



# GREAT SAUK TRAIL COUNCIL

Boy Scouts of America

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Dear Scout,

Congratulations on becoming a Life Scout! You have reached a level of progress, which is attained by only a small number of Scouts. You have come a long way along on the Scouting Trail, and we particularly want to encourage you to continue toward the Eagle Rank.

As you continue in Scouting, you will reach out into your community to learn from many fine mentors who are ready to help you. You will also be contributing your own fine skills and good judgment. Advancement to the Eagle Rank is progress toward a position of leadership in your community.

This packet of materials has been assembled to help you bridge the most common mistakes and pitfalls that stand between you and reaching your objective to fly with the Eagles. Don't quit now the summit is within your grasp. Your Scoutmaster, Troop Advancement Chair and the District Advancement Chair are looking forward to your success.

Please read this material and ask for help, direction and information. There are many Scouters that want to help you succeed.

Yours in Scouting,

Robert F. Poole, Jr.  
Scout Executive

cc: District Advancement Chair  
Scoutmaster, Troop # \_\_\_\_\_  
Council Eagle Candidate File

## Eagle Scout Leadership Service Project Guidelines

The Eagle Candidate, while a Life Scout, must create and execute a service project. The project must be meaningful and reflect the highest ideals of the rank of Eagle Scout. The project idea must originate with the Candidate and reflect the initiative and commitment expected of a potential Eagle Scout, although counsel of adults may be sought.

**The Service Project Proposal must be approved by the following individuals “before the project is started.” All the following signatures are mandatory.**

- Scoutmaster/Coach/Crew Advisor
- (Designated) Unit Committee Member
- Religious institution, school or community representative (benefiting organization)
- District Advancement Committee member (Page 9 of the Project Workbook)

**BSA’s Eagle Scout Leadership Service Project Workbook must be used.** The Candidate may use the printed booklet (provided with this packet) or one of the Online formats available at [www.scouting.org](http://www.scouting.org). Whatever format you choose, you will need to print hard copies and acquire proposal and completion signatures as indicated.

Key words from ‘The 12 Steps from Life to Eagle’ are **“plan, develop and give leadership to others.”** In previous Scout service, the Scout could be a follower. For Eagle, he must be a leader. His leadership ability is demonstrated by:

1. Planning the work to be done.
2. Developing and organizing the work and manpower.
3. Directing its completion – he must involve other people to carry out his project.

The Candidate has already demonstrated leadership *within* Scouting as he has met the requirements for rank advancement. Now he must demonstrate his leadership ability outside of Scouting through a worthwhile project for his community, church or school.

### **Drafting your proposed Eagle Scout Service Project**

The written service project proposal is to include: a) a clear statement of purpose which identifies the service activity and its beneficiary; b) a well-developed plan of implementation for ensuring the successful completion of the project; c) the specific designation of those persons who will assist the Candidate and over whom he will exercise constructive leadership; d) a list of individuals from whom approval, permission, liability waivers, or other documents necessary for implementation of the project must be obtained; and e) identification of special skills the candidate has or must develop for the successful completion of the project. Often, earning appropriate merit badges will provide relevant skills and the Candidate is urged to plan his service project as soon as possible.

At the conclusion of the project, a full report must be written by the Candidate. The report should follow the outline of the proposal, but it should also include pictures, letters from the beneficiaries or other documentation to substantiate the meaningfulness of the project. The final report must also include the letters of approval, permission or waivers identified in d) above. The report is to be submitted with the Eagle Scout Leadership Service Project Workbook for review by the Scoutmaster and Unit Advancement Committee. For further detail, see requirement #5.

**Eagle Scout Leadership Service Project Resources/Ideas**

Pages 2 & 3 of your Project Workbook outline the initial considerations for your Service Project. Make sure you review this information thoroughly before you write your proposal. The following is a partial list of contacts that may have service opportunities (or know of some) that you can develop your project around:

Habitat for Humanity	The Salvation Army
Your Charter Organization	Historical Societies
Churches/Synagogues	Service Organizations (Kiwanis, etc.)
Schools	State Recreation Areas
Libraries	Conservation Organizations
Humane Society	Colleges, Universities
Hospitals	Museums
Multiple Sclerosis Society	Government Agencies
Muscular Dystrophy Association	Civic Organizations
American Lung Association	American Kidney Foundation
American Red Cross	American Cancer Society
Department of Natural Resources	Local Charities
Parks & Recreation; County Park Service	Organ/Tissue Donation (Lions)
City or Town Boards	Community Health/Wellness
Senior Citizen Organizations/Homes	Crisis Shelters

**How to find the Eagle Workbook and Application On Line:**

- 1) Open web page at //www.scouting.org
- 2) In the column marked Members, choose Boy Scout - double click
- 3) Choose Awards - double click
- 4) Choose Eagle Scout Leadership Service Project Workbook
- 5) The second bullet will open the twelve steps and in step 3 there is a place to choose that lets you download an application. Print it. You need the hard copy. The fourth bullet lets you choose two different ways to get the booklet. One is a way to print a hard copy and the other choice is to down load a version you can work on your computer and keep adding to as your work is done.

## Completing the Eagle Scout Application

### General Instructions

- Use the official BSA application form marked “Effective April 1, 1999” or a more recent print date.
- Read all instructions carefully.
- Print or type information legibly.
- When entering dates, be sure to enter month, day, and year (two digits each, i.e., 01/05/04).

*Clarification to help you complete the application requirements; page numbers reference the Eagle Scout Leadership Service Project Workbook:*

### Requirement 2 (Character References)

- Character Reference forms (page 5 of this packet) are to be distributed to those individuals listed under Requirement 2 so that confidentiality is maintained. The candidate may distribute them with stamped envelopes; addressed to the Unit Advancement Chair/Unit Eagle Advisor OR the Unit Advancement Chair/Unit Eagle Advisor may distribute and collect them.
- If you do not hold a regular job, list someone for whom you have done work for or would know firsthand your performance in a work environment.

### Requirement 3 (Merit Badges)

- List only the 21 merit badges that are required. For numbers 6 and 9, cross off those not earned. If any of those you cross off for 6 and 9 were earned as optionals, write them in spaces between 13 - 21, or later on an Eagle Palm application.
- Enter optional merit badges (13 – 21) in the order they were earned to satisfy Star, Life and Eagle Ranks.

### Requirement 5 (Eagle Service Project)

- Use the Eagle Scout Leadership Service Project Workbook –or authorized computer version from the National Web Site– to guide your project.
- 4 approval signatures (page 9) are required *before* any project work (other than planning) is started: 1) Scoutmaster/Coach/Crew Advisor; 2) (Designated) Unit Committee Member; 3) Religious institution, school or community representative (benefiting organization); and 4) District Advancement Committee member.
- The project plan and summary must include the details specified in pages 4-7 and 10-13.
- The project final report is a narrative description of your project that should show beyond question that you planned, developed and carried out the project and gave leadership to others.
- The report should be printed legibly in ink, typed or word-processed, using correct grammar, spelling and punctuation. Photos, drawings, tables, graphs, etc. can be included to illustrate the project. These should be identified or captioned and arranged within the report in a logical order, or noted as appendices.

#### **Checklist of topics covered in your report:**

1. Why did you choose this project?
2. What was the value of the project to the community?
3. Whom or what did it help or serve?
4. How did you go about planning and developing the project?
5. What was accomplished?
6. How and when were things done?
7. What didn't go according to the plan? Why?  
What changes did you make to accommodate this?
8. Who worked on what, in what capacity, when and for how long?  
(A table identifying youth and adult workers with duties and dates is suggested.)

9. What materials and equipment were used? Were there costs?  
Who paid for/donated materials?
  10. What steps did you take to ensure safety during this project?
  11. What did you personally learn from this experience?
  12. What are your total hours from the planning stages through your final report? (Keep a log documenting hours spent by you and volunteers on work days (pg 10).
  13. Any letters of approval, permission or waivers identified in the project proposal.
- Upon completion of the project, the candidate, Scoutmaster/Coach/Crew Advisor, and representative of the religious institution, school or community (benefiting organization) must sign on page 13.
  - It is recommended that a letter of satisfactory completion, written by a representative of the benefiting organization, be included with the project final report.
  - The project final report must be complete and present at the Eagle Board of Review.

**Requirement 6 (Statement of Ambitions, Life Purpose)**

This is a narrative of what you plan to do with your life, what interests you, what you might want to study, what profession you may pursue, hobbies that you will continue or develop and how Scouting has helped you thus far.

Before the Eagle Board of Review is scheduled, Requirements 1, 3, and 4 (dates for advancement including leadership positions and merit badges) should be checked by a Council Registrar. Any discrepancies or incomplete requirements must be resolved before the Scout turns 18.