SOUTH MOUNTAIN DISTRICT LIFE TO EAGLE
Eagle Service Project

Part 1 - 12/4/2019

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LIFE to EAGLE
Eagle Service Project

- **Welcome / Introductions**
- **Eagle Rank and Service Project Requirements**
- **Eagle Project Workbook**
- **Getting Project Approval – Troop and District**
- **Eagle Fundraising Application**
- **Performing the Project**
- **Project Report**

MINSI TRAILS and SOUTH MOUNTAIN DISTRICT CONTACTS

South Mountain District Eagle Advancement Contact Information

Drew Draper – Advancement Chair
610-866-7875
acdraper31@rcn.com

Michael Caffrey – Eagle Board Chair
610-295-8816
mikecee1062@yahoo.com (preferred)

Minsi Trails Council Service Center

991 Postal Road, Allentown, PA 18109

Council Registrar
Stephanie Miller

610-465-8569

Stephanie.Miller@scouting.org

Eagle Scout Fund Raising Approval
Arby Beisel

Senior District Executive

610-465-8558

Russell.Beisel@scouting.org

Service Project Requirement

There are seven (7) requirements to attain the rank of Eagle Scout. Below is a summary of those requirements, the official requirements can be found at the following web address:
https://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/eagle.aspx

Eagle Rank Requirements Summary
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.
2. Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life.
3. Earn a total of 21 merit badges (13 are mandatory).
4. While a Life Scout, serve actively in your unit for a period of six months in one or more of a position of responsibility (see web page for approved positions).
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, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the Guide to Advancement, topics 9.0.2.0 through 9.0.2.15.)**
6. Take part in a unit leader conference.
7. Successfully complete an Eagle Scout board of review.

Eagle Scout Projects - Leadership

- "**Give Leadership to Others…"**
  "Others" means at least two others besides the Scout.

- The benefit of the service project to the Scout extends from:
  - Identifying and developing a project concept with a beneficiary
  - Project planning
  - Execution – Execution involves directing and supervising others
  - Communication – Remember to keep your beneficiary and Troop leadership informed of progress, issues, etc.

- The Scout will be asked, "How will you show leadership?"

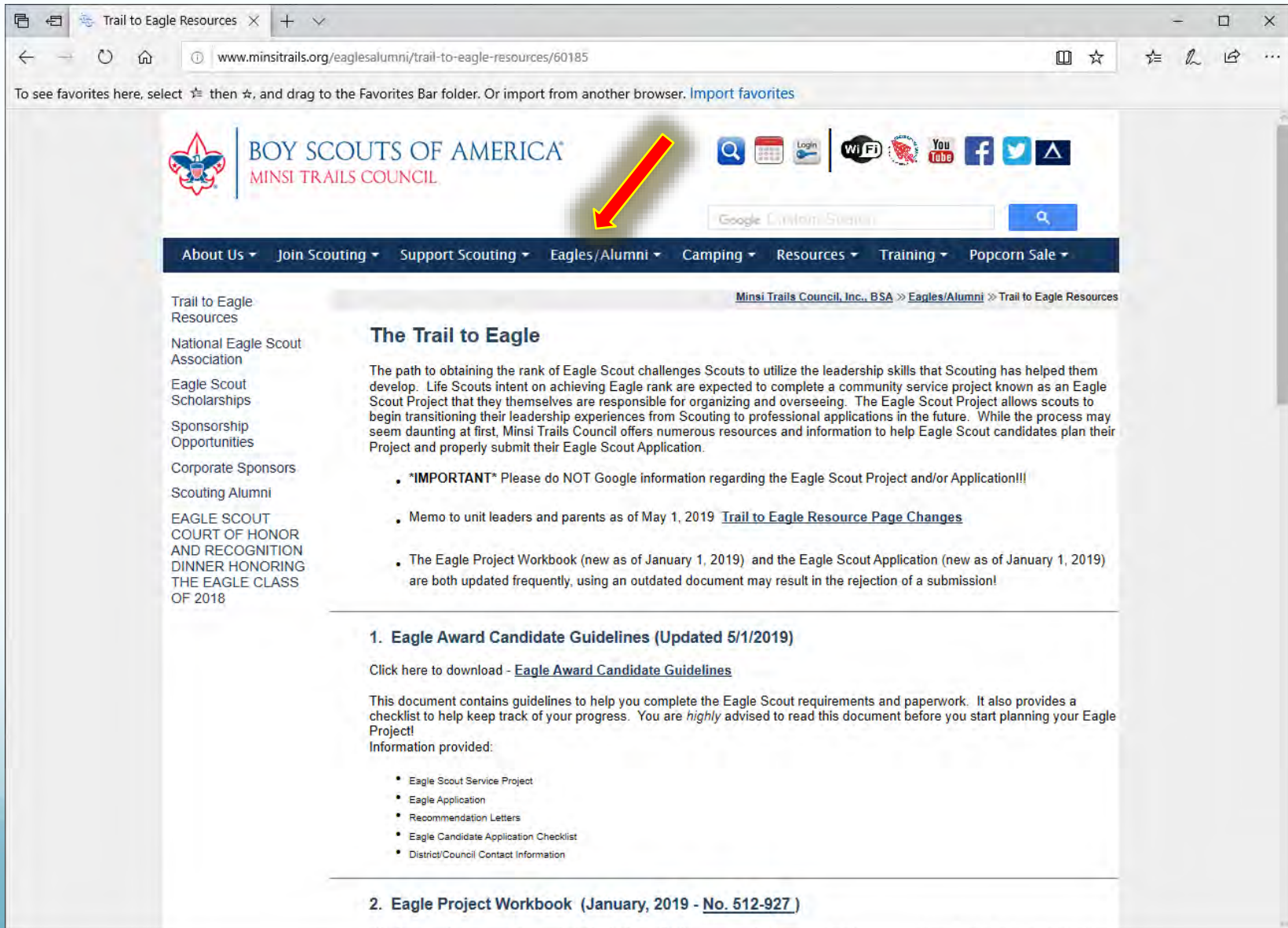# Eagle Scout Projects – Resources for Project Ideas

- Your chartered organization, school, community

- Boys' Life Eagle Project Showcase
  https://eagleprojects.boyslife.org/category/all-projects/
  - A searchable directory of projects: Quickly find examples of projects.
  - A map of projects
  - Tips for planning an Eagle project: Essential tips for Life Scouts.
  - A place to submit completed projects: Showing off is encouraged.
  - Info about the Glenn A. and Melinda W. Adams National Eagle Scout Service Project of the Year Award

- Lehigh Valley Business Group – Scouting Connections Committee
  https://lvbg.org/committees/scouting-connections-committee/

Where to find the Workbook
Minsi Trails Council Website

WWW.MINSITRAILS.ORG

Minsi Trails Council Website

Minsi Trails Council Website

2. Eagle Project Workbook (January, 2019 - No. 512-927)

Life Scouts who are working on their Eagle Scout Project are required to record their progress in an Eagle Project Workbook. The workbook helps guide Scouts through the entire process from start to finish, and ensures that they are accountable and knowledgeable about their project.

Since this file was created using Adobe LiveCycle, Scouts must download this file and then open it using Adobe Reader 9 or later editions.

- Download **Adobe Reader 9 Here**

- Click here for a link to the **Eagle Project Workbook**.

3. Obtaining Signatures

All Eagle Scout candidates are required to obtain specific signatures BEFORE they can begin physical work on their project. This information can be found in the Eagle Award Candidate Guidelines.

4. Eagle Scout Rank Application

Click here to download the **Eagle Scout Rank Application** (January, 2019)

- It is preferred this application be typed, printed in color and back to back. If printing back to back is not practical, please staple the two pages together and insure your name is in the space provided at the top of the second page.

- If, you cannot download either of the applications, please contact the Minsi Trails Council Registrar at **Minsi Trails Council**

Project Workbook

EAGLE SCOUT SERVICE PROJECT

Eagle Scout Service Project Workbook

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. 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 Service Project Workbook, No. 512-927, January 2019 edition. We recommend you download this from the Minsi Trails Council website at www.minsitrails.org/eaglesalumni/trail-to-eagle-resources. This Eagle Scout Service Project Workbook is the only one acceptable. It provides detailed guidelines for the leadership service project. Use the Workbook you downloaded and had approved by your district for the duration of your project.

Key Guidelines

Service Project Guidelines

The Workbook states the Boy Scouts of America's specific guidelines for the Eagle Scout 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 will 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 fundraising or physical work on it. Complete approval includes that of your unit leader, the institution/group benefiting from the project, your unit committee, and the district advancement committee. If you have to do any fundraising, you must have prior approval from your District Executive.

4. Projects can't be a solicitation of funds. Fundraising 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. See page 4 and Eagle Fundraising Application (pages A and B) in the project Workbook for details. At the time of your project approval meeting you are strongly requested to submit Fundraising Application page "A" of the Workbook for approval for your fundraising. You will need to have the form with you even if you will not be raising funds and in this case mark "N/A" on the form under "Describe how funds will be raised". This is the only application that can be used and can be signed only after your project has been

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approved by the district advancement committee. It must be totally filled out with proper signatures before asking for approval from the Executive for your District. To contact your district executive go to the Minsi Trails website – www.minsitrails.org/about-us/minsi-trails-staff. Scroll down to "Field Service" and select the executive for your district. Tax exempt form must come from the beneficiary.

Key Guidelines (cont'd.)

5. The Boy Scouts of America does not have any specific requirement on the amount of time required on a project. As a guideline plan for more than 100 man-hours of total service. Of those hours anticipate spending at least 40 personal man-hours on the project yourself, including time planning, coordinating and executing the project and writing the final report. Anticipate 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 re-approved by the district advancement committee prior to the changes being made (in addition to being re-approved by the project beneficiary).

7. All work on the project must be completed prior to you attaining your 18th birthday.

Important: You may not physically start any part of your project until you complete all of the service project approval steps including approval for fundraising, if required.

KEY TAKE AWAYS:

a. <u>All hours you work</u> on a project including beneficiary communications, project planning, project write up, project tesearch and purchasing should be included in your service hours. <u>Include and maintain a log sheet.</u>

b. Final Project Report, with all signatures, and Eagle Application with all merit badges completed and in **Internet Advancement or Scoutbook**, on or before your 18th birthday.

Carrying Out and Completing the Project

1. In managing the project, you obtain the supplies, borrow tools, recruit others, arrange for transportation, develop work schedules, and generally coordinate the job. You should keep a record of the materials used and a log of the time you and others spend on various parts of the project. Planning time is an important part of this and should be included. Planning time includes time talking to experts, working with the project beneficiary and just thinking through the project.

2. After finishing the project prepare a detailed written report. You do this by completing the third section of the Workbook entitled "Eagle Scout Service Project Report", adding additional sheets as required. All of these should be typed. **You must include "after" pictures in the Workbook.**

3. Review the project report with your unit leader and obtain his/her signature.

4. Review the project report with the representative of the organization/group that benefited from the project and obtain his/her signature.

5. Include the completed Eagle Scout Service Project Workbook in the three-ring binder that you prepare for your Eagle Award Application.

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 the Scout 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."

☐ Yes ☐ 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 *Guide to Advancement*, 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 prepare a project plan and share it with the designated project coach.

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

KEY TAKE AWAYS:

a. Once complete, you sign and date first. Then, obtain Beneficiary name/signature with date. IMPORTANT – This is also your Date of Completion for your Application. Then, obtain Unit Leader name/signature.

Eagle Scout Projects – Two Deep Adult Supervision Requirement

Revised requirement relating to adult supervision:
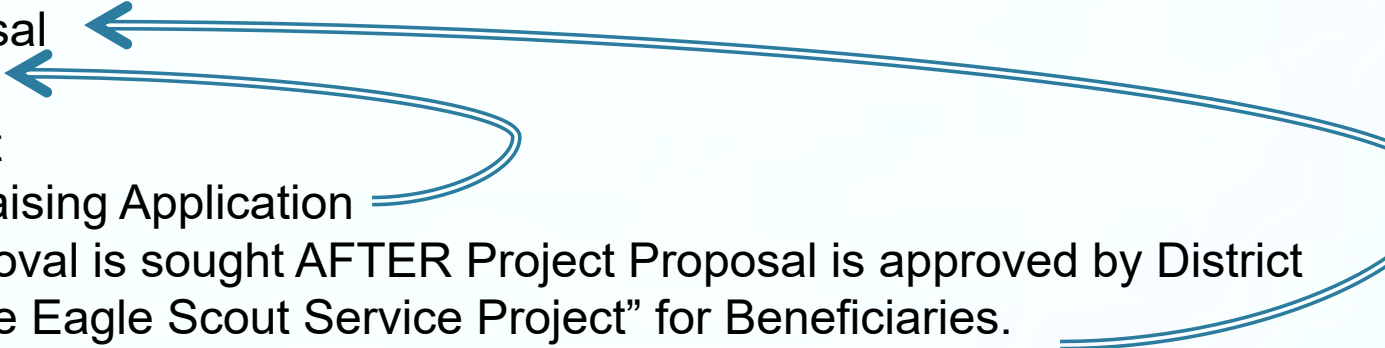
- Effective October 1, 2018, adult supervision on "all Scouting activities," which includes Eagle Scout projects, must consist of <u>no less than two</u> Youth protection trained, BSA-registered adults – both at least 21 years of age. Ref: Guide to Safe Scouting – Scouting's Barriers to Abuse (<u>www.scouting.org/health-and-safety/gss/gss01/</u>)

Project Coach:

- This position is not required, but would be very helpful to you. If chosen, the person must be a registered member of the Boy Scouts of America, the youth protection training must be current and be for Cub Scouts/Scouts BSA. Person must be compliant for PA Act 15.

Project Workbook

Workbook Sections

1. Project Proposal
2. Project Plan
3. Project Report
4. Project Fundraising Application
   a. This approval is sought AFTER Project Proposal is approved by District
5. "Navigating the Eagle Scout Service Project" for Beneficiaries.
   a. This must be discussed and a copy provided to Beneficiary BEFORE your Project Proposal District Approval. Beneficiary checks the Box before signing.

- Project Plan is not submitted for approval; used as a tool at the beginning of the project to help further think through the project; included with Project Report at the end.

Project Proposal

Your name/Information

Your Unit's Leadership

Beneficiary Main

Beneficiary Contact

Minsi Trails Council

Michael Caffrey

Coach · recommended

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others 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 | Crew | Ship | Unit Number: |
| Name of District: | | Name of Council: | |

Unit Leader   Check one: Scoutmaster   Crew Advisor   Skipper

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

Unit Committee Chair

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

Unit Advancement Coordinator (If your unit has one)

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

| Contact 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.)

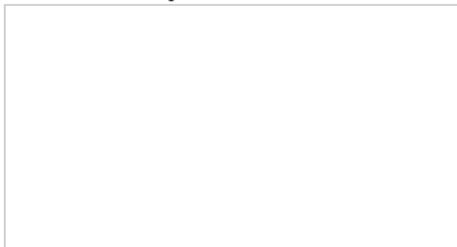| Name: | Preferred telephone(s): | | |
| Address: | City: | State: | Zip: |
| Email address: | | | |

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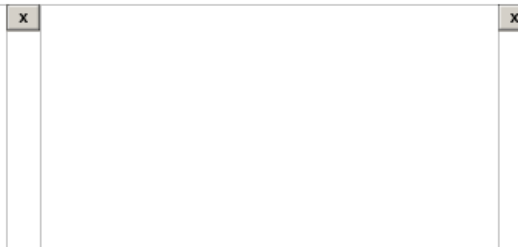
Project Proposal

Project Description and Benefit

Briefly describe your project.

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.)

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]

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

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:

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

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 need a detailed list or 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.

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 need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

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Project Proposal

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, 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 needs 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: (Include sales tax if applicable)		**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 prepare your project 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]

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Project Proposal

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

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.

Project Planning *You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

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*	**Unit Committee 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.	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	Signed Date
Name (Printed)	Name (Printed)

Beneficiary Approval*	**Council or District 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 the Scout 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."* ☐ Yes ☐ No	I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, 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 prepare a project plan and share it with the designated project coach.
Signed Date	Signed Date
Name (Printed)	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.

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Beneficiary Info

IMPORTANT: Review and leave a copy with Beneficiary Representative before they sign your project.

SUGGESTION: Add your name and contact information to the top of this page.

Navigating the Eagle Scout Service Project
Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact* or *benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the *Scout* must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Beneficiary Info

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

Permits, Permissions, and Authorizations
- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be pre-approved by the BSA unless provided by your organization; by the Scout, the Scout's parents, or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Execution and Approval

After the project has been carried out, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.

Navigating the Eagle Scout Service Project is also available for download at: http://www.scouting.org/advancement.

Project Proposal Approval

- When you have your Proposal ready for approval and have obtained the Unit Leader signature, Unit Committee signature and Beneficiary signature, and, at least 1 week prior to the 3rd Tuesday of the month … contact Mr. Caffrey at mikecee1062@yahoo.com (preferred) or 610-295-8816 to request an appointment.
  - When contacting via email, please be sure to copy a Unit Leader or parent to maintain 2 deep leadership.
- An adult MUST accompany the Scout for the Project Approval once scheduled.
- Bring a second copy of your Project Proposal to remain with the SMD Committee.
- You will confirm that you have reviewed and provided a copy of the "Navigating the….Project" to the Beneficiary.
- You must bring 2 copies of the fundraising form. (More in the next section)
  - If you plan to Fundraise, then the form needs to be filled out in its entirety and signed by Unit Leader and Beneficiary.
  - If you DO NOT plan to fundraise, fill out the "Eagle Scout Candidate" section and in the center section mark "No Fundraising required".
- Your project proposal should be in a 3 ring binder and is best if used with plastic inserts for ease of changes.
- For special circumstances, alternate arrangements to meet can be made.

The Five Tests of an Acceptable Eagle Scout Service Project

The proposal is an overview, but also the *beginnings* of planning. It shows the unit leader and any representatives of a unit committee, council, or district, that the following tests can be met.

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.

The detail required for a proposal depends on project complexity. It must be enough to provide a level of confidence for a council or district reviewer that the above tests can be met, but not so much that—based on the possibility a proposal can be rejected—it does not respect the time it takes to prepare.

FUNDRAISING

$

Approval Appointment AFTER District Project Approval received by contacting South Mountain District Executive. CONTACT INFO:

Mr. Arby Beisel - Russell.Beisel@scouting.org

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Fundraising Info

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			
Check one ☐ Troop ☐ Crew ☐ Ship	Unit No.		
Name of district:	Name of council:		

Project Beneficiary (Name of the 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:			

Describe how funds will be raised:

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?*

*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed?   If so, by whom?

Contract details:

Approvals
The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary		Unit Leader		Authorized Council Approval*	
Signed	Date	Signed	Date	Signed	Date

*Councils may delegate approval to districts or other committees according to local practices.

Fundraising Info

- Typically fundraising forms will not be required if funds or services are coming from immediate family, Troop, Beneficiary and in most cases your organizations Chartered Organization. Specific questions can be directed to Mr. Caffrey or Mr. Beisel.

Procedures and Limitations on Eagle Scout Service Project Fundraising

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

*This application is not necessary for contributions from the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.

2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.

3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.

4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.

5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.

6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.

7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.

8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than $500 does not require an application."

Fundraising Application Page B

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Project Plan

- Comes after Project Proposal and District Approval. Breaks down your proposal into defined steps to complete the project in an efficient manner.
- Helps give a better understanding of what is needed and when.

Eagle Scout Service Project 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 project 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 project 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 project plan, and then review it with the designated project coach before carrying out the project. 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 project 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 project 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 project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.

Eagle Scout Service Project Workbook No. 512-927
January 2019

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Eagle Scout Projects – Safety Management

- Nothing is more important!

- Project Plan includes Safety section:
  - First aid
  - Hazardous materials
  - Other hazards
  - Personal protective equipment (PPE)
  - Communicating safety issues to your team

- Appropriate PPE must be used at all times when using hand tools or power tools.
  - PPE includes work gloves, safety glasses, hearing protection, etc.

- Use of tools, especially power tools:
  - Refer to Guide to Safe Scouting: **http://www.scouting.org/HealthandSafety/GSS.aspx**

Project Report

- Comes after Project is completed.
- Gives a summary of how the Project progressed and how you exemplified Leadership of this project.
- Should give a clear understanding to a person not involved with your project.

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 prepared 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.

Eagle Scout Service Project Workbook No. 512-927
January 2019

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Project Report

Project Execution:

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

Project Description

Please provide a brief description of your 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 Report Page A

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Project Report

Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

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

Materials, Supplies, Tools, Other

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

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.*

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Project Report

Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected?	How much was spent?

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

If you had money left over at the end of your project, 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?

How were the donors thanked?

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.

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 Fields

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

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

Signed: Date:

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:

Project Report Page C

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EAGLE APPLICATION
The Eagle Board of Review and Approval Process

Part 2 – 1/8/2020

EAGLE CANDIDATE APPLICATION CHECKLIST

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

Your neatness and precision on the original form will make a favorable impression on your Board of Review. This is **your** application – you fill it out. Submit the original form only – no copies. It is preferred to be typed, printed in color and back to back. If printing back to back is not practical, please staple the two pages together and insure your name is shown in the space provided at the top of the second page. References to "**Requirements**" below correspond to the application form itself.

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, City, State, Zip Code of sponsoring organization.
☐ Date joined Troop or Crew – must be on or before any badges earned. Your unit has the 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. If you were in Cub Scouting – 5th grade answer is "no".
☐ Date of Birth – You should submit your completed application on or before your 18th birthday.
☐ **Requirement 1** – Date of Life Rank – There must be **six full months** between Star & Life Boards of Review.
☐ **Requirement 2** – Name **must be a person's name** and cannot be the name of a church, school, etc. **Address must be complete including street, city, state & zip code** so the person can be written to or called. (You may abbreviate Rd/St/Ave/PA/NJ) You must include e-mail address (must be able to read it) If a person does not have an e-mail address write "N/A" If you are not affiliated with a religious organization your family information must be entered as it is on the line above this (Not "ditto" or "see above"). It is preferred that unit leaders, other than as a parent/guardian, are not listed as references.
☐ **Requirement 3** - 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 7, 8 & 10. If you just earned Merit Badges your unit must turn in an Advancement Report with the badges listed on it before you submit the application.
☐ **Requirement 4** - Must serve at least six (6) full months in an approved position of responsibility in the unit in which you are registered, **between Life & date you turn your application in**. Approved positions are listed on the Eagle Application. **"From date" must be on or after Life Board of Review** date and **final date cannot go beyond date you sign application**. You cannot hold two positions at the same time.
☐ Eagle Scout Service Project Workbook (neatly completed) is to be included with application.
☐ **Requirement 5** - Project Name – Who it was done for – what it was – did you build/renovate/enhance?
☐ Project completion date – This date must be the same date the Beneficiary signed/dated the Workbook.
☐ **Requirement 6** - Date of Unit Leader Conference – It is recommended the Conference is held on or after date of project completion.
☐ See note under "Certification By Applicant" about Ambition and life purpose statement requirement (must be meaningful).
☐ Your signature and date must be on or after date of project completion.
☐ Unit Leader and Unit Committee Chairman Signatures and dates must be on or after date of Eagle Scout candidate signature.
☐ 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.

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 using computer date blocks, list the date: July 8, 2010, as 07 (for July) 08 (for day) 10 (for year). When you have completed this application, sign it and submit it to your unit leader.

FOR COUNCIL USE ONLY

COUNCIL NO.	TYPE OF UNIT
REGION C N S W	UNIT NO.
PID NO. (REQUIRED)	

POSTHUMOUS: ◯

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

Telephone (including area code)   Email

Troop, crew, ship, or Lone Scout Unit No.

Unit city, state, zip

	Month	Day	Year
Date joined Scouts BSA			
Date joined a Varsity Scout team			
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			

	Yes	No
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?		

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 Varsity Scout in a team 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.

Scouts, Venturers, and Sea Scouts who have completed all requirements prior to their 18th birthday may be reviewed within three months after that date with no explanation. Refer to the Guide to Advancement, No. 33088, section 8.0.3.1, for boards of review to be held between three and six months, or more than six months after the 18th birthday.

A Scout, Venturer, or Sea Scout with a disability may work toward rank advancement after their 18th birthday if they meet 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	Month	Day	Year

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Application

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				
Religious				
Educational				
Employer (if any)				
Two other references				

KEY TAKE AWAYS:

a. List parents/guardians but not required to write a letter. For others, please list name, address, phone and email (if not email address list as "NA"). You may use abbreviations in the addresses.

b. Check with the persons BEFORE mailing then a letter. Send letters when completing the Application.

5. Recommendation Letters (Updated 5/1/2019)

Do not request letters until your project is completed and you are filling out your final Eagle Application.

Candidates must secure their own letters of recommendation using the information for their District and follow procedures outlined on page 6 of the Eagle Candidate Guidelines. Each District has its own letter that the candidate must present to those who are on his application that he has asked to provide a recommendation.

- South Mountain District Recommendation Letter

Application

Recommendation Letters

Secure recommendation letters as you start to fill out your final Eagle application for submittal.

You are requested to contact those you have listed as references, except for parents/guardians. If you use your parents/guardians for "Religious" or "Employer" do not ask for a recommendation letter.

We require the name of a person, (not the name of church or school, etc.) complete address including building number and street/city/state/zip code, along with telephone number and e-mail address. These are required in case your Eagle Board Chairperson has to contact a reference.

As you ask adults to write a recommendation letter for you, give him/her a copy of the letter, properly filled out. The Council suggests that you provide a stamped envelope with the name and address of your district Eagle Board of Review Chairperson on it to make it easier for the person to respond.

If you follow the recommendation letter process, it will shorten the time between your application being turned in and your Board of Review.

You will find a copy of the letter to use for your district on the website where you secured your project and Eagle application: www.minsitrails.org/eaglesalumni/trail-to-eagle-resources. Scroll down to Item 5 "Reference Letters" and click on the District to which you belong. You are requested to print it out and fill in, by hand, the date you are presenting the request, the name of the person you are asking for the recommendation and add your name after Eagle Candidate. Please sign on the line at the bottom of the request.

Make sure you use the correct District – the District name is on top of the form. If you are from the Forks of the Delaware District, you have a letter for PA Units and another for NJ Units, as the boards are split.

The responses are not to be viewed by or returned to the Scout. Once a Board of Review has been held, or an appeal process conducted, responses will be destroyed after the Eagle Scout credentials are released or the appeal is concluded.

Application

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 ENVIRONMENTAL SCIENCE OR SUSTAINABILITY					15				
2 CITIZENSHIP IN THE COMMUNITY					9 FIRST AID					16				
3 CITIZENSHIP IN THE NATION					*10 SWIMMING OR HIKING OR CYCLING					17				
4 CITIZENSHIP IN THE WORLD					11 PERSONAL MANAGEMENT					18				
5 COMMUNICATION					12 PERSONAL FITNESS					19				
6 COOKING					13 FAMILY LIFE					20				
*7 EMERGENCY PREPARED-NESS OR LIFESAVING					14					21				

*Cross out badges not earned. If a crossed-out badge in #7, #8, and #10 was earned, it may be reentered in 14 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).

KEY TAKE AWAYS:

a. Ask your Unit Leader or Advancement Chair for a copy of your Member Summary from INTERNET ADVANCEMENT or SCOUTBOOK for the merit badge dates as registered with the BSA.
b. Don't forget to list the UNIT NO. where you earned the merit badge.
c. You MUST cross out the merit badges in #7, #8 & #10 that you DID NOT use to complete this requirement. If using the Minsi Trails Workbook, the Macro should cross out automatically.

Application

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

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, outdoor ethics guide

Venturing crew. President, vice president, secretary, historian, den chief, treasurer, guide, quartermaster, chaplain aide, outdoor ethics guide

Sea Scout ship. Boatswain, boatswain's mate, purser, yeoman, storekeeper, crew leader, media specialist, specialist, den chief, chaplain aide

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

Date of Life Scout board of review — Month / Day / Year

Position _____ FROM (Month / Day / Year) TO (Month / Day / Year)

Position _____ FROM (Month / Day / Year) TO (Month / Day / Year)

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: _____

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

Date project finished — Month / Day / Year

KEY TAKE AWAYS:

a. Position cannot begin before the Date of Life Scout board of review from your Member Summary and must be at least 6 months in length. Must be from the approved list of positions.

b. Project name should include the name of the Beneficiary and what you did "remodeled, built, collected, etc…"

c. Date Project Finished must be the date that the Beneficiary signed off on your project from your Project Report.

d. Grand Total of Hours should match your Project Report.

Application

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

Date conference was held [Month | Day | Year]

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 [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 (personal signatures required)

Signature of unit leader _____ Telephone _____ Date [Month | Day | Year]
Scoutmaster, Advisor, or Skipper

Signature of unit committee chair _____ Telephone _____ Date [Month | Day | Year]

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]

KEY TAKE AWAYS:

a. Unit Leader Conference date must be AFTER the Project Completion date.
b. Applicant Signature date must on or after Unit Leader conference date.
c. Unit Leader and Unit Committee Chair Signature dates must on or after Applicant Signature date.
d. BSA Local Council Verification signatures will be after the Board of Review.

Application

REQUIREMENT 7. Successfully complete an Eagle Scout board of review.

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

Date ▢▢ ▢▢ ▢▢▢▢
Month   Day   Year

_____   _____
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 ▢▢ ▢▢ ▢▢▢▢
Month   Day   Year

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. Join TODAY at www.NESA.org.

NESA membership fees go toward the production of the award-winning quarterly Eagle's Call, networking opportunities for Eagle Scouts, and support of NESA's many programs such as providing college scholarships.

Lifetime NESA members are eligible to purchase the NESA life member square knot at their local Scout shops. It is the same as the Eagle Scout knot, but with a silver border, and it replaces the Eagle square knot on the uniform.

Please use the most current application found at www.scouting.org/media/forms.aspx.

512-728
January 2019 Printing

KEY TAKE AWAYS:

a. Requirement 7 signatures will be after the Board of Review with a minimum of 3 persons, at least 1 being on the SMD Eagle Committee.

Submitting the Eagle Application

6. Process to submit your Eagle Application to Minsi Trails Council Service Center:
Minsi Trails Council Service center is accepting Eagle Applications Monday through Friday 9 AM to 4:30 PM. Closed on holiday's and weekends. Please refer to the council website calendar for closed holiday's dates. **Directions** to

Minsi Trails Council Service Center.

You must fill out "**Eagle Application Submission Form**" prior to your arrival at Minsi Trails Council.

You must fill out and use "**Eagle Candidate Application Checklist**" prior to your arrival at Minsi Trails Council.
When you have completed all 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

Service Center, 991 Postal Road, Allentown PA 18109 - Monday - Friday 9:00 AM to 4:30 PM.

KEY TAKE AWAYS:
a. The Applicant then turns in the complete binder w/ Application & the completed Candidate Form.
b. Council will review for accuracy of dates, etc… then will notify the SMD Eagle Chair the binder is ready for pick up. After allowing for Letters of Recommendation to be received, the Eagle Chair will email the Candidate, Unit Leader and Unit Committee Chair to schedule the next available Board of Review (3rd Tuesday night each month at East Hills Moravian Church, Bethlehem.
c. 2 Committee Members from the Unit are required to sit in on the Board of Review. SM/ASM are invited to attend in a support role.
d. For special circumstances, alternate arrangements can be made.

Eagle Application Summary

REFERENCE LETTERS
- Need at least three reference letters
- Request from **all** people as on Eagle application (except parents/guardians)
- Use form letter for South Mountain District (available on Minsi Trails website). Print, fill in blanks for each prospective recommender, and provide a stamped, pre addressed envelope addressed to the South Mountain District Eagle Chair.
- Send out requests no more than 30 days before scout submits all paperwork into the Minsi Trails Council office.

SUBMITTAL OF EAGLE APPLICATION
- To council office before 18th birthday
- Obtain receipt from Council office
- Fill out Eagle Application Checklist and form titled "Eagle Candidate Form",
- Submit to council office and allow up to 4 weeks before Board of Review

Application Front page in a 3 ring binder:
- On the cover: your name, Troop/Crew #, South Mountain District, Title saying "Eagle Application" and a picture of your completed project (if you can).
- Eagle Application form (in color, two sided)
- Project Workbook including completed Project Report section and before and after pictures of the project
- Include Fund Raising Application even if you did not have to use it.

COMMON APPLICATION ERRORS
- All dates must be AFTER the date you joined Scouting.
- If you crossed over from Cub Scouts, you most likely were NOT graduated from 5th grade.
- Ensure your leadership dates begin AFTER your Life Rank Board of Review date and is at least 6 months in length.
- Grand Total of Project Hours must match exactly with the hours in your Project Report.
- Date Project Finished is the date that the Beneficiary signed the Project Report.
- The Council checks dates using Internet Advancement. Request a copy of your Member Summary to ensure all dates align and all merit badges are listed with the correct date. This should be done **BEFORE** turning your Application/project in to the Council Office.

QUESTIONS?