

# Eagle Scout Guidance Information



This document is for helping the Eagle Scout candidate, the Parents, and the Coaches with information about achieving the Eagle Scout rank, and the process associated with it. It has useful information for everyone, and can be given to all involved. It is divided up into several sections, the first one giving a detailed description of the whole process.

## Detailed Description of the Process;

- 1. GET A NOTEBOOK** – Set up a notebook with 2 headings – one for time you spent on your eagle project and the second for time other people spent on your project. For example, when you talk to anyone about the project or have other people work on the project with you all that time should be logged. You can also set up two excel spreadsheets to keep track of the time.
- 2. THINK OF A PROJECT** - Start thinking about an Eagle Scout project that you would like to do. It helps if it has some special meaning to you. Look at other Eagle Scout projects for ideas, and to get a rough determination of size. The Eagle Scout project is something that allows the boy to show leadership skills, and benefit his community. It does not have to be for a non-profit organization, but very often is.
- 3. DISCUSS IDEAS WITH LEADERS** - Discuss your Eagle Scout project ideas with the troop leaders to help determine if the project is appropriate. When troop leaders are mentioned, more often than not it refers to your Scoutmaster, your Committee Chairperson, and your Project Coach/Mentor. It can refer to other leaders in the troop, but you need to keep these three people informed.
- 4. WRITE PROPOSAL IN WORKBOOK** - If the troop leadership thinks the project is appropriate, they will give you the go ahead to look into your project idea in more detail. Look into the project some more, and keep discussing it with your troop leaders to make sure it continues to be appropriate. When the project is a little more refined, you can start to write the project up in the first part of the Eagle Scout Leadership Project Workbook (section 1, the Proposal).
- 5. SOME WORKBOOK INFO** - You get the Eagle Scout Leadership Project Workbook (workbook) from the Suffolk County Council Website, [scbsa.org](http://scbsa.org), and keep drilling down under Boy Scouts, Advancement and Eagle Scout. Make sure you are using the latest copy of the workbook, by getting it from this website. There is a section later toward the end of this document that has instructions for getting the

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workbook, “Website Instructions for getting the Workbook”. But remember that from time to time, websites change, and you will have to figure out where these documents are kept. In general, they are typically under Boy Scouts, then Advancement, then Eagle Scout Project Information.

You will see several documents there of importance to the prospective Eagle Scout (preparation guide, workbook, application, reference letters, etc.). The workbook is a PDF that you can type into. Typing is recommended, but not mandatory. If you don’t type, printing neatly is mandatory. Read the information in the workbook, it is helpful. You should also read the preparation guide in the same location. It has some good information in it. The workbook is divided into 4 sections, which are listed below. For now, to start, you will be working on The Proposal section. The workbook sections are;

- a.** The Proposal (first section)
- b.** The Project Final Plan (second section, more detail)
- c.** The Fundraising Application (third section)
- d.** The Project Report (fourth section, final report)

There is a section later on in this document called “Contact Information for the Workbook”. This section has the information you will need to fill in the workbook section called Contact Information.

6. **REVIEW PROPOSAL WITH LEADERS** - Start entering the information about the project into the proposal section of the workbook. The descriptions of the information required by the workbook are pretty self-explanatory. When you think the proposal is complete, you should schedule a meeting with the troop leadership to discuss it. The proposal should not be the detail design and plan for the project, but it should have as much detail and planning as is asked for in the workbook. It is a proposal, and a first cut at defining the details of the project. The more detailed design and planning come in the next section (section 2) of the workbook. When you meet with the troop leadership, you will discuss the project. This is also the time when a more definitive decision is made about the size and appropriateness of the project, the project’s leadership potential, and the community service of the project. The troop leadership has to evaluate the project, to make sure it’s not too much or not too little, to satisfy the leadership and community service requirements. An Eagle Scout project very often involves a fundraising effort, but that is not a requirement for the project. A fundraising effort is common for Eagle projects, and if included, is considered part of the big picture when

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considering the size of the project. If not included, then the project must stand on its own in that determination. You must not start any work on the project until the project is approved and signed off.

7. **GET PROPOSAL SIGNED OFF** - At the end of the Proposal section is a place for signature signoffs for the approval of the Proposal. There are 4 signatures required for approval, the unit leader, the unit committee, the beneficiary, and the council representative. The beneficiary and/or benefitting organization are the people you are doing the project for. The council representative is assigned by council (Mr. Westrich). You should try and get the beneficiary signature before meeting with the troop leadership for the final signoff, but this is not absolutely necessary. When the troop leadership and beneficiary are satisfied with the proposal write up, they will sign it, and you can move on to the next step.
8. **CALL MR. WESTRICH** - When you have the signatures of the unit leader, the committee chairperson, and the beneficiary, you can then call the Suffolk County Council Advancement committee chairperson, Mr. Alan Westrich – 631-698-6040. Make sure you talk clearly and slowly stating your name and call back number and a time that you are free to talk about your project. He will verify that you have the signatures that you need, he will discuss your project with you, and he will then assign a council representative to work with you. He will talk with you on the phone, and will not talk with the parents, and does not want to hear the parents talking in the background. The project is the boy's project, and the boy should do all the talking, and should know all the details.
9. **CALL THE COUNCIL REPRESENTATIVE** - You will then call the council representative to arrange a get together meeting to discuss your project with him. When you attend this meeting, make sure there is an adult with you so that we all observe the youth protection rules, and you attend in full uniform, or as much of the uniform as you have. The council representative will meet with you, discuss your project, and if all goes well, he will sign off on your project. While you are meeting with the council representative. The council representative will discuss the Eagle Scout Fundraising Application with you and inform you who to send it to at council.
10. **SECTION 2, MORE DETAIL/PLANNING** - Your next step is to work on the workbook section 2. This is the section where you will do more planning, and define more detail about the project. A project coach can be chosen to help you at this time if you don't have one already. A project coach is typically a leader in the troop that is familiar with the

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Eagle Scout project process. Ask your scoutmaster if you need help with this. You do some more planning, enter some more detail in the workbook section 2, and there is a line at the end of section 2 for the coach's comments. While you are working on section 2, you can be planning and setting dates for the implementation of the fundraising and project. It's always good to set dates to work towards. But make sure you give yourself and your helpers enough time to meet those dates.

11. **SECTION 3, FUNDRAISER APPLICATION** - If you have not already done section 3 (the fund raising application), then you should start working on it in parallel to working on section 2. The form is not long, one page, and straight forward. Fill in the application, and get your unit leader's signature and the beneficiaries signature. Running games of chance at the fundraiser is not permitted (no Chinese auction, no 50/50, no chance tickets, etc.). In the section where it asks if you will ask anyone for donations, you will put in several specific examples (read the fine print, you must!). For example, you may be going to Home Depot to ask for building supplies, and you may be going to Party City to ask for decoration donations. You absolutely and positively do not ask for money donations. You ask for contributions of materials and supplies, and you can accept money, but you cannot ask for money. A generic letter requesting donations of materials must be submitted with the fundraiser application and cannot have any troop or scout logo on it. You should put down on the application an estimate of how much money you plan to make with the fundraiser. It's just an estimate. Some examples of fundraisers are a car wash, a dinner, a breakfast, a bowling gathering, a movie gathering, selling candy, selling popcorn, etc. Officially, the money you make from the fundraiser should be kept by the troop, or the benefitting organization. If the fundraiser is an outside activity, have a rain date. Keep in mind that a fundraising activity is not required for an Eagle Scout project. The money to pay for a project is always a consideration, but if a fundraiser is not required to fund a project, then the project itself needs to be evaluated by the troop leadership to make sure it is enough of a project on its own merit to satisfy the leadership and community service requirements.
12. **SCHEDULE AND EXECUTE** - As you do more planning, and work out more of the details, you will schedule the project to happen at certain times. Make sure you give people plenty of notice about when you are planning on doing things, so they can plan ahead, and help you. And make sure you keep your leaders informed about these dates so they can

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help decide if they are appropriate. Set the dates for the project so you have dates to shoot for. Have a rain date if you're doing an outside activity. Always plan on the project taking more time than you think. You always need to leave extra time for the unexpected happenings. Unexpected happenings are OK, and are part of the project. Those people reviewing the project will want to see how you handled the unexpected problems, and how you handle them is a sign of leadership in the project. However, too many unexpected happenings, is a sign of poor planning. Try to plan out the implementation of the project as much as you can to insure the success of the project.

13. **WRITE UP PROJECT REPORT (workbook section 4)** - When the project is done, you need to fill out section 4 of the workbook, which is the project report. Give as much information as you can about how the project went, and the difficulties that you ran into. The workbook is self-explanatory about the information it is looking for. At the end of section 4 is a sign off for the beneficiary, yourself, and for the unit leader. Pay close attention to the money you made with the fundraising effort, and the money you spent on the project. Everything should be accounted for. Pay close attention to the time you and all your helpers spent on the project. There are specific places in section 4 for all this information and all the numbers should match. Any money or materials left over from the project will be given to the benefitting organization in the form of a check from the troop, so there is accountability for it.
14. **REVIEW WORKBOOK WITH LEADERS** - When you meet with the troop leadership to look over your workbook, don't be surprised if they have recommendations for changes.
15. **REVIEW EAGLE SCOUT APPLICATION WITH LEADERS** – When you meet with the troop leaders to go over your workbook, you should have your Eagle Scout Rank application filled out also. This is also on the Suffolk County Council Website, and it is a two-page PDF file that you can type into. You will need a copy of an advancement summary from your leaders to fill in the merit badges and ranks with the correct dates. Request that from them if they have not given it to you already. The information on the application is straight forward, however something that many boys miss is your statement of your ambitions and life purpose. It's an essay about yourself, your ambitions, and what you are involved with outside of scouting. A typical size would be about a page long. The application also requires you to specify who you are going to ask for letters of recommendation. See the application for the



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categories of people you are requesting letters from. There is a form to use for requesting the letters from the people. See below for details. The form can be found on the Suffolk County Council website.

16. **SIGNOFF OFF WORKBOOK + APPLICATION** - When the troop leadership is satisfied with the workbook and application, they will sign them, and you are ready to move onto the Eagle Scout Board of Review.
17. **NOTIFY COUNCIL REP YOU ARE DONE** - The next step is to call the council representative (REP), and tell him you are ready to hand in your workbook, and application. You keep that person in touch with what you are doing, and they may have special instructions at that time, or they may want to meet with you.
18. **MUST SUBMIT BEFORE 18<sup>TH</sup> BIRTHDAY** – Two copies of the workbook, the application, and the essay **must** be submitted to Suffolk County Council before your 18<sup>th</sup> birthday. The Eagle Scout Board of Review can be scheduled up to several months after this, but the paperwork must be submitted before your 18<sup>th</sup> birthday. Also make two copies for yourself to bring to the Eagle Scout Board of Review (BOR)
19. **LETTERS OF RECOMMENDATION** – The Eagle Scout candidate must request letters of recommendation from several people per the Eagle Scout Application. There is a form to use to request the letters of recommendation, and that can be found on the Suffolk County Council website. The form gives the writer of the recommendations some information to write about, and the boy should use this form. The writer of the recommendation can use the form to return their letter of recommendation, or they can write the letter in any form they want. The boy will submit the request for the letter of recommendation to the person (suggest doing in person) along with a stamped envelope addressed to the committee chair person. The envelope should have on the bottom, (In Reference to ‘name of boy’), so the committee chairperson knows what the letter is about when they receive it. The envelopes only get opened the night of the Eagle Scout board of review. The only people to see the letters of recommendation are the board of review, and then the letters are handed over to council, never to be seen by the boy or their parents.
20. **COUNCIL REP ARRANGES BOR** – The council representative (REP) you are working with will receive one of the copies of the workbook and application from council, and will then contact the committee chairperson to coordinate the Eagle Scout Board of Review (BOR). A BOR will not be scheduled until several letters of recommendation have been received by the committee chairperson. The

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BOR is scheduled when the letters have been received, when enough committee members can be assembled to attend the BOR, and in coordination with when the boy can attend.

21. **ATTEND THE BOR** – Do not be afraid of the Board of Review (BOR), **be prepared!** Come to the board of review in full uniform, and bring extra copies of the workbook and pictures taken during the project for the people at the BOR to see. You should know the details about your project, but you don't need to have everything memorized. You can look at your workbook while you are talking about your project at the BOR. You will be asked thought provoking questions at the BOR. They want you to talk to them, so talk to them! They want to hear what you have to say. Be honest, and tell them what you know, and what you think. Did I mention you should talk to them?

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### Eagle Scout Application Information:

1. You get the Eagle Scout Application from the Suffolk County Council Website, [sccbsa.org](http://sccbsa.org). Go to the website and drill down under advancement and Eagle Scout to find the application document. It should be a PDF file that you can type into, and save what you entered.
2. The Eagle Scout Application is a 3-page document, but the last page is just for NESAs (National Eagle Scout Association). So the first two pages are the most important to fill out completely, and read the fine print. Do not fill in anything below the “Unit Approval” on the lower half of the second page. That is mostly for the leaders and council to fill in.
3. Fill in your personal information, name, address, etc.
4. You will need various dates on the form for when you achieved ranks and merit badges. Ask your unit advancement person for a copy of the online advancement history for you, and use that to fill in the dates. It is important you use that form because that is what council and national will be checking against to make sure your dates are correct. So use what they use to start with. When it asks for your board of review date for something, that is the same as the date on the online advancement form, and that is always the date when you achieved that advancement. Not the date of the Court of Honor.
5. You will have to fill in the information for who you will be asking to receive letters of recommendation from. See above for the details about the letters of recommendation. If you don’t have an email address, that is OK. If you don’t have an employer, that is OK. A religious recommendation can come from a religious leader (priest, rabbi, etc.), **or** it can come from a person who is religious, and who would be able to speak about you and your religious commitment.
6. There is a section for entering the dates for when you earned your 21 merit badges. Use the online advancement form you received from your leadership to fill in these dates.
7. There is a section for entering the leadership positions you have held, and the dates for which you held them. If you don’t remember those dates, work with your adult leadership to fill in those dates.
8. Fill in the information about your Eagle Scout Project.
9. Have a Unit Leader Conference (Scoutmaster Conference) with your Unit Leadership (Scoutmaster, Assistant Scoutmaster, etc.), and fill in the date that was done.



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10. Read the fine print for requirement 6. You must submit a statement of your ambitions, life purpose, etc. It's an essay about yourself, your ambitions, and what you are involved in outside of scouting. A typical size would be about a page long.
11. **DO NOT** forget to sign and date the application yourself.
12. You also need to get the signature of the unit leader, and the committee chairperson before you hand it in.
13. If you have any questions, contact your unit leadership, and they will be happy to help you.

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### Notes & Tips for the Project:

- You will need to fill in the sections of the workbook. You can type into the PDF and save it, or you can hand write the information. **If you hand write the information, you must do it neatly.**
- The workbook changes over time, but the sections in the workbook are self-explanatory. They have gotten better about asking for the information they want. Just respond to the questions, and give as much information as you can.
- Some tips about filling in the details.
  - Get Before photographs.
  - Describe the present condition of the area.
  - Describe the methods that you are going to use to get the job done.
  - Create a list of materials to be used, and prices.
  - Create a list of tools to be used.
  - Who will be your project helpers, and a chart of manpower that you think it will take. You need to be able to describe why you used those estimates.
  - You need a time schedule to carry out the project.
  - Create a schematic of the area where the project is going.
  - Create a schematic of the actual project.
- Keep your workbook up to date, with the time spent on the project so far. You will need this later. A suggestion is there should be 3 sections in the workbook.
  - Time you spent on the project
  - Time others have spent on the project
  - And a section for notes.
- Get the signatures and dates you need for the book. Get it approved and signed by the benefiting organization, scoutmaster, and committee chairperson. Then by the council guide.
- Answers to some common questions;
  - You do not need to finish all your merit badges to start your project, but you do have to be at the Life rank
  - You do not need to have a fundraiser as part of your project, but if you do not, then the project needs to be that much more involved to show leadership and community service.

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- The troop treasurer should hold the money for the project and check donations to the project should be written out to the troop.
- All money collected for the project will go to the benefitting organization, including any funds not spent on the project.
- The Eagle Scout candidate should wear a full uniform when asking for donations, at the Board of Review (BOR), and usually at the fundraiser. At the implementation of the project Class B uniform is fine.
- Projects are most often for a non-profit organization.
- Parents walk a fine line between helping a boy with a project, and doing the project for him. This is the boy's project, and parents should let him do it. Reminding him about it is fine, and helping him get things done is fine, but doing things for him is not fine. When there is too much friction between the parents and the boy, the parent should talk with the leaders about it, and let them work with the boy.
- This is a leadership project for the boy. The project is about showing leadership, and community service. The boy is not to do the project by himself, or with just the parents. The boy needs to be leading others, and taking control of the project. Let the boy do it, with all its ups and downs. That is how we learn, no matter how frustrating it is for others.
- The boy should plan ahead. Do not plan to do something the day before you want to do it. Give a week or two notice to the troop and others for planning an event. People need time to plan ahead for events.
- Funds spent on food and drink for the participants of a project, are part of the funds spent on the project, and should come out of the funds raised for the project. They should also go into the description of the funds spent on a project.
- Get the fund raising application started early. It takes at least 1 week to get it approved, and longer if rejected.
- The process takes time, usually longer than you think. Do not underestimate the time it takes.
- You must hand in all the paperwork (completed workbook, the application, and the essay) before your 18<sup>th</sup> birthday. The board of review can come up to several months after the hand in.

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### Discussion with Scout & Parents about the Project:

- What does Eagle Scout mean to you?
- Do you really want to do it?
- There is going to be some work for both the boy, and the parents.
- The project will take some time, more than you anticipate.
- As you get older, there are more things going on, job, car, work, finishing up high school, girls, college, etc.
- What is a typical project, and what are some of the projects of the past
- Do you have any ideas for projects that you have been thinking about?
- You have to plan things, and plan ahead.
- Keep coming to meetings, showing leadership, helping, and taking a more active teaching role. You know a lot more than you think.
- The project is about leadership, not about doing the project yourself.
- Parents walk a delicate balance of helping and reminding, but do not let it get to the point of arguments. Have the unit leadership nudging the boy.
- What are your phone numbers?
- Summary of Steps to give a general idea about the process:
  1. Get a notebook, start keeping a log
  2. Select a possible project
  3. Talk with leadership about it before you do too much
  4. Work out some of the details with the benefitting organization, and talk with us again.
  5. Write up the project in the workbook
  6. Get approval signatures
  7. Meet with Council Eagle Scout Guide
  8. Then you can start with the fundraising, and the project
  9. When the project is done, finish writing up the workbook before you forget things. Don't wait.
  10. Get approval for the workbook from your adult leadership
  11. Fill in the Eagle Scout application, work on the letters of recommendation, and write the essay about yourself.
  12. Get approval for everything from your adult leadership
  13. Hand all the information into council before 18<sup>th</sup> birthday, and wait for letters of recommendation to come in, and for the board of review.
- This is a time consuming process, so don't wait. Get going on things as soon as you can. You don't have to have all your merit badges completed before you start your project.

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### Contact Information for the Workbook:

- District – Benjamin Tallmadge
- Council – Suffolk County Council
- Unit Leader,
- Unit Committee Chairperson
- Unit Advancement Coordinator Project Beneficiary, get the information for the organization
- Project Beneficiary Representative, get the information for the person you are working with in the organization
- Council Service Center, Suffolk County Council, BSA, 7 Scouting Blvd, Medford, NY 11763, 631-924-7000
- Council Project Approval Representative, Al Westrich, 51 Elmwood Avenue, Selden, NY 11784, 631-698-6040, [deiiman@aol.com](mailto:deiiman@aol.com)
- Project Coach, your choice for who you actually work with.
- Make sure the spelling is correct for all names. Double and triple check that information.

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## Website Instructions for getting the Workbook:

Remember that from time to time, websites change, and you will have to figure out where these documents are kept. In general, they are typically under Boy Scouts, then Advancement, then Eagle Scout Project Information.

1. On the web, go to scbsa.org
2. Click on “Programs”, then click on “Boy Scouts”
3. Continue to do this until you get to a selection about Advancement.
4. Click on “Advancement, and Rewards”
5. Find you way to Advancement Resouces.
6. Click on “Eagle Scout Service Project Workbook Procedures”
7. Click on “For PC Users” (or for Mac Users)
8. Right click on the link “Eagle Scout Service Project Workbook, No. 512-927”
9. Click on “Save Target as”
10. A window pops up for where you might want to save the file.
11. Navigate to where you want to save the file, and adjust the file name to what you want
12. Then click on “Save”, and you get a PDF file in that location.
13. Remember that you need Adobe Reader 9 or later to access the file properly.

(Adobe Acrobat Reader DC)

Occasionally users have had problems accessing the file because they are using an earlier version of the Adobe Reader application, and this may be because when you double click on the file, the old version is run for that file type on that computer (pdf). It is a setting the computer has to run a particular application for a particular file type.

The work around for this is to open the Adobe Reader 9 application first (Adobe Acrobat Reader DC), and then from that application you open the file you want. This way you are running the correct application first, and then opening the file, and you are not relying on the computer to decide what version of the application to run with that file type.

14. We recommend you do not save your file to a cloud resource. Save it to a hard drive, or USB stick memory location so you can get to it when you want to, and not just when you have internet access, and the cloud is available.



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