

Eagle Scout Service Project and Rank Application

Follow the 21 Steps

***** Regarding any discrepancies found between this document and the Guide to Advancement, the official Guide to Advancement or any guidelines published by Scouting America will take precedent.**

Your Eagle Project work (proposal, planning, fundraising etc.) can begin as soon as you have passed your Life Scout Board of Review but not before.

All Eagle rank requirements including the service project, merit badges, leadership positions and Scoutmaster conference must be completed prior to your 18th birthday.

Extensions of this time period are granted by special request due to extenuating circumstances (i.e. health issues, disability, frequent moves, etc.), but extensions are not guaranteed.

Remember, this is YOUR project – not your parents', not your unit's, not anyone else's - YOURS. The main purpose of the Eagle Project is to demonstrate your ability to plan, organize, and **provide leadership** for a project. Pick a project that you are passionate about.

Remember that whenever you are contacting another adult, please have your parent listen on speaker phone, cc an adult leader on all emails or have another adult present during in person meetings. You should not be having one-on-one interactions with another adult as per Youth Protection Policies.

1. Download and save the most recent [Eagle Service Project Workbook](#).
 - a. All necessary forms can be found on the website www.bsa-selacouncil.org under the Advancement tab and then click on Eagle Rank.
 - **Eagle Rank Application**
 - **Eagle Project Workbook** (includes contact information, approval signature page, general fundraising guidelines and application, project proposal, plan and report)
 - **SELA specific fundraising guidelines and fundraising application**
 - b. Note that the fillable .pdf workbook can now be saved on your computer. The boxes can be expanded, and photos and drawings can be added to the document.
2. Before you start, read through all the materials. Many of your questions will be answered. If you still have questions about the process, please contact your Scoutmaster, District Advancement Chairman or District Eagle Advancement Coordinator.
3. Decide on an Eagle Project Concept and Project Beneficiary and discuss it with your Scoutmaster and Unit Advancement Chair.
4. Start keeping a detailed log book on your activities, service hours and the contacts you make while planning, organizing and doing your Eagle Project work. This log will later be a section of your Eagle Project book. Be sure to include the service hours contributed by yourself and all of your volunteers.

5. Contact the Project Beneficiary Representative and ask for approval to do your Eagle Scout Service Project.
 - a. Provide the beneficiary representative with a copy of [Navigating the Eagle Scout Project: Information for Project Beneficiaries](#) from the *Eagle Project Workbook*. This helps explain the Eagle Scout project process, and they may have specific requests regarding the project work to be done.
6. Plan, organize, develop, and write your Eagle Scout Service Project Proposal.

The proposal is an overview, but also the beginnings of planning. It shows the unit leader and any representatives of a unit committee, council, or district, that the following tests can be met.

 - a. The project provides sufficient opportunity to meet the requirement.
 - b. The project appears to be feasible.
 - c. Safety issues will be addressed.
 - d. Action steps for further detailed planning are included.
 - e. The Scout is on the right track with a reasonable chance for a positive experience.
7. Fill out the Contact Information Page (page 6).
8. Present your completed Project Proposal to your Scoutmaster and Unit Committee for approval and use the signatures page in the *Eagle Project Workbook* to obtain the required signatures in no required specific order from:
 - a. Scoutmaster
 - b. Unit Committee Chair
 - c. Project Beneficiary Representative

REMINDER: You must have approval signatures from the Project Beneficiary Representative, your Scoutmaster and your Unit Committee Chair before meeting with your District/Council representative for final review and approval. All sections of the Eagle Scout Service Project Proposal must be complete. You must be able to completely explain your project.

9. Contact your District Advancement Chair or designated Eagle Advancement Coordinator to meet for District/Council level project proposal review and approval.
10. After you receive approval, you may begin work on the project. **You may not start work on your project until you have received written approval from a District or Council representative. This includes but is not limited to fundraising, purchasing materials and volunteer recruitment.**
11. Meet with your Eagle Project Coach (not mandatory)

This person is the subject matter expert on the processes and standards of the service project. They will guide you throughout the process by reviewing your project plan, encouraging you when problems may arise, supporting you during the completion of your project and advising you in preparation for your Board of Review.

 - a. The Council Advancement Committee may designate a coach for you if desired.
 - b. Whether or not to work with a designated Eagle Scout service project coach is the Scout's decision.
 - c. **Coaches must be registered with Scouting America (in any adult position) and be current in Youth Protection training**

12. **Fundraising:** Please refer to the document *SELA Eagle Scout Service Project Fundraising Guidelines* on the council website [Eagle Rank](#) info for Council specific rules and restrictions regarding fundraising efforts. If your project involves contributions (money or materials) from the beneficiary, you, your parents, relatives, your chartered organization, your unit or parents of members of your unit, a fundraising application is not needed. If you will be obtaining money or materials from any other source, you must submit a completed fundraising application to the Council Service Center, 4200 S. I-10 Service Rd. W., Suite 125, Metairie, LA 70001, or email to selaadvancement@gmail.com. The approved fundraising application must also be included in your final Eagle Project documentation.
13. Now work on your Eagle Scout Service Project Final Plan.
 - a. This tool is for your use. It does not require approval or a signature.
 - b. Have your Project Coach review your project plan. This step will help you avoid many problems or mistakes.
 - c. REMINDERS:
 - i. While working on your project, always have a First Aid Kit available at your work site
 - ii. Always have two adults present while working on your project with other Scouts.
 - iii. Follow the safety rules (refer to *Guide to Safe Scouting*) when use of power tools is needed.
 - iv. Maintain a log of all Scouts and adults who work on your project and the hours that each person worked. Scouts should note these service hours in their record.
 - v. Keep information in your logbook about your work and decisions that you make while working on your project. Make note of any issues or problems that arise and how they are handled.
 - vi. Take lots of photographs while working on your project as well as the completed project to include in your Eagle Project Workbook.
 - vii. Keep a record of all materials and equipment you use with the cost of each item and include this in your final report. (Also include in the cost the value of donated materials and equipment).
 - viii. Keep a record of all changes to your original plan that you made during work on your project.
14. Once you have completed the physical work on your Eagle Project, complete the Eagle Scout Service Project Report.
 - a. Use your workbook, log and other documentation to complete the Project report.
 - i. Be prepared to evaluate yourself, your project and your leadership skills, challenges and accomplishments – What could you have done differently? What was most difficult, etc.
 - b. Upon satisfactory completion of your project, Completion Approval signatures must be obtained from your **Scoutmaster** and the **Project Beneficiary Representative**.
15. **Eagle Scout Rank Application** – Carefully follow directions found in “Information on Filling Out Your Eagle Application.” Make sure you are using the most recent version.
 - a. If your unit uses Scoutbook, the Eagle Rank application is available to print and it will automatically fill in most of the pertinent information.
 - b. Your application must contain your full legal name. No abbreviations.

- c. Make sure to put the Scout's personal permanent email(not school) and phone number if possible.
- d. Pay close attention to the Certification by Applicant section of the Eagle Rank Application and provide required attachments.
 - *In preparation for your board of review, prepare and attach to your Eagle Scout Rank 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.*

16. **Reference Letters** – On your application you need to list four (4) individuals that you know personally and who would be willing to provide a recommendation on your behalf. Reference letters aim to provide insight into how the Scout demonstrates the Scout Oath and Scout Law outside of the troop setting.

- a. You, the Scout, are responsible for requesting references directly from the four people listed on the application—this is a valuable life skill.
- b. In your request, include the information of how to return the completed reference letter. Reference letters should be submitted to the Unit Advancement Chair, Unit Committee Chair, or Scoutmaster and include the name of the Eagle Scout Candidate on a **sealed envelope**.
- c. Electronic email reference letters are allowed as long as strict confidentiality can be maintained and they are not emailed to the Scout. These letters will only be opened by the members of your Board of Review.
- d. Sometimes it takes awhile to receive reference letters, so request them as soon as you have obtained project approval. Politely request a deadline and follow up!
- e. The current unit leader and committee chair are not eligible to serve as references; their signature on the application is their endorsement.

17. **Scoutmaster Conference** – The Scoutmaster Conference need not be the last item accomplished, however you must complete **all** requirements and have a Scoutmaster conference for Eagle Rank prior to your 18th birthday.
When you go for your Scoutmaster conference, take your Scout Handbook, your Eagle Project Book, and your Eagle Scout Rank Application. (Scoutmaster signatures are required on all three)

18. Obtain required signatures on your Eagle Scout Rank Application

- a. You, the Scout, must sign the application.
- b. After successfully completing your Scoutmaster conference, your Scoutmaster will sign your application.
- c. Your Unit Committee Chair must sign.

19. For safekeeping, **make copies** of the application, service project workbook, the Scout's statement of ambitions and life purpose, and listing of positions, honors, and awards. The **originals** should go to your unit advancement chair (or other designated unit Eagle Coordinator) who will submit your original completed and signed Eagle Rank Application to Southeast Louisiana Council Registrar – Peaches Davis at the Scout Service Center at 4200 S. I-10 Service Rd. W, Suite 125, Metairie, LA 70001. Please allow **TWO WEEKS** for the verification to be completed. Applications without complete information will be returned.

20. Eagle Scout Board of Review

Your Eagle Scout Board of Review will be coordinated and scheduled by your Unit Advancement Chair (or designated unit Eagle Coordinator) and the designated District Eagle Board Chair (District Advancement Chair can provide this information). The chair works with all involved parties to schedule the date, time, and place.

- a. Units may conduct their own Eagle Board of Review. If conducted at the unit level, at least one district or council representative, who is not affiliated with the unit, must serve as a member.
- b. Scoutmasters may attend the Board of review but may not participate.
- c. For boards of review for Scouts with special needs, the board members should be informed ahead of time about the special circumstances and needs.
- d. An Eagle Scout board of review may occur, without special approval, up to 24 months after a Scout's 18th birthday, but all other requirements must still have been completed before the Scout's 18th birthday. To hold a board beyond 24 months after the 18th birthday, the candidate, the candidate's parent or guardian, the unit leader, or a unit committee member must submit a [Belated Rank Application](#).

21. Your signed Eagle Rank Application and reference letters will be submitted to the Council Service Center. The service project workbook and statement of ambitions and life purpose can be returned to the Scout.

The Council Executive will verify and sign your application, and then it will be sent to National for verification and approval. After the National Office approves your Eagle Scout Rank Application you will be notified by the Council office that you have achieved the Rank of Eagle Scout. Please allow **AT LEAST FOUR WEEKS** to receive this notification and your credentials. The official date that you became an Eagle Scout is the date you successfully completed your Eagle Scout Board of Review. After receiving notice of approval from National, you may schedule an Eagle Scout Court of Honor.

For more information or questions about anything not covered in this checklist, refer to the *Guide to Advancement* or contact your District Advancement Chair or the Council Advancement Chair selaadvancement@gmail.com

Congratulations on earning the rank of Eagle Scout!

You are now among the most select group of Scouts who have achieved this significant goal, demonstrating leadership, dedication, and commitment to Scouting principles.

Please also submit the following to sela eaglescouts@gmail.com

1. Your full name and a viable personal email (not school email)
2. A 2 to 3 sentence description of your project.
3. A picture of you and your service project.
4. A picture of you (in full uniform if possible)
5. A digital copy of your complete *Eagle Scout Service Project Workbook* including pictures (for the National Eagle Scout Association SELA Chapter) A hard copy may be delivered to the Council office, but you must notify sela eaglescouts@gmail.com that you have done so.