

Eagle Project and Rank Application Process

Objectives:

- Provide an overview of how to: 1) Select, plan, gain approval, carry out and write up an Eagle Project, 2) Complete the Eagle Application process and 3) Plan an Eagle Court of Honor

Process

- Read the [Eagle Trail Guidebook](#)
- Eagle Project
 - Identify project: must be substantial and require meaningful planning and leadership; cannot benefit scouts; cannot be routine maintenance or a fund raiser
 - Secure approval of idea from beneficiary and scoutmaster
 - Meet with Troop Eagle Coordinator, Ms. Diamant, to discuss overall Eagle process
 - Obtain an Eagle mentor to coach you through the process (Eagle Coordinator or scoutmaster can help you find one)
 - Project Proposal:
 - Allow 6 weeks from start of proposal writing through approval
 - Before writing proposal, discuss your plans with the beneficiary, your Eagle mentor and the Scoutmaster
 - Write-up **Project Proposal** section of the Eagle Workbook (using latest [Proposal Workbook](#)) and review with your Eagle mentor to ensure you're on the right track. Include [Sweet 16 of BSA Safety](#) customized for your project in the safety section, as well as consider scout tool use guidelines found in the Eagle Resources section of our troop website. The proposal submission should be detailed enough that you could hand it to someone and they could lead the project without you there. Review and refine with your Eagle mentor, beneficiary and scoutmaster. You may start filling in the Final Project Plan section of the workbook in the proposal phase, but the Council will only review the pages in the Proposal Section plus the Fundraising application, so you need to provide adequate detail in the Proposal section.
 - Obtain proposal approval signatures from Scoutmaster, Committee Chair and Beneficiary (on the project and, if applicable, the fundraising application).
 - E-mail the District approver coordinator (get the District Approver's email address from the Troop Eagle Coordinator)
 - CC an adult (parent, scoutmaster, Eagle mentor)
 - Attach the full PDF of your project workbook and all attachments
 - State you have all 3 approvals (or scan and attach signature page)
 - Most projects require fundraising application, make sure you include it and state you have that signed off as well. It is important that you not start fundraising until the district approves your project.
 - Once an approver is assigned and you will get an e-mail. This happens after proposal is read. Approver may email questions to answer, before any meeting.
 - A meeting will be scheduled (by e-mail), Buddy system is required. Full printouts of everything will be required including original signature pages

- All Approvers are active scouting volunteers who work full time. Meetings will be arranged around their work and scouting schedules (so don't pressure them on meeting timing)
 - Anticipate that you will need to make changes to your plan based on District Approver feedback
 - Revise your final project plan as needed, inform beneficiary if needed
 - In terms of fundraising, note that local businesses, like hardware stores, will often donate a portion of supplies. Also, if you get the tax ID number from the non-profit beneficiary, you may be able to avoid sales tax.
 - Discuss final plan with Eagle mentor during the week before the project date. Advertise project to recruit volunteers.
 - Execute Project
 - Write-up the Project Report to Demonstrate what you learned
- **Final Steps to Eagle**
 - After you have completed all the Eagle Requirements except the Scoutmaster Conference and Eagle Board of Review, complete the Eagle application process which includes:
 - Eagle Scout Project Workbook with all attachments
 - Eagle Scout Rank Application, including contact information for references
 - Statement of Life Ambition and Purpose
 - Copy of Advancement Records, signed by Advancement Chair
 - Eagle Board of Review Request
 - Keep a copy of material for yourself
 - Meet with Scoutmaster for Scoutmaster Conference (this can be done part way through the application steps above – ensure you have your Statement of Life Ambition and Purpose)
 - Meet with District Eagle Application Submission Coordinator (Mrs. Shevrin) who will:
 - Review your material to ensure it is complete; once she signs off, you will need to provide her the original plus 2 copies (recommend putting them in small 3 ring binders), plus keep an additional copy for yourself
 - Submit your request for a Board of Review to the Council
 - Obtain input from your references
 - Prepare for Board of Review
 - Among other things you will be asked about learnings from your Eagle Project, so it is important to reflect ahead of time
 - While this is a serious Board, you've done a great job making it this far and should be confident you'll do well!
 - Meet with Board of Review
 - Bring your copy of the Eagle Application, etc package with you
 - They will tell you the result at the end of the Board
- **Eagle Court of Honor**
 - Eagle certificate arrives a few weeks after Board of Review (usually 5 – 8 weeks)

- The troop has a box of Eagle COH gear, as well as script examples, etc – see troop Eagle Coordinator for this
- Connect with Scoutmaster and COH venue to determine date
 - Note that Hancock Church does not allow Scout use on Sundays
- Send out request for commendations ~6 weeks before COH
- There are sample programs and scripts on the troop website: Forms->Eagle Resources
- Have an excellent COH celebration!