

To: Scoutmasters, Crew Leaders and Committee Chairs  
From: Council Advancement Committee  
Subject: New Eagle Scout Project Workbook and Eagle Scout Application



February 1, 2019

**All Eagle Scout candidates preparing for their Eagle project must use the current Eagle Project Workbook – January 2019 “on front cover” and the Eagle Scout application must be version January 2019.** They can be found at [www.minsitrails.org](http://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. You will find that the workbook puts more emphasis on the paperwork than before. The questions are more specific and are designed to make the candidate think through the whole process. 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 online will work with a MAC if you have current version of Adobe Acrobat Reader.

BSA standards found on page 2 of the new workbook 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 for your Eagle Candidates. (Please note – lettered pages referred to are prior to the candidate using the expandable format.) **They are to use the workbook they download for the duration of the project, even if a new version becomes available!!**

**The Scout cannot start his project until he has received the four (4) necessary signatures in his workbook.** They are from: **1)** the Organization benefiting from the project (**Make sure he has shared the “Navigating the Eagle Scout Project with the beneficiary – last 2 pages of project workbook**) **2)** the Scoutmaster/Venture Leader, **3)** the Committee Chair or the designated Troop/Crew person and **4)** from your District. The Eagle Scout candidate must have the other three signatures before contacting the District. **A Project Coach or a leader from the Troop/ Crew (can be a parent) must accompany the candidate to the district project review meeting.** After receiving all four signatures, the Scout may then begin the actual work portion of his project, **provided he doesn’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 a fundraising application be filled out. **Scouts cannot apply for any funding until they receive all three (3) approvals on the funding form. Candidate must bring the fundraising application to the project review meeting even if he does not need to raise funds. They must have approval of the executive from their district prior to contacting anyone for money or supplies.**

**EAGLE CANDIDATE REFERENCE LETTERS.** As before the candidate must list references, by name, on his application, with an accurate and complete address. He must also give a telephone number and an e-mail address. (See backside of this form for details) **The information for all 6 references called for must be completely filled in unless he is not employed – the requirement is for 5 letters**

**EAGLE CANDIDATES SECURE THE LETTERS OF RECOMMENDATION BY PROVIDING A COPY OF THE “RECOMMENDATION LETTERS BY DISTRICT” FORM, TO EACH PERSON AS HE ASKS THEM FOR A REFERENCE.** 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 the Eagle candidate will need to complete his project booklet on “Proposal page B”.

Candidates must complete all requirements, paperwork and submit prior to their 18<sup>th</sup> birthday to the Minsi Trails Council. He must provide with his submittal the “Eagle Candidate and Application checklists” found on the web site with title “6. Submittal of Eagle Application for Review.”

## HELPFUL PRESENTATION HINTS FOR THE EAGLE SCOUT

1. To make sure they have completed everything on the application use the check sheet, page 7, provided in Eagle Award Candidate Guidelines.
2. They should use a 3 ring binder for the presentation of the Eagle Application, ambition statement and finished service project.
3. They should have a cover that has the **Scout's name, Troop/Crew #, District name and a title of "Eagle Application."** If he wishes to make it special put a picture of his final project on the cover.
4. All materials in page protectors (back to back as appropriate) with the Eagle Application as the first item, ambition statement as 2<sup>nd</sup> and all project related materials as 3<sup>rd</sup>. If he doesn't wish to use covers, everything to be punched and in the binder.
5. When done - will his presentation be a reflection of him and his hopeful accomplishment of being an Eagle Scout.

## Recommendation Letters

**Candidates will be contacting those they have listed as references, except for PARENTS/GUARDIANS. IF THEY USE YOUR PARENTS/GUARDIANS FOR "RELIGIOUS or EMPLOYER" THEY DO NOT ASK FOR RECOMMENDATION LETTER. "TWO OTHER REFERENCES" CANNOT BE GIRLFRIENDS, RELATIVES OR CURRENT LEADERS IN THE 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 the Eagle Board Chair has to contact a reference.**

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

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

They/you will find a copy of the letter to use for your district on the website where they secured their project and Eagle application: [www.minsitrails.org](http://www.minsitrails.org) At the top of the page use "Eagles/Alumni", then "Trail to Eagle Resources".

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

They need to **make sure they use the correct District** – name on top of the form. If they 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.