

Longhouse Council - Cayuga County District

Eagle Service Project Approval and Board of Review Process

Contact Information:

Eagle Board Chair – Jack Hai

Ph: (315) 252-2690

The Cayuga County District Advancement Committee has redefined the Eagle Service Project Approval and Eagle Board of Review process in accordance with National standards. The effort was made to bring consistency and a more responsive process for the Eagle Scout candidates in our District.

The committee meetings are scheduled the second Thursday of each month. Notification of the time and place will be given in advance.

Eagle Project Review Process:

- Have your Eagle Scout Leadership Service Project Workbook complete, preferably typewritten, through page 9 (current version) with all signatures.
- Non legible, handwritten forms will be rejected.

- Must use the current version which is located at <http://www.scouting.org/filestore/pdf/512-927.pdf>

- Include the materials and tools list required to complete the project as well as the plan for acquiring the money needed to fund the project.

- The write-up should be detailed enough so that someone else can read it and actually have all the information required to do the project.

- Contact the Eagle Board Chairperson to schedule a project review meeting at least 2 weeks prior to the next scheduled meeting.

- Please note that proper grammar, salutations, and letter writing via email or any other method of communication should be used, as this is a formal process.

- Turn in your project workbook to the Council Office at least 1 week prior to the meeting, you will then be contacted to confirm the date and time for your review.

- Arrive at the meeting at least 10 minutes early, in Class A uniform, with all the information for review of your project.

- You will meet the board and discuss your project. Approval or requests for more information and changes will be made at the meeting.
- Work on the project cannot begin until it is reviewed and approved by the board.
- Any significant changes to the project after approval must be pre-approved by the board. Remember to document ALL changes to the project.
- A registered representative of the unit (must be a non-parent) may sit in and observe the Eagle Project and Eagle Board of Review.

Eagle Board of Review Process:

- Have your Eagle Scout Leadership Service Project Workbook, complete and with all signatures.
- Have your Eagle Scout Application complete with all signatures and including your statement of ambitions and life purpose (requirement 6). A current pdf version is located at http://www.scouting.org/filestore/pdf/512-728_web.pdf
- Turn in the above to the Council office when all requirements are met. **IMPORTANT- THESE FORMS MUST BE RECEIVED PRIOR TO YOUR 18th BIRTHDAY!!**
- Mail out your requests for reference letters to those on your application, (include a stamped, addressed envelope) and have them send them directly to the Council office.

Longhouse Council, BSA
2803 Brewerton Road
Syracuse, NY 13211

Attn: Cayuga District Advancement Committee

- Please note that proper grammar, salutations, and letter writing via email or any other method of communication should be used, as this is a formal process.
- Once all the forms and letters are received, you will be contacted with a date and time for your review.
- Arrive at the meeting at least 15 minutes early, in Class A uniform, M.B. sash, and with handbook and any other information needed for your board of review.
- Have one or both of your parents attend if possible.

- A registered representative of the unit (must be a non-parent) may sit in and observe the Eagle Board of Review.
- You will meet the board and discuss your project and your Eagle BOR.

Time /Date:

- Generally, held 6:30PM to 8:30PM the 2nd Thursday of the month. Exact time TBD.

Location:

- Notification will be given prior to meeting.