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Minsi Trails Council, Boy Scouts of America,
P.O. Box 20624, Lehigh Valley, PA 18002-0624

Eagle Award Candidate Guidelines



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**NOTE – THE INFORMATION THAT FOLLOWS IS FOR THE CURRENT
EAGLE PROJECT WORKBOOK – JANUARY 2019 AND
EAGLE APPLICATION – JANUARY 2019**

5/01/19

EAGLE SCOUT SERVICE PROJECT

Eagle Scout Service Project Workbook

You have worked hard to get to this point on your Scouting trail and are about to complete the final requirements for the rank of Eagle. One of your first steps after earning the Life Scout Award is to obtain a copy of the Boy Scouts of America's Eagle Scout Service Project Workbook, No. 512-927, January 2019 edition. We recommend you download this from the Minsi Trails Council website at www.minsitrails.org/eaglesalumni/trail-to-eagle-resources. This Eagle Scout Service Project Workbook is the only one acceptable. It provides detailed guidelines for the leadership service project. Use the Workbook you downloaded and had approved by your district for the duration of your project.

Before doing anything else, take the time to read this document along with the Project Workbook and share them with your parents or guardians. Also, pay particular attention to the Eagle Award Application checklist on page 8 in this guide book.

See pages 2-6 of the Project Workbook and Proposal page "A" to get the information that you need to fill out your Service Project Workbook. See page 9 in this packet for names, addresses, etc. of District/Council personnel that are needed to fill out Proposal page "B".

Included in the Project Workbook are the pages that you will need to fill out while you are planning your project, obtaining project approval and reporting on the completion of the project. It is preferred that this information be typed onto the sheets; the Workbook is a writable PDF format. As described in the Workbook, both before and after pictures **are** required. All project information boxes are expandable to allow for detail you wish to provide or extra sheets may be included in the book as addendums.

Service Project Guidelines

The Workbook states the Boy Scouts of America's specific guidelines for the Eagle Scout Service Project. The following comments are to assist you in interpreting these guidelines:

1. Since three to twelve calendar months are usually required to complete a project in its entirety, you are advised to begin your project shortly after reaching your Life Rank. The total amount of time involved will be considerable and should represent your best possible effort. You must clearly demonstrate leadership.
2. You are **not** to start any work on the project, including the planning and obtaining approval for the project, until after you have earned the Life Scout award.
3. You must obtain complete approval for the project before you start any fundraising or physical work on it. Complete approval includes that of your unit leader, the institution/group benefiting from the project, your unit committee, and the district advancement committee. If you have to do any fundraising, you must have prior approval from your District Executive.
4. Projects can't be a solicitation of funds. Fundraising is permitted only for securing materials or supplies needed to carry out your project. The institution/group benefiting from the project may pay for it totally. Your project plan must describe how you will obtain any funds, if fund-raising is required, to support the project. See page 4 and Eagle Fundraising Application (pages A and B) in the project Workbook for details. At the time of your project approval meeting you are strongly requested to submit Fundraising Application page "A" of the Workbook for approval for your fundraising. You will need to have the form with you even if you will not be raising funds and in this case mark "N/A" on the form under "Describe how funds will be raised". This is the only application that can be used and can be signed only after your project has been

approved by the district advancement committee. It must be totally filled out with proper signatures before asking for approval from the Executive for your District. To contact your district executive go to the Minsi Trails website – www.minsitrails.org/about-us/minsi-trails-staff. Scroll down to “Field Service” and select the executive for your district. Tax exempt form must come from the beneficiary.

5. The Boy Scouts of America does not have any specific requirement on the amount of time required on a project. As a guideline plan for more than 100 man-hours of total service. Of those hours anticipate spending at least 40 personal man-hours on the project yourself, including time planning, coordinating and executing the project and writing the final report. Anticipate other volunteers you lead should spend at least 60 man-hours on the project.
6. Changes to the project after it has been approved that alter the final outcome as to how the project will look, how it will be conducted, where money will come from must be submitted to and re-approved by the district advancement committee prior to the changes being made (in addition to being re-approved by the project beneficiary).
7. All work on the project must be completed prior to you attaining your 18th birthday.

Service Project Approval Steps

1. **Project Ideas** – Refer to your Eagle Project Book, pages 4 to 6 to think of what you want to do for your Eagle Project. Think about what group you want to do a service project for and what they need done. Think about something that you want to do and will be proud to complete.
2. **Talk to Your Unit Leader** – Before you do anything, talk to your unit leader, or Eagle Scout project coach in your unit, about your idea for your project. The purpose of this discussion is to make sure that your idea for a project is one that will be accepted by BSA and is a good project idea. They will help make sure that your project will meet all of the requirements, that it is just the right complexity and not too big or too small.
3. **Talk to Organization** – Once your unit leader has told you to proceed with your planning, talk to someone in the organization for whom this project is intended to benefit. Discuss with them the idea for this project and in general about what you are going to do and what the finished project will look like. You must present to them “Navigating the Eagle Scout Service Project”. This is found as the last 2 pages of the project Workbook.
4. **Eagle Project Proposal** – Using the Eagle Scout Service Project Workbook write your Eagle project proposal by following the outline in that book. If you need assistance in writing the proposal, talk to your unit leader, or your Eagle Scout project coach. If your project involves something that you will build, modify or construct, you will need to take a picture of the location where you are going to complete your project, before anything is done and include this in the Workbook as the “before” picture. If you do not believe your project requires a “before” picture discuss this with your unit leader. If your project involves building something you will need to prepare a rough sketch to help describe what you will be doing.
5. **Unit Leader Review** – After you have your first draft proposal completed, have your unit leader, and/or Eagle Scout project coach, review your proposal and they can help you add any missing details.
6. **Eagle Candidate Approval** – Before meeting to secure approval from the organization read the “Candidate’s Promise” on Proposal page “E” then sign and date the form.
7. **Approval from Organization** - Take the write-up of your proposal to the organization that will be benefiting from your project and have them review what you will be doing. This ensures that when you are finished with the project, the organization will sign off on what you did. If there is a disagreement about what the project

will look like or do for them, now is the time to clear that up – not after you complete all of the work. You need to have someone from the organization benefiting from this project sign your Eagle Project Workbook, on Proposal page “E”, including answering the question about receiving the info “Project Beneficiaries”.

8. Troop/Crew Approval – Review your proposal with your unit leader/your unit committee and obtain their approval. When approved they must sign and date your Eagle Project Workbook on Proposal page “E”.
9. District Advancement Committee Approval – After you have completed the steps above and others called for in your Workbook, you must contact your District Project Approval Representative – his/her contact information is found on page 9 of this packet to secure a date and time to submit your signed “Eagle Scout Service Project Workbook”, your “Eagle Scout Service Project Fundraising Application” and the “Navigating the Eagle Scout Service Project.” A Project Coach or a leader from your Troop/Crew or a parent/guardian must accompany you. The District will weigh the merits of the proposed project against the Eagle expectations before accepting or rejecting it. In doing so they will consider:
 - The degree to which you are challenged to do your best.
 - The social significance of the proposed project.
 - The amount of imagination involved in the project’s conception.
 - The complexity of the project.
 - The organizational and leadership ability you will need to exhibit.
 - The degree to which you will involve other people.
 - The technical skills you will demonstrate in executing the project.

It is recommended that the candidate keeps the Workbook in a 3-ring binder. This will help to keep papers organized and can be used to keep notes, logs, letters and other information regarding the project in the same binder.

Note that some Districts also have their own procedures for project review and approval. Contact your District representative directly for this information.

Important: You may not physically start any part of your project until you complete all of the service project approval steps including approval for fundraising, if required.

Carrying Out and Completing the Project

1. In managing the project, you obtain the supplies, borrow tools, recruit others, arrange for transportation, develop work schedules, and generally coordinate the job. You should keep a record of the materials used and a log of the time you and others spend on various parts of the project. Planning time is an important part of this and should be included. Planning time includes time talking to experts, working with the project beneficiary and just thinking through the project.
2. After finishing the project prepare a detailed written report. You do this by completing the third section of the Workbook entitled “Eagle Scout Service Project Report”, adding additional sheets as required. All of these should be typed. You must include “after” pictures in the Workbook.
3. Review the project report with your unit leader and obtain his/her signature.
4. Review the project report with the representative of the organization/group that benefited from the project and obtain his/her signature.

5. Include the completed Eagle Scout Service Project Workbook in the three-ring binder that you prepare for your Eagle Award Application.
6. Two Deep Adult Supervision Requirement – Effective October 1, 2018, adult supervision on “all Scouting activities,” which includes Eagle Scout projects, must consist of no less than two Youth Protection Trained, BSA-registered adults – both at least 21 years of age. Please refer to the Guide to Safe Scouting – Scouting’s Barriers to Abuse (<https://www.scouting.org/health-and-safety/gss/gss01/>). For all Pennsylvania units this also means PA Act 15 certified.
7. Project Coach – This position is not required, but would be very helpful to you. If chosen, the person must be a registered member of the Boy Scouts of America, the youth protection training must be current and be for Cub Scouts/Scouts BSA. Person must be compliant for PA Act 15. If you are earning the award in the Venture program the Youth Protection must be for Venturing.

EAGLE APPLICATION

1. All paperwork should be typed (preferred) or **neatly** printed in ink. It is advisable to make copies of your paperwork and all forms on which to practice before filling out the final papers. It is also advisable to keep a copy of your completed information for future reference should something get lost. The Council keeps the original information until final approval is received from the National Service Center and will then return it to you.
2. When you have finished your project, earned all merit badges and fulfilled the troop leadership requirements for the Eagle Scout Rank, complete the Eagle Scout Rank Application. We recommend you download this form from the Minsi Trails Council website. When doing so **it is preferred to be typed, printed in color and back-to-back**. If printing back to back is not practical, please staple the two pages together and insure your name is shown in the space provided at the top of the second page. Note that from within Scoutbook your application document can be automatically populated with data. Please verify the data is correct. This application must be the January 2019 printing.
3. Check with your unit leader or unit advancement person to verify dates of ranks and badges earned and leadership positions held. Your unit has access to your advancement records through Internet Advancement and/or Scoutbook. The Council’s records should be reviewed using Internet Advancement and/or Scoutbook with any discrepancies between the Council’s records and the Scout’s/unit’s records resolved. If merit badges and/or rank advancements are not in the official council records when the application is received it will not be processed until documentation (Advancement Report) is received from the Troop/Crew. Blue cards are not an acceptable form of documentation. Conflicting or missing dates will delay the application process.
4. Requirement 2 on the Eagle Scout Application requires the listing of references, people who can attest to the Eagle Scout candidate’s application of the Scout Oath and the Scout Law in their life. The candidate should obtain the consent of the references prior to listing them on the application. Only the employer reference is optional. For references, you must give the person(s) name, complete address, including number and street, city/state/zip code. An e-mail address is required for all of your references and if they don’t have one indicate with “N/A.” It is preferred that unit leaders, other than as a parent/guardian, are not listed as references. If you don’t have a “Religious” affiliation you must duplicate the information you have for a parent or guardian in the first reference. You, the Eagle candidate are responsible for requesting the recommendation letters from those you list in requirement 2. See instructions on page 7.

5. Signatures are required on the application and they must be dated. If your Troop/Crew leadership is not approving/signing off on your Eagle application, they must notify the Council Registrar so he/she can process the application according to BSA policy at the time the application is received.
6. You should submit your completed Eagle Application and completed Service Project Workbook to the Council Service Center for review and certification **on or before** your eighteenth birthday. Required materials to be included are:
 - Presentation should be in a three-ring binder with “Eagle Application” as a title, your name, unit number and district on the front and if clever, a picture of your final project.
 - Eagle Award Application neatly and completely filled out.
 - Your personal statement of life ambition and purpose. This is located in **Bold Print** under the “Certification By Applicant” section of the application (just below Requirement 6 on the Application).
 - Your completed Service Project Workbook.
 - Accompanying support materials such as photographs, diagrams, etc.
7. After your application has been verified by the Council, you or your unit leader will be contacted by the Eagle board of review chairman of your District to schedule your Board of Review. In most cases, it will be within 30 days from submittal of application. When you come to the Board of Review you should be neat in appearance and in your uniform, with badges worn properly.
8. Upon the satisfactory completion of your Eagle Board of Review, your application will be signed and forwarded to the National Service Center, who will screen the application to determine if it is in order. If so, you will then be certified as an Eagle Scout by the National Service Center on behalf of the National Council. Following this, the unit leader will be notified to have a unit representative pick up the Eagle kit and certificates at the Council service center.
9. Please plan your Eagle Court of Honor at least 45 days past your Board of Review date. The National Service Center must process your application and return it to Minsi Trails Council. We cannot guarantee the turnaround time of processing your application.

If you have any questions, do not hesitate to contact your unit leader or someone on your District Advancement Committee. The Guide to Advancement contains the official policies of Scouting BSA regarding advancement. If in doubt on any issue, check this document. The guide is available on line at www.scouting.org/resources/guide-to-advancement/.

Recommendation Letters

Secure recommendation letters as you start to fill out your final Eagle application for submittal.

You are requested to contact those you have listed as references, except for parents/guardians. If you use your parents/guardians for “Religious” or “Employer” do not ask for a recommendation letter.

We require the name of a person, (not the 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 Chairperson has to contact a reference.

As you ask adults to write a recommendation letter for you, give him/her a copy of the letter, properly filled out. The Council suggests that you provide a stamped envelope with the name and address of your district Eagle Board of Review Chairperson on it to make it easier for the person to respond.

If you follow the recommendation letter process, it will shorten the time between your application being turned in and your 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.org/eaglesalumni/trail-to-eagle-resources. Scroll down to Item 5 “Reference Letters” and click on the District to which you belong. You are requested 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. Please sign on the line at the bottom of the request.

Make sure you use the correct District – the District name is on top of the form. If you are from the Forks of the Delaware District, you have a letter for PA Units and another for NJ Units, as the boards are split.

The responses are not to be viewed by or returned to the Scout. Once a Board of Review has been held, or an appeal process conducted, responses will be destroyed after the Eagle Scout credentials are released or the appeal is concluded.

EAGLE CANDIDATE APPLICATION CHECKLIST

Before filling in any part of your application, read the entire form, focusing on the fine print. Important information is given below that will make completing the form easier.

Your neatness and precision on the original form will make a favorable impression on your Board of Review. This is **your** application – you fill it out. Submit the original form only – no copies. It is preferred to be typed, printed in color and back to back. If printing back to back is not practical, please staple the two pages together and insure your name is shown in the space provided at the top of the second page. References to “**Requirements**” below correspond to the application form itself.

CHECK LIST

- Name as it is to appear on your Eagle Certificate.
- Complete and correct mailing address – No abbreviations except for State.
- Unit type (Troop/Crew), local number, City, State, Zip Code of sponsoring organization.
- Date joined Troop or Crew – must be on or before any badges earned. Your unit has the information
- Date of First Class Rank.
- Date of Star Rank – Must be **four full months** between First Class & Star Boards of Review.
- Answer the “yes or no” questions about Cub Scouting. If you were in Cub Scouting – 5th grade answer is “no”.
- Date of Birth – You should submit your completed application on or before your 18th birthday.
- Requirement 1** – Date of Life Rank – There must be **six full months** between Star & Life Boards of Review.
- Requirement 2** – Name **must be a person’s name** and cannot be the name of a church, school, etc. **Address must be complete including street, city, state & zip code** so the person can be written to or called. (You may abbreviate Rd/St/Ave/PA/NJ) You must include e-mail address (must be able to read it) If a person does not have an e-mail address write “N/A” If you are not affiliated with a religious organization your family information must be entered as it is on the line above this (Not “ditto” or “see above”). It is preferred that unit leaders, other than as a parent/guardian, are not listed as references.
- Requirement 3** - Twenty-one (21) Merit Badges earned. List full date when signed by counselor. You must give Unit Number in which badges were earned. If not earned in Minsi Trails Council you must provide the paperwork from previous Council for all ranks and merit badges. Cross out badges not being used in spaces 7, 8 & 10. If you just earned Merit Badges your unit must turn in an Advancement Report with the badges listed on it before you submit the application.
- Requirement 4** - Must serve at least six (6) full months in an approved position of responsibility in the unit in which you are registered, **between Life & date you turn your application in**. Approved positions are listed on the Eagle Application. **“From date” must be on or after Life Board of Review date and final date cannot go beyond date you sign application**. You cannot hold two positions at the same time.
- Eagle Scout Service Project Workbook (neatly completed) is to be included with application.
- Requirement 5** - Project Name – Who it was done for – what it was – did you build/renovate/enhance?
- Project completion date – This date must be the same date the Beneficiary signed/dated the Workbook.
- Requirement 6** - Date of Unit Leader Conference – It is recommended the Conference is held on or after date of project completion.
- See note under “Certification By Applicant” about Ambition and life purpose statement requirement (must be meaningful).
- Your signature and date must be on or after date of project completion.
- Unit Leader and Unit Committee Chairman Signatures and dates must be on or after date of Eagle Scout candidate signature.
- When you have completed all of your requirements and paperwork, prior to your 18th birthday, you may send it to Minsi Trails Council, PO Box 20624, Lehigh Valley, PA 18002-0264 or bring it to the Minsi Trails Council Scout Service Center, 991 Postal Road, Allentown 18109, Monday – Friday 9:00 AM – 4:30 PM.

**DISTRICT PROJECT APPROVAL REPRESENTATIVES,
EAGLE BOARD OF REVIEW CHAIRS and YOUR COUNCIL SERVICE CENTER**

Pocono – Dan Planer, 175 Echo Lake Road, Tobyhanna, PA 18466
(C) 570-977-8507 (e-mail) dwplaner2007@yahoo.com

Forks of Delaware – (PA UNITS) Jim Daley, 475 East Lawn Road, Nazareth, PA 18064
(H) 610-759-7169 (e-mail) j.daley@rcn.com

(NJ UNITS) Jon Slaton, 6 McEntee Road, Milford, NJ 08848
(H) 908-995-4663 (e-mail) (Put in “Subject Line” – Eagle) bsanut@verizon.net

South Mountain – Michael Caffrey, 1190 Blossom Circle, Bethlehem, PA 18017
(C) 610-295-8816 (e-mail) mikecee1062@yahoo.com

Trexler - (Eagle Projects) Grant “AJ” Kotz, 460 S Oak Street, Alburtis, PA
18011 (H) 610-966-2896 (e-mail) trexlereagles@rcn.com

(Eagle Boards of Reviews) Chad B. Seibert, 4777 Vera Cruz Road
Emmaus, PA 18049 (H) 484-554-5964 (e-mail) cseibert@buckeye.com

North Valley – S. Randall Marushak, 5839 Cove Road, Laurys Station, PA
18059 (H) 610-262-8089

Anthracite – Herb King, 22 Stolpe Road, White Haven, PA 18661 (H) 570-443-
7431, (C) 570—582-8203 (e-mail) herbking649@yahoo.com

YOUR COUNCIL SERVICE CENTER

Contact Name – Stephanie Miller, Registrar, PO Box 20624, Lehigh Valley, PA 18002. Physical address is 991 Postal Road, Allentown, PA 18109. Telephone number is 610-465-8569. **Do not** use e-mail.