# ✪ Quinnipiac District ✪

## ✪ Eagle Operating Procedure ✪

**A copy of this Document must be given, by the Troop, to the Scout and his/her parents when the Scout reaches the rank of Life.**

**The Eagle candidates must CC (copy) their Scoutmaster, and/or Advancement Chair, and their parents on all E-Mails associated with this project.**

## The Troop's Responsibility

*It is expected that the Troop will review all aspects of the candidate's Eagle Project Workbook at each stage before it is presented to the District.*

❑ *The Troop must print a copy of the Scout's Internet Advancement **"Advancement History Report"** to be given to the Scout to include with his/her Eagle Application **and** to bring to his/her Board of Review.*

❑ *The Troop must supply at least two Committee Member to be part of the Board of Review **OR** one Committee Member if two Troops are having Eagle Boards of Review together.*

❑ *The Scoutmaster or Advancement Chair must **make the appointment for the Scout's Eagle Board of Review with their "Area Eagle Coordinator".***

❑ *The turnaround time for the "Eagle Kit" from national is usually 4-6 weeks. If you have not been notified by your Quinnipiac District "Area Eagle Coordinator" after 8 weeks contact him/her.*

## Forms and Publications

The Eagle candidate must use the most **current** official Eagle Project Workbook as produced by the BSA and continue with the version he/she used for his/her proposal. The Eagle candidate must read and follow all workbook directions. The workbook must be typed except for signatures.

The then **current edition** of the Eagle Application must be used when sent to the Council Office for verification.

### To receive the newest versions of these forms and publications, download from:

**"The Eagle Service Project Workbook"**
Do not open the Eagle Project Workbook in a browser.
It must be saved to your computer first and then opened with Adobe Reader 9 or later, then filled-in.
**www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/**

**"The Eagle Application"**
Once filled in this application is to be given or e-mailed to your Area Eagle Coordinator along you're your Advancement History Report. The Scout receives this from his/her Troop.
**https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf**

**"Navigating the Eagle Scout Service Project"**
This is to be given to the project beneficiary.
**https://filestore.scouting.org/filestore/pdf/510-025.pdf**

**NESA (National Eagle Scout Association)**
**https://nesa.org**

**"Guide to Advancement"**
The Full Advancement Booklet
**https://filestore.scouting.org/filestore/pdf/33088.pdf**

**"SAFE Project Tool Use"**
**https://filestore.scouting.org/filestore/healthsafety/pdf/680-028.pdf**

# The Eagle Project Proposal

❑ Please give a copy of **"Navigating the Eagle Scout Service Project"** to the Eagle Project Beneficiary when you plan the project with them.

❑ A **Typed Copy** of the signed current Eagle Project Workbook, Eagle Project Proposal Section including the Contact Information page, not including any other sections, should be given OR Mailed to the your "Area Eagle Coordinator". Be sure to have all needed signatures on the signature page including the Scout's signature. **OR E-mail your Eagle Project Workbook and Signed Signature Page** to your "Area Eagle Coordinator".

   **The Approved Signed Signature Page will be e-mailed to the Scout and Scoutmaster/Advancement Chair.**

❑ The **"Project Fundraising Application"** must be used if any fund raising, in **excess of $300**, will be needed other than donations (money or supplies) from the beneficiary, the scout's family and friends, or the Troop. A **COPY** should then be given, mailed, or e-mailed (karen.caiati@scouting.org), to Karen Caiati at the Council Office.

   **After it is reviewed and signed, it will be e-mailed to the Scout and Scoutmaster/Advancement Chair.**

| **Your Council Service Center** | | | | | |
|---|---|---|---|---|---|
| Contact name: Connecticut Yankee Council | | Preferred telephone(s): 203-876-6868 | | | |
| Address: 60 Wellington Road | | City: Milford | State: C T | Zip: | 06460 |

# Eagle References

Two weeks before submitting your Eagle Application, you must request by (Mail or Email), from your references, as listed on your Eagle Application, to complete their letters of recommendation using the "Quinnipiac District Eagle Scout Recommendation Form". Please ask them to send (Mail or Email) this form directly to the your "Area Eagle Coordinator" as listed at end the form.

   **This form will be sent to you after your project proposal is approved.**

# The Eagle Application

❑ Once **all** Eagle requirements have been met, a **current edition** of the Eagle Application should be filled-out (**must be typed**) and signed by the Scout, the Troop Committee Chair, and the Scoutmaster.

❑ Remember to cross out Merit Badges not used as a required Merit Badge. (#7, #8, #10).

❑ A "high quality" **COPY** or **SCAN** of the **Eagle Application** AND a copy of the Scout's **"Advancement History Report"**, should be e-mailed or given to your "Area Eagle Coordinator"

   **Your "Area Eagle Coordinator" will notify the Scout and Scoutmaster/Advancement Chair when the Eagle application has been verified by Council.**

# The Eagle Candidate's Responsibility for Board of Review

*The Scoutmaster/Advancement Chair, NOT THE SCOUT, must make the appointment for the candidate's Board of Review with your "Area Eagle Coordinator".*

**5 Copies of the following should be brought to the Scout's Board of Review.**

*These should also be given, mailed, or e-mailed to your "Area Eagle Coordinator" for his/her review.*

❑ A copy of the Scout's "Advancement History Report", Scout receives this from Troop.
❑ The Scout's Eagle Service Project Workbook. **(All parts must be completed with all signatures)**
❑ The Life Statement (typed).
❑ The "Palms at Eagle Board of Review" form (*if applicable)*
❑ Bring your Scout Book , if you would like us to sign it

# The Eagle Board of Review

The Scout should be neat in his appearance and his Field uniform (aka class "A") should be as correct as possible with all badges worn properly. If the Scout does not have official Scout pants, the Scout may wear dress pants. The Scout should not wear jeans. The Scout is encouraged to wear his/her Merit Badge sash but not his/her OA (Order of the Arrow) sash.

It is the desire of the board to encourage the Scout to talk so that the review can be a learning experience for the candidate as well as for the members of the board. The board hopes to get to know the candidate as a Scout and as a person by asking a variety of questions. The Eagle Board of Review is not a test of Scouting skills.

An Eagle Scout board of review may occur, without special approval, up to 24 months after a Scout's 18th birthday.

The Eagle Project, all Merit Badges, and the Scoutmaster Conference must be completed before the Scout's 18th birthday.

**At the conclusion of the Board of Review, the Signed Eagle Application and the Scout's Eagle Palm form, if applicable, will be to delivered to the Council Office for processing by the Board of Review Chair.**

# Eagle Palms at time of Eagle Board of Review

A new Eagle Scout can instantly receive, along with his Eagle medal, all Eagle Palms the Scout has earned for merit badges completed before he became an Eagle Scout. These Palms recognize additional merit badges earned before completing the Eagle. There will not be a separate Boards of Review for these Palms. The Scout should bring 2 copies of the "Palms at Eagle Board of Review" form with Merit Badges filled in, to his/her Board of Review.

For Palms earned after the Scout's Eagle Board of Review AND before the Scout's 18th Birthday. The Troop will follow the "3 Month Rule" and will enter the Palms on Internet Advancement before Scout's 18th Birthday.

**This form will be sent to you after your project proposal is approved.**

# If E-Mailing Eagle Documents
## These should be sent as attachments to your E-Mail

☐ **Eagle Workbook** or **Project Proposal**
   You should have saved your **Eagle Workbook** on your computer's hard drive, not in the Cloud..
   It will save as an PDF Document.
   Do not save as a Google Doc., JPG, or anything else.
   ➡ **Rename as:** *"your name* proposal". OR *"your name* workbook".

☐ **Signature Pages** (for Proposal and for Final Project signature pages.)
   Scan* the **signature page**, with signatures, as a PDF Document.
   Not as a jpg.   Not as a photograph.
   ➡ **Rename as:** *"your name* Prop Sig" OR *"your name* Final Sig

☐ **Photographs** (if not inserted in your Eagle Workbook)
   Smart-phone or digital camera **photographs** of your project should be saved as a jpg.
   ➡ **Rename as:** *"your name* photo 1, 2, 3, *etc."*.

☐ **Drawings**
   Scan* and save any **drawings** you have as a jpg.
   ➡ **Rename as:** *"your name* drawing 1, 2, 3, *etc."*.

☐ **Life Statement**
   Safe your **Life Statement** as a PDF.
   ➡ **Rename as:** *"your name* Life Statement"*.

☐ **Eagle Application**
   Scan* the **Eagle application**, with signatures, as a PDF Document.
   Not as a jpg.   Not as a photograph.
   ➡ **Rename as:** *"your name* Eagle App"*.

   ***If you do not have use of a scanner, talk to your Scoutmaster, Advancement Chair, Friend, or Parent.**

# Quinnipiac District Eagle Advancement Team Contact Information

## *If you have a question, contact your "Area Eagle Coordinator".*

## ADVANCEMENT AREA 1

**TROOPS:** 12, 41, 59, 63, 196, 410, 701, 721, 802, 899, 907, 925, 931,

**Eagle Coordinator:** **Donald Kaletsky**

Phone / E-mail:------ 203-530-5697 / dkaletsky-bsa@yahoo.com

Address: -------------- 6 South Wind Lane, Milford, CT 06460

## ADVANCEMENT AREA 2

**TROOPS:** 1, 4, 5, 17, 32, 37, 43, 45, 47, 600, 604, 608, 610, 614, 811

**CREWS:** 424, 604

**Eagle Coordinator:** **Jim Christensen**

Phone / E-mail:------ 203-909-2822 / jchristensen608@gmail.com

Address: -------------- 66 Oakland Court, Meriden, CT 06450

## ADVANCEMENT AREA 3

**TROOPS:** 401, 404, 424, 428, 453, 463, 471, 472, 474, 490, 494, 633, 1633, 6424

**SHIPS** 1, 79

**Eagle Coordinator:** **Stanley Malinowski**

Phone / E-mail:------ 203-401-1762 / stan.malinowski@snet.net

Address: -------------- 218 Briarwood Drive, Guilford, CT 06437

# Very, Very Important Reminders, Read Them Now.

- **First Read , Understand, and Follow ALL** directions in the Eagle Service Project Workbook.
- Make sure you know what **Advancement Area** your troop is in… see list above…
- Remember to "copy" all E-Mails associated with this project to your Scoutmaster and/or Advancement Chair and your parents.
- The Eagle candidate **should NOT change his Eagle Service Project Workbook version**; he/she should continue with the version he used for his/her proposal.
- Remember to put your **"PID"** (Personal Identification Number) on the Contact Information page.
- Remember to put your **Life Board of Review date** and the **Scout's leadership position with dates** on the Eagle application.
- Remember to have all needed signatures, **including the Scout's signature**, on the signature pages.
- **We require**, that the Eagle Service Project Workbook, the Eagle Application, Project Fundraising Application, and the Life Statement **will be typed**.
- The **Eagle Project,** all **Merit Badges**, and the **Scoutmaster Conference** must be completed **before the Scout's 18th birthday.**
- An Eagle Scout board of review may occur, **without special approval**, up to **24 months** after a **Scout's 18th birthday.**
- Remember to give **"Navigating the Eagle Scout Service Project"** to the Eagle Project Beneficiary.
- All **"Youth Protection"** rules should be in effect during Eagle Projects. *
- All **"Guide to Safe Scouting"** rules should be in effect during Eagle Projects. *
    - *  Your Scoutmaster can explain these to you.

## *If you have a question, contact your "Area Eagle Coordinator".*

# *Make sure you have read and understand this entire document.*