



**MINSI TRAILS COUNCIL, INC.
BOY SCOUTS OF AMERICA**

P.O. Box 20624 • Lehigh Valley, PA 18002-0624 • 610-264-8551

Eagle Award Candidate Guidelines



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EAGLE SCOUT LEADERSHIP SERVICE PROJECT

Eagle Scout Leadership Service Project Workbook

One of your first steps after earning the Life Scout Award is to obtain a copy of the Boy Scouts of America's Eagle Scout Leadership Service Project Workbook, No. 18-936. We recommend you download this from the Minsi Trails Council's website at www.minsitrails.com, see the attached sheet for download instructions. If you do not have computer capability you may request a copy at the Scout Store. This Workbook provides the detail guidelines for the leadership service project.

Included in the Workbook are the pages that you will need to fill out while you are planning your project, obtaining project approval and reporting on the completion of the project. This information should be typed onto the sheets; the Workbook is in "Word" format. As described in the Workbook, both before and after pictures will be required. These should either be printed on the sheets, or, if photographs, they must be in vinyl picture holders. Extra sheets may be included in the book as addendums.

Service Project Guidelines

The Workbook states the Boy Scouts of America's specific guidelines for the Eagle Scout Leadership Service Project. The following comments are to assist you in interpreting these guidelines:

1. Since three to twelve calendar months are usually required to complete a project in its entirety, you are advised to begin your project shortly after reaching your Life Rank. The total amount of time involved must be considerable and should represent your best possible effort. You must clearly demonstrate leadership.
2. You are not to start any work on the project, including the planning and obtaining approval for the project, until after you have earned the Life Scout award.
3. You must obtain complete approval for the project before you start any physical work on it. Complete approval includes that of your Scoutmaster or Advisor, the institution/group benefiting from the project, your unit committee, and the district advancement committee.
4. Projects may not be a solicitation of funds. Fund-raising is permitted only for securing materials or supplies needed to carry out your project. The institution/group benefiting from the project may pay for it totally. Your project plan must describe how you will obtain any funds if fund-raising is required to support the project.
5. The Boy Scouts of America does not have any specific requirement on the amount of time required on a project. As a guideline the project should be planned for more than 100 man-hours of total service. Of these hours you should plan on spending at least 40 personal man-hours on the project, including time planning, coordinating and executing the project and writing the final report. Other volunteers you lead should spend at least 60 man-hours on the project.

6. Changes to the project after it has been approved that alter the final outcome as to how the project will look, how it will be conducted, where money will come from must be submitted to and approved by the district advancement committee prior to the changes being made.
7. All work on the project must be completed prior to you attaining your 18th birthday.

Service Project Approval Steps

1. Project Ideas – Refer to your Eagle Project Book to think of what you want to do for your Eagle Project. Think about what group you want to do a service project for and what they need done. Think about something that you want to do and will be proud of.
2. Talk to Your Scoutmaster/Advisor – Before you do anything, talk to your unit leader, or Eagle Scout coordinator in your unit, about your idea for your project. The purpose of this discussion is to make sure that your idea for a project is one that will be accepted by BSA and is a good project idea. They will help make sure that your project will meet all of the requirements, that it is just the right complexity and not too big or too small.
3. Talk to Organization – Once your unit leader has told you to proceed with your planning, talk to someone in the organization for whom this project is intended to benefit. Discuss with them the idea for this project and in general about what you are going to do and what the finished project will look like.
4. Write Eagle Project Proposal – Using the Eagle Scout Leadership Service Project Workbook write your Eagle project proposal by following the outline in that book. If you need assistance in writing the proposal, talk to your unit leader, or Eagle Scout coordinator in your unit. If your project involves something that you will build, modify or construct, you will need to take a picture of the location where you are going to complete your project, before anything is done and include this in the Workbook as the “before” picture. If you do not believe your project requires a “before” picture discuss this with your unit leader. If your project involves building something you may need to prepare of rough sketch to help describe what you will be doing.
5. Unit Leader Review – After you have your first draft proposal completed, have your unit leader, or Eagle Scout coordinator, review your proposal and they can help you add any missing details.
6. Approval from Organization - Take the write-up of your proposal to the organization that will be benefiting from your project and have them review what you will be doing. This ensures that when you are finished with the project, the organization will sign off on what you did. If there is a disagreement about what the project will look like or do, now is the time to clear that up – not after you do all of the work. You need to have someone from the organization benefiting from this project sign your Eagle Project Workbook.
7. Scoutmaster/Advisor Approval – Review your proposal with your unit leader and obtain their approval and signature in the Eagle Project Workbook.
8. Unit Committee Review and Approval – Present your project to your unit committee and obtain the signature of the committee member they designate in the Eagle Project Workbook.

9. District Advancement Committee Approval – You will now submit your signed Eagle Scout Leadership Service Project Workbook to the district advancement committee. They will weigh the merits of the proposed project against the Eagle expectations before accepting or rejecting it. In doing so they will consider:
 - The degree to which you are challenged to do your best.
 - The social significance of the proposed project.
 - The amount of imagination involved in the project’s conception.
 - The complexity of the project.
 - The organizational and leadership ability you will need to exhibit.
 - The degree to which you will involve other people.
 - The technical skills you will demonstrate in executing the project.

Once you receive the District Advancement chair’s signature, you may then start your project.

IMPORTANT: YOU MAY NOT PHYSICALLY START ANY PART OF YOUR PROJECT UNTIL YOU COMPLETE ALL OF THE SERVICE PROJECT APPROVAL STEPS!

Carrying Out and Completing the Project

1. In managing the project, you obtain the supplies, borrow tools, recruit others, arrange for transportation, development work schedules, and generally coordinate the job. You should keep a record of the materials used and the time you and others spend on various parts of the project. Planning time is an important part of this and should be included.
2. After finishing the project prepare a detailed written report. You do this by completing the remaining pages in the Workbook, adding additional sheets as required. All of these should be typed. Be sure to include “after” pictures in the Workbook.
3. Review the final report with your Scoutmaster/Advisor and obtain their signature.
4. Review the final report with the representative of the organization/group that benefited from the project and obtain their signature.
5. Include the completed Eagle Scout Leadership Service Project Workbook in the three ring loose leaf binder that you prepare with your Eagle Award Application.

EAGLE AWARD CANDIDATE GUIDELINES

You have worked hard to get to this point on your Scouting trail and are about to complete the final requirements for the rank of Eagle. Prior to starting, if you have not already done so, obtain a copy of the Boy Scouts of America's Eagle Scout Leadership Service Project Workbook, No. 18-936. We recommend you download this from the Minsi Trails Council's website www.minsitrails.com, see the attached sheet for download instructions. **Before doing anything else, take the time to read that document, particularly page 15, which describes the 12 Steps From Life to Eagle, plus all of the following information.** Pay particular attention to the Eagle Award Application checklist, which will guide you through the application and project process.

1. All paperwork should be typed. It is advisable to make copies of your paperwork and all forms on which to practice before filling out the final papers. It is also advisable to keep a copy of your completed information for future reference should something get lost. The Council keeps the original information until final approval is received from the National Eagle Service Center and will then return it to you.
2. Complete your Eagle Scout Leadership Service Project, by following the attached instructions, plus those contained in the Eagle Scout Leadership Service Project Workbook. Properly complete the Workbook as instructed while planning for and after completion of the project.
3. When you have finished your project and all merit badge and troop leadership requirements for the Eagle Scout Award, complete the Eagle Award Application. We recommend you download this form from the Minsi Trails Council's website. When doing so it has to be printed in color and back-to-back.
4. Check with your Scoutmaster/Venture Crew Advisor or unit advancement person to verify dates of badges earned. Your unit now has access to your advancement records through Internet Advancement. If merit badges and/or rank advancements are not in the official council records when the application is received it will not be processed until documentation (Advancement Reports) are received from the Troop/Crew. Blue cards are not documentation. Conflicting or missing dates will delay the application process.
5. Obtain letters of recommendation using the attached Eagle Award Candidate Recommendation Form. Make sure you send your Recommendation Letter Forms early so that they are returned in time to be submitted with your finished packet, as the application will not be processed until these Letters are received. In obtaining letters use the following guidelines:
 - You must identify a minimum of three adults that you wish to have write letters of recommendation for you and they cannot be from family and current leaders of your Troop/Crew and should not be all from a school or church, etc.
 - You and an adult from the Troop/Crew need to agree to whom the letters will be sent to and they are not to be returned to you or your family.
 - The Scouter receiving letters will place them in a sealed envelope and give it to you. This sealed envelope must accompany your Eagle application.

6. Signatures are required on the application and they must be dated. If your Troop/Crew is not signing off on the Eagle application they must notify the Council Registrar so they can process the application according to BSA policy at the time the application is received.
7. Submit your completed Eagle Application and completed Service Project Workbook to the Council Service Center for review and certification **on or before** your eighteenth birthday. Required materials to be included are:
 - Presentation should be in a three ring binder with your name and unit number on the front.
 - Eagle Award Application neatly and completely filled out. If downloaded from the computer it **must** be printed in color and back-to-back.
 - Your personal statement of life ambition and purpose – Requirement #6.
 - Three (3) letters of recommendation required. (In a sealed envelope.)
 - Your completed Service Project Workbook.
 - Accompanying materials such as photographs, diagrams, etc.

After your application has been verified by the Council, you or your Scoutmaster/Advisor will be contacted by the Advancement Committee of your District to schedule your Board of Review. When you come to the Board of Review you should be neat in appearance and in your uniform, with badges worn properly.

Upon the satisfactory completion of your Eagle Board of Review, your application will be signed and forwarded to the national Eagle Scout Service, who will screen the application to determine if it is in order. If so, you will then be certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council.

If you have any questions, do not hesitate to contact your unit leader or someone on your District Advancement Committee.

EAGLE AWARD CANDIDATE APPLICATION CHECKLIST

Before filing in any part of your application, read the entire form, focusing on the fine print. Important information is given that will make completing the form easier.

Make copies of the Eagle Application Form, so you can practice filling it out. Your neatness and precision on the original will make a favorable impression on your Review Board. This is **your** application – you fill it out. Submit the original form only – no copies. If you download the Eagle Application from the internet, it must be printed in color and back-to-back.

CHECK LIST

- Name as it is to appear on your Eagle Certificate.
- Complete and correct mailing address – NO ABBREVIATIONS except for State.
- Unit type (Troop/Crew), local number, charter organization address.
- Date joined Troop or Crew – must be on or before any badges earned. Council does not have this information.
- Date of First Class Rank.
- Date of Star Rank – Must be **four full months** between First Class & Star Boards of Review.
- Answer the “yes or no” questions about Cub Scouting.
- Date of Birth – **You must** submit your completed application on or before your 18th birthday.
- Date of Life Rank – There must be **six full months** between Star & Life Boards of Review.
- Minimum of three (3) letters of recommendation must be submitted with the application. Letters should be in a sealed envelope. Cannot be from family or current unit personnel.
- Twenty-One (21) Merit Badges earned. List full date when signed by counselor. You must give Unit Number in which badges were earned. If not earned in Minsi Trails Council you must provide the paperwork from previous Council for **ALL** ranks and merit badges. Cross out badges not being used in spaces 6 & 9. If you just earned Merit Badges you must turn in a signed Advancement Report with the badges listed on it.
- Must serve at least six (6) full months in an approved position of responsibility in the unit in which you are registered, between Life & Eagle Boards of Review dates. Approved positions are listed on the Eagle Application. “From date” must be on or after Life Board of Review date and you cannot hold two positions at the same time.
- Eagle Scout Service Project Workbook (neatly completed) is to be enclosed with application.
- Project completion date – Must be after Life Rank earned.
- Ambitions and life purpose statement, Requirement #6 (should be meaningful).
- Date Unit Leader Conference held must be on or after date of project completion.
- Your signature and date must be done on or after date of Unit Leader Conference.
- Unit Leader signature and date must be done on or after date of Eagle Scout candidate.
- Unit Committee Chairman signature and date must be done on or after date of Eagle Scout candidate.
- When you have completed all of your requirements and paperwork, prior to your 18th birthday, you may send it to Minsi Trails Council, PO Box 20624, Lehigh Valley, PA 18002-0264 **OR** bring it to the Minsi Trails Council Scout Service Center, 991 Postal Road, Allentown 18109, Monday – Friday 9:00 AM – 4:30 PM. If you wish to have it checked when you bring it in, please call 610-264-8551 to set an appointment.

Please plan your Eagle Court of Honor at least 30 days past your Board of Review date. The national Eagle Scout Service must process your application and return it to Minsi Trails Council, so we cannot guarantee the turnaround time of processing your application.

**Eagle Award Candidate
Recommendation Form**

Recommendation Instructions

The Eagle Award Candidate (named below) who mailed or handed you this form has completed, in the judgment of his Scout leaders, all the technical requirements needed to become an Eagle Scout, the highest award that can be presented to a Scout.

The honor proposed to be conferred upon this young man necessitates frank opinions of fellow citizens regarding his character and ability.

If you are a relative or a leader for this Scout in his Troop or Crew, we cannot accept your letter of recommendation as one of the three (3) that he is required to provide.

You are invited to help the Progress Review Board evaluate this Scout's Eagle Award Application. Please mail or deliver your letter of recommendation to the person whose name and address appear below.

Thank you for your time and consideration for this request.

Sincerely,

For Troop or Crew Number _____

Eagle Candidate _____ Unit # _____

Address _____

Town _____ State _____ Zip Code _____

Telephone # _____ Sponsor _____

Send reference to _____ Position _____

Address _____ Telephone # _____

Town _____ State _____ Zip Code _____