

IMPORTANT INSTRUCTIONS FOR THE EAGLE SCOUT CANDIDATE

CONGRATULATIONS!

You are now ready to apply for Scouting's highest rank, and thus in the "select few" who have reached the top of Scouting's advancement ladder. In order to avoid unnecessary delay, please read through this important information and check off the steps as they are completed.

DATE STEP

_____ **1. EAGLE SERVICE PROJECT**

An Eagle Scout Project Workbook is included in your Eagle Packet for your use to keep track of all information related to your Eagle Service Project.

Unlike your service project for Star or Life, you must demonstrate leadership ability outside of Scouting with your Eagle Service Project. The candidate must clearly demonstrate leadership skills.

Your Eagle Service Project cannot include service to any phase of the Scouting movement.

Your Eagle Scout Service Project need not be original, but you must:

- ** **PLAN** the details.
- ** **DEVELOP** the project (organize the work and recruit the manpower).
- ** **GIVE LEADERSHIP** to others (Direct the actual carrying out of the project).

The Eagle Service Project must be of such significant magnitude to your religious institution, school or community to be special. It should meet an identifiable community need. Routine labor, job or service normally rendered (such as volunteer work you may be doing) does not qualify.

Part of the planning process is determining the significant needs of your religious institution, school or community. You may want to interview more than one key individual and make your selection of a project accordingly.

Total time involvement must be considered and should represent your best possible effort. However, the total number of hours required for a project is not spelled out because planning

time may involve more hours than actual working time and projects themselves may vary in terms of scope and content and duration.

All service project requirements must be completed after you become a Life Scout, but before your eighteenth birthday.

Scouting tries to develop your concern for others. The Eagle Service Project should be a major test as to whether Scouting has succeeded with you.

EXAMPLES OF APPROVED PROJECTS THAT MET A NEED

- Establish permanent collection facility for food and clothing at church.
- Completed repair and restoration of park benches and picnic tables at a not-for-profit institution.
- Built eight special bird feeders, which keep squirrels out of bird feeders for Conservation Department.
- Constructed six games and game box for physically handicapped program at school.
- Constructed special bookcase for children with dyslexia at school.
- Constructed 41 crappie beds from dead branches from over 450 trees for Conservation Department.
- Constructed a storage facility around a trash dumpster at church.
- Built toy racks on wheels for 2 nurseries and a gym at church.
- Cleared ½ mile of new trail on newly acquired land for Conservation Department.
- Made ground improvements to stop erosion and fixed parking lot at welfare storehouse for church.
- Made permanent signs with names of schools for Special Olympic Committee.
- Set up fire awareness program for community by painting 27 fire hydrants in color codes and passing out infant finders and telephone stickers.
- Made plaques with the names of trees for City Park.
- Set up weather safety program with information packets for each home in city.

GET YOUR EAGLE SERVICE PROJECT PLANS APPROVED

- Review your Project Plans with your Scoutmaster, Troop Committee, and person in the church/synagogue, school, or community that will benefit from the project. Get approval signatures for the concept on WORKBOOK page 6 and for the planning details on WORKBOOK page 6. Get an extra copy of pages 1 through 6 to present to the Eagle Board of Review or District Advancement Committee.
- Make an appointment with your District Eagle Board of Review or District Advancement Committee. See the list of Chairmen in the Eagle Packet. Call the Council Eagle Service Desk (847/433-1813) if your list is out-of-date or are experiencing difficulties in reaching your chairman.
- Present the Project plan to your district Eagle Board of Review or District Advancement Committee for review and approval. Have them sign all copies of WORKBOOK page 8.

- The project will not be accepted after it is done unless you get these approvals before the project is started.
- These approvals do not mean that the District Board of Review will automatically approve the way in which your project was carried out.

DO THE PROJECT AND WRITE THE PROJECT REPORT

- Proceed with actually doing your Eagle Service Project. Follow the planning details in your WORKBOOK.
- Use the WORKBOOK to keep track of all details as the project progresses.
- When the project is finished make your written report using pages 10 through 13 in the WORKBOOK. Add extra sheets if necessary.

Make sure your project report answers the following questions:

- What was the project?
- How did it benefit others?
- Who from the group benefited gave guidance?
- Who helped carry out the project?
- What materials were used and how were they acquired?
- Minor changes in your project should be noted on page 12. The Board or Advancement Committee must approve major changes in advance.
- Also, although your project idea was acceptable by your Scoutmaster and Committee, and your District Board of Review before it was begun, your District Board of Review must approve the manner in which it was carried out.

Questions that must be answered are:

- Did you demonstrate leadership of others?
- Were you indeed, the project director, rather than doing the work yourself?
- Was the project of real value to your religious institution, school, or community group?

- Who from the group benefited may be contacted to verify the value of the project?
- Did the project follow the plan?

All the work on your project must be done while you are a Life Scout and before your 18th birthday.

The Eagle Service Project is an individual matter, therefore, two Eagle candidates may not claim credit for the same project.

DATE STEP

_____ **2. COMPLETE THE EAGLE AWARD APPLICATION FORM.**

- **READ THE APPLICATION FORM CAREFULLY.** Then fill it out completely, both front and back. This packet will contain a current application form. The National Scout Office will **NOT ACCEPT, UNDER ANY CIRCUMSTANCES**, applications dated 1998 or earlier.

Please refer to the photocopy, which is numbered according to the following instructions.

1. Enter your full name as it appears on your birth certificate.
2. Enter your Social Security number.
3. Enter your complete mailing address, including zip code.
4. Enter your phone number including area code.
5. Enter the word "Troop," "Team," "Crew," or "Ship."
6. Enter your Troop, Team, Crew, or Ship Number.
7. Enter the City and State in which your Troop, Team, Crew, or Ship is located.
8. Enter the date you joined a Boy Scout troop. (Month, Day, Year).
9. Enter the date you became a Varsity Scout. (Month, Day, Year).
10. Enter the date you became a Venturer. (Month, Day, Year).
11. Enter the month, day and year on which you became a 1st Class Scout.
12. Enter the month, day and year on which you became a Star Scout.
13. Enter Cub and Webelos information.

14. Enter Arrow of Light information.
15. Enter completed fifth grade upon joining a Boy Scout Troop information.
16. Enter your date of birth.
17. Enter the month, day and year on which your Life Scout Board of Review was completed.
18. Enter your parents/guardians full names, address, city, state and zip code.
19. Enter your parents/guardians phone number including area code.
20. Enter a person that will testify you believe in God (full name, address, city, state and zip code)
21. Enter person's phone number including area code.
22. Enter the name of either; a school teacher, counselor or your principal. Complete name, address, city, state and zip code. Is required.
23. Enter the phone number of either; a school teacher, counselor or your principal.
24. If you are employed, enter your employer's name, address, city, state and zip code.
25. Enter employer's phone number including area code.
26. Enter complete name, address, city, state and zip code of two additional references.
27. Enter their phone numbers including area code.
- 28. Enter the month, day and year for each merit badge earned. Use the date on which your merit badge counselor signed off your merit badge card as having completed all the requirements for the badge, not the date you received the badge, nor the date of your Court of Honor.**

NOTE: You must be prepared to substantiate all merit badges and approvals.

Example: Merit Badge card dated and signed by your unit leaders. Merit Badge card with counselor's signature showing completion of requirements.

29. Enter your unit number, i.e., T200, V98. If you earned badges in a different unit, list the correct unit number.
30. Number 6 and 9 – cross out the merit badges that the date given does not apply to.
31. Enter the month, day and year of Life Scout board of review.

32. Enter all leadership positions you have held with month, day, and year after becoming a Life Scout. Please be specific.
33. Enter the month, day and year your project was completed.
34. Enter the month, day and year of your Scoutmaster's conference.
35. Enter your signature telephone number and the month, day and year on this line.
36. Obtain the signature, telephone number and the month, day and year of your unit leader. (Scoutmaster, Team Coach, Crew Advisor or Skipper)
37. Obtain the signature, telephone number and the month, day and year of the unit committee chair.

District Advancement Committee will insure the rest of the application is completed.

DATE STEP

_____ **3. GET FOUR LETTERS OF RECOMMENDATION.**

You can do this while Step 2 is being done.

There are four letters in the Eagle packet explaining what to do in preparing a letter of recommendation. Give one letter to each person whom you wish to ask to prepare a letter of recommendation. Scoutmasters are excluded from serving as references.

The four letters of recommendation are to be from people who you listed as references on the application. The letters should testify as to your conduct, character, participation, and fulfillment of your obligations as a Scout citizen.

The letters of recommendation are confidential and the person writing the letter should place the letter in the pre-addressed, stamped envelope that you provided him or her.

DATE STEP

_____ **4. WRITE STATEMENT OF AMBITIONS AND LIFE PURPOSE**

On a separate sheet, write a statement of your ambitions and life purposes. This is an opportunity for you to explain what influence Scouting has had in your personal and professional goals, and to describe how Scouting has contributed to your personal and spiritual growth, and shaped your outlook on life.

Include in your statement a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills.

Include honors and awards received during this service. You may also want to explain if you have any future plans, as a young adult and/or adult, for making contributions to your religious institution, school, Scouting, community or other organizations, and how you propose to do this.

Be prepared to discuss your statement with your Scoutmaster during your Scoutmaster conference, and also with the members of your District Eagle Board of Review or Advancement Committee.

The Statement of Ambitions and Life Purpose should not be sent to the Council Office.

DATE

STEP

5. COMPLETE SCOUTMASTER CONFERENCE AND GET TROOP APPROVAL

Make an appointment with your Scoutmaster for a Scoutmaster conference and meet with your Scoutmaster for the conference.

Present the completed Eagle Award application form to your Scoutmaster and Troop committee for their review and approval. All required signatures must be obtained.

DATE

STEP

6. SUBMIT APPLICATIONS TO YOUR DISTRICT ADVANCEMENT CHAIRMAN

When all the requirements are completed, the signed application, statement of life purpose, and the Eagle Service Project Workbook must be presented to the district Advancement Chairman.

After review, if all is in order, the Advancement Chairman will forward only the Eagle Scout Award Application to the Northeast Illinois Council office, 2745 Skokie Valley Road, Highland Park, IL 60035, where the Eagle person will review and sign beneath the Committee Chairman's signature. Allow two weeks for this procedure.

If approved, the Council Office will mail your Eagle Scout Award Application to your District Eagle Advancement Chairman. If information is found to be incorrect, or more clarification is needed, the application and a page stating what is needed by the Council Office will be mailed to your Scoutmaster.

DATE STEP

_____ **7. GET DISTRICT EAGLE BOARD OF REVIEW APPROVAL**

Make an appointment with your District Eagle Board of Review members for final approval of your completed project and the Eagle Award application.

Upon successful completion of the review, the district Eagle Board of Review members will date and sign the Eagle Award application and will return it to the Council Office.

DATE STEP

_____ **8. NATIONAL SCOUT OFFICE APPROVAL**

Upon receipt, the Council Service Center will forward your application to the BSA National Office for final approval.

THIS MAY TAKE UP TO SIX WEEKS FROM THE TIME IT IS FORWARDED TO THE COUNCIL SERVICE CENTER.

The Council Office will contact your Scoutmaster via a post card that your Eagle Award Certificate has arrived from Irving, Texas. At that time, your Scoutmaster, or someone he or she delegates, will pick up your certificate and Eagle kit at the Scout Shop at the Council Office.

DATE STEP

_____ **9. COURT OF HONOR**

Set date with Scoutmaster and Troop Committee.