



# Eagle Scout Candidate Preparation Guide

*To maintain the high standards of excellence recognized in those who have achieved the rank of Eagle, the Suffolk County Council Advancement Committee has prepared this guide to assist Eagle Scout candidates.*

Specific requirements may change and therefore Scouts are urged to refer to the current edition of the *Boy Scout Requirements Book* for current criteria regarding advancement to Eagle Scout.

The use of this guide will ensure that each Eagle Scout has equitably met all prescribed requirements.

## The Eagle Scout Service Project

The Eagle Scout service project maybe completed at any time after earning the Life Scout rank. You do not have to earn all your merit badges for Eagle before starting on the service project.

You **must** use the Eagle Scout Service Project Notebook (#512-927 or newer) as found on [www.scouting.org/forms](http://www.scouting.org/forms) to record your preparation and project work. Although it is acceptable to copy and distribute the workbook, it must maintain the appearance with nothing changed, added or deleted.

**Read the workbook completely before you begin.**

Remember... The major elements of an Eagle project are to:

- **Plan**
- **Develop**
- **Give Leadership to Others**

## PREPARE USING THE PROJECT NOTEBOOK

- Sit down with your Scoutmaster or Crew Advisor to discuss your project idea. They may offer advice and direct you to the appropriate advisors for technical assistance.
- Meet with representatives of the project beneficiary you will be working with to discuss the idea for the project. (This project should be within the parameters of the organization).
- Write up your idea for the project in the Eagle Service Project Workbook (Project Proposal section) which should include information to answer the following:
  - What is the project?
  - Who will the project benefit?
  - How will the project benefit this group?
  - How will you give leadership?
  - What materials, supplies or tools do you think you might need?
  - Will permits or written permission be needed for any part of the project? (Note: If you are constructing something; architect, PE, OSHA, or other approved signatures may be required if dealing with government agencies).
  - A preliminary cost estimate.
  - Project phases.
  - Safety issues.

## Approvals

- After completing your proposal write-up, **and before starting the project**, you need signed approval of the proposal from:
  - A representative of the project beneficiary.
  - Your Scoutmaster or Crew Advisor.
  - A unit committee representative.
  - The District Advancement Committee. This comes only AFTER the previous three signatures – in any order – are obtained. Call your district’s advancement committee chair to obtain an appointment for a proposal review and approval. (*IMPORTANT! This approval is for the proposal only. The Eagle board of review will make the final determination as to whether the manner in which the project is carried out meets the leadership requirement.*) Parent(s) or a Scout “buddy” must accompany you to this meeting. Bring the Project Proposal section of the workbook, and any supporting documentation you may have, to the proposal approval meeting.
- After your proposal is approved, you may be assigned an Eagle project coach to work with you in developing your project final plan.

## Carrying Out the Project

- After you have all required signatures, and approval of the district advancement committee, you should complete the final plan. This will help you demonstrate the “...plan, develop ...” part of Requirement 5.
- If your final plan calls for a fundraising activity to secure materials or otherwise facilitate the project, or you plan to ask for donations of materials, you must first secure permission to do so by submitting the Eagle Scout Service Project Fundraising Application found in the workbook. **IMPORTANT!** You must make clear to all donors or event participants that the money is being raised on behalf of the project beneficiary, which will retain leftover funds. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. Application must be signed by beneficiary and unit leader before submission.
- There are four ways to submit an Eagle Scout Service Project Fundraising Application:
  1. Email as an attachment to: [advancement@sccbsa.org](mailto:advancement@sccbsa.org)
  2. Fax to 631-924-7145. A cover sheet is not needed unless you have attachments to the application. In that case you need to indicate how many pages are being sent.
  3. Snail mail to: Advancement  
Suffolk County Council, BSA  
7 Scouting Blvd  
Medford, NY 11763
  4. In-person delivery to the council service center (same address as snail mail)

Do not email, fax or mail to a specific individual. This can delay the approval process.

After approval the signed application will be mailed back to you. You must have approval before beginning any fundraising or donation solicitation.

- Keep an accurate record of dates, persons contacted, helpers, and time spent on the project. You will need this information for your final report.
- After your project is complete, write up your project report in the Eagle Scout Service Project Notebook. Be sure to complete all the sections. It is not necessary to provide lengthy answers, but you should be prepared to discuss your responses in your board of review.

## EAGLE SCOUT APPLICATION PROCEDURES

- As you are completing your last Eagle requirement, ask the unit advancement person to print out your individual advancement record from the BSA INTERNET ADVANCEMENT program. Compare the dates on the record with the dates on your rank cards and merit badge blue cards. The record date should be the date of your board of review for a rank, or the date on the merit badge card. If any are incorrect or missing, your troop advancement person must correct the record through INTERNET ADVANCEMENT before you submit your Eagle application. The individual advancement record is not to be submitted with your Eagle application.
- Once all advancement dates are correct, go to [www.scouting.org/forms](http://www.scouting.org/forms) for the current Eagle Scout Rank Application. (Since the BSA does revise forms from time to time, it is vital you use the correct application. Prior versions may not be accepted.)
- Complete the application with attachments, and after securing the signatures called for, as soon as possible submit it and one copy, together with two (2) copies of the complete Eagle Scout Service

Project Workbook (including all reports, lists and photographs called for) to the Suffolk County Council (7 Scouting Blvd, Medford, New York 11763). This is all you need to submit. **Any delay in submitting the application package past the Eagle candidate's eighteenth birthday could result in complicating the approval of the application.**

**PLEASE:**

- DO NOT submit numerous pictures with your application, other than a *before, during* and *after*. If they apply, you can bring other photos to the Eagle board of review.
  - DO NOT include letters from your listed references. Written references **must** be sent by these individuals directly to your unit committee chair.
  - **DO NOT use 3-ring binders when submitting your Eagle application package** to the council service center. You may use some type of folder or plastic covering.
- From the Suffolk County Council website ([www.sccbsa.org](http://www.sccbsa.org)) download the Eagle Scout Reference form. Fill in your unit committee chair's name and address. Distribute one copy of the form to every person you listed on your application as a reference. You might want to provide each one with an already stamped and addressed envelope to send in the form and/or reference letter to your unit committee chair and ask them to be prompt in their response.
- The service center will forward the Eagle Scout Rank Application and Eagle Scout Service Project Workbook to the district advancement chair. The district advancement committee will then contact your unit committee chair to schedule your board of review.
- At the board of review the committee will provide the required reference letters.
- Immediately after the board of review and after the application has been appropriately signed, the application, a completed Advancement Report and the references are forwarded to the council service center. The Eagle Scout Eagle Leadership Project Workbook and attachments will be returned to you.
- When the approved application is returned to the council service center, the Scout executive signs it to certify that the proper procedure has been followed and the board of review has recommended the candidate for the Eagle Scout rank. The council retains the Eagle Scout Service Project Workbook copy and only the *Eagle Scout Rank Application* is forwarded to the BSA National Advancement Team.
- The Advancement Team screens the application to ascertain if all information submitted is proper and correct. Any item not meeting BSA standards will cause the application to be returned for more information. If the application is in order, the Advancement Team on behalf of the National Council then certifies the applicant as an Eagle Scout. Notice of approval is given by sending the Eagle Scout certificate to the council service center. The date used on the certificate will be the date of the board of review.
- The Eagle Award will not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the council receives the Eagle Scout rank credentials.

Note: The National Council maintains the right to reject the Eagle application. However, if the above procedure is followed carefully, it is highly doubtful such action would be taken.

## ITEMS TO DOUBLE CHECK & HELPFUL SUGGESTIONS:

- **Be sure to read the entire Eagle Scout Service Project Workbook before starting any work on your project proposal. Also be sure to share the “Message to Parents or Guardians” and “Excerpts and Summaries from the Guide to Advancement” with your parents or guardian.**
- The Eagle Scout Rank Application can be completed right on your computer. But neatly printed applications will be accepted. You must use your full legal name.
- Indicate day, month and year where required on the application, including record of merit badges earned (Requirement 3). Merit badge dates should be the date the merit badge was earned, NOT the date the merit badge was presented.
- Complete the information required for your references. **Reference letters are to be mailed directly to your unit committee chair.**
- Complete the reverse side of the Eagle Scout Rank Application up to and including “CERTIFICATION BY APPLICANT”. Use a separate, double-spaced, typed page for statements required on back of the application. Be sure to title each page (i.e. “Life Purpose”, “Description of Honors”, etc.)
- The unit leader and unit committee sign for the application unit approval.
- The Eagle Scout Service Project Workbook should have plenty of details. Be sure all points are answered. Keep in mind that the review board has not seen the project and should be described completely. Pictures can be very helpful and can be brought to the board of review.
- All pages of your Eagle application should be numbered for referencing.
- **You should submit your complete application package to the council service center in Medford right after completing your last requirement. Delays in submission can have a negative impact on the processing of your application.**
- Allow at least six (6) to eight (8) weeks between the board of review and the Eagle Court of Honor. Eagle awards cannot be presented without the required approval from the National Council, Boy Scouts of America.