

YORK DISTRICT Life to Eagle Guide

This guide has been developed for Life Scouts to assist them in the preparation, planning and completion of their Eagle Scout Rank application. This supplements the official information contained within the Eagle Scout Leadership Service Project Workbook No 18-927, Eagle Scout Rank Application No 58-728 (2004 Edition) and the BSA "Advancement Committee Guide Policies and Procedures" No 33088E. Specific details as to processing paperwork for York District are contained within.

If you have any questions regarding the Life to Eagle Process or on anything in this guide, please call or write the District Advancement Committee

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Chapter A: Guide to the Eagle Scout Award (Selecting Your Project)

Chapter B: Developing your Project

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Chapter A –Selecting a Project

Introduction to the Eagle Scout Leadership Service Project

In attaining the rank of Life Scout, you have had the opportunity to learn and master many skills. You've hiked and camped in good and not-so-good weather. You've learned to take care of yourself and others in the out-of doors, as well as in your home community. Before you now is the opportunity to master yet another set of skills. These skills are encompassed in the requirements for the rank of Eagle Scout. One of these requirements is your demonstration of leadership skills. You do so by planning and carrying out an Eagle Scout leadership service project.

The Requirement: Eagle Requirement No 5:

“While a Life Scout, PLAN, DEVELOP, and GIVE LEADERSHIP to others in a service project helpful to any religious institution, any school, or your community. “

An Eagle Project will possibly take three to six months or more from when you start the planning process until when you complete your project and write up your report. You can start immediately after you pass your Life board of Review.

Reminder, all Eagle requirements must be completed and that includes the project and all paperwork completed before you are 18 (no exceptions).

Plan ahead! Start your project as soon as you reach Life Scout.

Project Selection:

For a service project to qualify, the Life Scout must meet the following criteria as shown in the front of the Leadership Service Project Workbook

1. The Eagle Scout service project is to provide the opportunity for the Scout to demonstrate the leadership skills he has learned in Scouting. As a demonstration of leadership, the Scout must plan the work, organize the perrsonnel needed and direct the project to completion.
2. The project must benefit any religious institution, school or community group and must be done outside of the sphere of Scouting.
 - Work involving council property or other BSA activities is not acceptable.
 - Work cannot be performed for a business or individual or be of a commercial nature.
 - Routine labor, a job normally rendered should not be considered.
 - The project cannot be a fund-raiser. Fundraising is permitted only for securing materials or supplies needed to carry out the project.
3. The Eagle Scout Service Project Workbook No. 18-927D must be used to meet this requirement.
4. Prior approval of the service project must be secured from the unit leader, unit committee, and the benefactor of the project. The service project must also be reviewed and approved by the District Advancement Committee to ensure it meets the standards for Eagle Scout service projects before the project is started. You should try to choose a project idea, which is valuable to the community and a challenge to you. It does not have to be an original idea, but you must do all of the planning for your project and may not use someone else's plan.

Project ideas can be found in many places: in the newspaper, at your church, at your school, at your town office or from community organizations. As you look around for ideas, write down several which interest you. You should not spend much time planning a project until you have talked possible project ideas over with your Scoutmaster to insure your project would be valid. Attachment 1 lists several ideas for projects that have been approved in the past.

Be aware that the major emphasis of an Eagle Scout Service Project is the demonstration of leadership. The effort must be well planned, organized, and carried to completion under the direction of the Scout.

The Eagle award is the highest honor that may be earned in Scouting; therefore, the work involved must represent the Scout's best efforts

Getting Started:

Obtain an Eagle Scout Leadership Service Project Workbook 18-927D, from your Scout leader or from the council office. This official workbook must be used and is the only one accepted by the York District Advancement committee. You must submit the entire booklet. Official BSA electronic copies are available online at: <http://www.nesa.org/trail/manual.html>

The workbook may be downloaded in either of the following formats:

- PDF—This version can be printed, then completed by hand.
- DOC—This version can be completed on your computer, using Microsoft Word software.
- RTF—This version may be completed on your computer. (Virtually all word processing applications are capable of opening a Rich Text Format document).

Before you start:

Read all the front matter in the workbook.

Plan to keep notes and record everything you do. If you send letters, keep a copy for your records. If you make a phone calls, keep track of the dates and a brief description of the reason. Keep track of any appointments you make. Keep meeting notes. This will aid you in filling out the workbook and writing your final report.

The booklet may be typed, done on a computer or if not possible, handwritten, but it must be printed neatly. Use complete sentences and be as specific as possible. We highly recommend that if possible, the electronic form be used as it aids when corrections and updates are required. Only the official BSA electronic form may be used. Do not create your own. The entire service project booklet must be submitted. The project workbook must be bound in a report folder or binder. It should be neat in appearance, no loose pages, or missing sections.

After you have decided on your project and have preliminary approval from the official of the group it will benefit, discuss the project with your unit leader. This initial approval from your Scoutmaster or project advisor is to ensure that your idea will qualify as a valid project. You need this before spending much time writing up the detail plan. If your project sounds feasible proceed to fill out the workbook.

Initial Planning and Project Write-up:

Once you have selected the project which is right for you, it is now time to begin the detail planning and initial write-up, which will be submitted to Benefiting Group, Scoutmaster, Troop

Committee and finally to the District Advancement Committee for approval. Remember, you cannot begin actual work on the project until all approvals have been secured, District being last. See Chapter B "Developing your Project" for additional guidelines.

As you write up your project, keep in mind that it must be of sufficient detail that anyone could read your project workbook and with only that information, be able to carry it out successfully. Think of your write up as being a recipe.

Note: To cook a good meal you need to know all the ingredients and have the complete set of directions.

Attachment 1 SUCCESSFUL EAGLE SERVICE PROJECTS

The following is a partial list of successful Eagle Projects. This is not intended to limit your selection but rather to give you an idea of the broad scope of work that has been accomplished by other Eagle candidates. Additional lists and ideas for service projects are available.

1. Scout compiled a listing of practical everyday ways that an average household can cut pollution and help keep the environment clean without elaborate or expensive preparation. This listing was distributed to approximately 3,000 households in his town.
2. Scout planned and built a brick fireplace for a local park. This involved drawing plans, gathering donated materials, supervision, and construction. Over 2,000 bricks were used in the project.
3. Scout organized a program to teach children age 10-11 years, emergency first-aid. Lectures, demonstrations, participation, slides, and literature were used as methods of teaching.
4. Scout organized and operated a children's newspaper for a children's ward in a nearby hospital. Included in the newspaper were puzzles, jokes, stories, and articles.
5. Scout devised, composed, copied, and distributed throughout his hometown a booklet of common household poisons and their antidotes. Also listed were the phone numbers of the Fire Department, Ambulance, Doctor, and Hospital.
6. Scout cleared and widened a fire road in a nearby forest to make it passable. In addition, a flood control plan was instituted which included cementing rocks to redirect water and the installation of new control pipes.
7. Scout organized a pollution awareness drive in local schools. Included in this project were questionnaires, lectures, films, and arrangements for the appearance of guest speakers.
8. Many frequently done projects include renovating cemeteries, recreational areas, and church facilities. One scout organized the renovation of a cobblestone street in an historical ghost town. The road was leveled and 45,000 bricks were used to complete the project.
9. Scout organized an identification program, which allowed people to have their valuables and appliances marked with electric pencils so that they could be identified in case of theft.
10. A community wide blood drive was conducted to build up the blood supply for a local hospital. Scouts advertised the drive, delivered notices door-to-door, and assisted at the blood donation center.
11. Scout reviewed and interpreted approximately 50 filmstrips for his church. He cataloged them and devised a filing system. A storage facility was constructed for tapes, films, filmstrips, and recordings.
12. Scout organized a relief clothing drive. He made signs and distributed collection boxes. When full these boxes were delivered to needy people.

13. Scout cleaned and restored an area of approximately three acres where 2,500 trees had been planted several years earlier. The trees had been neglected and many had died. 1,000 additional trees were planted.
14. Scout made an insect collection for a school of handicapped children. He organized the collection, identification, and listing of where the insects could be found. A glass case was constructed for display purposes.
15. To improve the looks of a riverbank, Scouts planted grass, shrubs, and flowers. The river ran through the main part of town and had become an eyesore. The planting also, helped cut down on soil erosion.
16. In cooperation with the police department, Scouts developed an operation ID project. Going to homes, they engraved valuables with the owner's Social Security number and filled in identification card on each item for the police files.
17. At a local recreation facility, a fitness trail was repaired by removal of brush, repair of washed out areas of trail and installation of bridges. A large map was also erected showing trail layout and location of fitness exercise sites.
18. A scout organized a group to clear out an unused building at a Boy's Club and constructed an indoor archery range.
19. Scout planned, organized, and constructed a forty-step stairway that eliminated what had been a 3/4-mile walk to get to the Police Station.
20. Scout developed and ran a program to completely restore a demolished Grist Mill that had been originally built in 1745.
21. Scout initiated and completed a two-mile nature trail exhibiting over 75 different types of trees, plants, and wildlife. In addition, a dozen birdhouses were constructed to use as a sanctuary for some birds over the winter and during nesting seasons.

Chapter B - Developing your Project

Use this guide to assist you in filling out the workbook as you develop your project:

Project Description

Briefly describe the project. This section should be just a brief, concise description. Details will come later.

Examples: For my project, I plan to develop a mile long hiking trail for the City Recreation Department at the North East City Park in Hometown, Maine. The project will consist of clearing trails, erecting signs, design and construction of walkways over wet areas, design and installation of bridges, etc, etc.

For my project: I plan to design and construct 8 picnic tables for the Parks department for use at South West Recreation Park in Hometown, Maine. The project will involve design, construction, staining and delivery to the park. Fundraising may be required.

Benefiting Group:

List the official name of the group or organization (religious institution, school, community) that will benefit from your project. Remember that the project cannot benefit Boy Scouts or an individual or a business.

Why Group will benefit:

This section should specify exactly how the group you are doing the service project for would benefit. Will it improve their facility; give them opportunity to provide better services? Who benefits from services provided by the benefiting group? For example doing a project for a Recreation facility may also benefit others outside of the group. The more information you provide concerning the group the better.

List the date you discussed project with unit leader: Fill in the date

Record the name, title, position within the agency (e.g. Personnel Director, Community Relations Coordinator, etc.), and phone number of your point of contact and date of your meeting.

Planning Details:

What are the Project Details? The following items must be addressed in detail within this section:

- What is the present condition?
- What exactly will be accomplished?
- What method will be used in carrying out the project?
- What materials/equipment will be used and how will they be obtained? (Financing)
- Who and how many people will be recruited to carry out the project?
- What is the time schedule?
- What are the safety concerns or hazards?

Pictures of site as appropriate.

This is the most important section of the project plan, and the area which will require the most work.

The plan should include all details needed by someone else to carryout the project by simply reading your book as though you were not around. A Recipe!!

The plan must include all details as specified in the below sections, as applicable. Since there is limited space in the workbook, you may attach pages with the details. If you do this, write the words "SEE ATTACHED" in the appropriate space. If you do it electronically, simply insert pages as needed.

Present Condition:

Describe the present condition of area that you are going to improve or alter. Pictures or drawings showing current condition of the project area should be included. For example you are going to develop a trail and replace a bridge. You could also include a picture of the bridge in its present condition along with describing its present condition, size etc. Pictures of the proposed location of what you are going to construct should also be included. Remember, the District Advancement Committee does not have any idea of what your project is about or entails and if it is important unless you show and tell them.

The Method

Plans and drawings

How are you going to accomplish your project? For example, if you going to construct something, then you will first need a drawing or design. These drawing or sketches should show all dimensions, paint schemes, floor plans, layouts or other details that can be drawn. Include these plans/drawings etc in this section.

Photographs may also be of value here for some projects. Ensure they are properly labeled with a Title (e.g. "Playground looking east"). Refer to them in the appropriate sections of the text.

What are the steps in completing your project? What exactly needs to be done?

Provide the details on how each step necessary to complete your project, the order in which you will carry out these steps. Going to replace a bridge? Then you need to talk about how you plan to remove the old, in addition to the construction of the new. How will the materials be delivered to site? How will you dispose of the old materials? Do you need permits to dispose of materials? Do you need any special permits to accomplish your project? Get the idea???

Details! Details!! Details!!!!

The plan should include all details needed by someone else to carryout the project by simply reading your book as though you were not around.

These details or instructions for accomplishing your project should read like a recipe in a cookbook. These tell the workers exactly what to do. Include a list of every task you can think of, what order they will be done, and who will do them. Include the clean up of the work site in your plan.

Materials: Materials used for project completion:

Materials are those items that are to be part of your finished project.. Examples are lumber, paint, nails, concrete, etc. This should be your shopping list for carrying out your project, so include material specifications (exact size, quality, brand, finish etc.), amount of each item and

cost. Describe exactly what is needed. If items are to be donated, state so. This is best presented in a table or list containing item, description, quantity, cost and source.

Supplies:

Supplies are those expendable things, which you need to accomplish your project. Examples of supplies are trash bags, posters, pens, markers, paper, paint rollers, drop cloths, etc. Provide a list of all supplies you will need and where you will get them.

Tools:

Most projects will require some type of tools to accomplish the task. Examples of tools are rakes, saws, bush cutters, hammers, shovels, tractors, or wheelbarrows, saws, etc. Provide a list of all tools required to accomplish your project. Tell how those tools will be obtained, borrowed, purchased, etc. If you must purchase tools, include them in the financial plan.

Coordination with Benefiting Group Representative:

Work to be accomplished; Under project details, discuss your coordination meetings with the benefiting group, to include dates you have met or talked on the phone, who was present, and exactly what they agreed to provide to you and what you agreed to do for them.

Finances:

Be sure both you and the benefiting organization understand all financial obligations. Are they going to "fund your project" or "pay up to a certain amount toward your expenses"? Are you going to raise the money? Be certain to include this in project details.

Materials: Ensure that everyone understands who will be providing materials needed. When a group says they will provide building materials, make sure you both understand, exactly what is to be provided.

All agreements between you and the benefiting group concerning details of projects, financing and materials must be described in the "Project Details Section"

Making assumptions is dangerous! Success of your project depends on proper planning

Schedule:

A good schedule is a necessity for any successful plan. It shows when each task will be accomplished and in what order they must occur. Make your best estimate of how long it will take you to accomplish these tasks and what order they will be done. This will aid you in carrying out your project, give the Advancement Committee an idea of the scope of your project and assist in your final write up when your project is completed. Consider contingencies in your schedule, such as weather delays, lack of materials.

Financial Plan:

Most every project has some costs associated with it. An estimated cost needs to be included with your list of materials and supplies. If items are loaned or donated, state so. Once YOU have determined how much the project is going to cost, you must ensure there is money to pay for it. You may consider several sources for funding, including the organization for which you are doing the project, donations from others, or any other legitimate source. While your project MAY NOT BE A FUND RAISER, you may conduct fund-raising activities, as necessary to fund your project.

You must show that funds are available or that you have a viable plan to secure them before your project is approved. If funds are to be donated by the benefiting organization or another group, it needs to be documented as to how and how much. If you plan to solicit donations or items at reduced cost, include the letter you plan to use. Be certain all parties fully understand who is providing funding or materials before you proceed. Remember, you are responsible for completing the project.

Written Materials:

If you are going to use handouts, posters, write letters or other or other written materials as part of your project, include a copy of those in the plan. These should be included as attachments to the workbook. This includes letters soliciting donations.

Project Helpers:

Discuss who will be doing the work. List the number of people, what organization they are part of, and what special skills will be required. A description of how you plan to recruit these helpers should be included.

Describe how you are going to organize the workers to get the work done efficiently. Will they be divided into teams and, if so, who will lead the teams? What tasks will each team be doing? How will you use adult leaders?

Safety Concerns:

Discuss the safety concerns of your project. Discuss how you will ensure the safety of the workers. Hazardous area, materials or use of tools, etc. Will first aid be available? Will special safety equipment be needed?

Adult Supervision:

Boy Scout policy requires at least two adult leaders be present at all times during any Scouting activity. At least one of them should have 'Youth Protection' certification. Don't assume that the right people will just 'be there' -- arrange, in advance, for them to be there. Coordinate this with your Scout leader or advisor. Include in your plan.

Work Site:

Where will the project be done? Will you construct something off site and then deliver to site. Will you work at project site only? . If the location where you are going to work requires special facilities or tools, state so. Think about how the weather will affect your work site. Include this in your project details.

Transportation:

Getting materials, people, tools, etc to the work site needs to be included. Discuss what needs to be moved; what vehicles you will need, where you will get those vehicles, and who will drive. Ensure BSA policies for drivers and passengers are followed.

Now that you have written your plan, use the attached checklist to ensure you have not missed anything. Then give your project to someone who has no idea of what your project is. That person should be able to read your plan and understand exactly what needs to be accomplished, when it will be done, materials needed, who will provide, how project is financed, etc.

They should be able to then proceed to carry out your project with out asking any questions. If that is the case, you are ready to get the approval signatures.

Your advisor can help you get the written plan in order and ready to submit

Approval Signatures:

1. Present your workbook to the official or contact person of the group benefiting from your project for his approval of your planning details, signature and date. This is where you get the final agreement from the benefiting group on what you will be doing, how you will be doing project and the financing etc. Be certain they read your workbook and agree to everything contained.
2. Present your workbook to your Unit leader for his approval, signature and date.
3. Present your workbook to your Unit committee for their approval, signature and date.
4. Send your workbook to the District Advancement Committee for their approval, signature and date. You must submit the original workbook with the original signatures. If you have done it electronically, printed out workbook and obtain signatures prior to submittal. Ensure book is bound in a report folder or binder. Mail the original signed copy workbook to the York District Committee and email the electronic copy. Electronic copies allow us to distribute for review prior to the meeting. Saves you time in the approval process.

The York District Committee meets once a month typically on the 4th Wednesday of the month to review projects. Be certain to send project in early in the month so it arrives in time for consideration. If additional details are required before we can approve your project, your project workbook will be returned along with a letter explaining what needs to be done.

When, and only when, you receive your workbook back with all 4 required signatures you may proceed to carry out your project.

Note: This is an approval for project start and does not mean that the board of review will approve the way the project was carried out. Although the project idea must be approved before work is begun, the board of review must determine and approve the manner in which the project was carried out. Questions that must be addressed include:

- Did the candidate demonstrate leadership of others?
- Did he indeed direct the project rather than do the work himself?
- Was the project of real value to the religious institution, school or community group?
- Who from the group, benefiting from the project, may be contacted to verify the value of the project?
- Did the project follow the approved plan or were modifications needed to bring it to its completion?

The Candidate should be aware the major emphasis of an Eagle Scout Service Project is the demonstration of leadership. The effort must be well planned, organized, and carried to completion under the direction of the Scout. The Eagle award is the highest honor that may be earned in Scouting; therefore, the work involved must represent the Candidate's best efforts.

York District Review Checklist for “Eagle Scout Leadership Service Project Approval”

Scout's Name: _____ Phone: _____ Unit #: _____

Date Project Received: _____ Date Reviewed _____

District Reviewers: _____ and _____

Preliminary: These MUST be completed prior to beginning the Eagle Project Review.

- Using Eagle Scout Service Project Workbook (Life to Eagle Packet, #18-927)
- Signature of representative from benefiting organization? (Approval signature)
- Signature of Scoutmaster or Unit Eagle Coordinator? (Approval signature)
- Signature of Unit Committee representative? (Approval signature)
- All sections filled out

General Overview:

- Front matter filled out (name, contacts)
- Project workbook submittal properly assembled, etc.(No loose sheets, pages in order, neat in appearance)
- Project workbook bound in a report folder or a binder.
- Project Description
- Complete description of the project?
- Does the group to benefit qualify? Who will indirectly benefit? _____
- Complete description of benefit provided to the group identified?

Comments:

Planning Details:

- Complete description of the present conditions? (Pictures, maps, drawings, or sketches as appropriate)
- Methods used to complete the project:
- How will the project work be organized?
- How will the Scout demonstrate leadership?
- Need for permits included when applicable (Building, dig-safe, etc)

Comments:

Materials required for the project:

- Complete list of necessary materials? (Breakdown of the materials and amount of each needed)
- Where will the Scout secure the materials? (Retail outlets, organizations, benefiting group, etc.)
- How much will the materials cost? (Estimated cost provided with materials list.)
- How will funding to pay for the materials be secured? (Fundraiser, donations, benefiting group, etc.)
- Sample of letters soliciting donations included if applicable?

Comments:

Resources required for the project:

- Complete list of all the resources necessary? (Tools, equipment, electricity, transportation, etc.)
- Where will the Scout secure the resources? (Provided by self, friends, Troop, benefiting group, etc.)

Comments:

Project helpers (people) necessary to complete the project:

- Estimate of number of people needed and when? (Schedule helpers needed based on work to be accomplished)
- Where does the Scout plan to get the people? (Scout unit, friends, schoolmates, family, etc.)

Comments:

Time schedule:

- Has the Scout set dates for working on the project, and are these dates realistic?
- What are the contingency plans, should dates slip? (Inclement weather, missing materials, etc,

Comments:

Safety considerations:

- Hazards involving the worksite, materials, tools, and weather? (Including sun/rain protection, power tools)
- Availability of first aid supplies and access to emergency services?
- Who will provide water, etc if needed? (Will workers who neglect to bring water have access to it?)

Comments:

Actions of the District Review Team

Y N Project approved? (If not, ensure Scout has a complete understanding of what he needs to add or change)

Remarks/Comments: (Items Scout needs to address or add to project. To be contained in Review letter sent to Scout.)

Chapter C: Carrying out your Project

As you proceed to carry out your project take notes on separate sheets for everything you do. Include any appointments, phone calls, meetings etc. along with their dates. Also include those you had with your contact person prior to the start of the project. For each date you work on your project keep a accurate description of what was accomplished, who assisted you and the amount of time each person spent including dates spent preparing for the project prior to actual work day(s). Record all materials used, how they were obtained, how they were delivered and their cost. Record all equipment used and how they were obtained. These notes will assist you in completing your Service Project Notebook.

Caution: Sometimes the benefiting organization decides to change what the original plan was and request something different. If the changes are going to be major and change the scope of your project significantly, check with the District Advancement Chairman before continuing. These changes may need to go back through the approval process.

Record the Progress of your Project:

Once your project is complete, organize your notes into a report. Type or print your report neatly in your workbook or attach pages to the workbook. Additional pages may be added. Include as much detail as possible on everything accomplished from start to finished including any preparatory work done by you or others prior to the actual project workday(s). Be sure to address the following:

1. How you directed your project.
2. How you demonstrated leadership of others.
3. In detail, address all the items covered under Planning Details

Remember, others that do not know you or know of your project will review your Service Project Workbook. It must be written so that those who were not there can clearly understand how you directed your project, how you demonstrated leadership of others and that it was of real value to the benefiting group. Before submitting your report, have it reviewed by your parents, teacher, unit leader or other individual. They may be able to offer ideas.

Attach any maps, letters or other information that you used as your carried out your project.

Time Spent:

- List, in hours, the total time you spent planning this project from start to finish. This also includes time you spent prior to approval of your project.
- List, in hours, the total time you spent carrying out the project.
- List, by name, all scout, leaders and others who assisted you.
- List each date they worked with each person and hours they worked each date.
- Total the hours spent by others at any time on your project
- List in hours the grand total of time spent by you and others at any time on your project

Materials:

List all the actual materials and supplies used for your project. Include their cost. Note the source and if they were donated. This should be an update of list provided in planning section

Changes:

Describe in detail any changes you had to make from your original planning details. Include a reason why these changes were made. Changes are sometimes very necessary and are allowed provided that the original intent of the project is carried out. If the changes are going to be major and change the scope of your project significantly, check with the District

Advancement Chairman before continuing. This may require rewriting your project or cause you to start a new project.

'After' Photographs:

Pictures are required and enhance your report. Attach any pictures you have taken, prior to, during or after project completion

Approvals for completed Project:

List date your project was started and when 100% complete.

Sign and date your workbook and submit it to your unit leader for their review and approval.

Submit your workbook to the contact person of the benefiting group for their review and approval.

After your Eagle Service Project Workbook has been approved by your Unit leader and the Benefiting Group, it should be submitted to the District Advancement Committee. They will review your workbook and if everything is in order scheduled a Board of Review for you when they receive your Eagle application from Pine Tree Council.

See Chapter D; Eagle Scout Rank Application Process.

Chapter D: Eagle Scout Rank Application Process

Before you start:

Before you start make sure you have completed the following requirements prior to your eighteenth birthday.

- Have earned 21 Merit Badges including the 12 required
- Have served 6 active months in a qualified leadership position as a Life Scout.
- Completed a Service Project using the Eagle Scout Service Project Workbook while a Life Scout.
- Have shown Scout Spirit

Caution: Do not wait until the last minute to process this application and request your Board of Review. If there is something wrong or missing, you may not have time to correct it before your eighteenth birthday.

Filling out the Form:

Ensure you have the most current edition of the Eagle Scout Rank Application

Electronic copies are available at: <http://www.nesa.org/trail/58-728.pdf>

- Use your full legal name. This will be how it will appear on your Eagle Award.
- List your Social Security Number.
- All questions must be answered.

All dates entered for advancement must be correct as all dates are checked and verified by the Council Registrar. Work with your Troop Advancement Chairman to verify dates. If the Council Registrar can't find an advancement record showing your award, your application will be held up until proof of advancement is shown. Proof of advancement can be Troop records, merit badge cards (blue) or camp merit badge sheets.

Requirement 1:

- You must be active in your Troop and a full 6 months must have elapsed since you achieved your Life rank.

Requirement 2:

- References are very important. List the names of individuals who personally know you. All references are to be from outside the troop. Be sure to include their telephone number. A reference must be listed for categories. The only exception is an employer in the event you are not employed.
- Contact each reference to be certain that they would be willing to provide a letter of reference for you. The District Advancement Committee will be contacting them prior to your Board of Review

Requirement 3:

- All merit badge earned dates must listed by month, day and year. All dates will be checked and verified for accuracy by the Council Registrar.
- If some of your merit badges were earned in another Troop, make sure you note the correct Troop number. Council records are by Troop number.
- Cross out any merit badges not being used as required. These can be used as optional badges.

Requirement 4:

- You must have served actively for at least 6 full months in one or a combination of the listed leadership positions while a Life Scout. Not 5 months and 29 days.
- Enter "To Date" for a position currently held.

Requirement 5:

- This is the completion date you entered in your Eagle Scout Leadership Service Project Workbook.
- The Eagle Scout Leadership Service Project Workbook must be forwarded directly to the York District Advancement Committee.

Requirement 6:

Attach to this application a statement that includes the following:

- a. Current goals as well as post high school career plans and personal goals
 - b. Activities and organizations you participate in outside of Scouting, including leadership positions you have held.
 - c. Honors and awards you have received outside of Scouting. This report typically would be 1 to 2 pages in length.
- Take part in a Scoutmaster's conference.

Certification by Applicant and Unit Approval:

- Sign and date application.
- Submit this application to your Unit leader and Troop Committee for their approval and signature.

BSA Local Council Certification:

- Your Troop will forward this application by itself to Pine Tree Council. The Council Registrar will verify that all advancement dates are correct and return the application directly to the York District Advancement committee.

Board of Review:

- After receiving the Verified Eagle application along with your Statement of Ambitions and your completed Eagle Scout Leadership Service Project Workbook, the District Advancement Committee will review the package, and when everything is complete will contact your Troop to set up a Board of Review. Boards of Reviews are routinely scheduled for the 4th Wednesday of each month. All paperwork should be submitted by first of month, to allow time for review and processing
- For your protection, it is recommended that you make a photocopy of your paperwork before mailing.