

Eagle Scout Service Project – Steps After Project Approval

The Eagle Packet is the culmination of your scouting experience—ensure it reflects that achievement! There are several parts to the Eagle Packet—the Eagle Application, Project Workbook and supporting information.

Eagle Application—Download from Scouting.org for the most recent version; print in color, 2-sided. The application should be completed on the computer (fillable pdf) or by hand using a pen, not pencil. Your unit advancement record will have the dates for joining, rank BORs, and so on.

Req 1: Active in unit as Life Scout for at least 6 months; DOB and Life BOR date

Req 2: Living by the Scout Oath and Law—provide the name, address, phone, email for those who you ask to write a letter of recommendation; references (other than parent/guardian) should not be a close relative or anyone from your troop. If you have no affiliation with a religious institution or faith leader, your parent/guardian should write a 2nd letter attesting to your belief in a higher power. If you are not employed, enter “none” for Employer—this is the only optional reference. The final 2 references may be another educator, a neighbor, co-worker or faith leader--someone who knows you well.

Letters of Recommendation—Supply each person that you listed with a stamped envelope addressed to your Unit Leader. Ask each person to mail their recommendation using that envelope. Your Unit Leader will receive and collect the envelopes, unopened, and will eventually add them to your Eagle packet. Mark each envelope with your name and a letter or number to identify who sent it. This way your leader knows which scout the letters refer to, while the letter/number will help you and your unit leader determine whose letter, if any, may be missing.

Req 3: Earn a total of 21 Merit badges—this section is only for verification of the MBs dates that were used for each rank earned—only list 21 MBs here. Enter your Eagle Required MB information. For badges 7, 8 and 10, cross off the options not used. For example, if you earned Swimming MB first, it is the Eagle Required badge; cross out Hiking and Cycling. If any of the crossed out badges were earned later, they may be entered as electives. It is important to list elective MBs in order by the date earned. Star, Life and Eagle ranks require a certain number of elective MBs—the elective MBs used toward those ranks must be listed to verify the MBs were earned on or before the BOR dates. Be sure to list the date the MB was completed, not the COH date when you received the badge. Also list the unit you were a member of when earning each badge. If you have earned more than the 21 MBs needed for Eagle, the BOR members will want to see a list of all the badges you have earned—how to include that information in your packet will be detailed later in this document.

Req 4: Position of Responsibility—the leadership role(s) you served in AFTER becoming a Life Scout. The date in the leadership position(s) must cover at least 6 months; more than one position may be used.

Req 5: Eagle Project. Enter the Project Title and Total hours to complete the project—Total the hours for everyone who volunteered toward completion of your project. That includes time spent planning, meeting with the beneficiary, picking up lunch to feed the volunteers, purchasing materials, building, official picture taking and so on, as reported in your Project workbook.

Req 6: Unit Leader Conference (this must occur before your 18th birthday)

Certification by Applicant – There are several parts to this. The first sentence is a statement that everything in the report is true and correct and completed by your 18th birthday (or the date specified on the extension if one was granted). You sign just below this section.

An important section follows. Read it carefully. This is information for your Board of Review. First, it asks you to attach a statement of your ambitions and life purpose. This statement should be a paragraph or two, sharing your vision for your future. Look ahead 5 years, 10 years or more. What are your life goals? What are your plans to achieve these goals? What are your plans for education or career training after high school, your anticipated career, your plans for family or community involvement? This is not a reflection on your best camping trip, favorite leaders, or what you've learned from your scouting experiences. It is a look into your future.

A second part of the information for your BOR asks you to give a listing of organizations outside of scouting where you have demonstrated leadership or received awards or recognition. This paragraph or list should tell the BOR members what you have done outside of scouting, where you've demonstrated leadership or received recognition. Are you co-captain of a team? Section leader in band? Have you held an office in student government or a club at school? Planned an event for your church youth group? ROTC? Science Fair? Attach this list and the Statement of your Ambition and Life Purpose to the application.

Signatures—you, your unit leader and unit committee chair sign and date the application; Note during COVID restrictions, digital signatures are acceptable.

Req 7: Eagle BOR—this section will be completed after your BOR.

NOTE—if you received approval for a COVID related extension past your 18th birthday, attach a copy of the approved "Request for Extension of Time" form to your Eagle application.

Eagle Project workbook—3 sections—Project Proposal, Project Plan and Project Final Report

Complete all questions: Use full sentences when possible. All entries should be completed using the computer or by hand using a pen—not pencil. You will be entering and re-entering similar information as you go through each section—step back and ask someone to proof read the document for incomplete answers, typos and misspellings.

Photos: Include pictures, drawings or maps that illustrate the main steps of your project.

Include captions on all pictures to explain what the photo is showing (examples—the location where project will be built, or rotted boards on the building to be replaced) or identify what is taking place (examples—excavating the site 12" deep, identifying and marking invasive plants to be removed, precutting lumber for shelving, or assembling the benches). Use photos to show the steps you lead the volunteers to follow to complete the project. Be reasonable though--focus on key aspects of the project and not every minor detail.

For outdoors projects it can be helpful to include an overhead view/drawing of the site. Google maps satellite photos have been used with success to show an overview of projects or relationship to existing features on the property, or the location of trails, rain gardens, and disc golf courses.

Well-selected photos, with captions, will aid your Eagle BOR members to understand the scope and your method of completing the project.

Note: Inserting pictures into the fillable booklet forms can be limiting. Pictures may be printed on separate sheets and inserted into your workbook after it is printed out.

Putting it all together—the Eagle Binder

Again, this binder represents the culmination of your scouting experience—it should reflect your accomplishments!

Cover sheet—produce a cover for the binder that will contain the original of your Eagle Project Workbook. The cover should reflect your accomplishment—a picture of your project is appropriate, be sure to include your name and unit type and number, prominently on the cover.

Additional information—Provide a copy of your unit advancement record—a listing of all your merit badges and any awards or significant activities, training or accomplishments. Copies of your application, statement of life's ambition, listing of activities of leadership outside of scouting should also be included in your binder.

Workbook--Print out the completed Eagle Scout Project Workbook in its entirety; insert any extra pages with pictures or supporting documentation. Check that everything is legible and printed correctly.

Next, make the 3 copies that will eventually be used by members of your Eagle Board of Review. For the workbook, it is only necessary to copy pages where you've entered information. (For example, there are introductory and instructional pages at the beginning of each booklet, those pages do not need to be copied.) Also, make 3 copies of your application, the Statement of Ambition, the List of other leadership roles and awards, your unit advancement record and if applicable, an approved "Request for Extension". All of these copies may be black and white—BOR members will refer to the originals in your binder if necessary. Securely clip each set of copies together with a binder clip. Do not staple any sections together. This will allow the Board Chairman to insert additional materials for the Board Members. (Please do not place these copies in binders.)

Finally – When your Workbook is complete and the Eagle Application filled out, the original and three copies of everything go to your Unit Leader. The Unit Leader and your Committee Chairman and/or Advancement Chair will review your work. If satisfied that you have completed all the requirements for the Eagle Rank, they will sign the Eagle Application. Your Unit Leader will end up with the original binder, three copies and sealed envelopes with your Letters of Recommendation. These items must be delivered to different places. Your Unit Leader can determine what the current delivery instructions are and will determine how they get there.

Instructions during COVID restrictions:

EMAIL TO COUNCIL— amy.davidson@scouting.org

- Eagle Application
- Statement of Ambition
- Listing of Leadership and awards received outside of scouting
- If an extension was granted, also include the approved “Request for Extension” form.

NOTE—prior to COVID restrictions the items listed above AND the original Eagle Project Workbook binder were delivered to the Cradle of Liberty Council office: 1485 Valley Forge Road, Wayne, PA; if delivering to council, be sure to get a receipt of items delivered.

DELIVER to EAGLE BOARD CHAIRMAN—(Chuck Arkens; address below)

- The Eagle Project Workbook (original, in the binder)
- 3 copies of the Eagle Project Workbook,
- 3 copies of the Eagle Application,
- 3 copies of the Unit Advancement record,
- 3 copies of the Statement of Ambition and Life Purpose
- 3 copies of a Listing of Leadership and awards outside of scouting
- AND the 5 or 6 sealed envelopes with the letters of recommendation

Questions?

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Eagle BOR Chair
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215-855-5599
chuckroc@aol.com

Rob Nagele
Eagle Advancement Chair
215-699-4779

Holly Hammond
Advancement Chair
Email Fundraising applications
and COVID-related “Request for
Extension” applications to:
Holly_Hammond@verizon.net

If completing your Eagle project before turning 18 is delayed due to the COVID restrictions, you may submit a “Request for Extension” form, for a 3 month extension. Forms are available on Scouting.org—form 512-077. Council currently has been granted special permission to review and grant COVID-related requests. To apply, submit the completed form, along with a letter requesting an extension and why, copies of your project proposal if the extension involves the project and a report from scout book, or other record that shows all the requirements you have completed for Eagle. Email all the above to Holly Hammond, Advancement Chair (email address listed above).

Guidelines for Conducting Eagle Projects during COVID restrictions and the COVID Screening Questionnaire are available on the Cradle of Liberty website.