

Eagle Scout Project and Application Guidance

NOTE: This document provides advice and guidance based on others' experiences on their paths to Eagle. Some actions can be taken and some signatures can be received in different orders, but the following details may be helpful.

Scouts should be thinking about their Eagle Scout projects while in Star rank, at the latest, but cannot begin actively working on their Eagle Scout projects until they enter Life rank. It is recommended that Scouts read the entire current/approved Eagle Project Workbook prior to starting with active work toward the project, particularly because they need to track all planning, fundraising, and working (execution) hours for themselves (the Eagle candidate), their family members, and other adult and youth helpers.

When the Life Scout is ready to work more actively on the project, the first step is to read the Eagle Project Workbook (if not already done). The second step is to select an Eagle Project Coach. The Coach may be helpful in working with the Scout to select a project and/or find a Beneficiary/Beneficiary Representative. The Coach can provide feedback on project ideas and help make important connections to possible Beneficiaries and Beneficiary Representatives.

Once the project and Beneficiary/Beneficiary Representative is confirmed, the Scout should definitely begin tracking time spent planning the project, working on the Eagle Project Workbook, etc. It is now time for the Scout to begin work on the project proposal using the current/approved Eagle Project Workbook. When the proposal pages are complete, the Scout should first request a review by their Eagle Project Coach. Incorporate feedback from the Coach into the proposal as appropriate (it is, however, the Scout's choice whether to incorporate the feedback) and resend the workbook as needed until the Scout is ready to send the pages on to the Beneficiary Representative for their feedback. Again, the Scout should incorporate any feedback received that they feel is appropriate and resend the pages as needed until the Beneficiary Representative is ready to sign the proposal. There must be a balance/compromise between what the Beneficiary Representative and the Scout envision/want in order to move forward.

The Scout must then meet with the Scoutmaster to request their review of the project proposal and get their signature in the Unit Leader Approval space. Once the Scoutmaster has signed, the Scout must meet with the Committee Chair for their review of the project proposal and to get their signature in the Unit Committee Approval space. Both the Scoutmaster and Committee Chair will likely offer advice and suggestions that the Scout may take or not as they continue with their project.

At this point, the Scout signs as the Candidate and the project review is ready to be scheduled! The Scout must call 314-649-7020 or email gravoistraileaglereviews@gmail.com to request a project review for Council/District approval.

Once the project review is complete and Council/District approval has been granted (indicated by a signature in the Council or District Approval space of the project proposal), the Scout may move forward with their project plan pages of the workbook and with their fundraising efforts. If more than \$500 in funds must be raised, the Eagle Scout Service Project Fundraising Application must be completed and the necessary signatures (Beneficiary Representative, Scoutmaster, and Council) must be obtained. Fundraising cannot proceed until the application is approved by Council, and no actual work may be completed on the project until the plan is approved.

Following fundraising approval, if approval is required, the Scout may seek material donations and complete fundraising efforts in a variety of different ways. The Scout should talk to Scouts who have gone through the process, their Eagle Project Coach, and/or other adult leaders to get ideas and/or feedback about their fundraising plans. The Scout should also consider submitting a grant request to the St. Louis Eagle Scout Association (<https://www.stlesa.org/Eagle-Project-Grants>). However, please note that this application requires the completed project plan pages of the workbook and that it can take several months for the grant application to be processed and addressed. No signatures are needed for the project plan pages of the workbook, but the Eagle Project Coach must provide comments on the last page of the plan.

The Scout may proceed with fundraising, scheduling workdays, etc., as appropriate/as needed and based on the needs/timeline of the Beneficiary. Ongoing consultation with the Eagle Project Coach and adult leadership in the troop is highly recommended. The Scout should definitely request that their workday scheduling information be shared with the troop.

Following the project workdays, the Scout must complete the Eagle Scout Service Project Report – the last section of the workbook. Once this section is completed, the Eagle Project Coach should review the pages and provide feedback. This feedback should be incorporated into the report if the Scout would like, and the Scout may want to resend the report to the Coach until they're both ready to move the report forward. The Coach's signature is not requested on the project plans pages, but their feedback is often very valuable. The report should then be sent to the Beneficiary Representative for their review and signature. Again, any feedback the Scout would like to include should be incorporated into the report. Once the Beneficiary Representative signs, the report should be reviewed by the Scoutmaster for their signature in the unit leader approval space. (NOTE: If the Beneficiary Representative refuses to sign the project report for any reason, the Scout may proceed without the Beneficiary Representative's signature.)

The Eagle Project is now complete – and can be signed off in Scoutbook! *If* the Scout has earned all of the Eagle-required Merit Badges as well as the required number of elective Merit Badges and met the other requirements for Eagle rank, particularly the leadership requirement, the Scout should complete their Eagle Scout Application, which can be found on the Greater St. Louis Area Council website (<https://stlbsa.org/advancement-awards/forms/>) and/or generated as a pre-filled application out of Scoutbook. (NOTE: The pre-filled application should still be

reviewed for accuracy and updates made as needed.) The application requires letters of recommendation as well as a statement of the Eagle candidate's "ambitions and life purpose and 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." The letters of recommendation should be requested as soon as possible in order to give people from whom they're requested time to write and provide them. The letters should be provided to the Scout in hard copy in sealed envelopes. The Scout will not open or see these letters.

Once the requirements noted on the Eagle Scout Application have been received/completed, the Scout will meet with the Scoutmaster for their Scoutmaster Conference and to get the Scoutmaster's signature in the unit leader space. Then, the Scout will meet with the Committee Chair for their signature.

The Scout should ensure that all for the following items have been gathered – if they have not already been gathered:

- 1) Eagle Scout Application with *all* signatures
- 2) All Merit Badge blue cards earned (either the original blue cards or print-outs from Scoutbook)
- 3) All applicable letters of recommendation provided in individual sealed envelopes from the references
- 4) The Scout's statement of ambitions and leadership experiences
- 5) The Eagle Project Workbook with supporting documentation, photographs, and *all* signatures

The Scout may then either (1) email the completed application with *all* signatures, the Eagle Project Workbook with *all* signatures, and the Scout's statement of ambitions and leadership experiences to eagle@stlbsa.org or (2) take the above items to Council. If the Scout goes to Council, they should be sure to wear their full field uniform.

Once Council has approved the application (by signing in the BSA Local Council Verification area of the application), the Council representative should provide the Scout with the information regarding who to contact for the Eagle Board of Review. The Scout can call 314-649-7020 or email gravoistraileaglereviews@gmail.com. The Scout should reach out to request the Eagle Board of Review as soon as possible. Three copies of all of the above documents, with the exception of the letters of recommendation and blue cards, will be needed for the Eagle Board of Review.

Once the Board of Review is complete (indicated by a signature in Requirement 7 of the Eagle Scout Application), the Scout should email the signed application to Council at eagle@stlbsa.org for the application to be processed, sent to National, etc. The signed application can also be hand-delivered (with the Scout wearing their full field uniform) to the Council office, where the Scout and their family can also shop for Eagle Scout items. With the signature from the Board of Review, the Scout is officially an Eagle Scout!

The official Eagle Scout certificate from National may take up to six weeks to receive, so consider that timeframe when planning an Eagle Court of Honor (which can be as formal or informal as the Scout would like).