

GUIDELINES FOR COMPLETING YOUR EAGLE REQUIREMENTS AND THE EAGLE PROJECT WORKBOOK

You must meet with your Unit Leader to discuss the Life-to-Eagle process. You must obtain a copy of the Eagle Project workbook and a copy of the Eagle Application. These documents are available from the Council website. Visit wpcbsa.org go to FORMS and find the workbook and application. Print out or download these to your computer. These are writeable documents. You MUST use the most up-to-date Official BSA Eagle Scout Leadership Project Workbook and Eagle Scout Rank Advancement application from the Council website.

Choose a project. It should benefit a Religious, School, Hospital or Community Organization, or approved non-profit organization. It should not benefit an individual, family, business, corporation or the BSA.

Ask your Scoutmaster for suggestions.

Review project ideas with your Scoutmaster. With the Scoutmaster's verbal approval, do the following, in the order presented here:

- In the Workbook**, write up your project proposal. (Involve at least one of your parents or a relative for help and guidance in this write up) Include details such as:
 - What the project is for, explain (example: *Construction of a foot bridge over the brook at the Town Park playground*).
 - Who will benefit from your project and why.
 - Provide project details: Donations, materials, equipment required, etc.
 - Who will be involved in your project (Scouts, family, friends, etc).
 - Prepare a preliminary timeline schedule (start date, list as many features of your project that you can think of and then apply dates and time needed).
 - Provide a sketch of your project and a site plan, if appropriate.
- Review your write up with a parent or relative. Revise as necessary.
- Review your write up with your Scoutmaster. Revise as necessary.
- Sign and date the Candidates Promise in the Workbook on Page 2-4. *
- Review your write up with the benefactor. Get his/her Approval & Signature. *
- Get Unit Leader's (Scoutmaster's) project approval signature. *
- Get Unit Committee Member's signature. *
- Submit your project to the **District Advancement Chairman**. (Scoutmaster will provide telephone number and email address). Get written approval or his/her signature or email verification. **SAVE ANY EMAIL APPROVAL. ***
- IMPORTANT** Send a copy to the Scoutmaster & Troop Advancement Chairman **Otherwise, they don't know that your Project Proposal is approved.**
- YOU CAN NOW BEGIN YOUR PROJECT.**
- Arrange for materials, donations, equipment & manpower (ask Scouts and Adults).
- A reasonable project should take about 100 hrs of total time for all the tasks.
- Organize and perform your project.
- Keep records, dates, times, helpers log (include hours served), take photos, etc.
- Clean up your project site. Remove debris, litter and extra materials.
- Send thank you letters to all who helped, indicate total service hours for each.
- Write-up your project. Document any changes to your project.
- Sign and date the Candidates Promise in the Workbook on Page 4-4.**
- Review the project with the benefactor. Have him / her sign in your workbook. **
- Review the project write-up with your Unit Leader. Get his signature. **

* These are the Five (5) required project APPROVAL signatures – see page 2-4.

**These are the Three (3) required project COMPLETION signatures – see page 4-4.

**DO THE FOLLOWING TO COMPLETE ALL OF THE WORK REQUIRED
BEFORE REQUESTING A SCOUTMASTER CONFERENCE**

- Complete any and all remaining Merit Badges. Turn in MB cards to Scoutmaster.
- Send out or hand deliver five or six Letters of Recommendation forms as listed under Requirement 2 on the Eagle Application. These should be provided with stamped envelopes addressed to your Troop Advancement or Committee Chairman. The Scouts should not receive these letters of recommendation.
- Under Requirement 6 on the Eagle Application, prepare and include your life statement on a separate page, along with the required Leadership information.
- Complete your Eagle Application.
- Prepare your Eagle Project Binder. Include EVERYTHING, Attach all project photos, written information, logs and copies of correspondence and email. plus ALL Merit Badge cards (sports card holders are a nice way to organize).
- Review your binder with the Troop Advancement Chairman then the Scoutmaster.
- Request a Scoutmaster Conference. Upon completion, he will sign your workbook, (if not signed already), Eagle Scout application and Scout Handbook.

**AFTER COMPLETION OF THE SCOUTMASTER CONFERENCE,
DO THE FOLLOWING:**

- Have the Troop Committee Chairperson sign the Eagle Scout application.
- Bring your Eagle Application to Council to have the Merit Badges that you listed, certified. See **BSA Local Council Certification** on the Application Instructions.
- Note to the Troop Advancement or Committee Chair: The Letters of Recommendation should only be opened at the Eagle Scout Board of Review and read only by the members of the Board of Review. **There shall be NO Copies made of the Letters of Recommendation.** **The candidate shall NOT see the letters.**
- Schedule your Board of Review. Contact your Troop Advancement Chairman (TAC) to schedule your Eagle Scout Board of Review. The TAC will contact the District Advancement Chairman (DAC) and set a date and location. **The DAC or his representative MUST be present at the Eagle BOR.**
- The Board of Review **MUST** include the **DAC and should include the TAC and/or one or two Troop Committee Members.**
The Scoutmaster should introduce the Candidate to the BOR. The Scoutmaster is not permitted to be part of the BOR and can only answer questions asked by the BOR. The Eagle candidate's family, shall not be part of the Board of Review.
- Come to the Board of Review in FULL Uniform, with your Eagle Binder with Project Workbook, Completed Eagle Application and SCOUT HANDBOOK.
- Upon successful completion of the Eagle Scout Board of Review, **NO ONE OTHER THAN the Troop Unit Leader, Troop Advancement or Committee Chair (or District Representative)** shall deliver the Eagle Scout Application and Letters of Recommendation **DIRECTLY to Dawn Niece at the Council Office.**