirement 2

Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf

REQUIREMENT 2. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

	Name	Address	Telephone	Email
Parents/guardians	<u>Mr. & Mrs. Proud Parent</u>	<u>1 Eagle Scout Street, Bethesda, MD 20814</u>	<u>301-555-1952</u>	<u>Proud.Parent @ xyz.com</u>
Religious	<u>Mr. & Mrs. Proud Parent</u>	<u>1 Eagle Scout Street, Bethesda, MD 20814</u>	<u>301-555-1952</u>	<u>Proud.Parent @ xyz.com</u>
Educational	<u>Mr. Proud Teacher</u>	<u>2 Eagle Scout Street, Bethesda, MD 20814</u>	<u>301-555-1953</u>	<u>Proud.teacher @ xyz.com</u>
Employer (if any)	<u>N/A or List a previous employer; N/A is used only if the scout never had a paying job</u>			
Two other references	<u>Mrs. Proud Neighbor</u>	<u>3 Eagle Scout Street, Bethesda, MD 20814</u>	<u>301-555-1954</u>	<u>Proud.Neighbor1 @ xyz.com</u>
	<u>Mr. Proud Neighbor</u>	<u>4 Eagle Scout Street, Bethesda, MD 20814</u>	<u>301-555-1955</u>	<u>Proud.Neighbor2 @ xyz.com</u>





Letters of Recommendation



- Responses should deal with the Scouts character fitness and qualifications to be an Eagle Scout
- Sealed and unopened letters are provided to the designated person
- Letters are only viewed by members of the Eagle Board of Review

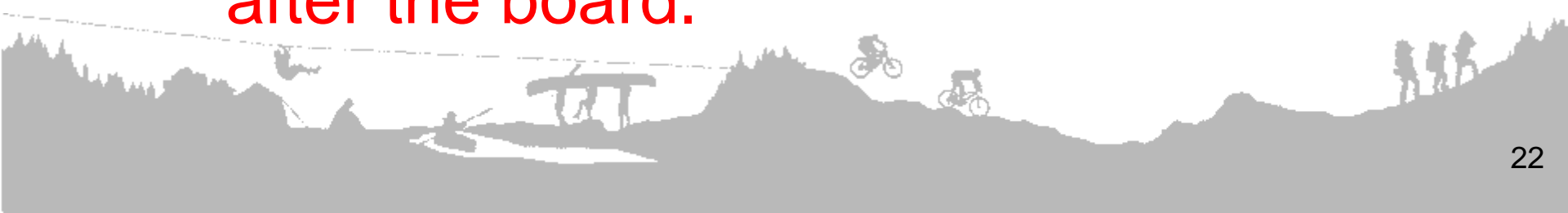




Letters of Recommendation



- Letters should be recent, less than one year old.
- Reference letters may be requested as soon as Eagle Scout requirements have been completed.
- Do not wait on these.
- Letters are not returned to the Scout or the unit leader. They are shredded after the board.





REFERENCE LETTERS TO DISTRICT



Baltimore Area Council

Boy Scouts of America



EAGLE SCOUT RANK AWARD CONFIDENTIAL REFERENCE REQUEST

EAGLE CANDIDATE: Your name her

UNIT NUMBER: Troop/Crew xxxx

Dear Friend of Scouting:

The above candidate for the rank of Eagle Scout has submitted your name as a reference.

Bearing in mind that the Scouting Movement challenges in our youth the finest type of character and citizenship, would you please take a few moments to write a personal reference letter addressing the following issues: Accepts Trust and Responsibility, Leadership Qualities, Example for the Good Influence on other youth, Willingness to help Others, Respect and Courtesy, Punctuality, Cheerfulness, and Tolerance towards those who differ with his opinion. From your knowledge, has the candidate lived up to the Scout Oath and Scout Law, as printed below in his daily life?

Oath On my honor, I will do my best to do my duty to god and my country; to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

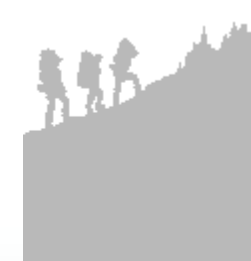
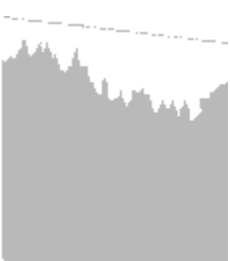
Law A Scout is: Trustworthy * Loyal * Helpful * Friendly * Courteous * Kind * Obedient * Cheerful * Thrifty * Brave * Clean * Reverent *

Please include how long you have known the candidate and in what capacity. Kindly be candid and honest in your appraisal of this young man. The granting of this highest award of the Boy Scouts of America, prior to the Scout being fully qualified for it, may prove detrimental to his development. It will be in the Scout's best interest if you would be impartial in this confidential reference, which will guide the Board of Review in its important decision. Kindly address anything his Board of Review can impress upon the candidate that would be of service to him.

Please include your phone number in the event that the board would need to contact you.

If you have any questions, contact the unit Committee Chair, Mr. or Mrs. Xxx, at the following number: Phone number. Return your letter in the enclosed stamped envelope.
Thank You.

Yours in Scouting





Requirement 3



REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned and the unit number it was earned in.

MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
1 CAMPING			*8 EMERGENCY PREPAREDNESS OR LIFESAVING			15		
2 CITIZENSHIP IN THE COMMUNITY			*9 ENVIRONMENTAL SCIENCE OR SUSTAINABILITY			16		
3 CITIZENSHIP IN THE NATION			10 FIRST AID			17		
4 CITIZENSHIP IN SOCIETY			*11 SWIMMING OR HIKING OR CYCLING			18		
5 CITIZENSHIP IN THE WORLD			12 PERSONAL MANAGEMENT			19		
6 COMMUNICATION			13 PERSONAL FITNESS			20		
7 COOKING			14 FAMILY LIFE			21		

*Cross out badges not earned. If a crossed-out badge in #8, #9, or #11 was earned, it may be reentered in 15 through 21. You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s).

Cross out the Eagle required MBs you are not using as the MB for this rank





Requirement 4





Requirement 4

- While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility. List only those positions served after the Life board of review date.
- Fine points:
 - The six months do not have to be consecutive
 - Time does not have to be just prior to your application for Eagle
 - If one position meets 6-months, only list one; if not, list two
 - Spell out position; no abbreviations

REQUIREMENT 4. While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. **List only those positions served after Life board of review date.**

Boy Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, Webmaster, Leave No Trace trainer

Varsity Scout team. Captain, cocaptain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, Webmaster, Leave No Trace trainer

Venturing crew/ship. President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, Webmaster, Leave No Trace trainer

Lone Scout: Leadership responsibility in his school, religious organization, club, or elsewhere in his community

Position **Troop Quartermaster (3 months)**

Position **Patrol Leader (8 months)**

Date of Life Scout board of review **073006**
Month Day Year

FROM **120106**
Month Day Year

TO **031107**
Month Day Year

FROM **101807**
Month Day Year

TO **062108**
Month Day Year

POSITIONS OF RESPONSIBILITY

- As a Life Scout
- Scoutmaster-assigned or Elected by Unit
- Minimum of 6 Months (one or more positions)
- Do the Job - Not Just Wear the Patch
- Some positions do not qualify – Bugler, Asst Patrol Leader, Patrol Scribe, Patrol Quartermaster

responsibility





Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community.

Date Project Finished: Enter when the work was done

REQUIREMENT 5. While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Project name: **Built Arena Benches for Local School**

Date project finished

0	3	0	1	2	2
Month		Day		Year	

Grand total of hours: **73** (from *Eagle Scout Service Project Workbook*—for statistical purposes only)





Requirement 6

Take part in a unit leader conference

This date must be before your 18th birthday

REQUIREMENT 6. Take part in a unit leader conference.

Date conference was held

Month	Day	Year	





Certifications



Requirement: Successfully complete an Eagle Scout Board of Review.





Clarity



- **Eagle Applications must be clear and legible.**
- **Repeated copying degrades the document.**
- **The Eagle Processor has to be able to read it in order to enter into the data base for National.**



Warning



- **After submitting the Eagle Scout application, do not make any changes to his scout records in Scoutbook.**





Eagle Scout Service Project





What to do for my project?







Modify an idea found elsewhere

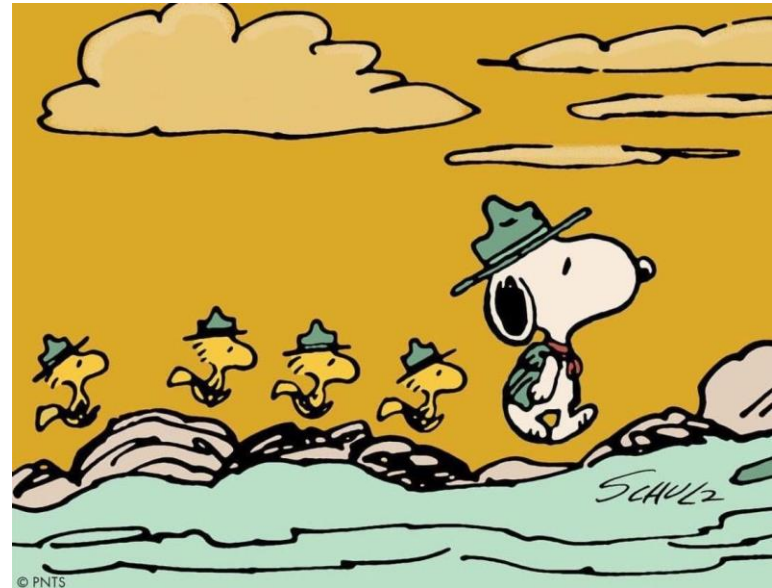


**TONS OF AWESOME
IDEAS**
For Your
**EAGLE SCOUT
PROJECT**

The graphic features a large Eagle Scout logo on the left. In the center, there are silhouettes of three people: one holding a baseball bat, another holding a lightbulb, and a third holding a baseball. The lightbulb is glowing and is placed inside an open cardboard box. The background is a gradient of yellow and orange.

Eagle Scout Service Project

1. Must show your leadership.
2. Must be beneficial to the community.





Eagle Scout Service Project



Remember: An Eagle Scout Project is

- Not a fundraiser
- Not done for Scouts BSA
- Not the caliber of a Life Scout service project
- Benefits the community at large





No routine labor



Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary for example, pulling weeds on the football field at your school.





Eagle Scout Service Project



Must be approved (before you start)

- (1) by the beneficiary organization
- (2) your unit leader,
- (3) unit committee chair, and
- (4) district person (We sign last)

You must use the **Eagle Scout Service Project Workbook, No 2022a February 2023**, in meeting this requirement.



Recommendation



- **Download the Workbook**
- **Open using Acrobat Reader**
- **Now save it**

- **Test to make sure your entries are being saved.**





Eagle Scout Warning



Procrastination is
not an excuse!





Reviewing an Approved Proposal

Review these five tests which should already have been applied (9.0.2.7):

1. The project provides sufficient opportunity to meet the requirement.
2. The project appears to be feasible.
3. Safety issues will be addressed.
4. Action steps for further detailed planning are included.
5. The Scout is on the right track with a reasonable chance for a positive experience.





Service Project Process




Eagle Scout Service Project Workbook

BOY SCOUTS OF AMERICA

Eagle Scout candidate's full legal name _____

Please give a name to your project _____

Eagle Scout Service Project Workbook No. 512-907
May 2014



Eagle Scout Service Project Proposal

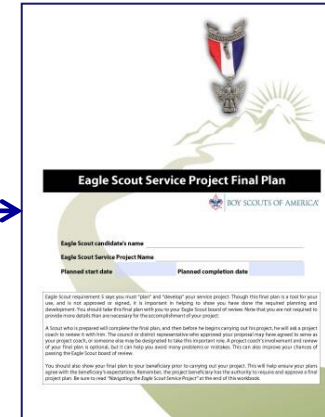
BOY SCOUTS OF AMERICA

Eagle Scout candidate's full legal name _____

Eagle Scout Service Project Name _____

Eagle Scout Requirement 3
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Propose It



Eagle Scout Service Project Final Plan

BOY SCOUTS OF AMERICA

Eagle Scout candidate's name _____

Eagle Scout Service Project Name _____

Planned start date _____ Planned completion date _____

Eagle Scout requirement 3 asks you to "plan" and "develop" your service project. Though this final plan is a tool for you, and it is not approved or signed, it is a statement in writing to those you have done the required planning and development. You should take the time to give your Eagle Scout board of review. Read that you are not required to provide the details not covered by the requirements of your project.

A Scout who is completed will complete the final plan, and then before he begins carrying out his project, he will ask a project leader to review it with him. The council or district representative who approved your proposal may have agreed to write an approval report, or someone else may be designated to do this responsibility. A project leader's involvement will ensure that the project is carried out in the best possible manner. The council also requires your unit leader to submit the Eagle Scout board of review.

The board of review about the plan to the unit committee may be required for your project. The unit leader must submit the plan to the unit committee for approval. The project leader is not the authority to require and approve a final project plan. He must make "Helping to Help Others" on the unit of the member.

Plan It



Eagle Scout Service Project Report

BOY SCOUTS OF AMERICA

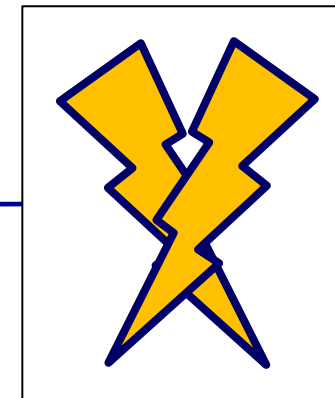
Eagle Scout candidate's name _____

Eagle Scout Service Project Name _____

Project start date _____ Project completion date _____

This report is to be completed after your service project has been completed. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

Report It



Do it



Propose it



Eagle Scout Workbook is in three parts

- 1 = Project Proposal
- 2 = Project Plan
- 3 = Project Report





The Workbook



Fillable and expandable PDF

Must fill in all relevant information

Eagle Scout Service Project Workbook



Available online

Eagle Scout candidate's full legal name

Please give a name to your project

Must read and use entire workbook

Excerpts and Summaries From the *Guide to Advancement*

Eagle Scout Service Project Coaches (See the *Guide to Advancement*, topic 9.0.2.9)

Many units, districts, and councils use Eagle Scout service project "coaches," because the advice they provide after approval of a candidate completes his planning. A coach can help Scouts see that if a plan is not sufficiently Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and authority to dictate changes, or take any other such directive action. Instead, coaches must use association, logic, and common sense to help the candidate make the right decisions.

Who may serve as project coaches and how they might be assigned or otherwise provided to assist with the BSA (in any position) and be current in BSA Youth Protection training, and may council level. For examples of how a service project coach can assist, please see the *Guide to Advancement*, topic 9.0.2.9. Note that there should be only one coach that is designated for you by your council or district; but your unit may also provide people to coach you.

What Is Meant by "Give Leadership to Others ...?" (See the *Guide to Advancement*, topic 9.0.2.4)

Scouts besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the unit. Units shall not establish requirements for the number of people led, or their make-up, or for time spent. The important thing is that Eagle candidates exhibit leadership.

Project Completion (See the *Guide to Advancement*, topic 9.0.2.13)

Projects are evaluated primarily on impact—the extent of benefit to the religious institution, school, or community provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, "Be Prepared." However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

After its completion, the unit leader or project beneficiary chooses not to approve a project. One reason may be that the project was so significant that the impact of the project was insufficient. The candidate may even start over with another project. He may choose to meet these requests, or he may decide the project is not worthy and in compliance—to complete his Eagle Scout Rank Application and submit his application for approval. He must be granted a board of review should he request it. If it is thought a unit board of review under disputed circumstances may be initiated according to the *Guide to Advancement*.

Eagle Scout Service Projects (See the *Guide to Advancement*, topic 9.0.2.14)

Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures, and are treated as such with regard to policies, procedures, and safety. They are also part of a unit's program and are treated as such with regard to policies, procedures, and safety. The health and safety of those working on Eagle projects is the responsibility of the unit leader or unit committee. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility for conducting a project as with any other unit activity. The unit leader or unit committee should ensure that all projects are safe. The candidate should plan for safe execution, but it must be understood that the unit leader is held responsible for safety concerns. As with any Scouting activity, the *Guide to Safe Scouting* must also be consulted as a planning tool. It can be found at: www.scouting.org/et16.aspx. The *Guide to Safe Scouting* may be accessed at www.scouting.org/scoutsource/.

Insurance (See the *Guide to Advancement*, topic 9.0.2.15)

The National Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA accident and sickness insurance program. It provides insurance for medical and dental bills arising from Scouting activities. If councils do not purchase it. In some cases, chartered organizations might provide insurance, but this must not be confused with primary coverage, and are limited to registered youth and adults and those who are not registered.



Expectations



Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with the Eagle Scout candidate and his parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, the candidate and his parent or guardian should consult the *Guide to Advancement*, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The *Guide* may be accessed at www.scouting.org/advancement.

The *Guide to Advancement*, along with the *Boy Scout Requirements* book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Boy Scout Requirements* book are available in Scout shops or on www.scoutstuff.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. His parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, topic 9.0.2.1.

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

*An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.

Message to Scouts and
Parents or Guardians

Establishes
expectations for Scouts,
parents (or guardians),
and other adults

Page 5



Counting total hours





Keeping Track of Time



- From the time you begin looking for a project to completion, you should be keeping track of time
- A small pocket notebook, a spreadsheet on a laptop, a notepad on a smart phone, or a loose-leaf page in the project workbook are all acceptable
- Each entry should include: person's name, date, hours or fractions of hours, purpose
 - Accumulated data will be entered in the Project Report





Keeping Track of Time

- Time includes such things as research, making phone calls, participating in meetings, completing the Eagle Scout Service Project Workbook
- Record not only the time you spend on the project, but also the time others spend helping you on the project
 - Time spent meeting with an adult on the project
 - Time a parent spends driving you to and from a home improvement store
 - Time friends spend actually working on the project





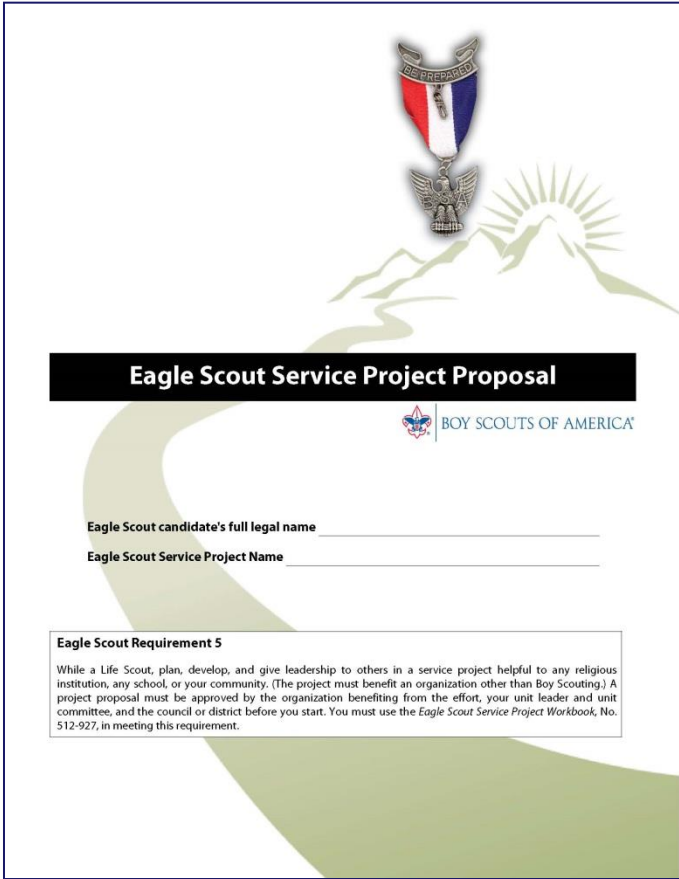
Photographs



- Project photos add an important perspective to the workbook
- Please include:
 - Before pictures
 - Pictures of project work
 - Completion pictures
- Captions are helpful







The form features the Boy Scouts of America logo at the top center, which includes an eagle with a shield and the motto "BE PREPARED". Below the logo is a stylized mountain range with a sunburst rising behind it. A thick, light green path winds from the bottom left towards the mountains. A black horizontal bar with white text reads "Eagle Scout Service Project Proposal". Below this bar is the Boy Scouts of America logo and the text "BOY SCOUTS OF AMERICA". There are two lines for text entry: "Eagle Scout candidate's full legal name" and "Eagle Scout Service Project Name". A box titled "Eagle Scout Requirement 5" contains the following text: "While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement."

Eagle Scout Service Project Proposal

BOY SCOUTS OF AMERICA

Eagle Scout candidate's full legal name _____

Eagle Scout Service Project Name _____

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

PROJECT PROPOSAL





Proposal Page A

Instructions for Completing Proposal

Instructions for Completing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be completed first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to complete.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your final plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, completion of your final plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your final plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Final Plan

Once your proposal is approved, you are **strongly encouraged** to complete the final plan form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you prepare to complete it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your final planning, only then, may you begin work on your project.

Must Read Carefully and Completely

Meets the Five Tests of an Acceptable Project

Work with Your Project Beneficiary

Next Step: Your Final Plan

Beginning Work on Your Project





Proposal Page B Contact Information



Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders, unit committees, project beneficiaries, and council or district approval representatives in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: _____ Birth date: _____
 Email address: _____ BSA PID number*: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Preferred telephone(s): _____ Life board of review date: _____

* BSA PID No., found on the BSA membership card

Current Unit Information

Check one: Troop Team Crew Ship Unit Number: _____
 Name of District: _____ Name of Council: _____

Unit Leader

Check one: Scoutmaster Varsity Coach Crew Advisor Skipper
 Name: _____ Preferred telephone(s): _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email address: _____

Unit Committee

Name: _____
 Address: _____
 Email address: _____

Should Be Completely Filled In

Unit Advancement

Name: _____ Preferred telephone(s): _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email address: _____

Project Beneficiary (Name of religious institution, school, or community)

Name: _____ Preferred telephone(s): _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email address: _____

Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: _____ Preferred telephone(s): _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email address: _____

Your Council Service Center

Council name: _____ Preferred telephone(s): _____
 Address: _____ City: _____ State: _____ Zip: _____

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: _____ Preferred telephone(s): _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email address: _____

Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: _____ Preferred telephone(s): _____
 Address: _____ City: _____ State: _____ Zip: _____
 Email address: _____

Baltimore Area
Council

701 Wyman Park
Drive

Baltimore, MD
21211

443-573-2500
Scouting@baltimorebsa.org



- **Baltimore Area Council**
- **701 Wyman Park Drive**
- **Baltimore, MD 21211**
- **443-573-2500**
- **Scouting@baltimorebsa.org**





Proposal Page C

Project Description and Benefit

Briefly describe your project.

[Text area for project description]

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)

[Image upload area with two 'x' buttons]

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

Add Additional Image Field

Tell how your project will be helpful to the beneficiary. Why is it needed?

[Text area for project benefit]

When do you plan to begin carrying out your project?

When do you think your project will be completed?

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

[Text area for leadership recruitment]

What do you think will be most difficult about leading them?

[Text area for leadership challenges]

Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint.

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2" x 4" or 4" x 4".

[Text area for materials list]

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

[Text area for supplies list]

Description & Benefit

Pictures and Captions

Giving Leadership

Materials

Supplies



Proposal Page D



Tools *Include tools, and also equipment, that will be borrowed, rented, or purchased.*
What tools or equipment, if any, will you need? You do not need a detailed list yet, but you must show you have a reasonable idea of what is required.

Other Needs *Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.*
What other kinds of expenses do you think you might encounter?

Permits and Permissions *Note that property owners should obtain and pay for permits.*
Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Preliminary Cost Estimate
You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below: <i>(Include sales tax if applicable)</i>	Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.
Materials:	
Supplies:	
Tools:	
Other:	
Total costs:	

Project Phases
Think of your project in terms of phases, and list what they might be. The first may be to complete your final plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1.
2.
3.
4.
5.
6.
7.
8.

Add a Phase

Tools

Other Needs

Permits & Permissions

Preliminary Cost Estimate

Project Phases





Proposal Page E



Logistics *Check with your council service center to determine if a Tour and Activity Plan is required.*
How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

[Empty text box for Logistics response]

Safety Issues *The Guide to Safe Scouting is an important resource in considering safety issues.*
Describe the hazards and safety concerns you and your helpers should be aware of.

[Empty text box for Safety Issues response]

Final Planning *You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.*
List some action steps you will take to complete a final plan. For example "Complete a more detailed set of drawings."

[Empty text box for Final Planning response]

Candidate's Promise* *Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed _____ Date _____

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

Unit Leader Approval* I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him. Signed _____ Date _____ Name (Printed) _____	Unit Committee Approval* This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal. Signed _____ Date _____ Name (Printed) _____
--	---

Beneficiary Approval* This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required. Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." <input type="checkbox"/> Yes <input type="checkbox"/> No Signed _____ Date _____ Name (Printed) _____	Council or District Approval I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach who has been designated for him. Signed _____ Date _____ Name (Printed) _____
--	---

**While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*

Proposal Page E

Logistics

Safety Issues

Final Planning

Candidate's Promise

Approval Signatures





Proposal Page E

Candidate's Promise

(Signed before approvals below are granted)

Candidate's Promise* *Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

***Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.**

"On my honor as a Scout, **I have read this entire workbook**, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary."



Proposal Page E Approvals

<p>Unit Leader Approval*</p> <p>I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.</p> <p>Signed _____ Date _____ Name (Printed) _____</p>	<p>Unit Committee Approval*</p> <p>This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.</p> <p>Signed _____ Date _____ Name (Printed) _____</p>
<p>Beneficiary Approval*</p> <p>This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.</p> <p><i>Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Signed _____ Date _____ Name (Printed) _____</p>	<p>Council or District Approval</p> <p>I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i>, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach who has been designated for him.</p> <p>Signed _____ Date _____ Name (Printed) _____</p>



**While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*





FUNDRAISING PROCEDURES

Page A and B



- Eagle Scout project cannot be a fundraiser
- Beneficiary must be identified
- Monies to beneficiary's account
- Contracts signed by responsible adults
- Funds for Eagle Scout Project only
- Excess funds to beneficiary





Project Fundraising

- Fundraising is permitted only for securing materials and otherwise facilitating a project.
- Fundraising can be done without Council approval from:
 - The beneficiary and the scout
 - Go Fund Me, once approved
 - The candidate's parents, friends or relatives
 - The candidate's unit
 - The unit's chartered organization
 - Parents or members of the candidate's unit



PROJECT PLAN



The form is titled "Eagle Scout Service Project Final Plan" and features the Boy Scouts of America logo at the top. It includes fields for the candidate's name, project name, start date, and completion date. A text box provides instructions on how to use the plan and the importance of planning and development. The form is set against a background of a mountain range with a sun rising over it.

Eagle Scout Service Project Final Plan

BOY SCOUTS OF AMERICA

Eagle Scout candidate's name _____

Eagle Scout Service Project Name _____

Planned start date _____ Planned completion date _____

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this final plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this final plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the final plan, and then before he begins carrying out his project, he will ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your final plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your final plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a final project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.



Words About Planning - 1



- Eagle Scout Rank Requirement #5 requires the Scout to plan and develop his service project
- Though this final plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development
- You should take this final plan with you to your Eagle Scout Board of Review





Words About Planning - 2



- A Scout who is prepared will complete the final plan, and then before carrying out his project, have a Project Coach review it
 - An Eagle Coach's involvement and review of your final plan is optional, but it can help you avoid many problems or mistakes
 - Improves your chances of passing the Eagle Scout Board of Review
- You should also show your final plan to your beneficiary prior to carrying out your project
 - Helps ensure your plans agree with the beneficiary's expectations
 - The project beneficiary has the authority to require and approve a final project plan
 - Be sure to read “Navigating the Eagle Scout Service Project”





Final Plan Page A



Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your proposal?

Completed by Eagle Candidate following Proposal Approval

Project Description and Benefit—Changes From the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

Empty text box for project description changes.

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Empty text box for explanation of changes.

Present Condition or Situation

Include "before" photographs to show the board of review in Attachments section below.

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

Empty text box for present condition or situation.

Project Phases

You may have more than eight phases, or fewer, as needed; if more, you may add them below, or place in an attachment.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase.

Numbered list (1-8) with empty text boxes for project phases.

Add a Phase

Comments From Your Proposal Review

Project Description and Benefit – Changes From the Proposal

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Present Conditions or Situation

Project Phases





Final Plan Page B



Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

Attachments

If you are unable to attach items within this workbook, or if they don't attach to your satisfaction, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate.

x

x

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

Add Additional Image Field

Permits and Permissions

The Tour and Activity plan has also been called the "Tour Permit."

Will a Tour and Activity Plan be needed to comply with local council policies?

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

**Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.*

Materials List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source
Add Item		Total cost of materials			

**If you plan for donations such as the one shown in the example above, you will most likely need to complete the Eagle Scout Service Project Fundraising Application. It can be found later in this workbook.*

Work Processes

Attachments

Permits and Permissions

Materials





Final Plan Page C



Supplies List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plastic tarp	9' x 12', 2ml thick	2	4.00	8.00	ABC Hardware purchase
Add Item		Total cost of supplies			

Tools List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate, or use it. See example.

Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Circular power saw*	1	50	50	Mr. Smith	Mr. Smith
Add Item		Total cost of tools			

* Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See Guide to Safe Scouting and age appropriate guidelines, located at www.scouting.org/sitecore/content/Home/HealthandSafety/Guidelines_Policies.aspx.

Other Needs List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example

Item	Description	Quantity	Unit Cost	Total Cost	Source
Printing	Marketing brochure	2000	.01	20.00	Copy Services, Inc.
Add Item		Total cost of other needs			

Expenses		Revenue	
Item	Projected Cost	Total to be raised: \$	
Total materials (from above)		Contribution from beneficiary: \$	
Total supplies (from above)		Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.	
Total tools (from above)			
Total other (from above)			
Total cost			

Supplies

Tools

Other Needs

Expenses / Revenue





Final Plan Page E



Safety

Will a first-aid kit be needed for this project? If so, where will it be kept?

[Text input area]

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

[Text input area]

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?

Add Hazard Row

How do you plan to communicate these safety issues and hazards to your helpers?

[Text input area]

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

[Text input area]

When will you hold a safety briefing?

Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

Contingency Plans

What could cause postponement or cancellation of the project? What will you do should this happen?

[Text input area]

Comments From Your Project Coach About Your Final Plan

A project coach's comments can be extremely helpful in assuring your project is successful.

[Text input area]

Safety

Potential Hazard

Contingency Plans

Comments From Your Coach About Your Final Plan



Planning Summary



- The more planning and attention to detail you do at the beginning will help your project come together in the end
- Describe your project so **you** understand what needs to be done at every step
- Your plan should be in sufficient enough detail so that:
 - **You** and the **beneficiary** understand what is being done
 - **You** can explain it to everyone else
 - **Your** project will be successful on the planned day





Conducting The Project



- The Eagle candidate must **be the project leader**
- The project is about **leadership** and **service to others**
- Make sure **others are involved** so you demonstrate leadership
- Don't let **adults** be too helpful – have everyone provide suggestions and comments to you for decisions
- Take note of **changes** from your original plan
- Work on the **project is complete** when:
 1. The work is finished
 2. The excess materials, supplies and tools have been cleared from the site, as applicable
 3. Scout and beneficiary agree it is complete
- Enter the **completion date** on the first page of the Project Report section of your workbook and on the Eagle Scout Rank Application at Requirement 5





Project Changes



- Many successful projects require changes from the original proposal. If changes are major, it is important to confirm they are acceptable to the beneficiary and BSA.
- If any major change occurs in the project notify the project proposal approvers immediately, "...to be sure you [and the project] still are approved and have a chance of passing the board of review"





Eagle Scout Service Project Report



Eagle Scout candidate's name

Eagle Scout Service Project Name

Project start date

Project completion date

This report is to be completed after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

PROJECT REPORT





Project Report Page A



Project Execution:

Once planning was completed, when did the work begin? When was it finished?

Project Description

Please provide a brief description of your completed project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

Observations

What went well?

What was challenging?

Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

Project Execution:

Project Description

Observations

Changes





Project Report Page B



Leadership

In what ways did you demonstrate leadership?

[Text input area for leadership demonstration]

What was most difficult about being the leader?

[Text input area for most difficult aspect]

What was most rewarding about being the leader?

[Text input area for most rewarding aspect]

What did you learn about leadership, or how were your leadership skills further developed?

[Text input area for leadership learning]

Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

[Text input area for materials and supplies]

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked
The Eagle Scout candidate	1	
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
Grand Total of Hours (Enter here and on your Eagle Scout Rank Application.)	1	

* There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.

If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

Leadership

What was:

- Most Difficult
- Most Rewarding

What did you learn about Leadership...

Materials, Supplies, Tools, Other

Entering Service Project Data

*** There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**



Project Report Page C



Funding

Describe your fundraising efforts:

[Large text area for describing fundraising efforts]

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

[Text area for explaining excess expenses]

If you had money left over after project completion, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

[Text area for money left over]

How were the donors thanked?

[Text area for donor thanks]

Photos and Other Documentation

If you have them, attach photographs taken before, during, and after project completion. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

[Image upload area with two boxes and captions: "Click above box to add an image. Click here to add an image caption."]

Add Additional Image Fields

Candidate's Promise

Sign below before you seek the other approvals.

In my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.

Signed:

Date:

Completion Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name:

Unit leader name:

Signed:

Date:

Signed:

Date:

Funding

Photos and Other Documents

Candidate's Promise

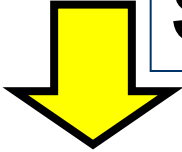
Completion Approvals



Project Report Page C



Scout



Definitely!!

Sign below before you seek the other approvals.

Candidate's Promise

Sign below before you seek the other approvals.

On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.

Signed:

Date:

Completion Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name:

Unit leader name:

Signed:

Date:

Signed:

Date:

Beneficiary

Unit Leader



Final Project Approval

- The Eagle Board of Review members are the final approval authority that the project was properly carried out and meets standards
- The following must be answered:
 - In what ways did you demonstrate leadership of others?
 - Give examples of how you directed the project rather than doing the work yourself
 - In what way did the group benefit from the project?
 - Did the project follow the plan - changes?
 - If changes were made, explain why the changes were necessary





Certification by Applicant

- “On my honor as a Scout, Venturer, or Sea Scout, all statements on this application are true and correct. All requirements, with the exception of my board of review, were completed prior to my 18th birthday”.
- **Scout should sign before** the Unit Leader and Committee Chair signatures

CERTIFICATION BY APPLICANT. On my honor as a Boy Scout, Varsity Scout, Venturer, or Sea Scout, all statements on this application are true and correct.

All requirements, with the exception of my board of review, were completed prior to my 18th birthday.*

Signature of applicant

Telephone

Date

Month	Day	Year		

*Or the date established by an extension of time granted by the National Council (see the *Guide to Advancement*, section 9.0.4.0.). The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the *Guide to Advancement*, section 10.0.0.0.





Unit Approval



- These signatures indicate the unit leader and unit committee chair have made every effort to verify the accuracy of the information
- All three signatures must be on the application before conducting the verification process and Eagle Board of Review

UNIT APPROVAL (personal signatures required)

Signature of unit leader	<input type="text"/>	Telephone	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Scoutmaster, Coach, Advisor, or Skipper			Month	Day	Year			
Signature of unit committee chair	<input type="text"/>	Telephone	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				Month	Day	Year			





Verification

Plan on this being a face-to-face meeting

- Meet with Project Coach for review of completed Eagle Scout Rank Application before submitting.
- A unit-provided hard copy of the Scout's Record from Scoutbook is attached to the Eagle Scout rank application

BSA LOCAL COUNCIL VERIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed

Position

Date

Month	Day	Year			

Month Day Year



Questions



- Any questions on the Eagle Proposal and related paperwork ?
- Next topics:
 - What happens to your eagle application once you turn it in
 - Eagle Board of Review
 - Eagle Court of Honor





Verification Overview



- Transmit to Council can be via paper or electronic.
- Our Eagle Processor verifies data
- Approval is sent to unit and to District Advancement Committee
- **Unit coordinates Eagle Board of Review**
- Paperwork returned to council indicating successful Eagle Board of Review





Eagle Board of Review Mechanics



- Eagle boards are typically 30 to 45-minutes in length
- Conducted as a discussion of the Scout's values and beliefs
 - May address leadership, Scouting, current events, goals, life purpose, community, service project, etc.
- The decision of the Board **must be unanimous**





Preparing for your Eagle Board of Review



Gather all Eagle-related paperwork.

Organize it.

Assemble your Eagle Scout notebook.

This is the first impression that your Board of Review members will have.





What to Bring/Wear



- Scouts be in full field uniform/Class A for their Eagle Board of Review, with merit badge sash, not the OA Sash.
- Complete Eagle Scout workbook.
- BAC information sheet
- Scout handbook





EAGLE BOARD OF REVIEW



Scheduled after all requirements complete and Council verifies records

Conducted by the Troop with at least one District Advancement Committee representative on the board

Troop Advancement chair should have all the references and the SM letter.

Unit Committee must participate (not SM/ASM)





EAGLE BOARD OF REVIEW



Candidate cannot request/select board members

Eagle date of rank is date Board of Review is passed

It is not a retest of knowledge or skills

However, Scout should know Scout Oath, Law, Motto, Slogan, ready to discuss how you live by them





EAGLE BOARD OF REVIEW



Scout must have his Boy Scout Handbook (up to date) and his completed Eagle Scout workbook

Scout is to be in Class A uniform as defined by the Troop.

Unanimous decision required.

If denied, the Board of Review must document failure and corrective action in writing.





SUMMARY: EAGLE SCOUT APPLICATION PROCESS



- Complete all Eagle Scout rank requirements
- Write Eagle Service Project Report
- Write Statement of Ambitions/Life Purpose and BAC Eagle Information Sheet.
- Request references allowing timely receipt
- Complete Scoutmaster's Conference before age 18
- Complete Eagle Scout Application





BAC Eagle Information Sheet



- Available online

www.baltimorebsa.org

Use the search box (upper right-hand corner)
and type in Eagle Scout

Eagle Scout Information, then scroll down





After your Board

- Your paperwork is forwarded by the Troop to Baltimore Area Council
- This would be signed application, the extension letter if granted, and BAC Eagle Project summary form.
- You are an Eagle Scout as of the date of your Eagle Board of Review, but
- You have to wait until your credentials are received from BSA National that you are a confirmed Eagle Scout.





APPEALS

If a rank advancement is denied, then there is an appeal procedure. This happens when the Troop Eagle Board of Review does not reach unanimous positive decision.

An appeal in writing is sent to the Council Advancement Committee at the Council Service Center.





SUMMARY: EAGLE SCOUT APPLICATION PROCESS



- Submit Application to Council Service Center
- Council verifies Scout's records
- Returned to District for Board of Review
- Conduct Eagle Board of Review
- Council approval
- National approval
- Plan and conduct Eagle Court of Honor







EAGLE SCOUT COURT OF HONOR



- Special ceremony to recognize only Eagle Scout(s)
- Conducted after National approval
- Minimum 4-6 weeks or longer after Eagle Board of Review
- Planned and carried out by Parents/Unit





EAGLE SCOUT COURT OF HONOR

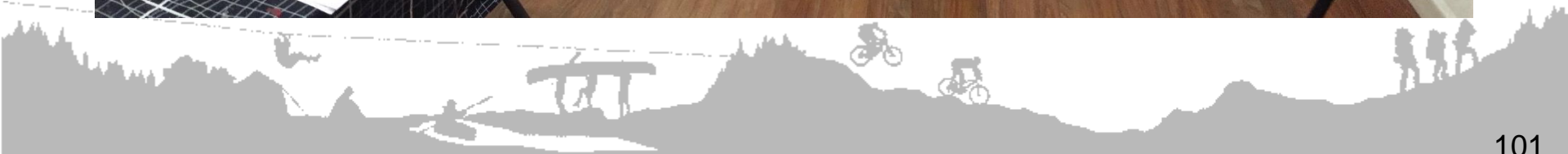


- No required format
- Details up to Scout, Family and Unit
- Invitees, Date/Time
- Location
- Reception Decorations & Refreshments
- Letters from Public Officials
- Photo Album of Scouting Career at Reception





Choose a good date.





Priceless

A composite image featuring a silhouette of a hiker on the left, a bald eagle in flight on the right, and the Boy Scouts of America Eagle Scout logo in the bottom right. The background is a sunset sky with purple and orange hues. The text "The Value And Benefits Of Earning EAGLE SCOUT" is overlaid on the image.

The Value
And Benefits
Of Earning
EAGLE SCOUT



QUESTIONS ?

