

POWAHAY DISTRICT EAGLE PROCESS
(Digital signatures are acceptable)

Eagle Applications and Workbooks should be typed, not handwritten.

Soon after a Scout's Life board of review the troop should instruct the Scout to go to our council web site to obtain the necessary paperwork to begin the Eagle process.

The Scout must read the Eagle Scout Service Project Workbook and Eagle Scout Rank Application thoroughly. Any questions should be directed to the troop's Eagle advisor or other appointed individual in the unit.

The Workbook must be used to complete the required service project. It should be the Scout's best effort. It must be the most recent version of the Workbook.

If Scouts have questions about a possible project or are unable to find one they should speak with their Eagle advisor. Keep in mind that the average number of hours, both nationally and in our district, is 100 hours.

Once a proposal has been written up in the Workbook the Scout should obtain all required signatures (digital signatures are fine) except for the district advancement chair. Once those signatures are obtained, email the Contacts page and Proposal to the district advancement chair at cwickett@optonline.net. Approval will not be given unless the Scout has already obtained all other required signatures.

No project work or solicitation of money or materials may be started until the project has been approved.

After project approval the Scout may begin work on the Final Plan of the Workbook. The Plan is completed before the project begins. Once work has begun, the Plan should not be changed; changes in the Plan may be accounted for in the Final Report. It is strongly advised that the plan be shared with the project coach. The plan should also be shared with the project beneficiary in whatever form (using the Workbook, by e-mail or phone, etc.) agreed to by the beneficiary. Once the Scout feels ready to start the project work may begin as long as the beneficiary approves. Approval by the coach is not necessary.

Project coaches should be familiar with the type of work the project entails. They may be appointed by the troop or recruited by the Scout.

Project work must follow BSA rules: *The Guide to Safe Scouting* clearly states ages of Scouts that may use certain tools. At least two adults, both of whom must be BSA registered and over age 21, must be present

If Scouts are going to be asking for money, **materials** or gift cards with a value over \$500 from persons or businesses other than themselves, their family, the project beneficiary, their unit or parents or members of their unit, or the unit chartering organization, the Eagle Scout Service Project Fundraising Application must be completed after the Proposal is approval and then submitted to council before any solicitation begins.

Any person or business approached must be made aware that they are contributing to the project beneficiary, not BSA, and any receipts must come from the beneficiary. Any leftover funds must be given to the beneficiary.

If any permits are required for the project they must be obtained by the project beneficiary.

The Scout is advised to keep a record of workers and the hours they worked as well as a few salient points that will assist in completing the Final Report section of the Workbook.

Once the project is complete the Scouts should obtain the necessary signatures in the Workbook. They are advised to complete the Final Report as soon as possible while details are fresh in memory.

Once Scouts have completed all Eagle requirements they should then complete the Eagle Scout Rank Application. It must be the most recent version of the application. The troop can provide a copy of the individual ScoutNet record. The application should be typed on the computer.

All dates on the application should be completed with month, day and year. They must be identical to those dates on record at council. If there is a problem with records the troop should work to resolve those issues immediately, before the application is submitted. The troop is reminded that a Scout's ScoutNet record should be updated before the Eagle Application is turned in.

All reference lines must be filled in except of the Employer line if the Scout is not currently employed. If Scouts do not have a formal religious affiliation their parent should be the Religious reference. All references should be names of people not places. Complete names, addresses and phone numbers must be given. References should be adults and should not be the unit leader or committee chair as they are already signing the application elsewhere.

Positions of responsibility must be held for at least six months while a Life Scout. This may be multiple positions but may not be those which run concurrently.

The essay requirement may be a combination of a list and essay. List affiliations (even if not leadership positions) in school, religious organization, community, Scouting, etc., noting honors or leadership roles. The essay portion should consist of life ambitions and life purpose. Note that life purpose is not ambitions for a career. This is not an essay about why you think Scouting is great!

The Scoutmaster conference does not necessarily need to be the final requirement fulfilled. It may be any conference held while a Life Scout but must be no later than the day before the scout's 18th birthday.

Signatures of the unit leader and committee chair must be for those specific positions and may not be substitutions. They may be obtained after the Scout's 18th birthday.

If a unit leader or committee chair refuses to sign the application it may still be submitted and the Scout and unit will be contacted by the district advancement chair.

All requirements (except the board of review) must be completed no later than one day before a Scout's 18th birthday. Although paperwork may be turned in after that date it is strongly advised that this be done very soon after that birthday in order to not create the impression that work continued after that date and to allow time for validation of the application and scheduling the board.

Once all requirements are complete and paperwork has been approved by the troop Eagle advisor or other adult troop member, the Scout should email all paperwork (Application, essay, entire Workbook) to the district advancement chair. cwickett@optonline.net

Once council has verified the Eagle Application the Scout and unit will be contacted to finalize the board of review date. The unit will be asked to provide either one or two unit committee members to be members of the Eagle board. Scouts never choose the members of their board of review. Scoutmasters or assistants are not members of the board although one may attend to introduce the Scout and lend moral support.

After a successful board of review, once approval is received from national BSA (which takes about a month), the Scout may wear the Eagle badge and does not need to wait for a court of honor in order to do so. The date of the board of review is the date the Scout becomes an Eagle.