



Mentoring Life to Eagle

A Guide for the Eagle Scout Candidate and his Adult Mentor(s)

Oneida District Advancement Committee

**Hiawatha Seaway Council BSA
Syracuse NY**

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Table of Contents

1.	Introduction	3
1.1.	Audience	3
1.2.	Updates and Revisions	3
1.3.	Disclaimer	3
2.	Definitions	4
3.	The Process of Becoming an Eagle Scout - Summary	4
4.	Eagle Scout Mentor Concept	4
4.1.	What is an Eagle Scout Mentor	4
4.2.	What functions does the Eagle Mentor perform?	4
5.	Eagle Scout Leadership Service Project	5
5.1.	Service Project Timing	5
5.2.	Project Leadership Responsibilities	5
5.3.	Researching Project Ideas	6
5.4.	Writing up your Project Proposal	6
5.5.	Obtaining Prior Approval for your Project Proposal	7
5.6.	Performing the Project	7
5.7.	Writing up your Results	7
5.8.	Complete a Bound Service Project Final Report	8
5.9.	Submitting the Final Report	8
6.	Eagle Scout Rank Application Process	8
6.1.	Filling out the Eagle Scout Rank Application	8
6.2.	Letters of Recommendation	8
6.3.	Statement of Achievements and Life Goals	9
6.4.	Submitting Rank Application to the Council Service Center	9
7.	District Eagle Scout Board of Review	9
7.1.	Composition – Who is on the Board?	9
7.2.	What is the Board looking for?	10
7.3.	What if the Board denies the application?	10
8.	Local Council Approval	10
9.	National Board of Review	11
9.1.	Process for submitting to the National Board of Review	11
9.2.	How long does it take?	11
9.3.	How will the Candidate know when its been approved?	11
10.	Eagle Scout Court of Honor Ceremonies and Celebrations	11
10.1.	Who provides the Eagle Scout awards?	11
10.2.	When can the new Eagle Scout wear his rank?	11
10.3.	Court of Honor Ceremonies	11
10.4.	Post-Ceremony Celebrations	12
11.	Related Resources	12
11.1.	Official BSA Publications	12
11.2.	Important Contact Information	12
11.3.	Online Eagle Scout References	13
Appendix A	District Advancement Committee Considerations for Service Project Approval	14
Appendix B	Council Administrative Staff Checklist (Eagle Clerk)	15
Appendix C	Eagle Board of Review Checklist	16
Appendix D	Timeline for Eagle Scout	17
Appendix E	Eagle Scout Final Report Checklist	19
Appendix F	Eagle Scout Rank Application Checklist	20
Appendix G	Instructions for Providing Letters of Recommendation	21

1. Introduction

The purpose of this manual is to summarize for the Eagle Scout candidate, his Eagle Scout Mentor and his parent(s) the requirements and process for achieving the rank of Eagle Scout in the Oneida District, Hiawatha Seaway Council, BSA.

It outlines various procedural and resource information elements that can be used by the Eagle Scout candidate in navigating his way through the Leadership Service Project, properly completing and submitting the Eagle Scout Rank Application and the Leadership Service Project final report, and successfully passing the District Advancement Committee's Eagle Scout Board of Review.

There are a number of manuals, documents and important contacts available within the Scouting program that provide valuable information for the Eagle Scout candidate.

Similarly there are opportunities within the Scouting program for the local council or district to further specify and/or refine both the process of becoming an Eagle Scout, and in some cases the requirements and expectations for doing so. In that regard this manual attempts to document all such considerations that are local to the Oneida District, Hiawatha Seaway Council.

1.1. Audience

Scouts endeavoring to achieve the rank of Eagle Scout and their adult Mentor(s) are the primary audience of this manual. In that regard it summarizes the requirements and describes the process necessary for attaining this award.

Secondly this document serves as a reference for everyone else involved in supporting and encouraging the Life to Eagle process. In that regard it represents the Advancement Committee's best attempt at collating all requirements and procedures relating to this very important process.

1.2. Updates and Revisions

Mentoring Life to Eagle is maintained by the Oneida District Advancement Committee. This document is the repository of all policies and procedures relevant to the Life to Eagle process within the Districts. Additions and modifications shall be referred to the Chairperson of the Oneida District Advancement Committee for review, approval, and incorporation into it.

1.3. Disclaimer

The policies contained herein were adopted by the Oneida District, Hiawatha Seaway Council, BSA as of the date of publication, and supersede previous policies. They are reviewed annually, in part or as a whole, to ensure that they continue to reflect current thinking of the Hiawatha Seaway Council and the Boy Scouts of America and are consistent with current trends and requirements. They are intended to provide the basis for reasonable and consistent treatment of Eagle Scout candidates.

The contents of this manual are for administrative and informational purposes only and are not to be understood or construed as a promise or contract between the Oneida District or the Hiawatha Seaway Council and any members of the Boy Scouts of America. The District reserves the right to modify, rescind, suspend, or cancel any of its policies at any point in time and/or add new rules.

2. Definitions

Eagle Scout Leadership Service Project Workbook (hereafter frequently referred to as the *Project Workbook*) is an aid to carry you through your service project. The write-ups from this workbook will be placed into your final Project Report.

Web – The World Wide Web (WWW); method of sharing information via the Internet

3. The Process of Becoming an Eagle Scout - Summary

This section contains a very brief summary of the trail from Life to Eagle. Additional detail is provided in the following sections, appendices and external references, in conjunction with *The 12 Steps from Life to Eagle* on the back page of the Project Workbook.

1. Obtain an Eagle Scout Mentor from your troop / crew / post.
2. Obtain the most current *Eagle Scout Leadership Service Project Workbook*.
3. Fulfill the requirements for the rank of Eagle Scout
 - a. Earn the required merit badges – all of which must be *completed* before scheduling your final Eagle Scout Board of Review. *It is strongly recommended that the unit advancement chairperson, the Eagle Scout Mentor, or the Scout's parent request an advancement printout from the Council Registrar detailing the dates of rank advancements and merit badges earned. These dates should be compared with the Scout's own records and any discrepancies resolved well in advance of filling out and submitting the Eagle Scout Rank Application.*
 - b. While a Life Scout, hold position(s) of leadership (Requirement #4, Eagle Scout Rank Application), for a total of 6 months. There may be gaps in between holding positions of leadership, as well as changes in the specific leadership positions held.
 - c. Be active in your troop / post / crew while a Life Scout.
 - d. Demonstrate Scout Spirit.
 - e. Complete an Eagle Scout service project.
4. Prepare and submit the completed Eagle Scout Rank Application and the final Project Report to the Council Service Center before 18th birthday, not forgetting to include:
 - a. Statement of Achievements and Life Goals [Requirement #6]
 - b. Letters of Recommendation (see section 6.2 *Letters of Recommendation*)
5. Schedule Board of Review with the District Advancement Committee Chairperson.

4. Eagle Scout Mentor Concept

4.1. What is an Eagle Scout Mentor

The function of an Eagle Scout mentor is to provide the unit (troop) with a single source of knowledge for the transition of the Life Scout to the rank of Eagle Scout. In addition, the Eagle Scout mentor should be prepared to provide motivation for the Life Scout to achieve the rank of Eagle Scout.

4.2. What functions does the Eagle Mentor perform?

1. With the Troop Leadership / Troop Committee

The Eagle Mentor should commit to being present at the monthly troop committee meeting. Initially, the mentor should outline his/her abilities, resources and function

within the Troop. At monthly meetings he should review progress of the Life Scouts, discuss any problems and make any needed suggestions. Representation at leadership meetings may not be needed if everything can be accomplished at the committee meeting level.

2. With the prospective Eagle Scout / parents

The Eagle Mentor should schedule a meeting with the Life Scout shortly after the achievement of this rank. Ideally the Scout's parents would also be present. A list of requirements for the rank of Eagle Scout and a possible time line should be discussed. The meeting should be motivational in nature. Further contact can be either by phone or in person as needed.

3. With the District / Council

The Eagle Mentor should stay in contact with the District / Council and attend an annual "Life to Eagle" seminar. The Mentor must be aware of any changes or alterations in requirements, procedures or forms so that this information may be passed along to aspiring eagle candidates.

5. Eagle Scout Leadership Service Project

The Scout should refer to the *Eagle Scout Leadership Service Project Workbook* (hereafter referred to as the *Project Workbook*) for the requirements of the Eagle Scout Project. Listed below is a summary of things to keep in mind!

5.1. Service Project Timing

1. Don't wait until the last minute.
2. The service project can be started anytime after achieving Life Scout rank – the Scout does not have to wait until he has earned all of the merit badges required for the Eagle Scout rank before beginning his project.
3. The Service Project, along with the Eagle Scout Rank Application and the final Project Report must be completed, written up and be at the Council Service Center *before* the Scout's 18th birthday.
4. This is most important and bears repeating – Don't wait until the last minute!

5.2. Project Leadership Responsibilities

During the course of the service project, the Eagle Scout candidate is expected to demonstrate his leadership skills.

These skills should include (but are not limited to) planning, organizing and managing through teaching, coaching, supervising, solving problems, improvising, and *minimally* doing some of the actual work!

The primary intent of the Leadership Service Project is to demonstrate the Scout's ability to:

1. Set a goal
2. Plan the steps necessary to achieve that goal (including schedule, labor, materials, tasks, necessary permissions/approvals...)
3. Execute the plan
4. Adjust the plan as necessary to account for unforeseen occurrences
5. Present the results of the project in a clear and organized manner.

5.3. Researching Project Ideas

1. What is an acceptable “Benefiting Organization”?

The project may benefit any religious institution, school, non-profit organization (e.g. Girl Scouts, local food pantry, etc.) or the community at large. It may not benefit the BSA or a Boy Scout troop/crew/post. The project may not be performed for a business or be of a commercial nature.

Reference pages 2-3 of the Project Workbook for additional details.

2. How much effort should be involved?

Scouting allows each Council a certain degree of flexibility in determining specific requirements for the Eagle Scout Leadership Service Project.

While there is no specific hourly requirement in order for the project to be of a sufficiently substantial nature, 80-100 total person-hours is a suggested goal.

In order for the Scout to show leadership, typically no more than 25% of the total hours are attributed to the Eagle Scout candidate himself.

3. Fund-Raising as Part of the Project

The project may not be a fund-raiser. It may be necessary, however, to engage in fund-raising activities in order to facilitate the purchase of materials or supplies necessary to carry out the project. In that instance the Scout should advertise this fund-raising as benefiting his Eagle Scout project.

Donations of materials or supplies may be requested. Funds (cash) may not be directly solicited.

Any money acquired via fund raising or unsolicited donations in support of the project should be logged by the candidate’s Troop Treasurer, and be accumulated / disbursed through the Troop’s checking / bank account as a means of financial visibility. Any remaining funds designated for this project are to be donated to the benefiting organization.

4. Under current local guidelines, the following types of service projects, although performing worthwhile benefits to the community, do not generally afford adequate opportunities for demonstration of the Scout’s leadership abilities, and thus will not usually be accepted by the Eagle Board as a Leadership Service Project:

- a. Blood Drive
- b. Food Drive
- c. “More of” a previous Eagle Project...

5. In consideration of safety issues, please refer to the *Guide to Safe Scouting*. Also be aware of additional health or safety issues such as:

- a. Exposure to lead-based paint
- b. Power tool usage
- c. Ladders and scaffolding
- d. Dust
- e. Chemicals, solvents or fumes

5.4. Writing up your Project Proposal

1. Write up your project proposal using the *most current* version of the Project Workbook. This may be found:
 - Online (see 11.1, *Official BSA Publications* below)
 - Hiawatha Seaway Council Service Center
 - From your Eagle Scout Mentor
 - At the Life-to-Eagle Seminar held by the Council twice each year.
2. Your proposal will consist of completed pages 1 and 5-9 of the Project Workbook.
Note: Read page 7, "Project Details", carefully!
3. It's a good idea to add diagrams or drawings whenever possible to further clarify your proposal.

5.5. Obtaining Prior Approval for your Project Proposal

The Scout is required to obtain approval and signatures from the following *before* beginning an Eagle Scout Project.

1. Unit Leader (Scoutmaster, Varsity Crew Coach, Venture Advisor)
2. Unit Committee Member. Depending on unit policy, the "unit committee" approval might consist of the Committee Chairperson, the unit's Advancement Chairperson, the entire unit committee, or some other combination of unit committee members.
3. Representative from the organization benefiting from the Service Project.
4. District Advancement Committee – Once the above three approval signatures have been obtained, contact the District Advancement Committee Chairperson and schedule a date to appear before the Committee to present your project proposal (Reference 11.2, *Important Contact Information* below).

Arrive in uniform and bring the completed "proposal" sections of the *Project Workbook* with you. Reference *Appendix A, District Advancement Committee Considerations for Service Project Approval* for some of the criteria, which will be considered when approving your project proposal.

The purpose of these prior approvals is to assist the Scout in planning a successful project. This will help to insure that important issues are not overlooked, that the amount of work required is neither too little nor too much, and that the project will meet the requirements of an Eagle Scout Project.

5.6. Performing the Project

1. Lining up volunteers.
2. Making sure any needed materials are available.
3. Supervising the actual work.
4. Tracking hours of participation, expenses.
5. Document progress with photos, notes.
6. Make note of anything that did not go according to your plan, and how you resolved the difference(s).

5.7. Writing up your Results

Upon completing the Eagle Scout Project the Scout must prepare a written report. The *Project Workbook* provides an excellent guide for this report. Appendix E also offers the Eagle Scout candidate a final report checklist.

Some important points to consider:

1. This is the final report of probably one of the most important projects you will have

undertaken up to this point in your lifetime; attractiveness, organization, spelling, accuracy, and neatness count.

2. Type or legibly write your report.
3. Use a binder or three-ring notebook to give your report a neat appearance.
4. Include “before” and “after” photographs of the project, as well as your drawings and diagrams, where applicable.
5. Include a detailed list of the hours worked by everyone involved in this project. These must tally to the total hours worked that appear in the document.
6. If received, include a letter of appreciation/recognition from the organization benefiting from the project. Also include copies of any “Thank You” notes written and sent by the Scout to persons working on or contributing to the project success in any way.
7. The Scout is welcome to include copies of any news articles, publicity items, informational flyers, etc. pertaining to the project.

5.8. Complete a Bound Service Project Final Report

It is important that the final Project Report is neat, well organized, and contains all of the required information. Refer to *Appendix E, Eagle Scout Final Report Checklist* and *5.7, Writing up your Results* for a summary of what is normally included in this report, which is patterned very closely after the sections in the Project Workbook.

5.9. Submitting the Final Report

The Project Final Report will ultimately be submitted to the Eagle Clerk at the Council Service Center along with the applicant’s Eagle Scout Rank Application (see *6.4, Submitting Rank Application to the Council Service Center*).

Note: *Appendix D, Timeline for Eagle Scout* offers a time-sequenced list of events that may be used to facilitate the steps required to complete the Eagle Scout Leadership Service Project (above) and the Eagle Scout Rank Application Process (below).

6. Eagle Scout Rank Application Process

6.1. Filling out the Eagle Scout Rank Application

Filling out the Eagle Scout Rank Application form is really pretty straight-forward if you read and answer the questions carefully. Refer to *Appendix F, Eagle Scout Rank Application Checklist* for step-by-step guidance in filling out this form.

6.2. Letters of Recommendation

Requirement #2 of the Eagle Scout Rank Application asks the Scout to identify certain individuals who know him personally and would be willing to provide a letter of recommendation on his behalf.

1. As soon as the Scout’s project proposal has been approved, the Scout should begin the process of soliciting his letters of recommendation. A sample request for a letter of recommendation, including instructions for the person writing the recommendation, can be found in *Appendix G, Instructions for Providing Letters of Recommendation*. It is suggested that the Scout provide a stamped, pre-addressed business size envelope along with his request to enhance the likelihood of a timely response.

2. Letters of recommendation are to be sent directly to the Council Service Center, and not handled personally by the Scout at any time.
3. Verify receipt of the required letters of recommendation at the Council Service Center by calling the Eagle Clerk (Reference 11.2, *Important Contact Information* below). Contact individuals who have not yet mailed in their letters. **It may become necessary to find an alternate person to provide one or more of the required letters of recommendation. If this becomes the case, the Scout must update his list of references shown on the *Eagle Scout Rank Application* [Requirement #2].**
4. Letters of Recommendation must arrive at the Council Service Center before the Scout's 18th birthday, or the Scout will not be able to proceed with his Eagle Board of Review.
5. **Plan Ahead!** Do not wait until the last minute!

6.3. Statement of Achievements and Life Goals

A *Statement of Achievements and Life Goals* must be written by the applicant and attached to the Eagle Scout Rank Application [Requirement #6]. **Do not forget to complete this requirement!**

6.4. Submitting Rank Application to the Council Service Center

Place the Eagle Scout Rank Application form, with requirement #6 (Scout's Statement of Achievements and Life Goals) attached to it, in the front of the Final Project Report. Deliver directly to the Eagle Clerk at the Hiawatha Seaway Council Service Center.

7. **District Eagle Scout Board of Review**

7.1. Composition – Who is on the Board?

Scouting allows for the Eagle Board of Review to be conducted on the unit, district, or council levels. The Hiawatha Seaway Council has specified that all Eagle Board of Reviews will be conducted on the district level.

Each district within the Hiawatha Seaway Council maintains a standing Eagle Board of Review committee. Members of this committee must be at least 21 years of age. They do not have to be members of Scouting, but they must have an understanding of the importance and purpose of the Eagle board of review.

The role of these Eagle Board of Review committees is to maintain familiarity with Scouting's policies and procedures relating to Eagle Scouts; educate the leaders and units within the district about the process of becoming an Eagle Scout; and conduct Eagle boards of review within the district.

The Eagle Scout board of review is composed of at least three but no more than six members of the district Eagle Board of Review committee. Unit leaders, assistant unit leaders, relatives, or guardians of the Scout may not serve as members of the review board. The Scout's unit leader may be present, but does not participate in the review. *The Scout's relative(s) or guardian(s) should not be present in any circumstances, even as a unit leader.*

7.2. What is the Board looking for?

1. Reference checklists for the Council administrative staff (Eagle Clerk) and/or the District Eagle Board to use to make sure everything is complete and in order
2. Checklist for the Eagle Candidate – what he needs before appearing before the board
3. Project completion consistent with original proposal or reasonable explanation of variance, unexpected results, etc.
4. In as much as the Scout's Eagle Board of Review is likely the most important and formal occasion he has participated in up to this point in his Scouting career, his appearance and attire should reflect this. Arrive in a neat and clean Scout uniform, neckerchief, slide and merit badge sash (this is not an appropriate occasion to wear the OA sash). Make certain all uniform patches, insignia or medals are properly applied or displayed. The Life Scout rank should be on the uniform pocket. A badge of office displayed on the left sleeve, if any, must represent the position the Scout *currently* holds. The merit badge sash should properly display all of the merit badges the Scout has earned and should be worn over his right shoulder.

Examples of attire the Scout should avoid when appearing before the Eagle Board of Review:

- Jeans with holes in them
- Cut-off jeans
- Extraneous jewelry

7.3. What if the Board denies the application?

It is relatively rare that an application for the rank of Eagle Scout is denied, and even more unusual that, if denied, a mutually agreeable recovery plan can not be made.

If, in the opinion of the Eagle Board of Review, the applicant does not meet the requirements to become an Eagle Scout:

- The Scout will be asked to return
- The Scout is told the reason(s) for his failure to qualify
- A discussion will be held with the Scout, explaining how he may meet the requirements within a given period
- A follow-up letter will be sent to the Scout confirming the agreements reached on the action(s) necessary to complete the advancement.

If the candidate disagrees with the decision, the appeal procedure will be explained to him. If the Scout chooses to appeal, the Board will provide the name and address of the person he is to contact (See "Appealing a Decision" in the *National BSA Policies and Procedures*, # 33088D).

Reference step #9 of *The 12 Steps from Life to Eagle* on the back of the *Project Workbook*.

8. Local Council Approval

After approval by the District Eagle Board of Review, the Council Executive signs the Eagle Scout Rank Application to certify that the proper procedures have been followed.

9. National Board of Review

The purpose and function of the National Board of Review are detailed in step #12 of *The 12 Steps from Life to Eagle* found on the back page of the *Project Workbook*. Several key points that the Eagle Scout Candidate should be aware of are included in the following sections.

9.1. Process for submitting to the National Board of Review

After the local Council Executive has signed the Eagle Scout Rank Application, it is forwarded by the local Council to the national Eagle Scout Service for review and final approval.

9.2. How long does it take?

Typically it takes 4-6 weeks for the National Council to approve and return an Eagle Scout Rank Application.

9.3. How will the Candidate know when its been approved?

The Scout's Unit Leader will usually be contacted by a letter from the Council Service Center when the Eagle Scout Certificate is received from the National Council. When picking up the Eagle Scout Certificate from the Council Service Center, the Unit Leader may also retrieve the Scout's final Project Report.

10. Eagle Scout Court of Honor Ceremonies and Celebrations

There are many different ways to conduct an Eagle Scout Court of Honor and any planned celebrations which may follow. These activities are not part of the scope of this effort, but included below is a general overview and some online references to go to for more information.

10.1. Who provides the Eagle Scout awards?

The BSA National Council provides the Eagle Scout Certificate.

Depending upon the practice in the Scout's unit, either the Unit, the Sponsoring Organization or the Scout's Family would normally purchase the "Eagle Scout Kit" containing the Eagle Rank cloth patch, Eagle Scout Ribbon, Mother's Pin, Father's Pin and Mentor's Pin. Don't forget to purchase the Eagle Scout Neckerchief and slide at the same time. This may be done only after the Eagle Scout Certificate has been received from the National Council.

10.2. When can the new Eagle Scout wear his rank?

The Eagle Scout approval process is not complete until the Council Service Center has received the signed Eagle Scout Certificate from the National Council. At that time the new Eagle Scout may wear the corresponding rank insignia, even if the Eagle Scout Court of Honor has not yet been held. Traditionally the Eagle Scout Medal is not worn until formally awarded at an Eagle Scout Court of Honor.

10.3. Court of Honor Ceremonies

Depending upon the practice in the Scout's unit, the Eagle Scout Court of Honor may be planned by the Scout's unit adult leadership and/or Scouts or by the Scout's family. Because earning the Eagle Scout Award is such a significant achievement, it is usually awarded at a special Eagle Scout Court of Honor at which no other awards are made.

In some cases two or more Scouts who have gone through the Scouting program together may choose to have their Eagle Scout Awards presented at a joint ceremony. Less frequently, the Eagle Scout Award is sometimes made at a unit Court of Honor along with other awards.

Invitations to the Eagle Scout Court of Honor are typically sent out by the Eagle Scout's family to the other unit members and the Eagle Scout's family, friends and other significant individuals. Commercially prepared invitations are available or custom ones can be made.

The Eagle Scout's unit or family may choose to request letters of congratulations from significant individuals in the Scout's life and from prominent US citizens (current/former presidents, senators, congressmen, sports figures, astronauts, etc...), many of whom are themselves Eagle Scouts, which can be displayed or read at the award ceremony or post-ceremony celebration.

Reference 11.3, *Online Eagle Scout References* as a starting point for additional information on the different types of Eagle Scout ceremonies that may be performed.

10.4. Post-Ceremony Celebrations

Frequently there is some sort of celebration held following the formal Eagle Scout Court of Honor. Depending upon the practice in the Scout's unit, this may be organized by the Scout's unit, the Sponsoring Organization, or the Scout's family. It may consist of anything from coffee and cake to some sort of buffet, to a dish-to-pass or even a catered dinner. Talk with your unit leadership and other families that have held Eagle Scout celebrations to learn about what has usually been done in your unit.

11. Related Resources

11.1. Official BSA Publications

Title	Web Link (if available)
<i>Eagle Scout Leadership Service Project Workbook</i> , #18-927E, Boy Scouts of America	http://www.nesa.org/how-to-manuals.html
<i>Boy Scout Requirements</i> , #33215, Boy Scouts of America	http://www.scouting.org/BoyScouts/AdvancementandAwards.aspx
National BSA Website	http://www.scouting.org/
<i>Advancement Committee Policies and Procedures</i> , #33088D, Boy Scouts of America	
<i>Guide to Safe Scouting</i> , #34416A, Boy Scouts of America	http://www.scouting.org/HealthandSafety/GSS.aspx

11.2. Important Contact Information

Hiawatha Seaway Council, Inc.
 Boy Scouts of America
 2803 Brewerton Road
 Mattydale, New York 13211
 Phone: (315) 463-0201
 FAX: (315) 463-5729
 Website: <http://www.cnyscouts.org/>

Hiawatha Seaway Council Contacts			
Position	Name	Phone	E-mail
Eagle Clerk / Registrar	Ann Scofield	463-0201	rscofiel@bsamail.org
Council Advancement Chairperson	John White		

District Advancement Committee Chairperson			
District	Name	Phone	E-mail
Oneida	Bob Clark	638-8365	rclark02@twcny.rr.com

District Eagle Board Chairperson			
District	Name	Phone	E-mail
Oneida	Bob Clark	638-8365	rclark02@twcny.rr.com

11.3. *Online Eagle Scout References*

Title	Web Link
MacScouter – Eagle Scout Court of Honor Handbook, The Eagle Project Handbook, Eagle Commendation Letters	http://www.macscouter.com/Eagle/index.html
National Eagle Scout Association (NESA)	http://www.scouting.org/nesa/
EagleScout.org – Multiple resources to assist with becoming an Eagle Scout and with planning the celebration which follows	http://www.eaglescout.org/
U.S Scouting Service Project – portal to multiple Scouting websites – type “Eagle” in the search box	http://www.usscouts.org/

A wealth of additional Eagle Scout related information from troops and councils across the United States can be found by using your favorite Internet search engine (e.g. Google <http://www.google.com>), looking for phrases such as “Eagle Scout”, “Eagle Court of Honor”, or “Eagle Project”.

Appendix A *District Advancement Committee Considerations for Service Project Approval*

Following are some of the important criteria against which a project will be evaluated. In preparing his report the Scout should address as many of these items as possible / relevant.

Project Planning Phase

1. Will the project benefit others?
2. Is the project of real value to the religious institution, school, or community group?
3. Who from the group benefiting from the project will give guidance?
4. Does the project demonstrate leadership of others?
5. Will the Scout indeed direct the project rather than do all of the work by himself?
6. Who will help carry-out the project?
7. What materials will be used and how will they be acquired?
8. Does the project require a sufficient number of hours (labor + leadership hours) to complete?

Final Project Submission

9. Did the project follow the plan, or were modifications needed to bring it to completion? The final project report should include an explanation as to *why* these changes were necessary.

GREAT Hints are included above for the Scout and Mentor when trying to decide what project to do...

Appendix B Council Administrative Staff Checklist (Eagle Clerk)

Candidate's Name _____ Date _____

Unit Number _____ District _____

- 1. Received correctly completed Eagle Scout Rank Application form
(Use *Appendix F, Eagle Scout Rank Application Checklist* to verify this)

- 2. Received 5 required Letters of Recommendation (6 if employed) [Requirement #2]
 - Parent / Guardian
 - Religious
 - Educational
 - Employer (if employed)
 - Other
 - Other

- 3. Statement of Leadership Roles and Life Goals written by applicant. [Requirement #6]

- 4. Required Signatures
 - Certification by Applicant
 - Unit Leader / Coach / Advisor
 - Unit Committee Chair
 - BSA Local Council Certification (Eagle Clerk)

- 5. Received completed Eagle Scout Leadership Service Project Workbook and associated project write-up, photos, etc. in a bound form, neatly and legibly presented.
(Use *Appendix E, Eagle Scout Final Report Checklist* to verify this)

Appendix C Eagle Board of Review Checklist

Candidate's Name _____ Date _____

- 1. Service Project meets guidelines from *Appendix A, District Advancement Committee Considerations for Service Project Approval*
- 2. Completed *Appendix B, Council Administrative Staff Checklist*.
- 3. Review Letters of Recommendation
- 4. Scout presents himself in appropriate Scout Uniform (see 7.2, *What is the Board looking for?*)
- 5. Scout is able to discuss all phases of his Service Project, convincing the Board of his fulfillment of the Eagle Scout Service Project requirements.
- 6. Scout exhibits an attitude and acceptance of Scouting ideals, assuring the Board that good standards have been met throughout his Scouting experience.
- 7. Scout is able to share his hopes and goals for his future.

***GREAT* Hints are included in the above checklist for the Scout and Mentor when preparing for the Eagle Board of Review**

Appendix D Timeline for Eagle Scout

- 1. Life-to-Eagle Mentor is assigned. Mentor's name is _____
- 2. Obtain and review most recent copy of Scout Leadership Service Project Workbook (online from Council website). Pay particular attention to the sections *Your Eagle Scout Leadership Service Project* AND *The 12 Steps from Life to Eagle* (on back cover).
- 3. Start a log to track all time involved in planning and completing the Eagle Scout Project
- 4. Eagle Scout Applicant, with Mentor's guidance, determines desired nature of Eagle Scout Project. Contact project supervisor from benefiting (non-profit) organization to agree upon the project details (Note: you will need the project supervisor's signature in the workbook before beginning work. See step #7, below).
- 5. Complete preliminary write-up of proposed project (Project Workbook, Pages 5-8).
- 6. Take "before" pictures (Project Workbook p.9)
- 7. Present project plan to (a) project supervisor from benefiting organization, (b) Scoutmaster / Coach / Advisor, and (c) Unit Committee. Obtain signatures from each in the "Approval Signatures" section of the Project Workbook.
- 8. Contact the Eagle Clerk at the Council Service Center to schedule the project presentation for approval. Record appointment here:
Date _____ Time: _____ Location: _____
- 9. Appear in uniform at the appropriate time and place to present the project plan.
- 10. Obtain project approval signature from Eagle Board Chairperson before continuing.

DO NOT BEGIN WORK ON YOUR EAGLE PROJECT UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED

- 11. Request Letters of Recommendation ASAP as per *Eagle Scout Rank Application* requirement #2.
- 12. Perform the agreed upon project as outlined in the approved project plan. Take "during" and "after" pictures.
- 13. Complete the Project Workbook, incorporating it into the final report (reference *Mentoring Life to Eagle, Appendix E - Eagle Scout Final Report Checklist* for additional details).
- 14. Fill out Eagle Scout Rank Application (reference *Mentoring Life to Eagle, Appendix F - Eagle Scout Rank Application Checklist* for additional guidance). Don't forget to attach Requirement #6 to this form. **Include in the front of the final report.**
- 15. Periodically call the Eagle Clerk at the Council Service Center to verify receipt of all Letters of Recommendation. Letters must be received prior to Scout's 18th birthday.
- 16. Turn all paperwork into the Council Service Center *before* Scout's 18th birthday, where it will be checked to verify that everything has been completed. Leave enough time before 18th birthday to correct any errors or omissions!
- 17. The Eagle Scout Applicant will be contacted to schedule the time / place of their Eagle Board of Review. Record appointment here:
Date _____ Time: _____ Location: _____
- 18. Appear in uniform (reference *Mentoring Life to Eagle, section 7.2 - What is the Board looking for?*) at the appropriate time and place to present the final project report and complete the Eagle Board of Review (refer to hints at the end of *Mentoring Life to Eagle*,

- Appendix C - Eagle Board of Review Checklist* for insight into what the Board is looking for).
19. Pending approval by the District Eagle Board of Review, the Scout Executive of the Hiawatha Seaway Council must also approve the Eagle Scout application. It will then be forwarded to the national office of the Boy Scouts of America for their approval. The Scoutmaster / Coach / Advisor will be notified when this process is completed.

Congratulations!

Now begins the planning of the Eagle Scout Court of Honor and celebration!

Appendix E Eagle Scout Final Report Checklist

This is the final report of probably one of the most important projects you will have undertaken up to this point in your lifetime. Neatness, organization and spelling count.

This report will typically be contained in a report cover or a 3-ring notebook, and contain the following information; much of which is from the Project Workbook:

- 1. Scout / Unit / Unit Leader / Committee Member information [Page 1].
- 2. Project Description, as first written up for project approval [Pages 5 & 6].
- 3. Project Details, including any of your drawings or diagrams where applicable [Pages 7 & 8].
- 4. "Before" pictures [Page 9].
- 5. Approval Signatures for Project Plan [Page 9].
- 6. Carrying Out The Project – Be sure to include the sign-in sheet(s) used on the day(s) of the project, showing a list of workers' names and hours spent on the project [Page 10].
- 7. Materials Used and Costs [Page 11].
- 8. Changes from the original plan, and why... [Page 12].
- 9. "After" pictures [Page 13].
- 10. Approvals for Completed Project [Page 13].
 - Applicant Signature, dated after project was done.
 - Unit Leader signature and date.
 - Signature / Date from representative of the group that benefited from the project.
- 11. If applicable, include copy of "Thank You" note written by Eagle Scout Applicant to participants assisting with his project.
- 12. If applicable, include copy of Acknowledgement Letter received by Eagle Scout Applicant from group the benefited from his project.
- 13. Miscellaneous info – e.g. newspaper clippings, benefiting organization's newsletter article, handouts / flyers you used, thank you notes received, etc.
- 14. Include your properly completed Eagle Scout Rank Application (including your essay for Requirement #6, statement of Ambitions and Live Purpose) at the beginning of the report.

Note 1: All page numbers shown are from the printed version of the *Project Workbook*, #18-927E, 2007 printing.

Note 2: *Mentoring Life to Eagle* section 5.7, *Writing up your Results* may also be helpful.

Appendix F Eagle Scout Rank Application Checklist

You are ready to submit your Eagle Scout Rank Application after checking off items listed below

- 1. Current Eagle Scout Rank Application form (**MUST be dated 2008 or later on back**)
- 2. All information is legible and spelled correctly. Pencil copies will not be accepted.
- 3. Applicant's legal name (including full middle name) is spelled correctly and is legible.
- 4. Applicant's Social Security Number
- 5. Applicant's address and phone number. No abbreviations.
- 6. Unit type, local number, and location information completed. No abbreviations.
- 7. Dates of entry in Scouting, First Class and Star Board of Review Dates (**mmddyy**)
- 8. At least four (4) months between 1st Class and Star Board of Review.
- 9. Webelos Scout, Arrow of Light and "Completed 5th Grade" questions answered.
- 10. Fill in your birth date. Dates associated with Merit Badges, leadership position(s), service project, and SM Conference must be before the applicant's 18th birthday.
- 11. At least six (6) months between Star Scout and Life Scout Board of Review dates.
- 12. Be active in your unit, with at least six (6) months between Life Scout and Eagle Scout Board of Review [Req'mt 1].
- 13. Verify (5) letters of recommendation (6 if employed) have arrived at Council office prior to applicant's 18th birthday. Letters must match names on application [Req'mt 2].
- 14. List 21 Merit Badges. #1-11 are the Eagle required merit badges. List #12-21 in the order they were earned (**mmddyy**). No merit badges may be earned prior to "Date Joined Boy Scout Troop" [Req'mt 3].
- 15. Four (4) required Merit Badges earned prior to Star Board of Review date ___/___/____ Merit Badges (list numbers): _____, _____, _____, _____
- 16. Three (3) additional required merit badges (7 total) earned prior to Life Scout Board of Review date ___/___/____ Merit Badges (list numbers): _____, _____, _____
Note: Credit may be given if applicant has earned both Emergency Preparedness and Lifesaving. Same is true with Swimming, Cycling and Hiking.
- 17. Must serve at least six (6) months in position(s) of responsibility between Life Scout and Eagle Scout Board of Review dates. See application for list of eligible positions. *Do not list leadership dates prior to Life Scout Board of Review date* [Req'mt 4].
- 18. Service Project name, date completed (must be between Life Scout and Eagle Scout Board of Review dates and prior to 18th birthday) and grand total of hours [Req'mt 5].
- 19. Statement of achievements and life goals, written by applicant, attached to the Eagle Scout Rank Application. **Note:** *Don't forget to do this!* [Req'mt 6].
- 20. Scoutmaster (Advisor / Coach) Conference date *must be held prior to 18th birthday.*
- 21. Applicant's signature, phone number and date.
- 22. Unit Leader's signature, phone number and date.
- 23. Unit Committee Chair's signature, phone number and date.

Note: Remainder of the Eagle Scout Rank Application is completed by local council personnel.

Appendix G *Instructions for Providing Letters of Recommendation*

After contacting an individual and asking him/her to provide a letter of recommendation, it is recommended that the applicant provide a copy of the following instructions from the Oneida District Advancement Committee to each individual.

Provide a stamped, pre-addressed envelope with these instructions for the convenience of the person writing the letter of recommendation.



**HIAWATHA SEAWAY COUNCIL, INC.
BOY SCOUTS OF AMERICA**

2803 Brewerton Road
Mattydale, New York 13211
(315) 463-0201
FAX (315) 463-5729

Scout's Name _____

Troop # _____

District _____

Home Phone _____

To whom it may concern:

The Eagle Scout candidate referenced above has put forth a great effort in preparing to attain the rank of Eagle Scout.

As a part of his application for this honor, the candidate is required to ask for letters of recommendation from significant individuals in his life to be submitted to the Hiawatha Seaway Council, BSA.

The Eagle Board of Review will use these letters to get to know him better. The board members are looking for insight into your relationship with the candidate, his character, leadership abilities, interactions with his peers and others. Please also include any additional useful information that you feel will help the Board in their review of this candidate's qualifications.

Send your completed letter of recommendation to the attention of the Oneida District Eagle Board of Review, Hiawatha Seaway Council at the address shown above.

If you have any questions or concerns, please contact the Hiawatha Seaway Council Service Center at the number shown above and ask for the Eagle Clerk.

Thank you for your prompt and thoughtful attention to this important request.

Oneida District Advancement Committee
Hiawatha Seaway Council, BSA