

EAGLE CANDIDATE GUIDE

PRESENTED TO LIFE SCOUT: _____

FROM: Bay-Lakes Council ADVANCEMENT COMMITTEE



Bay-Lakes Council Eagle Candidate Guide

To: Eagle Scout Candidate

From: Bay-Lakes Council Advancement Committee

Congratulations on attaining the rank of Life Scout. Now, it's onward to Eagle Scout!

This document contains step-by-step instructions that will guide you along the trail from Life to Eagle. You will need the following forms which can all be downloaded from the Bay-Lakes Council website (www.baylakesbsa.org); go to "Resources," then "Eagle Scout Information." You may wish to download and refer to the forms as you review these instructions.

- Eagle Scout Service Project Workbook
- Eagle Scout Rank Application
- Eagle Scout Data Sheet
- Eagle Scout Application/Package Checklist

Step 1 – Meet with your Unit Leader or Advisor

Depending on the practice in your unit, your Unit Leader (Scoutmaster, Venture Crew Advisor or Varsity Team Coach) or another leader may be designated to work with you and advise you as an Eagle Scout Candidate; ask your Unit Leader who this will be. (Note: use of the term "advisor" throughout this document refers to the person who is designated to advise you, whether that is your Unit Leader or someone else.)

Contact your advisor to meet with you to review the Eagle Scout requirements and these instructions. When you meet, be sure to ask questions about anything that is not clear to you. You should expect to have several meetings with your advisor as you proceed through each step of the process.

Step 2 – Complete Requirements 1 through 4

The first four requirements for Eagle Scout are similar to requirements that you completed for Star and Life ranks. Here are some things to think about:

- As part of the Eagle Scout application process, your leaders will be asked whether you have met their expectations for *active participation* in your troop (or crew or team). Allowances might be made for extenuating circumstances; you should check with your advisor if this is the case.

- Four people will be requested to write letters of recommendation and to indicate whether you have lived the Scout Oath and Law in your daily life. Identify and list these individuals you are considering.
- Plan ahead for the merit badges that you still need to earn for Requirement 3. Some of the required merit badges take at least three months to complete. Be sure the merit badges that you will be using on the Eagle Rank Application are properly recorded by your unit's advancement team in ScoutBook. It will be easier to fill your Eagle Scout Rank Application when the time comes to do it if the record is already in Scoutbook. Ask your Troop Advancement Chair for a printout of your "Individual Advancement Report" from the Council database. Ensure the 'date earned' has been correctly entered into the BSA National database.
- Perform at least six months of service, during Life Rank, in one or more of the specific positions of responsibility as listed in requirement 4. Only positions listed can be accepted. If you are not already serving in one of these positions, talk to your Unit Leader about how you can be placed in a position. To fulfill this requirement, you must meet the expectations of the position(s) held; there must be identifiable results of your service.

Step 3 – Prepare your Eagle Scout Service Project Proposal and get approvals

Note: Details for the "Eagle Scout Service Project" can be found in the BSA *Guide to Advancement(GTA)*, Section 9. (Baylakesbsa.org/Resources/)

An adult leader (*approved by the Bay-Lakes Council/District Representative*) may act as your *Eagle Scout Service Project Coach* (referred to as "**Project Coach**" throughout this document).

A Project Coach can advise you on all phases of your service project. You are not required to work with a Project Coach, but it is **strongly recommended** that you do.

You may begin on the service project requirement at any time after your Life Scout Board of Review. You DO NOT need to complete Eagle Rank requirements 1-4 before starting on this step.

The service project requirement is often the most difficult obstacle on the trail to Eagle. Before you begin, it is **very important that you carefully read all of the information** in the entire Eagle Scout Service Project Workbook. If you have any questions, ask your Project Coach/Unit Leader/Advisor.

Your project must provide a benefit to a religious institution, school, or community organization. In unique circumstances a project can be for a private organization if the project affects and area that is open to the public (check with your local Advancement Team). The scope of the project must be large enough to permit you to demonstrate planning, development, and leadership. (**See more Beneficiary details GTA 9.0.2.5**)

If your project must be completed by a certain date, **be sure to start early enough to allow for preparing your Project Proposal and getting the necessary approvals** and then completing the actual project. Keep in mind that your proposal may not be approved the first time it is submitted.

As you prepare your Project Proposal, work with your Project Coach and with a representative of the beneficiary (i.e., the organization that will benefit from your Project). When you are ready, fill in in the first section of your Project Workbook, labeled ***Eagle Scout Service Project Proposal***:

- Fill in all spaces and answer all questions as completely as you can. Pay attention to directions given for each section. If any item is not applicable to your project, enter "N/A."
- If you enter information to the workbook online, you can save the workbook with your entries. The online workbook is expandable, so you can enter as much information as needed. If you use a printed workbook and any item requires more space than is provided, enter "See attached" and provide the information on a separate attachment. Be sure to clearly label all attachments.
- On the Contact Information page, the section for **Council Service Center may be left blank**. *The section for Council or District Project Approval Representative should contain the name of the person on the District Advancement Committee who will review and approve your Project Proposal.*
- **Review and sign** the "Candidate's Promise" at the end of the Project Proposal. Be sure you have read the whole project workbook.
- You should provide a copy of "Navigating the Eagle Scout Service Project" to your Beneficiary Representative. Review and answer any of their questions.
- Meet with the following persons to review your Project Proposal and to get their approval signatures below your signature:
 1. Unit Leader
 2. Unit Committee Chair
 3. Beneficiary Representative

You will need to submit three copies of all pages of your ***Project Proposal***, plus any additional drawings, pictures, schedules, etc. This should include at least one original copy of the signature page. Give all three copies to your Project Coach or advisor, who will submit them to the District Advancement Committee for review and approval. If your unit does not have an Advisor, work with your unit leaders to contact the District Advancement Team. The District Advancement Team will let you know who should receive your proposal along where and in what format it should be sent. (You may contact the District Advancement Committee to determine whether an electronic submission is acceptable. Be sure to follow SYT (Safeguarding Youth Training) guidelines.)

When your Project Proposal has been approved, one original copy of your proposal will be returned to you and one for your unit leadership. If you receive comments or suggestions when your proposal is approved, enter them in the space provided at the beginning of the *Eagle Scout Service Project Plan* section.

You may now proceed to the next step. DO NOT start the detailed planning of your project until your proposal has been approved by the District Advancement Committee.

Step 4 – Prepare your Eagle Scout Service Project Plan

Work with your Project Coach to plan and develop your service project. Enter the details of your plan in the next section of the workbook, labeled *Eagle Scout Service Project Plan*. This step is

very important. A good plan will help your project proceed smoothly and avoid unnecessary delays. Also, the information you enter on these pages will provide evidence of your planning and development efforts when your project is reviewed at your Eagle Scout Board of Review.

Your Project Coach can add value to your *Project Plan* by assessing its strengths, weaknesses, and risks and by making suggestions to improve it. However, your Project Coach cannot tell you what to do. You are the leader of your project, and you must make all final decisions.

As you complete the *Project Plan*, follow the directions in the Project Workbook and fill in all items as completely as you can. Your *Project Plan* does not need to be approved. However, it is **strongly recommended** that you ask your Project Coach and/or advisor to review it. You should also review this with your Project Beneficiary Representative, Unit Leader, and Unit Committee Chair. You may also ask for a review by the District Advancement Committee. Enter any comments you receive in the space provided at the end of the *Project Plan* section in your Project Workbook.

Step 5 – Prepare your Eagle Scout Service Project Fundraising Application

This step is required if:

1. A fundraising application is required if the total amount of funds to be raised (either monetary/materials/service) will **exceed \$500**, and if
2. You will be soliciting funds/materials/services from anyone other than yourself, your family, your unit, members of your unit, or the project beneficiary.

To prepare the Fundraising Application:

- Carefully read the procedures and limitations in the next section of the Project Workbook, labeled Eagle Scout Service Project Fundraising Application.
- Fill in all requested information on the application page in this section (note that you will need to have completed the expense information in your *Project Plan* before you can do this).
- Be sure to **list all prospective donor names and businesses and what they will be asked to donate.**
- Obtain approval signatures at the bottom of the application from your Unit Leader and the Beneficiary Representative.
- Submit your completed Fundraising Application to the District Advancement Committee for their approval.

You may not begin fundraising activities until you have received all approvals. You should submit your application at least two weeks before you plan to begin fundraising. You must carefully account for all funds raised and spent. Any money remaining after your project is complete must be given to the project beneficiary.

Step 6 – Carry out your Eagle Scout Service Project

As you lead your project, keep a record of all the information needed to complete the last

section of the Project Workbook, labeled *Eagle Scout Service Project Report*. Be sure to keep your unit leaders informed about all activities pertaining to the project, so that they can provide guidance and advice, and so that your Unit Leader will be able to approve your project when it is completed. Do not allow others to take over leadership of your project – YOU are the leader.

You may need to make some changes to the Project Plan as your project proceeds. Small changes are normal and should not be of concern. However, any change that would materially change the scope of your project should be reviewed with all the approvers of your Project Proposal, to ensure that your project will still be accepted.

This step of the project will be finished when you have accomplished the objectives as described in your Project Proposal.

Step 7 – Prepare your Eagle Scout Service Project Report

The final step of the service project requirement is to prepare the Project Report in the last section of the Project Workbook. Include as attachments: photos (before, during, and after the project) and other documentation (diagrams, maps, handouts, etc.). Organize these items along with all pages of your Project Workbook. While not required, it will make a better impression at your Board of Review if these items are ***neatly organized in a folder or binder***.

Your Eagle Scout Board of Review will review your workbook documentation to evaluate your completed project and determine whether you have met the service project requirement. Therefore, your responses to the questions on these pages should be as complete as possible. Your responses in the “Leadership” section should demonstrate clearly that you **planned, developed, and gave leadership** to others in carrying out your project. If any item requires more space than is provided in the workbook, enter “See attached” and provide the information on a separate attachment; be sure to clearly label all attachments. The information provided on these pages should provide a thorough explanation on all aspects of your project.

After you complete the Project Report, sign the “Candidate’s Promise” at the end. Review your report with your Unit Leader and the Beneficiary Representative and get their approval signatures. **This must be completed before your 18th birthday.**

Lastly, fill in the “***Eagle Scout Data and Certificate Delivery Form***”, ([baylakesbsa.org/Resources/Eagle Scout Information](http://baylakesbsa.org/Resources/Eagle%20Scout%20Information))

Step 8 – Complete your Eagle Scout Rank Application

When you have completed (or nearly completed) all requirements except the Eagle Scout Board of Review, fill out the *Eagle Scout Rank Application* form. Use the most recent version of the form (available on the council website). Read instructions on the application form carefully. Type or print all information fully and clearly. You may need the assistance of your advisor or troop advancement chair for some of the information. Keep in mind the following:

- Enter your full name, including your middle name.
- Be sure to enter the month, day and year for all dates.
- **Under Requirement 2**, list only people who have agreed to write a letter of recommendation for you. Give the names and addresses to your advisor/project coach, who will obtain the letters of reference. If you are nearing age 18, provide this information as soon as possible, to allow sufficient time for the individuals to respond.
- Under **Requirement 3**, list only the 21 merit badges that are needed to satisfy Requirement 3. For numbers 7, 8 and 10, cross off the ones not earned. If you earned more than one of the merit badges listed on either of those lines, enter the one earned first, and list any others in your electives, beginning with number 14. List electives in the order they were earned, beginning with the earliest. The date listed for each merit badge should be the date the counselor signed your blue merit badge card. Be sure to list the unit number for each merit badge.
- Ask your Troop Advancement Chair to print your BSA Individual Advancement Report; be sure these dates are current and correct in the national database.
- Under **Requirement 4**, do not list any dates prior to the date of your Life Rank Board of Review or later than the date of your application. Enter only positions of responsibility listed in the requirement. The total amount of leadership time entered must add up to at least six calendar months.
- Under **Requirement 5**, in the space marked “Project Name,” enter a very brief description of your service project. This description should explain what you did, not where or for whom you did it. Do not exceed 50 characters and spaces.
- Under **Requirement 6**, enter the date of your ‘unit leader conference’. This must be completed before your 18th birthday.
- For Certification, prepare the following two documents:
 1. Write a “**Statement of Ambitions and Life Purpose**” on a separate sheet.
 2. Prepare a listing of your **Positions held** in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received, outside of Scouting. List in chronicle order on a separate sheet.

Review all information on the application form with your Unit Leader, sign and date it, and obtain the signatures of your Unit Leader and your Unit Committee Chair.

If anyone refuses to sign their approval of your Eagle Scout Service Project Workbook or your Eagle Scout Rank Application, and you believe you have met all the requirements for Eagle Scout, you should contact the District Advancement Committee for direction on the procedures

to follow. A parent or a leader who supports your advancement may also make this contact on your behalf.

Step 9 – Finalize your Eagle Scout Board of Review Package

Assemble the following materials and give them to your advisor/project coach, *organized neatly in binder or folder*:

- Eagle Scout Rank Application
- Statement of Ambitions and Life Purpose
- Listing of activities, leadership positions, honors and awards
- Eagle Scout Service Project Workbook – all sections (including all attachments plus any additional schedules, drawings, pictures, etc.)
- “Eagle Scout Data and Certificate Delivery Form”

Use the [Eagle Scout Application Checklist](#) to ensure that each item in your package is complete and correct.

Note: your advisor will receive the Letters of Recommendation and add them to your package before submitting to the District Advancement Committee Representative.

If you have already reached your 18th birthday, you must complete this step as soon as possible

Step 10 – Take part in an Eagle Scout Board of Review

Your unit leader or advisor will schedule your Board of Review with the District Advancement Committee and will then inform you of the place, date and time. Be sure to wear your uniform and arrive on time.

Following the Board of Review, your application will be forwarded to the Council Service Center for final review and certification of your Eagle Scout application.

Step 11 – Schedule your Eagle Scout Court of Honor

Your unit leader will be notified when your application has been approved through National and your Eagle Scout Certificate has been issued, up to 8-10 weeks after your Board of Review. You, your family, and your unit leaders may then proceed to schedule and plan your Court of Honor.