Eagle Scout Service Project – Steps After Project Approval

The Eagle Packet is the culmination of your scouting experience—ensure it reflects that achievement! There are several parts to the Eagle Packet—the Eagle Application, Project Workbook and supporting information.

<mark>EAGLE APPLICATION</mark>—Download from Scouting.org to ensure the most recent version; print in color, 2-sided. The application should be completed on the computer (fillable PDF) or printed by hand using a pen, not pencil. Your unit advancement record will have the dates for joining, rank BORs, and so on. Scoutbook may also generate this form--be sure to check that the information is current and accurate.

Req 1:   Active in unit as Life Scout for at least 6 months; insert DOB and Life BOR date.

Req 2:   Living by the Scout Oath and Law—provide the name, address, phone, and email for those who you ask to write a letter of recommendation. Other than the parent/guardian, avoid asking a close relative or leaders from your troop for a recommendation. If you have no affiliation with a religious institution or faith leader, ask your parent/guardian to write a second letter attesting to your belief in a higher power, as they did when signing your joining application. If you are not employed, enter "none" for Employer—this is the only optional reference. The final 2 references may be another educator, a neighbor, coach, family friend, co-worker or faith leader--someone who knows you well.

Letters of Recommendation—Supply each person that you listed with a stamped envelope addressed to your Unit Leader. Ask each person to mail their recommendation using that envelope. Your Unit Leader will receive the recommendations and will eventually add them, unopened, to your Eagle packet. On the back, mark each envelope with your initials or name and a letter or number to identify who sent it. The initials help your leader to determine which scout the letters refer to, while the letter/number may help you and your unit leader determine which letter, if any, may be missing. Letters are to remain sealed until opened for the BOR.

Req 3:   Earn a total of 21 Merit badges—this section is used by council registrar to verify MBs dates that were used for each rank earned—only list 21 MBs here. For Eagle-Required badges 8, 9 and 11, cross out the options not used. For example, if you earned Swimming MB first, it becomes the Eagle-Required badge; cross out Hiking and Cycling. If any of the crossed out badges were earned later, they may be entered as electives. It is important to list elective MBs in order by the date earned. Star, Life and Eagle ranks require a certain number of elective MBs—the registrar will verify the MBs needed for each rank were earned on or before the rank BOR dates.   Be sure to list the date the MB was completed, not the COH date. Also list the unit you were a member of when earning each badge. If you have earned more than the 21 MBs needed for Eagle, the BOR members will want to see a list of all the badges you have earned—how to include that information in your packet will be detailed later in this document. **MBs must be earned before the scout's 18th birthday.**

Req 4:   Position of Responsibility—the leadership role(s) you served in AFTER becoming a Life Scout. The dates in leadership position(s) must total at least 6 months; more than one position may be listed. **The 6 months in a leadership position must be completed before the scout's 18th birthday.**

Req 5: Eagle Project.   Enter the Project Title and Total hours to complete the project. The total includes your time and volunteers' time—all who volunteered toward completion of your project. That includes time you or your volunteers spent planning, meeting with the beneficiary, picking up lunch to feed the volunteers,

purchasing materials, building, taking pictures and so on, as reported in your Project workbook. **The Project must be completed before the scout's 18th birthday.**

Req 6: Unit Leader Conference for Eagle Rank (**this must occur before the scout's 18th birthday.**)

Certification by Applicant – This is confirming the statement that everything on the application is true and correct and was completed by the applicant's 18th birthday (or the date specified on the extension or an approved registration beyond age of eligibility, if one was granted). You will sign just below this section. This may be signed after the scout's 18th birthday.

Statement of Ambitions and Life Purpose-- Next, you are asked for some information that will help members of your Board of Review to know you better. First, the scout is asked for a Statement of Ambitions and Life Purpose (ALP). The ALP should be a paragraph or two, sharing your vision for your future. Look ahead 5 years, 10 years or more. What are your life goals? What are your plans to achieve these goals? What are your plans for education or career training after high school, your anticipated career, and possibly your plans for family, scouting or community involvement? This is not a reflection on your best camping trip, favorite leaders, or what you've learned from your scouting experiences. It is a look into your future plans.

Leadership Outside of your Unit--Next, the scout is asked for a description or list of involvement in organizations outside of your scout unit where you have demonstrated leadership or received awards or recognition. Are you co-captain of a team? A section leader in band? Have you held an office in student government or a club at school? Planned an event for your church youth group? ROTC? Science Fair? Served as summer camp staff or NYLT staff? Held an OA leadership role?

Signatures—the scout, unit leader and unit committee chair review, sign and date the application. These sections may be signed and dated after the scout's 18th birthday. Scan and save the application as a PDF file. Save it using the format "LastName,First Unit# Eagle App.pdf" (Example: Smith,Jay T123 Eagle App.pdf)

Req 7: Eagle BOR—this section is blank for now; it will be completed after your BOR.

NOTE—if you received an extension, include a copy/scan of the approved "Request for Extension of Time" form with your Eagle application.

==EAGLE PROJECT WORKBOOK==—3 sections—Project Proposal, Project Plan and Project Final Report

Complete all questions: Use full sentences when possible. All entries should be completed using the computer or clearly printing by hand using a pen—not pencil. You may be entering and re-entering similar information as you go through each section—step back and ask someone to proof read the document for incomplete answers, typos and misspellings.

Photos: Include pictures, drawings or maps that illustrate the main steps of your project. Include captions on all pictures to explain what the photo is showing (examples—the location where project will be built, or rotted boards on the building to be replaced) or identify what is taking place (examples—excavating the site 12" deep, identifying and marking invasive plants to be removed, or assembling the benches). Use photos to show the steps as you lead the volunteers to complete the project. Be reasonable though—show key steps taken, not every minor detail. Well-selected photos, with captions, will aid your Eagle BOR members to understand the scope and your method of leading volunteers in completion of the project.

For outdoors projects it can helpful to include an overhead view/drawing of the site. Google maps satellite photos have been used with success to show an overview of project areas, the relationship to existing features on the property, or the location of trails, rain gardens, and disc golf courses.

Note: Inserting pictures into the fillable booklet forms can be limiting. Pictures/captions may be printed on separate sheets and inserted into appropriate places in your workbook after it is printed out.

<mark>The Eagle Packet--Putting it all together</mark>   Remember, this packet represents the culmination of your scouting experience—it should reflect your accomplishment!

Cover sheet—produce a cover for the binder that will contain the original of your Eagle Project Workbook. The cover should clearly identify your packet—a picture of your project is appropriate. Add the project title and be sure to include your name and unit type and number prominently on the cover.

Additional information—Provide a copy of your Unit Advancement Record—a listing of all your merit badges and any awards, significant activities, training, and accomplishments. Originals of your application and the Statement of your Life Ambition and Purpose & List of Leadership outside of scouting should also be included. Save copies of your files as PDFs using format LastName,First Unit# <name of document>.pdf. Examples: Smith,Jane T123 Ambition.pdf or Jones,Jay C456 Workbook.pdf

Workbook--Print out the completed Eagle Scout Project Workbook in its entirety; insert extra pages with pictures, drawings and supporting documentation. Check that everything is legible and printed correctly. Work with your unit leaders to review these items for completeness and accuracy. Be sure the workbook has all the signatures needed—Proposal Approval, Fundraiser form (if used), and Project Completion. Save the workbook as a PDF file, named as described above. Workbooks may be signed electronically, or signature pages may be scanned and saved separately.

Copies for BOR members--Note, it is only necessary to copy workbook page where you've entered information. For example, there are introductory and instructional pages at the beginning of each section. While those pages are included in the original print out for the binder, those pages do not need to be copied for the board. Print 3 copies of the Eagle Project workbook, Statement of Ambition, List of Leadership/Awards outside of Scouting and advancement record. These copies may be black and white—BOR members will refer to the originals in your binder if necessary. Secure each set of copies together with a binder clip. Do not staple any sections together. This will allow the Board Chairman to easily insert additional materials for the Board Members. Please do not place these copies in binders or folders.

Finally –the originals, three copies of everything and the saved or scanned files go to your Unit Leader and Committee Chair. Your Unit Leader will now have the originals in a binder, three copies, the files and sealed envelopes with your Letters of Recommendation. These items must be sent or delivered to different places. Your Unit Leader should confirm the current procedure for submitting these items. The procedure as of May, 2023 is on the following page.

Procedure as of May, 2023:

UPLOAD FILES TO COUNCIL using the link or QR code below; prompts will guide you through the process. https://forms.gle/tjhZjnAens25HqXn6

Or EMAIL TO COUNCIL— Emily.Frederick@scouting.org and cc: David.Arnold1@siemens.com

All files in PDF format, filenames as described:

- **Scan of the signed Eagle Application**
- **Statement of Ambition**
- **Listing of Leadership and awards received outside of scouting**
- **Eagle Project Workbook with all completed signature pages in the document or scanned separately**
- **And any approved Request for Extension or Registration Beyond Age of Eligibility**

NOTE—Instead of sending the files via email, originals of these items may be taken to council for review. Remember to get a receipt for items delivered to council. DO NOT include the letters of recommendation. Cradle of Liberty Council office: 1485 Valley Forge Road, Wayne, PA. Once council has finished their review, the scout/unit is responsible to pick up the items from council and deliver to the Eagle Board Chair with the remaining items listed below.

DELIVER to EAGLE BOARD CHAIR—(Dave Arnold; contact info below)

- **The Binder containing originals---The Eagle Project Workbook, Application, Scout's Unit Adv Record, Statement of Ambition, and Listing of Leadership and awards outside scouting**
- **3 copies of the Eagle Project Workbook,**
- **3 copies of the Eagle Application,**
- **3 copies of the Scout's Unit Advancement record,**
- **3 copies of the Statement of Ambition and Life Purpose**
- **3 copies of a Listing of Leadership and awards outside of scouting**

NOTE—the copies listed above should be secured with a binder clip; NOT in binders or folders

- **AND the 5 (or 6, if employed) sealed envelopes with the letters of recommendation**

A Unit Leader Checklist was provided to the scout at the Eagle Project Proposal meeting to help with this review process. Complete the checklist and put it in the front inside pocket of the binder.

Questions?

Dave Arnold	**Holly Hammond**
Eagle BOR Chair	**Advancement Chair**
Typically at N. Wales Scout Cabin	**Email Fundraising applications**
Thursdays at 730PM—confirm	**and "Request for Extension"**
beforehand	**applications to:**
david.arnold1@siemens.com	**Holly_Hammond@verizon.net**