



## ***HOUSATONIC COUNCIL, BSA EAGLE PROCEDURES***

### ***Trail to Eagle Procedures – At a Glance***

Once a Scout earns Life rank, he should be given the Eagle packet when the Scoutmaster and the Troop Advancement Committee feels the candidate is *mature* enough to handle the responsibilities of being a leader. The packet includes the Eagle Scout Leadership Service Project Workbook for him to follow throughout the process. This packet can also be found on our Council website at [www.housatonicbsa.org](http://www.housatonicbsa.org) under the Eagle Scout Page.

Also at this time, the Scout should be deciding on who they would like for their mentor. A mentor serves as a “guidance counselor” throughout this process. It is strongly recommended that this person be involved with Scouting.

To ensure that there are no problems with dates or any question of what remains to be completed a Scout or Troop Advancement Chair should contact the Council District Executive for his Personal Profile. The Scoutmaster and/or the Troop Advancement Chair should also spend time explaining the forms to the Scout and assist him with organizing his priorities and creating a timeline of when things should be completed.

Once he has finished all that is necessary, the Scout should then request a copy of their Unverified Eagle Application from Council. Please allow Council 2 weeks to process any requests for Personal Profiles and Unverified Eagle Applications.

### ***Eagle Project and Board of Review Procedures***

#### **First Steps:**

The Unverified Eagle Application requested from Council must be the form that is used in the final project. Corrections to any of the information can be made directly on this form. The form needs to be followed closely, always with the assistance of the Troop Advancement Chairperson, Scoutmaster or Mentor. They must be filled out neatly, legibly and accurately. Eagle Project pictures of the potential project are also very important.

We strongly suggest that the Scout start thinking about a project as soon as possible to be sure that he has the **TIME** and **RESOURCES** to complete this difficult requirement. It is also not necessary for a Scout to complete

all of their Merit Badges before they start their project. However, it is strongly suggested that Eagle required Merit Badges that take 90 days to complete be started in a timely manner, especially if a Scout is close to turning 18.

*The following should be considered when selecting and Eagle Project:*

### **Originality:**

The idea for the Eagle Project should come from the Eagle candidate himself. Part of the objective of an Eagle Project is for the Scout to recognize a problem and develop a solution to it. The Troop Advancement Chair/Committee and Scoutmaster can help with concepts and directions, but the final idea should be the Scouts. Remember, the project can only benefit Church, School or Community and no materials can be purchased by the Scout; donations only.

The project should not be a repetition of a previous Eagle's project. This would not fulfill the requirement for developing the idea. However, the project should be creative, demonstrate the Scouts ability to plan, demonstrate leadership and be an appropriate solution to a realistic problem.

It is possible to have projects that are similar in nature. For example, a trail which was a project five years ago and has not been kept up or the park has two major tasks that need to be completed, would be acceptable for another Scout to use as his Eagle Project. However, the project still needs to be unique. You can not simply redo a project. The Scout would need to take a basic concept and make it their own.

### **Commitment:**

The project should require the Eagle candidate to commit his time and effort to accomplishing the objective over a significant period of time. One of the signs of an Eagle is the commitment to sustained effort.

### **Time:**

When planning the project, keep in mind that the project takes time. It takes time to develop, think it through, obtain the proper approvals, get the materials, do the work and write the final project.

### **Recruiting and Managing:**

The project must involve the work of other people. It is certainly expected that the workers would include Scouts but this does exclude friends, church members, or family. The key here is that the candidate is in charge of the project and demonstrates LEADERSHIP. The Eagle candidate must recruit them, assign tasks to them, coordinate their efforts and ensure that they complete their assignment efficiently and effectively.

## ***Project Review and Board of Review***

### **Project Review:**

Once a project has chosen by the Scout, he must bring his proposal before his Troop's Advancement Committee. The proposal should be detailed and include all necessary supporting information (i.e. pictures, graphs, maps, sketches, approval to do project from benefiting organization, etc.). It must then be reviewed by the Scoutmaster and Troop Advancement Chair/Committee to be sure it is worthy for submission to the Council Advancement Committee. Once the project is approved by the Troop, the Troop Advancement Chair **must** then contact the Council Advancement Chair to set up and appointment for the Scout to go for his Project Review before the Council Advancement Committee (4th Monday of each month, starting at 7:15PM). Please keep in mind that every project is **not** approved as written, in that case, the Council committee might ask you to make some changes and return the following month.

### **Board of Review Procedures:**

Once the Scout completes their project and finishes their final Project Workbook they must meet with the Troop Advancement Chair to ensure **all** requirements are completed by going over the Eagle Checklist. Once the Troop Advancement Chair signs off on the checklist, the Scout can then proceed to their required Scoutmaster's Conference. Once the Scout satisfactorily completes their Scoutmaster Conference and has **all** the necessary

approvals and signatures for their completed project, the original project workbook must be submitted to Council Office. The final Project Workbook must be submitted at least 10 days in advance of the monthly Council Advancement Committee meeting.

The Council District Executive then reviews the final project. If there are any changes that need to be made or information is missing, they will contact the Troop Advancement Chair. They will be instructed on the issues and when they need to be rectified by. Once it is approved by Council, the final project workbook will then be handed over to the Council Advancement Chair. Once they have reviewed it, they will contact the Troop Advancement Chair to set up the Scout's appointment for their Board of Review.

### **Final Project Workbook:**

The Scout must include a personal letter of reflection detailing their Scouting career and desire to become an Eagle Scout. It is important to also include a Letter of Completion from the individual sponsoring the project (School Principal, Park Ranger, Mayor, etc). All original signatures including the Scoutmaster, Troop Committee Chairperson, Unit Leader and the Scout must be on the Unverified Eagle Application and submitted to Council with the checklist and completed workbook.

Letters of recommendation must be in a sealed envelope with the signature of the reference written directly on the seal. The five - six letters of recommendation need to be from Parents/Guardian, Religious Leader (Pastor, Priest, Religious Counselor/Instructor even if it is a parent), Educational Representative (Principal, Guidance Counselor), Employer (if any) and two other personal references (Neighbor, Family Friend).

### **Appointments:**

Every effort is made to see the candidates in a timely manner, however we ask that you be aware time is limited and you may be asked to wait a month. Certainly no insult would be intended in asking a Scout to wait. Scouts are scheduled on a first come first serve basis.

If there is some over-riding reason why a delay would be harmful to the Scout, the Scoutmaster and Troop Advancement Chair/Committee need to be aware of that during prior to the scheduling process with the Council Advancement Chair. An example of an over-riding reason might be leaving for college before the next meeting. If the reason is something like an impending birthday or a schedule conflict, it is **STRONGLY** suggested that the Scout attempt to get their project approved some months prior.

## ***Other Important Information***

The Scout should be in a Class A uniform and be prepared to thoroughly defend and explain his project, including any major changes with the project. The Board of Review Committee should consist of no less than (3) Troop Committee members and no less than (3) Council Advancement Committee members. Parents are not allowed in the Board of Review.

**The rank of Eagle is awarded more for proven capability than for potential. Although the Eagle project is a learning experience, it is most importantly proof of how the Eagle Candidate upheld the Scout Law and Scout Oath.**