

Trail to Eagle

Northern Trails District
Chief Seattle Council, BSA



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(This document is to assist you on your path to Eagle. It is not an official publication of the BSA)

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Northern Trails District

Eagle Advancement Team Contacts

District Advancement Chairman

Mike Ocheltree
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Responsibilities: All advancement issues within the district
District Advancement Team Leader
Council Advancement Committee member
Provide assistance to other district advancement members
Approve project fundraising applications (council)
May represent district/council on Eagle Boards of Review

Eagle Advancement Coordinator

Tanya James
Phone: 425-895-8444
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Responsibilities: Eagle Advancement assistance to all troops, crews, and ships in the district.
Scheduling of Eagle Boards of Review.
Calls regarding Eagle Boards of Review
Receives Eagle reference letters & other Eagle paperwork
Checks Eagle paperwork & sends application to council office
May approve Eagle Project proposals
May represent district on Eagle Boards of Review

Redmond Units

Eagle Advancement Coordinator

Nena Chaing
E-mail: nenachg@live.com

Eagle Project Review

Mike Ocheltree
Phone: 206-618-3024
E-mail: mocheltree49@gmail.com

Responsibilities: Coordinate and conduct District Eagle Project Plan Reviews/Approvals
Approve Eagle Project fundraising applications (council)
Provide advice on Eagle Projects & Eagle process
May represent district on Eagle Boards of Review

Redmond Units - Eagle Project Review

John Spear
Phone: 425-443-2442
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For an appointment:
<https://calendly.com/thepictureorg/eagle-scout-project-review>

Merit Badge Coordinator

Kelly Trace
Phone: 206-715-7690
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Responsibilities: Maintain district Merit Badge & Nova/Supernova counselor list (includes YPT checks)
Insure district list is in sync with council list
May represent district on Eagle Boards of Review

Supplemental Information/Clarification (Northern Trails District – Sept 5, 2019)

1. We need to have at least three references for your Board of Review. You may do more if you choose, but three should be adequate. It is recommended that you ask at least 6 people for reference letters. It is recommended but not required in our district that the references be from those listed on the Eagle Application. Please make sure the top of the form is filled out including the unit number before giving it to the prospective reference person. Reference letters are strictly confidential and should be sent directly to the Eagle Coordinator by the author. The Eagle candidate should not handle the reference letters. Reference letters are an aid to the board in judging the character of the candidate.
2. Item 3 on the Eagle Scout Rank Application asks you to list your merit badges earned and the full dates. "Non-required" merit badges should be listed in the order completed (date counselor signed...confirm date is same as national Database).
3. Be sure to write out your Project Details as stated on Page 8 of the Life to Eagle Service Project Workbook before you get your approvals. **You must use the most current version of the project workbook.** Take your time with this. We expect ALL the items mentioned to be addressed before we will give you the final District Advancement Committee approval to proceed with your project. The district approval signature must be the last signature obtained for the project plan. Please feel free to attach any lists, pictures, drawings, etc. to your workbook. These can be very helpful in completing your Final Report.
7. The Trail to Eagle Packet clearly states that you must submit a final report on your project (please read the "How to Start" topic following the "YOUR EAGLE SCOUT SERVICE PROJECT" heading on page 2). Note that the workbook is NOT the same as a final report. It is a workbook for you to keep notes as you proceed. If you use it properly, your final report should be a cinch! If you have questions, please call us and we'll be glad to help'. Be especially sure to address how you demonstrated leadership during your project (be as specific as possible!).
8. Please have your unit Advancement Committee person and/or Unit Leader assist you in making sure you have completed and verified everything prior to submitting your Eagle Scout Rank Application, Project Workbook, Life's ambitions/positions held statement, and Final Report. Note that signatures on the Eagle Rank Application must be actual signatures or digitized copies. "Computer font" signatures will not be accepted.
9. Districts may have slightly different procedures for processing Eagle applications. In our district, we ask that you please deliver your completed Eagle Scout Rank Application and completed paperwork to the district Eagle Scout Advancement Coordinator. We will process the whole package for you.
10. As of August 1, 2017: ALL Eagle Palms, for which the scout has the appropriate merit badges at the time of the Eagle Board, are to be awarded with the Eagle rank. After the Eagle Board, each additional palm requires 3 months tenure, no board is required. This is *NOT* retroactive at this time.

PLEASE DO NOT TAKE YOUR COMPLETED APPLICATION DIRECTLY TO THE COUNCIL OFFICE. THIS COULD ACTUALLY SLOW THINGS DOWN. Trust us on this one.

The Path to Eagle: Requirements

The most recent version of the Eagle application must be used (January 2019)
(Note: the new Scoutbook program will produce an application copy with many of the fields filled in automatically, using the national database)

Eagle Scout Requirement 1

Be active in your troop, team, or crew for a period of at least six months after you have achieved the rank of Life Scout.

While this may seem as easy as falling off a log, you should note the operative part of the requirement, which is to be active. It goes beyond just being registered. It means that you are an active, contributing member of your unit, whether it is a Scout Troop, Venture Crew, Varsity Team, or Venturing Crew/Ship.

Maybe you are very active in the Order of the Arrow, attending all functions and even serving in a leadership capacity. Your unit leader may not accept that as meeting requirement 1. Likewise, you may be serving on camp staff all summer and busy during the fall with the start of school, sports, and/or a job. If you are not a participating member, leader and example in your "troop, team, crew or ship", your unit leader may not accept your performance for this requirement.

So what do you do if life has you running a hundred miles an hour? Talk to your unit leader. Find out what he or she sees as acceptable performance. If necessary, use those leadership skills you're developing to negotiate an acceptable arrangement. You'll be glad you did!

Also, keep in mind that this time is your window to accomplish all the other requirements. You may wish to take more than six months to complete requirements, which is all right as long as you have time prior to turning eighteen. However, at the very least, it is imperative that you not delay in establishing AND writing down your plan to accomplish all the requirements. See the "planning for success" area under "the path" on the main page for help.

Eagle Scout Requirement 2

Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

If you are of Eagle quality, this requirement will be difficult because you'll have so many people to list, you won't know which ones to use! Seriously, any Eagle candidate should have no problem with this. Simply, list people who know you well. Try to get a varied selection- meaning, don't list four teachers. Rather, select people from different areas of your life.

If you do not have an employer, it is permissible to put a line through that title and use the space to list another reference. Since a Scout is reverent, you should have a religious reference. If you are not a member of an organized church or religious group, your parents go here. I have seen Scouts who are home-schooled that don't know what to do with the "Educational" line. If this is the case for you, I suggest you think about other educational sources: music lessons; a sports coach; etc. You should list someone who has a major role in one of your educational pursuits.

Your local district or unit may also have a special form they want you to distribute to your references. This is to provide your Board of Review members with written comments on you. Check with your leadership (Unit, District, or Council, in that order) to see if this is the case for you.

Eagle Scout Requirement 3

Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned. Also list the unit the merit badge was earned in.

As of June 30, 2022: The 14 required merit badges are: Camping; Citizenship in the Community, Citizenship in the Nation, Citizenship in Society, Citizenship in the World, Communications, Cooking, Emergency Preparedness **or** Lifesaving, Environmental Science **or** Sustainability, First Aid, Personal Fitness, Swimming **or** Hiking **or** Cycling, Personal Management, Family Life.

Preplanning is a must in this area. I can't imagine how it must feel when a Scout realizes they turn 18 in two months and they still need Family Life or Personal Management, which require at least three months. Don't put yourself in that position! If you still have merit badges to complete, lay out a plan to get the toughest done first (and in time).

Note: Before you fill out this section of your application, save yourself and the people at your council office a lot of headaches by doing the following:

- List the actual merit badges you used for Star and Life ranks, as well as the rest needed for Eagle. Many Scouts want to put down the merit badges they are most proud of, but don't. Any checks made against the dates you list on your application will most likely make it appear that you did not have enough merit badges to earn earlier ranks as per the board of review dates you list for them.
- On the Eagle Application there are three sets of required merit badges from which you can choose to do one from each group (Swimming, Hiking, or Cycling). Both Star and Life ranks allow you to use two from one group, like using Hiking and Swimming as two required on your Star rank. If you have done this, make sure you select one as the required merit badge (cross off the other option on the application) and list the other required merit badge as a non-required merit badge (in one of the spaces numbered 15-21).
- The date earned for the merit badge is the actual day the merit badge counselor signed and dated your merit badge card. Do not use the date you received it at your Court of Honor. Verify all dates with your unit advancement person.
- Unit is the unit (Troop, Crew, Ship) you were in at the time you earned the merit badge.

Eagle Scout Requirement 4

While a Life Scout, serve actively for a period of at least 6 months in one or more of the following positions of responsibility. List only time served in those positions after Life board of review date. Two or more positions at the same time DOES NOT shorten the length of time needed. Time does not need to be continuous. Please try to do this as soon as possible after attaining the Life Scout rank. It is recommended you speak with your unit leader to make sure you have a position prior to the Life Scout board of review.

- Scout Troop: Patrol leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Order of the Arrow Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Webmaster, Outdoor Ethics Guide
- Varsity Scout team: Captain, Co-captain, Program Manager, Squad Leader, Team Secretary, Order of the Arrow Team Representative, Librarian, Historian, Quartermaster, Chaplain Aide, Instructor, Den Chief, Webmaster, Outdoor Ethics Guide
- Venturing crew: President, Vice President, Secretary, Historian, Den Chief, Treasurer, Guide, Quartermaster, Chaplain Aide, Outdoor Ethics Guide
- Sea Scout Ship: Boatswain, Boatswain's Mate, Purser, Yeoman, Storekeeper, Crew Leader, Media Specialist, Specialist, Den Chief, Chaplain Aide
- Lone Scout: Leadership responsibility in their school, religious organization, club, or elsewhere in their community

Make sure your plan includes a position of responsibility. If it is not currently possible for you to be in an elected office (for example, your unit elections won't be held for a while), talk to your SPL and unit leader. They have positions that can be assigned, such as Troop Guide or Instructor. Don't overlook being a Den Chief. They are always needed, and it's a very rewarding position!

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others (minimum of 2 others) in a service project helpful to any religious institution, any school, or your community. The project idea must be approved by the beneficiary, your unit leader and unit committee as well as by the council or district before you start (district/council must be last). You must use the most current version of the "Eagle Scout Service Project Workbook", No. 2023a, February 2023 in meeting this requirement.

See the following pages

Choosing an Eagle Project

The Eagle Project must demonstrate leadership and provide service to a worthy institution other than the Boy Scouts of America. See the first page of the Eagle Service Project Workbook for all requirements. You should look for a project idea which is original, truly valuable, and a challenge to you. Your project may include members of your home or other troops, or may be done entirely by non-Scouts, if you choose. While it is nice to do projects for your sponsoring organization it is not at all required. Project ideas can be found in many places: in the newspaper, at your church, at your school, or from community organizations. Let the word out that you are looking for project ideas and see what input you get. As you look around for ideas, write down several which interest you. You should not spend much time planning a project until you have talked the idea over with your unit leaders to ensure that it is a valid idea.

While not required, it is a good idea to get a troop leader Eagle Coordinator/Advisor to serve as your project assist you. This leader can help you choose a project, help you determine what needs to be done in planning it, and help you get the write-up ready to go to the district for approval. Always take detailed notes when talking to your advisor — you cannot remember nearly as well as you can read your notes later. Your advisor may not want to tell you the same thing multiple times.

You may choose to build something, do service for someone, present a program to a group, or correct a problem area for the benefit of an authorized organization. Some projects done-before are listed below:

- Built 3 newspaper recycling boxes for an elementary school
- Built 2 camp chuck boxes for a Girl Scout Troop
- Repaired and painted the playground at the church
- Landscaped the church grounds, including shrubs, ground cover, and edging
- Collected 450 pair of used eyeglasses for the Lions Club program for the needy
- Repaired fencing and outdoor facilities at a church sponsored nursing home and organized a social function for the residents
- Built a foot bridge in a city or county park
- Repaired the church sign and re-landscaped around it.
- Built a janitor closet in a church Fellowship Hall
- Built storage cabinets in Sunday School rooms
- Re-roofed and painted gazebo at a church
- Conducted a book fair for a church run bookstore
- Repaired a local troubled youth facility, inside and out, including woodwork, painting, carpeting
- Collected children's books and toys and set up a play area at a public hospital neighborhood clinic.
- Painted a mural on the wall of a Synagogue depicting Jewish life
- Conducted a program for kindergarten children about dangers of abduction and fingerprinted them for their parents
- Modified church's storage building, adding double door for tractor access, shelves, permanent window covering
- Planted trees and placed boulders in a local park to stop off-road vehicles from damaging grounds

Eagle Scout Service Project Workbook

(You must use latest version of the workbook)

Initial Planning & Project Write-up

After you have talked over possible project ideas with your troop leaders and chosen the right one for you, it is now time to begin the proposal planning and initial write-up which will be submitted to the District for approval. Remember, you cannot begin actual work on the project until it is approved by the district, but there is a lot of planning to be done before you get that far.

Get a current copy of Eagle Scout Service Project Workbook, from the link on our district website (nlbsa.org) the council office or from one of the troop leaders to use in preparing your plan. This is the official booklet which is submitted to the district for approval. Read everything in it before beginning to write up your plan. The use of this workbook is required. Data may be presented on separate pages, but the official workbook must be included to show all steps have been properly understood and followed. The project plan may be typed on a typewriter or computer, or may be hand written, but it must be very neat and written using your best grammar. The plan should tell someone else everything they would need to know to carry out your project without you. You should include the following information as shown in the workbook:

A. - Contact Information

Please be sure to fill out all the blanks on page 1-6 of the workbook. Note the Unit Leader and Committee Chair should be the people registered in those positions at the time of the approval. The Project Beneficiary Representative is the person from the group the project is being done for. They will you work with to determine what the beneficiary wishes to have done.

The project coach is a registered scouter, usually from your unit who can help you with the final details of the project. They may or may not be part of proposal approval. Though it is a Scout's option, coaches are highly recommended—especially those from the council or district level who are knowledgeable and experienced with project approvals. Their greatest value comes in the advice they provide after approval of a proposal as a candidate completes their planning. A coach can help the scout see that, if a plan is not sufficiently developed, then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches shall *not* have the authority to dictate changes, withdraw approval, or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make the right decisions. In many cases, candidates will not have undertaken something like an Eagle service project in their past. Thus, we want them to obtain guidance from others, share ideas, seek plan reviews, and go through other processes professional project planners might use. But like a professional, *the Scout* makes the decisions. The scout must not simply follow others' directions to the point where their own input becomes insignificant. On the other hand, adult leaders must bear in mind the scout is yet a youth. Expectations must be reasonable and fitting.

B. – Description and Who Will Benefit

Briefly (approximately 1/2 to one page) describe the project. This should not include any details, those will come later. Address this section as though you were telling a friend what you were going to do. Name the group or organization which will benefit from your project and how your project will benefit them. Remember, the project cannot benefit the Boy Scouts of America (except in the most indirect way).

C. - Leadership

Estimate how many people you will need to get the project done (We are not asking for an exact number best guess is good enough. Do you plan to use friends from school, you unit, church or another group you are associated with? Tell us a bit about how you plan to lead them and what you think will be the greatest challenge to you in leading the project.

D. – Materials, Supplies & Tools

Just make a list of whatever types of materials you made need to do the project. Materials are the major components you plan to use such as lumber. Supplies include such things as nails, screw, or other fasteners. Tools of course are thing such as hammers, shovels and such. You might ask people working on your project to bring some of these. You can figure out the quantities later for the final plan. Cost figures do not need to be exact, an estimate will do.

E. – Permits and Permissions

Some projects may require written permission from the benefitting agency or permits for the work to be done (such as electrical or building permits). You should be able to get help with this from you project coach, parents or unit leaders. It may be necessary to obtain a fundraising permit for the project to obtain the materials or money needed. In this council the District Advancement Chairman is authorized to provide a signature for the council. The Council/District signature must be the last one obtained for the fundraising application. The application is not needed if there is no fundraising needed for the project or the amount to be raised is less than \$500. This may happen in cases where the scout, parents, or relatives provide all the needed funds or if all funds are provided by the beneficiary. Fundraising/donation requests should not occur before this application is approved.

F. – Preliminary Cost Estimate

Again just give us your best guess of the cost for materials, supplies and such you plan to use.

G. – Phases & Logistics

Dividing the project into sub tasks usually makes them easier to plan and coordinate. Write down some of the subsections you might use for this purpose. Note that although fundraising may be a phase here the fundraising hours and leadership do not count toward the project hours. Please make sure you know if any trip permits or fundraising permits may be needed and allow yourself enough time to obtain them.

H. – Safety

No project can be considered to have been “completely successful” if somebody gets seriously injured. We can’t always insure that bad things don’t happen, but we can plan to minimize the possibilities. Describe any safety problems that may be encountered on the project. This would be a good place to mention such things as restroom locations, first aid kit availability, cell phones & other emergency communications methods, water supplies and of course the need for the buddy system and youth protection enforcement.

I. – Further Planning

List any other things you might do to complete the final planning. This might include talking to people who are familiar with the type of work you plan to do, obtaining pictures or making rough sketches, preliminary visits to the site and such.

J. – Signatures

These should be obtained before the plan is completed. It is possible to do a complete final plan before the project proposal is signed. However, the project can’t be started before all signatures are obtained and it would be a waste of your time to do a complete plan and have to make major revisions to the final plan because you did not review it with the appropriate people first. So, please do not finish the final plan until these signatures have been obtained and any questions answered. Do not forget your own signature. The District approval signature must be the last one obtained.

Final Plan

Presuming that the previous steps have been completed including the signatures you should be ready to finalize the planning, do the project and write your final report. *A final written plan is not required*, however it is beneficial to write one to make sure all details have been covered and attainment of permits, acquiring materials and other details. It also can be beneficial in writing the final report.

Make sure you get the final approval signatures from the beneficiary and your unit leader when the project is completed. The final completion approval from the district/council will be done at the Eagle Board of Review.

Comments from your proposal

What suggestions were offered by those who approved your proposal? Did you use any of these suggestions and how did you use them.

Project Description and Benefit – Changes from the Proposal & Present Condition

How does your project differ from the approved proposal and how will this improve the project.

Present Condition

Describe in detail what the present condition is (what is the benefit of the projects and who benefits). This is a good place to include pictures (either photographs or drawings) of the project area. Remember, the District Advancement Committee does not know what your church or school or park looks like so they cannot understand why your project was important unless you show and tell them. Tell us about the project work days, what worked well, what didn't. Tell us what challenges you had and how you met those challenges.

Phases & Work Processes

Tell us the details of the project phases including the timing and leadership of these phases. How are you going to accomplish the tasks your project requires? (Pictures/drawings/maps etc. may be useful here).

Permits, Materials, Supplies & Tools

Did you need permits (trip permit, fundraising permit etc.) or written permission for any portion of the project? Have you made the proper arrangements to obtain them (if not how/when will this be done)? Materials are those things which become part of the finished product. Examples are lumber, paint, nails, concrete, etc. This is truly a shopping list so, please include material specifications (exact size, quality, brand, finish etc.), number of each item, and cost. Don't just say "lumber", you need to describe exactly what pieces of lumber. If items are to be donated, state so. This section is best presented in the form of a separate list attached to extra pages in the workbook. Tools are those items used to aid in making the work easier, or even make it possible to do. Tools are not used up and should be saved and used again and again. Examples of tools are hammers, shovels, tractors, or saws. Provide a list of all tools required for the project. Don't take for granted that required equipment will just appear when you need it. Be very specific (e.g. number of hammers, type of shovels, types of paint brushes etc.). Tell how those tools will be obtained. If you must purchase tools, include them in the financial plan. You should be able to borrow most tools from the people who are working on the project or from someone else. Try not to spend much money on tools since they are expensive but not part of the finished product. If you must buy tools, discuss what is going to be done with them after your project is complete. Are you going to keep them, give them to the troop or other organization, or maybe to the organization who is funding the project? Supplies are those expendable things which do not become part of the finished product, but that are used to complete it. Examples of supplies are sandpaper, trash bags, posters, gasoline, pens, markers, paper, paint rollers drop cloths, etc. Provide a list of all of the supplies you will need and where you will get them. Since supplies cannot normally be reused, you need to either buy them or have them donated. You cannot borrow something which you cannot return. You may choose to combine the materials and supplies into one list; but label it as such.

Expenses (Financial plan)

Every project will cost something, and you need to discuss those costs. Provide a list of all materials, tools, supplies, etc. with a cost of each. This information may be part of your list of materials/supplies. If items are loaned or donated, state so. Remember to include fees (e.g. city dump fees) in your cost estimate. Once you have determined how much the project is going to cost, you must find the money to pay for it. You may consider several sources for funding, including the organization for which you are doing the project, donations from others, from your allowance, or any other legitimate source. While your project may not be a fund raiser, you may conduct fund-raising activities to finance the supplies and materials needed for your project. Obtaining the funds to do the project is your responsibility, don't assume that someone will cover the cost until you have asked them. It also will be necessary to submit an application for fundraising (this includes soliciting money or materials). In our district approval for fundraising is done by the Advancement Chairman. This can be done as part of the project review. All money received from a project fundraising activity must be used for the project with any excess being given to the project beneficiary. These funds are to be held in an account controlled by the scout unit or the project beneficiary and disbursed as needed to cover project costs.

A major pain in any project, whether for Scouts, church, community, or a business, is funding. If you cannot come up with all the money you need, look at reducing the cost to get within your budget. You may even find that the project is too expensive, and you will have to choose another one.

Leadership & Logistics

A good schedule is a necessity for any successful plan. It shows when everything is done and in what order each step happens. You must make your best estimate of how many people each task will take, what skills are needed and in what order they will be done. A calendar with tasks entered on the appropriate days, or just a list of tasks and the date when they will be done could be useful. Include project planning and approval on your schedule. No project follows the planned schedule exactly, but this helps make things happen logically. When you complete your project and do the final write-up, you will discuss how well the project followed the planned schedule and why you think it deviated from it.

Step-by-step instructions

In addition to the schedule which shows the dates when you think tasks will be worked, you will also need detailed instructions. These instructions should read like a recipe in a cookbook. These tell the workers exactly what to do. Include a list of every task you can think of what order they will be done, who will do them. Include the clean-up of the work site in your plan. You also need to decide how workers and materials etc. get to the work site. Will food & drink be provided, and where restrooms are located. What is to be done with excess materials? What will you do with the tools used? If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy of those in the plan. These should be included as attachments to the workbook.

Safety - Adult Supervision, Work Site & Transportation

Scout policy requires at least two adult leaders always be present during any Scouting activity. In any scout activity involving females at least one adult leader should be a woman. All registered adult leaders must have 'Youth Protection' certification. It is your responsibility to ensure that this policy is followed. Don't assume that the right people will just 'be there' -- arrange, in advance, for them to be there. You should state how you will ensure this in your plan. Where will the work be done? If you are going to build something, are you going to build it at the location where it will be used or somewhere else then moved? Remember, you must get permission to use any work site from the responsible person/owner. If the location where you are going to work requires special facilities or tools state so. Think about how the weather will affect your work site. Moving people, materials, supplies, tools to/from a work site will most likely be required. Discuss what needs to be moved, what vehicles you will need, where you will get those vehicles, and who will drive. BSA policy places limitations on drivers under 21 years old; ensure you are aware of these limits and work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion. All of this is your responsibility. Read the transportation regulations in the Guide to Safe Scouting.

Contingency Plans

If your project is impacted by severe weather or other unexpected events you need to have a plan to deal with the problems. Decide if you will need to cancel plans, modify them or just postpone the project.

Project Coach Comments - Final Plan

If you have a project coach, he/she may have some comments about your final plan. This is a good place to tell us what those comments were.

The Eagle Service Project Final Report

How to begin

According to the *Eagle Scout Service Project Workbook*, #512-927, you must complete and submit a final report. However, it does not state what form the final report must assume. Since most reports are written, these suggestions are from that assumption. These are ideas, not BSA policy. Adapt as appropriate.

Before you start your project, even before you begin planning your project, get a notebook. Record events in your notebook, when they happen and keep as accurate a set of notes as possible. When you call or visit someone to discuss your project, write it in your notebook. Make a separate section to record what you buy, items/materials donated, and any moneys that you receive. In a separate section, record when you do the various parts of your project: who helped, how much time each of the volunteers spent on the project. Make a section to list tools and equipment. If you keep good records, the report will almost complete itself.

Suggested Project Report Outline

As you develop your report, emphasize your **Leadership**, your **Planning**, your **Organization** of project details, your project **Direction** (instruction and direction of project volunteers). Try to include strong statements, such as "I said...", "I decided...", "I think..." In the following suggested outline. There is no required total length for a final report. Just ensure it covers all the important issues you want your Board of Review to know.

1. Introduction

Tell what your project was, what you intended to accomplish, and why you selected this project. Tell who your sponsor is and how your project benefits the sponsor. Mention the sponsor representative, and if you had someone guiding and instructing you technically, mention that person.

2. Summary/Project implementation

Describe the planning stages of your project, who you met with, any special problems in planning that you had to resolve, any special concerns such as safety. Discuss what you did to prepare for your project, such as presentations to sponsoring organizations, raising funds, getting donations of material and equipment, preparing posters and handouts, what you did to get people to volunteer.

3. Changes

Was the project completed according to your original plans, or did you have to revise and change some of the steps? What changes (if any) did you make & why?

4. Leadership

Discuss the actual work required to accomplish your project. What went well, what did not? How did you provide leadership to the project? Was leading the project easy or challenging and why? Were you able to keep everyone busy, were there any special problems keeping everything under control and running smoothly? Were the volunteers friendly, or did they complain and fool around? Generally, the best way to write this section is to simply say, "This is what we did on the first day, this is what we did on the second day," etc.

5. Materials, Supplies, Tools

Did you have enough sufficient materials, supplies & tools to complete the project, or did you have more than was needed? What did you do about the shortage/overage and how did this affect the project? How would you avoid this if you were to do the project over?

6. Funding

How did you fund the project? How much was collected for the project and how much was used? How did you pay for the expenses? How was any shortage taken care of, or what was done with any "extra funds"? If materials were donated, you need to make note of those donations. Make sure you thank any donors in writing.

7. Photos & Other Documentation

Provide an appendix with the following documents and any other documents that you think would help the Board of Review evaluate your efforts. Include any photos, drawings, letters, e-mails, brochures, sketches, receipts, or other materials you may have pertaining to your project plans and implementation. Remember: Presentation is a very important part of the review process and is good practice for any future job interviews as well. You may also want to include any certificates from school, church, sports or any other group to which you belong, especially if they pertain to any leadership, you may have given. These should go to the back of the notebook you turn in. They are useful to tell your Board of Review more about what defines you.

8. Conclusions, Thoughts, Ideas

Summarize your efforts and how the project affected you and the people with whom you worked. Tell whether the project was successful; did it meet the goals outlined in your project approval form? Tell about any unexpected problems and what you might do differently if you were to do the project again. What did you learn from doing the project? How has the project helped you and your sponsor?

Finally, take some time to acknowledge and thank anyone special, the people that gave you that extra bit of support. Acknowledge your sponsor, the person who guided you as a mentor, the people and organizations that donated money and material, as well as your friends who volunteered their time.

9. Promise & Completion Approvals

Sign and date the final report certifying that the project was done in accordance with the rules of scouting and within the approved project parameters. Obtain the final approval from the beneficiary and your unit leader.

Eagle Scout Requirement 6

Attach to this application a statement of your 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. Take part in a Unit Leader Conference with your unit leader.

Let's look at this single requirement in the two parts it really is. First is your statement. This is very straight forward, and an excellent opportunity for you to tell members of your board of review what you do outside Scouting. The statement will reveal who you have become in several ways. Scouts who have been successful in Scouting will find it has spread to other areas of their life. This is especially true of Eagle candidates, since you have actually developed character which demonstrates the Scout Oath and Law in everything you do. ***This statement should be reviewed with your Scoutmaster (or Advisor or Skipper) in a Unit Leader Conference.***

Don't be shy about bragging! List it all! Most Scouts don't consider this well enough to remember all the things they do and it is key to something that will help you all your life - that being establishing a good self-esteem, which, by the way, is to do good things and remember what you did!

List all the various awards and honors you've achieved along the way. These may be a medal, plaque, or certificate, but could also be a different type of honor. For example, you may have a letter from a principal or volunteer organization recognizing your contributions or maybe a letter from an elected official thanking you for being their assistant (like a Page) for a season. Maybe it's a newspaper article mentioning you. If it made you feel honored, it counts!

Next is the Unit Leader conference. You've been through this drill before, but here, of course, it is more significant. You are applying for the highest honor available from the Boy Scouts of America. Walk the walk, talk the talk. You should be prepared beyond your unit leader's expectations. It is not necessary to complete all the requirements before having a Unit Leader conference. ***Conferences may be requested at any time to review your progress or discuss any other questions you may have.*** This means the conference does not have to wait until all requirements are completed. The scout or unit leader may request a conference at any time to discuss any questions/concerns/suggestions they may have. There is no pass or fail on a Unit Leader Conference.

Signatures

Sign and date your application. All requirements must be done prior to your 18th birthday. Therefore, there is no reason the date here should be at or after the 18th birthday.

The signatures of the scoutmaster and committee chair must be from the people registered in those positions at the time they sign. Scoutmaster & Committee Chair do not have to sign prior to the applicant's 18th birthday. However, we have a limited time (90 days) after the scouts' 18th birthday to get a board of review set up and done. It is therefore best if they do sign before that date or as soon after as possible. It typically takes about 2-3 weeks to get an application verified by the council and permission to hold a board of review. I also may take a few weeks to get a board set up. Time is of the essence here so the quicker this is done the better.

Eagle Scout Requirement 7

Complete your board of review.

The board of review is your opportunity to show the results of your years in Scouting to a team of adults. They will review your project report, your application, your letters of recommendation, and any other materials you provide to illustrate your history as a Scout. Be prepared to recite the Scout Oath and Scout Law, and to explain how you apply them to your life.

Requirements 1 through 6 must be completed before your 18th birthday. The board of review can be completed after your 18th birthday. More than 90 days after your birthday permission must be obtained from the council office before a board of review can be held. More than 180 days after your birthday permission to hold a board of review must be obtained from the national office.

The following page is the Chief Seattle Council's checklist for processing Eagle applications.

When you are done with all your requirements and about to turn in your package, **check your work** against the council's list to make sure the process isn't slowed down due to errors.

When you are ready to turn in your application, contact the Northern Trails District Eagle Advancement Coordinator. You need to turn in the following:

1. Eagle Rank application
2. Eagle Scout Service Project Workbook
3. Eagle Scout service project final report
4. Statement of life ambitions and positions held (requirement 6)
5. District Project Checklist (from the Project Review... not required but very much recommended)

Turn it all in to:

District Eagle Coordinator -

Bothell, Duvall, Kenmore, Woodinville Units

Tanya James

Phone: [425-895-8444](tel:425-895-8444)

E-mail: Northerntrailseagle@gmail.com

Redmond Units

Nena Chaing

E-mail: nenachg@live.com

(Please call to arrange delivery method and time)

PLEASE: DO NOT TURN IN PAPERWORK TO THE COUNCIL OFFICE!

Your workbook and all other documents need to be turned into our Eagle Coordinator. The Eagle coordinator will check over the paperwork to ensure there are no problems then if all is in order will send the appropriate documents into the council office for verification and approval.

Eagle Application Check List

District _____ Unit No _____

Leader _____

Leader _____

Address _____

Address _____

City/Zip _____

City/Zip _____

Phone _____

Phone _____

Unit Sponsored by: _____

- ___ 1. Stamp date received on Eagle application and enter on route sheet, district & route book line number written on app.
- * 2. Applicant is currently registered and correct unit entered on app.
- * 3. Applicant has completely filled out the application: name, address, unit number, birth date, rank dates, merit badge month/day/year, warrant officer dates, project completion date and conference date.
- * 4. Signed by registered scoutmaster (or Advisor or Skipper) and committee chairman.
- * 5. Rank requirements: 4 months between I st class and Star; 6 months between Star and life
- * 6. Six months as approved position of responsibility since Life date.
- * 7. Project completed after Life and before 18th birthday
- * 8. Application submitted within three months after 18th birthday. If not, follow procedures for approval.
- * 9. Ranks and merit badges verified (form on reverse).
- * 10. No merit badges earned before joining date.
- ___ 11. Application signed by Council as checked.
- ___ 12. Envelope addressed to youth, instructions inserted & card to
- ___ 13. Copy of application made and filed in route book.
- ___ 14. Date mailed to district or Eagle Board Chairman.
- ___ 15. Date returned to Council office and date entered files.
- ___ 16. Eagle board signatures on application and date of Eagle Board of Review.
- ___ 17. Scout Executive's signature and date.
- ___ 18. Two copies of application made.
- ___ 19. Chartered partner and district written on top of copy of application and placed in admin secretary's box.
- ___ 20. Date mailed to national.
- ___ 21. Eagle entered into rank count in computer.
- ___ 22. Make out "after board route sheet" and file in Eagle route book.

Note: This is the form that the Council uses to check your application when you turn it in. You and your unit leaders should be confident that all the information marked with a * are correct when you turn it in to the District.

The following pages are to help you prepare for your Eagle Board of Review.

The information is collected from several BSA sources, though not all official. Your Eagle Board of Review may or may not use this format.

BE PREPARED!



Eagle Board of Review:

Information for the Eagle Candidate

What is an Eagle Board of Review?

The Board of Review attempts to determine the candidate's attitude toward and acceptance of Scouting's ideals. The Board should make sure that good standards of performance have been met in all phases of the scout's life, including behavior according to the Scout Oath and Law. By interviewing the candidate, the Board will determine if the candidate recognizes and understands the value of Scouting in their home, unit, school and community. The candidate will be encouraged to talk and to explain their actions and opinions.

The Board of Review is not an examination. The Board does not test the candidate. However, the Board is not a "rubber stamp" approval process. Appearing before an Eagle Board of Review does not mean automatic attainment of the Eagle Rank.

Who will be there?

An Eagle Board of Review may be conducted at the Council, District or Unit level. The Board of Review for an Eagle candidate is composed of at least three members. One member serves as Chairman. Unit leaders, assistant unit leaders, relatives or guardians may not serve as members of a Scout's Board of Review. At least one District or Council advancement representative must be a member of any Eagle Board of Review. Neither the Scout or their family should have any voice in deciding who is or is not a member of the board.

Board members do not have to be registered members of the Boy Scouts of America. All board members should understand the rules and purposes of the Boy Scouts of America and be in agreement with those regulations. They should be aware of the importance of the Eagle Board of Review.

It is requested that no relative or guardian of the candidate be present within the board meeting room. Permission may be obtained to observe a board if the parent/guardian believes it is necessary for scout to have them present. Parents/guardians are asked to assist the scout with their answers as little as possible. The contents of the Board of Review are confidential, and the proceedings are not to be disclosed to any person who is not a member of the Board of Review. The unit Leader may attend the board (usually at the discretion of the scout) but is not allowed to speak except to answer questions the board may direct to him/her).

What happens at an Eagle Board of Review?

The Board members will convene prior to interviewing the candidate (15 to 30 minutes.) The purpose of meeting before the actual interview is to:

- Review the prospective Eagle Scout's application.
- Read the reference letters and other important documents.
- Become thoroughly familiar with the candidate's service project by assessing the final report and any available pictures.

During this initial meeting, the board chairman makes sure everyone is introduced to one another, sees that everyone has an opportunity to review all the paperwork and determines that all understand the goals of this Board, which are:

- Determine that the Eagle project was successfully carried out, including:
- Did the candidate demonstrate leadership?
- Was the project of value to the institution, school or community group?
- Who from the benefiting group may be contacted to verify the value of the project?
- Did the project follow the plan, or were modifications necessary to complete it?
- Review the candidate's participation in and understanding of the Scouting program.
- Discuss and understand the candidate's successes and experiences in Scouting.

Once the Scout's Eagle Application, service project paperwork, and letters of recommendation are reviewed, the Unit leader introduces the candidate to the Board. The unit leader can be invited to remain as an observer and may be called upon to clarify a point in question.

What will they ask me?

The candidate is asked to begin the Board by reciting the Scout Oath and Scout Law. The Board then interviews the candidate. The areas covered may include some of the following:

- Has the candidate understood and adhered to the Scout Oath and Scout Law? The Board should make sure that good standards have been met in all phases of the Scout's life.
- What camping experiences has the candidate had, and what have they learned from their outdoor activities.
- How has the candidate learned from their leadership positions in his unit? How might the leadership experience be applied to difficult or emergency situations?
- What merit badges have been most meaningful or difficult for the candidate? Will any of the merit badge experiences help the candidate in their choice of occupation?
- Who was the beneficiary of the candidate's Eagle service project and how did they benefit? Were there problems that came up during the project that had to be solved?
- What are the candidate's plans for the future? How will attaining Eagle Scout help prepare the candidate for the future?
- What should an Eagle Scout be expected to do and what responsibilities does the candidate think come with the rank?
- What does the candidate plan to do in scouting in the immediate and long-range future?

These are by no means the only questions that may be asked. They are merely examples of some of the questions the Board may consider important.

How long will the Board of Review last?

There is no set length of time for an Eagle Board of Review. Most boards of review last somewhere between 30 minutes and an hour. A scout may only have one Board of review for the Eagle rank. If a problem is found during the board, which is deemed "fixable" the board may adjourn and reconvene after the problem has been addressed.

After the review, all non-board members leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. The decision of the board must be unanimous. If the scout meets the requirements, they are asked to return and are informed that they will receive the Board's recommendation for the Eagle award.

If the scout is found unacceptable, they are asked to return and told the reasons for the failure to qualify. A discussion should be held with the scout as to how the requirements can be met within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to the scout. A follow-up letter must be sent to the scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, provide the name and address of the person they are to contact.

What happens next?

After a successful Eagle Board of Review, the chairman and the district representative sign the application. The application is usually sent to the Council Service Center by the unit or in the manner the unit chooses. The council sends the application to BSA headquarters for approval by the National Board of Review. This approval usually takes about 2 weeks; however, it can be longer. When the unit receives notice that the application has been approved, the candidate is officially an Eagle Scout (dated as of the Board of Review date). The candidate can then be awarded the badge of rank, and the unit may hold a Court of Honor to recognize the achievement. In no case should an Eagle Court of Honor be held before the National Board of Review notifies the unit that the application has been approved.

How can I prepare for my Board of Review?

- The candidate's project final report should be as neat, well organized, and complete as possible. The report should include the original workbook with plans and signatures, as well as a description of the project with pictures and supporting information as appropriate. The Board will rely on the contents of the report for information about the planning and leadership the candidate demonstrated to complete the project.
- The candidate should review the Scout Oath and Law and be prepared to recite them.
- The candidate should review the questions above, and think about their personal values, experiences in Scouting, and how Scouting has affected them.
- The Scout should be clean and neat as possible when appearing before the board.
- The candidate should wear the full Scout uniform to the Board of Review (the uniform is recommended, not required). If the uniform is worn, all badge and patches should be of the proper level (should have the Life badge of rank, only the latest Journey to Excellence patch) and be properly placed and affixed.

Eagle Project Approval and Advancement Responsibilities

The unit leader: The Scoutmaster/Advisor/Skipper is responsible for maintaining the standards for leadership the unit expects from Eagle Scouts.

- When the unit leader signs the project workbook to approve the project, the unit leader is saying that in their judgment, the project benefits a worthy group, the scout is capable of succeeding, and the project will require the scout to demonstrate Eagle-quality leadership and planning to complete it.
- When the unit leader signs the Eagle award application, he/she is saying that they approve of the way the scout conducted his project, he/she has held a Unit Leader's conference with the scout, and he/she recommends the scout for the award.

The Unit: The unit committee is responsible for making sure that the project meets the technical requirements of benefiting a suitable group and is not a routine labor sort of job.

- The unit committee reviews the Eagle project workbook and other documents to see that, if approved and conducted according to the plan, the project will demonstrate sufficient leadership to satisfy a board of review that the scout is qualified for Eagle. When they sign the workbook, they are saying that they believe this is a qualified project and that, if conducted according to the plan presented, they would be satisfied that the scout has demonstrated leadership skills by planning and completing the project.
- When the committee signs the Eagle award application after completion of the requirements, they are certifying that all the requirements have been satisfactorily completed, including the project.

The District: The district advancement committee is responsible for teaching unit leaders and Scouts about the Eagle advancement process, for overseeing the process, for making sure that the projects are qualified as acceptable Eagle projects, and for reviewing projects to insure that, when successfully completed, the project will contribute to a successful board of review.

- If the Scoutmaster (or Advisor) and the unit committee have done the jobs as described, then the district job is easy - just sign the workbook (and possibly fundraising applications). However, not all units are equally trained or motivated. We feel the district has a responsibility to make sure that the scouts who plan and complete an Eagle project can arrive with some confidence at their board of review knowing that they will have no trouble demonstrating planning and leadership. We conduct seminars to train scouts and leaders about how to prepare a project plan. We also counsel leaders and scouts to try to weed out or fix projects which would benefit unsuitable groups, won't demonstrate leadership, or have insufficient planning documented to permit the board of review to do their job. For small "weak" projects, we generally insist that the scout tighten up the planning by being specific. For example, instead of "I will get donations of some broken things, repair them, and give them to needy families, we tell them to come up with a goal - "I will get donations of 25 bikes..." and make it a part of their approved project plan. "Some things" could turn out to be 2, and the board of review would have a lot of trouble extracting much leadership from that.

What the Unit can do to help: Unit Leaders and unit committees should set planning detail and magnitude expectations the unit expects for the scouts Eagle project approvals. Scouts should come prepared, Unit Leaders should sign when they are satisfied that the project will demonstrate leadership, and the committee should sign after answering the question "if this project is done according to the details we've seen so far, would we accept it at a board of review?" If the scout presents a vague idea with few details but grandiose dreams, and you approve it, are you prepared to face the scout at the board of review and say "you did what you wrote down, but we hoped

for so much more?" It is better to say "your planning and documentation describes a big project, and that's what we approved. But you didn't do a big project - you did a really small version, and we have a problem with your lack of leadership in not carrying out your approved plan." Units can also help by monitoring the Scouts' progress and trying to motivate them to finish months before their 18th birthday. If everything is completed and turned in at the last minute, everyone's options for fixing problems are very limited.

What the district can do to help: Helping is our chief job. If you have questions, please call. If you think a situation will become sticky, let us know and maybe we can help you avoid it or tell you what your options may be. If you don't know what to do next, call and we'll try to help. If you don't like the way something turned out at a project review or other district assisted activity, let us know so we can either fix it or explain why we did what we did. If a problem or question arises with the project or the Eagle process that can't be resolved at the unit level, the District Advancement Chair should be contacted for clarification/advice.

Mike Ocheltree
Northern Trails District
Advancement Chairman
206-618-3024
mocheltree49@gmail.com