

MEMORANDUM

TO: **Mohican District Troop Leaders**

FROM: **George Peborde, District Vice Chair of Advancement**

DATE: **May 3, 2014**

RE: **Eagle Scout Project Proposals**

- Eagle Scout Project Proposals **MUST** be forwarded electronically to Mr. George Peborde at gpeborde@gmail.com AND Ms. Sandi Lieb-Geiger at sandiliebgeiger@gmail.com . If an electronic submittal is not possible, contact Mr. Peborde or Ms. Lieb-Geiger.
- The Eagle Scout project proposal is for a youth leadership service project. **It should be prepared by and submitted by the Eagle Candidate**, not a Troop Adult or Parent. Adults (Project Coach, Unit Leader, Advancement Chair and Parents) should participate in guiding, discussing, suggesting, as well as reviewing and fine-tune the project proposal **with the Scout** before it is submitted for District Approval.
- Scouts must use **the most up to date Eagle Scout Project Proposal** found on the Westchester-Putnam Council website under "FORMS". The **Eagle Scout Application** can be found there as well.
- The Proposal must include a completely filled in Contact Information Page and Signature page with ALL signatures except the Council / District Approval signature.
- If the project will require fundraising, then the "Fundraising" form must be submitted with all signatures, including from Council. Contact Maryellen Galinski at WPC at 773-1135 ext. 234.
- Troop Advancement Leaders need to ensure that projects meet the criteria and guidelines outlined in the workbook and that the candidates write up is correct and complete before submittal. This will help speed up the review process.
- Project Coach: Although not absolutely required, it is **strongly recommended by the BSA** that each Eagle Candidate have a Troop Adult Leader who is knowledgeable in the Life-to-Eagle process and who can advise the Scout, as well as be there to ensure that the project is progressing in a positive direction, through completion. This person should be listed as the "Project Coach".
- Communication: All electronic communication between a Scout and an Adult must include a cc to at least two registered Adults involved in the scouting program. This could include the Project Coach, Unit Leader, Troop Committee Chair or Advancement Chair and the Scout's parent. Telephone conversations between a Scout and an Adult should be with the knowledge of the Scout's parent.
- Project reviews are not a quick rubber stamp approval process. Candidates and Troop Leaders should not expect "overnight" or quick responses. In the Mohican District, we review projects by Committee. Unlike review committees who may only meet once a month, the Mohican Review Committee uses email to share project proposals and share review comments to help expedite a response, but this still takes time. Scouts should be patient and should be responsive to suggestions and recommendations offered by our reviewers.
- Candidates should submit their project proposal at least 6 to 8 weeks before they plan to commence their work in order to allow time for review and comment and in some cases the need to revise and re-submit.
- Eagle candidates need to **PLAN AHEAD** and not wait until a month or two before their 18th birthday to submit their project for District approval. Poor planning on their part does not constitute an emergency on our part.