

To: Eagle Scout Candidates
From: Council Advancement Committee
Subject: Eagle Scout Project Workbook, Eagle Scout Application and additional helps.



February 1, 2019

All Eagle Scout candidates preparing for their project must use the current Eagle Project Workbook – January 2019 (on front cover) printing and the Eagle Scout application must be version January 2019. They can be found at www.minsitrails.org. At the top of the page is “Eagles /Alumni” and then “Trail to Eagle Resources”. Please take the time to download these applications or guidelines and become familiar with them, along with your parents/guardians. Both the workbook and the application may be filled out online. **The Eagle application must be printed back to back and in color.** The PDF version on line will work with a MAC if you have Adobe Acrobat Reader.

BSA standards found on page 2 of the work book advise “Only the Official Workbook May Be Used”. It must maintain the same appearance with nothing changed, added or deleted.” We recommend you **only use** the Minsi Trails website to stay on top of having the correct information as you proceed with your project. (Please note – lettered pages referred to are prior to your using the work book, in the expandable format.) **You are to continue to use the workbook you downloaded for the duration of your project, even if a new version becomes available!**

You cannot start your project until you have received the four (4) necessary signatures in your workbook. They are from: **1)** the Organization benefiting from the project, (**Make sure you share the “Navigating The Eagle Scout Project” with the beneficiary – last 2 pages of the project workbook**) **2)** your Scoutmaster/Venture Leader, **3)** your Committee Chair or the designated Troop/Crew person and **4)** from your District. **YOU** must receive the other three signatures prior to contacting the District. **A parent, leader or Project Coach from your Troop/Crew must accompany you to the district project review meeting.** After receiving all four signatures, you may then begin the actual work portion of your project, **provided that you don’t need to raise funds.**

You will also note in reading the materials there is a change in the “Eagle Scout Service Project Fundraising Application” that is found on page A-B of the project book. The traditional Unit Money Earning Application may **NOT** be used for Eagle Service Projects. Applying for funds from Teen Works will require this application be filled out. **You cannot apply for any funding until you receive all three (3) approvals on the funding form. You must bring the fundraising application to the project review meeting even if you don’t have to raise funds.** You must have the approval of the executive for your District prior to the start of your project or contacting anyone for money or supplies.

EAGLE CANDIDATE REFERENCE LETTERS. You must list references, by name, on your application, with an accurate and complete address, including zip codes. You must list a name for your reference and not the name of a school or church or business. You must also give a telephone number and an e-mail address. (See backside of this form for more details)

YOU SECURE THE LETTERS OF RECOMMENDATION BY PROVIDING A COPY OF THE “RECOMMENDATION LETTERS BY DISTRICT” FORM, TO EACH PERSON AS YOU ASK THEM FOR A REFERENCE. This process starts when you fill out your final Eagle Application. Complete information is found on the reverse side of this message. The letters will only be seen by the District member(s) on the Eagle Board of Review.

The “Eagle Award Candidate Guidelines” information packet found on the website reflects the above changes. Information provided includes: “Eagle Candidate Leadership Service Project, Eagle Candidate Guidelines, Eagle Candidate Application Checklist and Eagle Candidate Contact Information.” **Note the “Eagle Candidate Contact Information” sheet has the complete information you will need to complete your project booklet on “Proposal page B.”**

You must complete all requirements, paperwork and submit prior to your 18th birthday to the Minsi Trails Council. It can be hand delivered or sent. You must provide with it the “Eagle Candidate” and Application Checklists” found on the web site with title “6. Submittal of Eagle Application for Review.”

HELPFUL PRESENTATION HINTS FOR EAGLE CANDIDATES

1. To make sure you have completed everything on your application, please use the check sheet found on page 7 of the "Eagle Award Candidate Guidelines."
2. Use a 3 ring binder for your presentation of your Eagle Application, ambition statement and finished project.
3. **Provide a cover that has your name, Troop/Crew #, District name and a title of "Eagle Application."** If you wish to make it special put a picture of your finished project on the cover.
4. All materials in plastic presentation folders (back to back as appropriate) with the Eagle Application as the first item, ambition statement as 2nd and all project related materials as 3rd. If you don't wish to use covers, everything must be punched and in the folder.
5. When done – will your presentation be a reflection of you and your hopeful accomplishment of being an Eagle Scout.

Recommendation Letters

YOU will be contacting those they have listed as references, except for PARENTS/ GUARDIANS. IF THEY USE YOUR PARENTS/ GUARDIANS FOR "RELIGIOUS" DO NOT ASK FOR RECOMMENDATION LETTER. "TWO OTHER REFERENCES" CANNOT BE GIRL FRIENDS, RELATIVES OR CURRENT LEADERS IN YOUR TROOP/CREW AND THEY MUST BE 18 OR OLDER.

We require the name of a person, (NOT name of church or school, etc.) complete address including building number and street/city/state/zip code, along with telephone number and e-mail address. These are required in case your Eagle Board Chair has to contact a reference.

AS YOU ASK ADULTS TO WRITE A LETTER FOR YOU, GIVE THEM A COPY OF THE REFERENCE REQUEST FORM, PROPERLY FILLED OUT. IT HAS BEEN SUGGESTED THAT YOU PROVIDE A STAMPED ENVELOPE WITH THE NAME AND ADDRESS OF YOUR DISTRICT EAGLE BOARD OF REVIEW CHAIR TO REFERENCES AS YOU ASK THEM.

This process, will shorten the time between your application being turned in and the Board of Review.

You will find a copy of the letter to use for your district on the website where you secured your project and Eagle application: www.minsitrails.com At the top of the page use "Eagle/Alumni", then "Trail to Eagle Resources."

It will have a title of "Eagle Candidate Recommendation Letters By District". You are to print it out and fill in, by hand, the date you are presenting the request, the name of the person you are asking for the recommendation and add your name after Eagle Candidate. You should sign on the line at the bottom of the request.

You need to **make sure you use the correct District** – name on top of the form. If you are from the Forks of the Delaware District, there is a letter for PA Units and another for NJ Units, as the boards are split.