



Duck River District Eagle Scout Leadership Service Project Process January 2009

Guidelines

- The Eagle Project provides the opportunity for the candidate to demonstrate the leadership skills he learned in the scouting program. The candidate must PLAN the work, DEVELOP (organize) the personnel needed, and give leadership (DIRECT). He must provide a service to a worthy institution other than the Boy Scouts. This may be a religious institution, school, or his community. Refer to the *Eagle Scout Leadership Service Project* workbook for all requirements and limitations.
- There is no minimum number of hours that must be spent on an Eagle project. The amount of time must be sufficient enough for the candidate to clearly demonstrate leadership skills. Total time should be considerable, generally not less than 25 hours of himself and in most cases averaging at least a grand total of 80 man-hours (candidate and others) with the execution of the project.
- The project idea should be valuable to the community and a challenge to the candidate. It does not have to be an original idea, but the candidate must do all of the planning for their project and may not use someone else's plan. The project may not be routine labor or maintenance (like cutting the grass at the church). It may not benefit the BSA or any scout property or any business or individual. **Remember, good Eagle service projects are one's that an adult would be proud to take credit for.**
- Fundraising is only permitted to obtain money to pay for materials needed for the project. The project may not be a fund-raiser in itself. The candidate is strongly encouraged to incorporate fundraising as part of their project, even if the project is self-funded by the benefiting organization.
- Scouts (Cubs, Scouts, Venture, Crews, or Explorer) should perform a major portion of the project if possible. Adults, family, friends, and others may also be involved in the project work.
- After completion of the project, it is encouraged to submit an article and picture to the local newspaper describing the Eagle project. Ideally, the picture will include uniformed Scouts and a written article that will include a description of the project, the candidate's Troop number, Chartered organization, and the benefiting organization.
- All candidates should keep a day-to-day logbook with the dates, names, work performed, and total hours expended by each person involved on the project. The time to be included should begin with the first planning session and end with the completion of the project report.



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Guidelines (continued)

- All requirements must be completed before the candidate's 18th birthday. The only exception is the Eagle Board of Review may be scheduled and convened after the candidate reaches their 18th birthday. Up to three months may elapse after their 18th birthday and the Eagle Board of review before a letter explaining the delay must accompany the Eagle application to the Council office.
- References will be required from the persons (parents, religious leader, school, employer, and two other adult acquaintances) listed on the Eagle application form. Each request given to a person from whom you desire a reference should be accompanied by a stamped self addressed envelope to the unit leader or unit advancement chairperson. The letters should be unopened and less than six months old when submitted with the Eagle application. However, you should plan ahead to insure your references have ample time to respond to your request. A form is available for Scouts to use if needed.

Initial Project Approval process

Remember that actual work can not begin on the project until the District Advancement Chair approves it. **It is the responsibility of the candidate to obtain these approvals, as this is part of the learning experience to be gained during the Eagle project. Parents and Adult Scout leaders may play a supporting role only.** Below are the necessary approval steps:

- Verbal approval from the Scoutmaster or project advisor that the project idea will qualify as a valid project. This approval is needed before spending too much time writing up the detail plan. It is recommended that the Scoutmaster also contact the District Advancement Chair to briefly discuss the project.
- After the advisor has helped the candidate get the written plan in order and ready to submit, a responsible representative from the organization benefiting from the project is the first signature required. It is also a good idea to get a letter from the organization if possible.
- Scoutmaster or project advisor approves
- Approval by a member of the Troop Committee
- The project is now ready for approval by the District Advancement Chair approval (contact David Coats; phone: 931-379-5531, email: dcoats51@bellsouth.net)

It is very important that the Scout does not begin any of the project, except planning, until the District Advancement Chair has approved it.



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Workbook Completion

While the project is ongoing, it is recommended that a logbook be kept documenting the project and all changes that occurred from the original plan. Photographs are recommended also. Within two weeks after the project completion, it is recommended that the candidate begin completing the *Eagle Scout Leadership Service Project* workbook. If an accurate logbook is maintained while carrying out the project, completion of the workbook will be accomplished in a quality and efficient manner. Completing the workbook can be done in either manually or electronically. The hardcopy workbook can be completed manually using your best penmanship. Printing is preferred. The workbook is also available on computer.

Final Project Approval

Only three signatures are required on the final report:

- The most important of which is the candidate. If the Scout is proud of their effort and pleased with the write-up, then they should sign.
- Scoutmaster or project advisor approval
- The representative of the institution benefiting from the project must also sign the workbook.

While these are the only signatures required in order to submit it, the project's final approval will come during the Eagle Board of Review.

Preparing for the Eagle Board of Review

The candidate will submit a completed Eagle application along with the statement of ambitions and Life purpose to the Eagle Processor at the Council Office. This can be submitted by one of two methods:

1. Schedule an appointment with the Eagle Processor if you wish to wait during the certification process. This process may take up to one hour.
2. Drop off or mail the application without an appointment. The certification process will normally be completed within three business days. The candidate may also indicate how they wish the application to be returned to them.



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Preparing for the Eagle Board of Review (continued)

At the completion of the certification process, the Eagle Processor will provide a copy of the electronic Eagle Scout application to be taken to the Board of Review. Note the original Eagle application will remain at the Council Office.

Upon receiving the approved the Eagle application the candidate should contact the District Advancement Chair to schedule a Board of Review (contact David Coats; phone: 931-379-5531, email: dcoats51@bellsouth.net). The candidate should ideally allow for up to one month for the Board of Review to be scheduled and completed.

Materials to bring to the Board of Review:

- **Council approved electronic Eagle application**
- **Unopened references**
- **Completed Eagle workbook with all the appropriate approvals**
- **Statement of ambitions and life purpose**
- **Copy of news article**

The candidate must appear before the Board of Review in FULL DRESS UNIFORM, no exceptions.

Post Eagle Board of Review

- Make a copy of the approved Eagle application for your records.
- The Scout will then either mail or hand-deliver the approved Eagle application to Council office for processing.
- The Council office will approve and forward to the National Scouting office in Texas.
- Once National approval is received (approximately 3 weeks) the approved Eagle certificate will be returned to the Council office.
- The Council office will notify the Scoutmaster



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General Information

- To contact the Council office, call 615-383-9724 or 1-800-899-7268.

- Mailing address:

Eagle Processor
Middle Tennessee Council
Boy Scouts of America
PO Box 150409
Nashville, Tennessee 37215