

## EAGLE PROJECT PROPOSAL AND APPLICATION CHECKLIST

November 27, 2023

Eagle Scout Project Workbook No. 2022a, February 2023

Your Aquehonga District (Staten Island) Advancement Committee processes between 50 and 60 Eagle proposals and another 50-60 Eagle applications per year. Unit Leaders, our ROLE as adult leaders is mentorship - not just signing the forms. Someone other than the Scout needs to review the proposal and the application before it is turned in to ensure completeness and accuracy.

At the present time, in Aquehonga District, Eagle Project Proposals and Eagle Applications are submitted electronically. Associated supporting documents to the Eagle application may be submitted electronically or hard copy.

- \* Proposals - Electronic (no paper accepted)
- \* Applications - Electronic (no paper accepted except paper reference letters are acceptable)
- \* Workbooks are held by the unit or scout. Bring in hard copy format to the Eagle Board of Review

> Use this Guide when reviewing Eagle Leadership Project Proposals and Applications with your Scout <

### EAGLE LEADERSHIP PROJECT PROPOSALS

ADULT LEADERS: Please review EACH Eagle Project Proposal against the following checklist and PLEASE walk your Life Scout through the proposal before signing off. When we receive a proposal with your signature, we must assume that you have already approved it. That being the case, when a proposal has [numerous] mistakes, then either the Scout is substituting another booklet, or you just signed a blank piece of paper for him/her. It reflects on the Scout as well as the adults who signed the proposal.

When a Scout is filling out his/her Eagle proposal it is important to follow the directions and fill in all the required fields. This is not an unreasonable expectation: learning to correctly complete a form will serve the Scout in job searches, educational applications, bank loans, and many other ways. Help him/her learn to do it right - the first time.

Now some computer stuff. Get the current project workbook as a fillable pdf from the Aquehonga District Advancement Website: [siadvancement.org](http://siadvancement.org). Be sure to use the current workbook at the time you submit a proposal. The workbook changes from time to time, so be sure you submit the current one. Have your Life Scout download the workbook from the website and save it to his/her computer. THEN fill it out. Do NOT fill it out online - it will can not save data in a readable form.

For proposals, we only need pages 7-15 (Section B) and maybe the Fundraising Application (page 23/Page "A" in the workbook). If using *MS-Windows 10*, print just these pages to a pdf file to submit. After saving the completed proposal or workbook, click File, click Print. Change the printer selection to "Microsoft Print to PDF." Click the Pages button, then enter 7-15 in the box to the right of Pages. Under Page Sizing and Handling, be sure Actual Size is selected. Review the printing selection at the right by stepping through the document (use the < > arrows to move back and forth). If the proposal includes a lot of text, the print range may expand to pages 7-16 or maybe even more. Make sure all the pages are included.

If including the Fundraising page, then make the printing selection 7-15, 23 (or maybe 7-16, 24 or whatever you need). Preview it to make sure all pages are included.

When all pages are confirmed, click Print at the lower right under the Preview screen. It asks for a filename. Please make it the Scout's last name, T####, where #### is your troop number. For example, Derek Smith in Troop 447 would be SmithT447. The pdf suffix should be added automatically by the printer driver.

The Eagle Project Workbook is divided into three parts:

- Proposal - tell us what the Scout wants to do
- Plan - tell us how the Scout plans to do it
- Report - tell us what actually happened and how the Scout met the Eagle Requirement

Only the first section is needed for the Proposal.

The *Eagle Scout Service Project Workbook* is divided into three sections, four if you count the introduction pages. The three main sections are the Proposal, Plan and Report. As with any contracting or consulting job, we begin with the Proposal where the Scout gives a brief statement of the project, describe its scope and provides enough information to make the client (District Advancement Committee in this case) comfortable that he/she understands what he/she is doing and is up to the job. Be complete, but be concise. Too many words may indicate he/she is just trying to impress the committee. Fewer words show us he/she knows the subject well and can get to the point. (Think about Communications merit badge.) Don't include a lot of detail, but convince the committee he/she knows what he/she is doing.

OK. He/She got the job. (The Advancement Committee approved the proposal.) Congratulations! Next comes the Plan. Here is where you get into detail: How many boards of what size are needed? How many nails or screws of what size? How will he/she organize work crews? When will he/she do what? How does he/she get materials and equipment to the worksite as well as people? What is his/her work schedule, including breaks and meals? You get the idea - details. The Scout works on this part with his/her Eagle Coach and unit leaders AFTER the proposal is approved. *Work* begins after the unit leaders OK the Plan.

The next part of the Workbook is the Report. This part tells the client (the Eagle Review Board) how the project went. What worked? What didn't? How did the schedule work for managing the project? How many people actually worked on the project and for how long? (This is where a contractor would make his/her money in a for-pay job). What did the Scout learn and how did he/she demonstrate leadership? Keep in mind that no job in the recorded history of all mankind ever went exactly as planned - this is where the leadership comes in. Tell us about it.

### The Proposal

Fill in every box. If it does not apply, say so. Empty boxes are interpreted as missed or forgotten. Read the description of information requested. Answer THAT question. The workbook is designed to allow the Scout to type directly into it. Please do so. Again with the mentorship, this is largely how job applications are handled today, as well as college applications. Learning this basic skill is useful - and it shows the Scout that computers are useful for something other than video games.

Begin with the Cover Page - make it an easy start. Include the Scout's full Legal name, not a nickname. This is the name we use to cross-reference to BSA's official records as we process the application. The name of the project should be a Title that describes the project. "Brian's Eagle Project" does not help us find it again among the hundred or so we process each year between proposals and applications. Try something like "Garden and Shed Restoration at Timbob's National Park."

Proposal Page B, Contact Information: Include information for the Scout and for every leader or organization listed. If he/she doesn't know something, ask! As with most advancement -related questions, district and council information is available at [siadvancement.org](http://siadvancement.org). The Scout's ID# is important - this is how his/her progress is connected to his/her official records. If the unit doesn't have an Eagle Coach, then write "None"

Proposal Page C, Project Description and Benefit: The first box is a description of the project - more than the title, but not a detailed description, either. Please include the name of the beneficiary organization and what is to be accomplished. Use complete sentences. Separate photographs are usually helpful for the Advancement Committee to understand what is proposed. We don't need high-resolution photos: they make the proposal file size big and sometimes that prevents them from being included as attachments to an email. Usually two or three photos are fine, but use what is needed to concisely describe the project.

The Workbook next asks about the benefits of the project, when it will be done and how long it will take. Remember, again, that this is a proposal. We don't need a lot of detail, but we do need to get a sense of the project's value and that you and the Scout have a realistic understanding of the work involved.

Finally on Page C, indicate when you expect the project to begin and end.

Proposal Page D, Giving Leadership: As with any contract job, we need an estimate of the labor involved to successfully complete the work. How many people are needed and led in the project? Where will they come from? Based on his/her experience with leadership in the troop so far, what does the Scout see as his/her biggest challenge about getting the work done as he/she wants it? Concise, complete sentences, please.

Proposal Page D, Materials: As the Workbook asks, what kind of materials are needed? Materials generally, but not always, become part of the finished project. We do not need all the details, but we do need to know he/she understands what he/she needs. If the project involves converting a large storage area into three small offices, then sheet rock, studs, nails or screws and paint are likely among the materials. What else?

Proposal Page D, Supplies: Unlike materials, supplies are typically consumable or expendable - they are helpful or necessary to complete the project, but do not remain with the project after it's done. Work gloves, paper towels and gasoline are supplies. So are food/beverages and turpentine. As with materials, we do not need a detailed list - just a clear idea that the Scout thought about the supplies needed.

Proposal Page E, Tools: This section can be a list or a description, whichever is more appropriate. Shovels, rakes, hammers, wheel barrows, laptop computers, pencils, and so forth. The Scout knows his/her project, tell what tools and aids he/she will need to complete it.

Proposal Page E, Other Needs: Nearly every project has some unique aspect to it, and requires something that does not neatly fall into one of the previous categories. Tell us about it and why it is needed. Some examples are listed in the Workbook to jog his/her thinking, and you can help with other ideas. Don't leave this box blank - that tells us nobody thought about it. If the work requires, in part, a licensed contractor and he/she is coordinating with them, describe the process here.

Proposal Page E, Permits and Permissions: Some projects require permission beyond a simple signature on Page H. Some even require city permits or sign-offs that work has been completed according to a local building code. Describe them here and tell us who is responsible.

Proposal Page F, Preliminary Cost Estimate: All projects have costs associated with them - materials, food, and so forth. Cost estimates must be listed even if the beneficiary is providing the materials.

NOTE: The Workbook sometimes does not sum the costs at the bottom. It should do that automatically, but doesn't sometimes. If not, don't worry about the total. We will add the individual lines ourselves.

Proposal Page F, Project Phases: The next section of the Workbook covers the details of the Plan. For this box gives us some idea that the Scout is thinking about the whole project and has a grasp on the scope and organization of the work. We don't need eight phases unless the project has eight. It might only have five, or it might have fourteen. It is the Scout's project: convince us he/she understands it and can handle it.

Proposal Page F, Logistics: "Logistics" covers the coordination of an operation involving people, facilities, and/or supplies. How does everything and everybody get where they are needed when they are needed? If pouring concrete, it can't arrive three weeks ahead of the project date - or even two hours before starting to lay the base. Again, convince us the Scout knows what he/she is doing.

Proposal Page G, Safety Issues: Poison ivy, power tools (and who can use them), wasps, trenches, water projects, etc all have specific safety issues. Unit leaders are familiar with BSA's *Guide to Safe Scouting* (<https://www.scouting.org/health-and-safety/gss/toc/>) and can help here. When looking at the proposal, what safety issues might arise and how are they mitigated. Be sure to address age-appropriate tool use as described in the *Guide to Safe Scouting*.

Proposal Page G, Project Planning: If the proposal moves forward, what are some of the next steps involved in planning the project? Nothing detailed here, just enough to assure the reviewing committee that the Scout is ready to start planning.

Proposal Page H, Signatures: Four (4) signatures are required BEFORE the Scout can begin the Plan and five (5) signatures are required BEFORE the Scout can begin the project. The Scout's signature is first. Read the statement before signing. Next the unit leader and a committee representative sign, attesting to the Scout's membership, rank status and readiness to undertake the project. Finally, the beneficiary must sign and indicate that he/she has received a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." After the first four signatures, the proposal is submitted to the Aquehonga District Advancement Committee *electronically* as instructed at [siadvancement.org](http://siadvancement.org). The signature page needs to be scanned (not photographed) to a pdf file with all four signatures, and submitted separately, also at [siadvancement.org](http://siadvancement.org). Hard copies of the proposal will not be accepted. As described earlier, only the proposal pages need to be submitted, not the entire workbook, please.

Fundraising Application Page A: Greater New York Councils (GNYC) has adopted a policy that the fundraising form is needed only if the Scout is trying to raise \$500 or more from outside his/her own family. GoFundMe, requests for store donations (cash, Lowes, Home Depot), bake sales and such are examples of when the fundraising form may be needed. The application should be submitted with the proposal.

If used, the fundraising application and the proposal MUST be approved BEFORE any fundraising occurs.

When the Advancement Committee receives the proposal, signature page and fundraising application (if needed), the Eagle Coordinator reviews the package for compliance to the above guidelines. Mistakes and omissions will likely result in the package being returned to the unit leader and delay the approval process.

If everything is in order, the proposal is electronically distributed to the Project Review Committee for review, questions and approval. The committee includes technical, contractor and business people who are familiar with what it takes to do a wide range of projects. Remember that the proposal must include enough information to convince the committee members that the Scout is prepared to tackle the project.

The review typically takes three to five days for approval if everything is in order and the proposal is clear. Some have been returned to the unit five or six times because the Scout or unit leaders do not fully address the committee's concerns. Keep in mind that a little more time up front might save hours of rework later.

Once the Proposal is approved, the Scout needs to develop the detailed Plan with his/her unit leaders and or Eagle Coach. This Plan should be completed before the project begins to give the Scout the best chance at a successful and rewarding experience. Again, it is not an unreasonable expectation - it is mentorship to a process that is probably new to the Scout.

Finally, all three sections must be complete and signed when submitted with the Eagle application.

## EAGLE APPLICATIONS

Please review EACH Eagle application against the following checklist and PLEASE walk your Life Scout through the application before signing off. When we receive an application with your signature as a unit leader, we must assume that you have already approved it. That being the case, when an application has [numerous] mistakes, then either the Scout is substituting a different form, or you just signed a piece of paper. It reflects on the Scout as well as the adults who signed the application.

When a Scout is filling out his/her eagle application it is important to follow the directions and fill in all the required fields. This is not an unreasonable expectation: learning to correctly complete a form will serve the Scout in job searches, education applications, bank loans, and many other ways. Help him/her learn to do it right - the first time.

1. Get the current application form as a fillable pdf from the Aquehonga District Advancement Website: [siadvancement.org](http://siadvancement.org). Use the current application at the time it is submitted. These forms change, so be sure to submit the current one. Have your Life Scout download the application from the website and save it to his/her computer. THEN fill it out. Do NOT fill it out online - data will not be saved in a readable form.
2. The Scout's name MUST appear exactly as it does in BSA's official record - Scoutnet or Scoutbook.
3. Dates of merit badges and ranks must match BSA's official record EXACTLY!
  - a. Please attach an advancement report from Scoutnet or ScoutBook. Recordkeeping sources such as Troopmaster are convenient tools for the unit, but they are NOT official BSA records.
  - b. ALL ranks and merit badges must be earned after the Scout joins Boy Scouts, meaning that the "Date Became a Boy Scout" must be earlier than any rank or merit badge date, including Scout Rank.
4. Requirement 2 needs five (5) names unless the Scout is employed, and then six (6) are required. Be sure to include accurate contact information for each reference. Not everyone can have the same address and phone number. Remember: the Scout is responsible for asking the person to be a reference and to give them the letter from the advancement web site. Again: [siadvancement.org](http://siadvancement.org).

NOTE: All reference letters are to be sent to the District Eagle Coordinator as instructed at [siadvancement.org](http://siadvancement.org). Letters are NOT to go to the Scout or to unit leaders. BSA considers these letters to be confidential. The reference may, at their own choosing, send a copy to the Scout, but the original is to go to the District Eagle Coordinator.

Important: Do not request reference letters until the Eagle application is finished and submitted to the District Advancement Committee. Too often we receive letters before the application, and do not know which letter to put with which candidate. Most lost letters happen because we don't know who goes with what.

5. Requirement 3 is the list of 21 merit badges the Scout is using for Eagle Rank. Please be sure that these dates agree exactly with the attached Scoutnet or ScoutBook report - to the day. Cross off the merit badges not being used for # 7, 8, and 10. Read the note just below the merit badge box. Please list the unit of membership when each merit badge is completed.

And now for a very subtle point. While some of the more recent merit badges a Scout has earned may be more exciting than when he/she just crossed over, the dates of merit badges must support the Star and Life ranks. Specifically, four Eagle and two elective merit badges must be dated on or before the date of Star, and seven Eagle plus four elective merit badges by date of Life. If he/she used more than one merit badge from # 7, 8 or 10 for Star or Life, those extra merit badges now become elective badges.

6. All those little boxes at the top of Page 2 of the application are for the Scout's name - exactly as it appears on the front of the application. Please fill them in.

7. Positions of Leadership: READ the requirement. Accepted positions for Eagle are different from Star and Life. Be sure the Scout's leadership qualifies. Then - Only list positions and times served after the Life board of review. The Scout is not required to list two positions, but has the option to list two if needed to make the six-month total. If a Scout has served in only one position for 6 months after his/her Life BoR then only one position is needed. Do not list any time in service before the Life BoR. \*\*\* All Eagle Leadership positions and time must be recorded in Scoutbook or the application will be returned by GNYC. \*\*\*

8. Signatures, the Scout, the unit leader and the committee chair must sign the application. Missing signatures indicate that one of the individuals does not consider the Scout qualified for Eagle. Remember that signing the application means that you agree with everything stated on the application, and demonstrates your support for advancing the Scout to the rank of Eagle.

9. Include a statement of leadership and ambitions. Most Scouts have no idea what that means. Scout Spirit (Eagle Requirement 2) covers more than just Scout activities: Scout Spirit incorporates the ideals of the Scout Oath, Scout Law, Scout Motto, and Scout Slogan into a Scout's daily life at home, school, religious life and neighborhood. As Eagles, Scouts are expected to be very accomplished throughout their lives so far and to have some plans for their futures. This essay tells the board of review about the Scout - in his/her own words - beyond the dates and records of merit badges and ranks.

10. The Scout should present to his/her Eagle Coach, Scoutmaster and Committee Chair a completed application *to the best of his/her abilities*, and together the Scout and adults should review the package - including the completed Leadership Project Workbook. Only after acceptance by all should the application be signed.

The completed Eagle Application Package - application, letter of life's purpose and ambitions and ScoutBook report - is delivered to Tom Zablocki at [workbook@siadvancement.org](mailto:workbook@siadvancement.org) for review by the District Advancement Committee and the Council Registrar. The Review includes a careful screening of all dates by the Council office and a comparison to official BSA records. Any discrepancy will result in the entire package being returned to the unit leader, and delay the potential Eagle Board of Review.

Hold the Workbook - all three sections with all signatures - for the Board of Review. Do not email it to the Committee or Tom. Instead, bring the full workbook to the Eagle Board of Review. Please have it organized and presentable.

Once the Council office confirms the Scout's membership, merit badges, ranks and dates, and leadership positions, the application is returned to the District Advancement Committee. The Unit Leader is next contacted to schedule a board of review.

Any mistakes or omissions in these points can cause delays in getting applications processed and the Scout getting his/her Eagle BoR.

As we all know life begins and ends with paper work.