



THE STEPS TO EAGLE

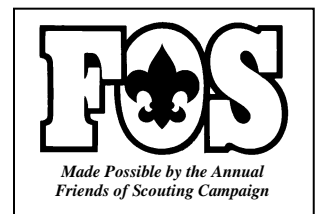
Eagle Scout Workbook



Furnished by the Council Advancement Committee
And the
GNFC Chapter of the National Eagle Scout Association

**GREATER NIAGARA FRONTIER COUNCIL
BOY SCOUTS OF AMERICA**

2012.a VERSION



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ATTACHMENTS

- ◆ AGE REQUIREMENTS GUIDE
- ◆ EAGLE SCOUT LEADERSHIP SERVICE PROJECT WORKBOOK
- ◆ ADDITIONAL PLANNING
- ◆ *(Unit leader & Eagle Candidate should discuss and complete)*
- ◆ EAGLE SCOUT APPLICATION

The Greater Niagara Frontier Council Advancement Committee strongly recommends that you, your parents, and your leaders read this booklet and refer to its contents often during your road to Eagle. Remember, **ALL of the requirements for the Rank of Eagle must be completed before your 18th birthday.** Consult your Boy Scout Handbook and this booklet for the requirements.

July 1, 2012

Dear Future Eagle Scout,

Congratulations on obtaining the rank of Life Scout. Your efforts to date have been noteworthy and you are almost at the end of the Eagle Trail.

Too often I hear from adult men who regret not finishing the trail. They stopped short by one or two merit badges or they ran out of time. I have also heard from business and community leaders who have told me know they often select employees who hold the Eagle rank over those who do not. No matter where you go in life, listing Eagle Scout as an accomplishment will always stand for “leader” and “achiever”.

We have prepared this guide to help you finish your long journey to Eagle. These “Steps to Eagle”, if followed carefully, will make the journey much easier and smoother. Your Troop Committee and District Advancement Team are in place to help where needed. Do not hesitate to call on them. Good Luck and perhaps I will see you at your Court of Honor.

Sincerely,

GREATER NIAGARA FRONTIER COUNCIL

Russell Etzenhouser IV
Scout Executive

Michael Pietruszka
Council Advancement Chair

Eagle Scout Application Tracking Sheet

For Eagle Scout Candidate: _____

“The Eagle Scout Paperwork Process from Beginning to End”

<i>Completed</i>	<i>Action Required</i>
	1. Identify Eagle Scout Candidate, complete LIFE Rank requirements.
	2. Identify Unit Eagle Scout Coach Eagle Coach: _____
	3. Eagle Scout and Coach obtain <i>Eagle Scout Project Workbook</i> at www.nesa.org
	4. You are encouraged to attend a “Life to Eagle Seminar” run by your district Advancement Committee . There you will obtain the Eagle Scout Workbook for Eagle Scout candidate and Eagle Scout Coach Guide for Eagle Scout Adult Coach. <i>(Parents are encouraged to attend!)</i> .
	5. Complete tasks in the Eagle Scout Workbook <ul style="list-style-type: none"> • Identify the Eagle Scout Project. • Obtain approval from your Troop Committee. • Obtain approval from your District Advancement Committee. • Complete the Eagle Scout Project.
	6. Complete Requirement 6 Statement (found on 2 nd pg of Eagle Scout Rank App.)
	7. Send out Reference Letters (to be used later) (letters are NOT to be turned into the office)
	8. Hold Scoutmaster’s/Crew Advisor’s Conference.
	9. Obtain Signatures from: Eagle Applicant, Scoutmaster, & Committee Chairperson.
	10. Troop Committee takes original application and a copy of Requirement #6 Statement to the Council Office for approval. <i>Allow for approximately one week</i> . Office then sends application back to the unit contact.
	11. Troop schedules Eagle Scout board of review with District Advancement Committee. At board of review, obtain Board of Review Chairman Signature and Council or District Representative Signature.
	12. Unit Board of Review Chairperson fills out advancement report. PLEASE remember to get all signatures.
	13. Make copies of Eagle Project Application for your Troop and keep in a safe place.
	14. Troop Committee takes the “original” completed application and a completed Advancement Report to the Council Office . <i>If there is more than one (1) applicant, there must be separate advancement reports submitted.</i>
	15. Please allow at least four (4) weeks for National Approval. The Council Office will contact the unit when approval is granted and Eagle Kit is available to be purchased. Set Eagle Scout Court of Honor Date and begin planning and preparations. (DO NOT BEGIN PLANNING UNTIL FINAL EAGLE SCOUT PACKET IS APPROVED AND RETURNED FROM THE NATIONAL OFFICE!!!)

OVERVIEW

REQUIREMENTS It is necessary that ALL the requirements for the rank of Eagle (merit badges, service project, unit leadership, and scoutmaster conference) be completed before the 18th birthday of the Life Scout.

BOARD OF REVIEW To obtain a Board of Review, the proper forms and project materials must have been sent to the Council Service Center for verification. (Materials submitted are the Project Report Form (*completed at time of submittal at Council*), life ambitions essay, and a completed Eagle Scout Rank Application) **MAKE COPIES OF EVERYTHING. After application is approved, contact** your District Eagle Coordinator to schedule the Board of Review for a mutually convenient date/time.

TIMING A Scout may begin putting together ideas for his Eagle project as soon as he obtains the rank of Life Scout. However, the Scout must be active and hold a position of leadership within his Troop for a minimum of six months before he is eligible to receive the rank. The Troop Committee, Troop Unit Leader, the Project Sponsor, and the District Eagle Coordinator must review and sign the project for approval. **(ALL REQUIRED SIGNATURES “MUST” BE ON THE PROJECT BEFORE IT CAN BE STARTED)** The project must also be **completed before your 18th birthday** as shown in the requirements.

HELP FROM LEADERS As a Life Scout, you will need help and direction from your Unit Leaders. **Ask for their help.** Discuss ideas with the Scoutmaster and your Troop Committee. Each troop should have an Advancement person and/or Eagle Coach on their committee who will be able to give direction and advice. They act as liaison person to the District Advancement Committee.

PROJECT IDEAS Eagle Scout Service projects should be unique. They must be of benefit to the COMMUNITY or to a EDUCATION-AL INSTITUTION or to a RELIGIOUS INSTITUTION. You may raise funds for materials to do a project but you MAY NOT do a fund raiser as a project. Also, your Project MAY NOT benefit the Boy Scouts.

PROJECT WORKBOOK The Service Project Workbook is the only required document that demonstrates the Scout’s work and leadership efforts. The work book serves as the record and report of the Scout’s planning and execution of the approved project. It is therefore very important that entries are accurate and legible. Use the computer version, type or handprint. You should include before, during and after photographs, news articles, build plans, maps, detailed work processes and methods, worker logs and copies of correspondence such as permits, sample donation letters, e-mails.

SM CONFERENCE Take part in a Scoutmaster conference with your unit leader. This must be done BEFORE your 18th birthday.

REFERENCE LETTERS The Scout must list references as indicated on the Eagle Application. Troop Committee is responsible for requesting the reference letters. Reference letters should be sent out when the application is sent for verification to the Council Service Center. The Reference letters **must be given or mailed with a self-addressed return envelope to the committee.** They are **NOT to be given or returned to the Scout. They are not to be opened until the Board of Review.** Troop Committee will retain the letters in confidence until the approval from National has been received – at that time, the letters will be destroyed.

COURT OF HONOR After the Board of Review, the Eagle candidate will be advised of the findings of the Board and, if approved, may begin to schedule an Eagle Court of Honor. No final date should be set until the Award is received back from BSA National offices by our Council Service Center. (It generally takes at least 4 to 6 weeks)

DESIGNING A SERVICE PROJECT

A Scout may make a survey of the needs in his area. He may do this interviewing religious, school, or community leaders. From these interviews, he can design a service project. The Life Scout will **plan, develop, and lead others** in carrying out this project.

It must be realized that Scouts doing projects for their church or synagogue, school or community must conform to the wishes and regulations of those for whom the project is undertaken. Eagle projects must be beneficial to the Troop; to the group receiving the service and must not take away from the livelihood of others.

It is suggested that the Scout has a EAGLE COACH. This person will best assist in the Scout's progress toward Eagle if the person is either familiar with the Scout program or a Scouter. The Eagle Coach is usually a Eagle subject matter expert in the scouting unit and can review the Scout's project proposal, give advice, suggestions, or assist/directing the Scout in obtaining improvements pertinent to the project or application, and in general act as a "sounding board" for the Scout. The Eagle Coach will NOT plan or supervise the project. This is the responsibility of the Scout. However, he/she may receive reports on the progress of the project and can assist the Scout in following the required steps toward the completion of the project.

The Eagle Scout will grow because he will be tested. The role of the Unit Committee, the Unit Leader, and the Eagle Coach in the Eagle Service Project is to get a Scout to stretch his imagination, to be resourceful, and to encourage the scout to use his abilities to his fullest.

RAISING FUNDS FOR EAGLE PROJECTS

It is the policy of the Boy Scouts of America that no Troop or Scout shall solicit funds for their local program. A service or product must be given in return for funds raised. An Eagle Scout service project fundraising application must be turned in whenever funds are being raised for an Eagle project (page 17-18 of your Eagle Scout Service Project Workbook). The application must be filed with the Council Development Director.

When a Scout is working on an Eagle Project where materials are not provided and the public must be approached for support, the Scout may only **solicit funds or materials in the name of the group for which the service project is being performed.** He may not solicit funds in the name of his Troop or the Boy Scouts of America. Scouts are encouraged to seek the assistance of the Troop Committee Treasurer when requesting donations. All materials or funds must be used for the Eagle Project or turned over to the group for which the project is being done.

Troop stationery or Scouting logos should not be used in letters requesting support. A Scout may identify himself as a Scout and indicate that the project is being done as an Eagle Service Project but it should be made clear that the funds are for the group benefiting from the project.

Scouts must include copies of all financial paperwork within their project workbook.

Scouting does not condone any type of games of chance. Raffles, 50/50's and other similar fund raisers are not permitted. If there is any doubt or question about funds or materials for a project, check with your Advancement Committee for help.

USE OF THE EAGLE SCOUT SERVICE PROJECT WORKBOOK

The National Council, Boy Scouts of America requires that all Eagle service project proposals submitted on or after January 1, 2012, be documented in the new Eagle Scout Leadership Service Project workbook.

A revisable text, savable PDF version of the Eagle Scout Leadership Service Project Workbook can be found here:

<http://www.scouting.org/filestore/pdf/512-927.pdf>

The Eagle Scout Rank Application form may be found at:

http://www.scouting.org/filestore/pdf/512-728_web.pdf

No part of the planning, preparation, fund raising, or execution of the Eagle service project can begin until the Scout has successfully completed his Life rank board of review.

Approval signatures by the unit leader, unit committee representative, representative of the organization benefitting from the project, and the GNFC district/council advancement representative must be completed **before starting any preparation, implementation work or fund raising for the project.**

The Greater Niagara Frontier Council Advancement Committee **STRONGLY URGES that all Scouts will complete both the Eagle Scout Service Project Proposal and Eagle Scout Service Project Final Plan sections of the workbook prior to obtaining the signatures listed in the above paragraph. Not doing so could result in an unsuccessful board of review if the planning and execution are inadequate to demonstrate leadership worthy of an Eagle Scout.**

The completed project proposal and final plan should be presented to the GNFC/district representative by the unit Eagle Coach or Advancement Chair for approval. The GNFC/district representative should be the last approval signature obtained.

Procedures may vary by district so please contact your district representative for specifics.

IMPORTANT!!

EAGLE SERVICE PROJECT SEQUENCE

IMPORTANT!!

DEVELOP AN IDEA! BRAINSTORM IT WITH YOUR UNIT LEADER.

- ◆ See project ideas section of this booklet.

CONTACT THE GROUP FOR WHOM THE PROJECT IS TO BE DONE.

- ◆ If the project idea looks like a good one to them, then write up the concept using the BSA Service Project Workbook, pages 6-10 and obtain the signature of the group representative. No specific dates can be listed and no commitments made until the project is approved.

OBTAIN YOUR UNIT LEADER'S APPROVAL.

- ◆ This would be a good time to talk to your unit's Eagle Coach. (Generally, a Troop Committee Member, and preferably, an Advancement person)
- ◆ Your Unit leader would be a good person to help you in this decision. Make sure you give the Eagle Coach a copy of your Project Booklet.

SUBMIT YOUR SERVICE PROJECT PROPOSAL TO THE TROOP COMMITTEE FOR APPROVAL.

- ◆ When the Troop Committee agrees, the Scoutmaster and a Committee Member must sign the proposal.
- ◆ Be sure to bring before photos and other descriptive materials intended for the project to the Committee meeting for their review.
- ◆ After signatures are secured, start on your detailed project plan. Pages 1-16

THE TROOP COMMITTEE SUBMITS THE PROJECT PROPOSAL AND PLAN – pages 1-16 - TO THE DISTRICT EAGLE COORDINATOR OR DISTRICT ADVANCEMENT COMMITTEE CHAIRPERSON FOR APPROVAL **Prior to Starting the Project.**

- ◆ The District Advancement Committee will not discuss the project with the Scout. All discussions, as needed, will be with your Troop Advancement person, Committee Chairperson or Scoutmaster.
- ◆ The District Advancement Committee will reject all projects that are started prior to the District's signed approval.
- ◆ Work shall not commence until the signed approval by District is received.
- ◆ Projects rejected by the above criteria will be rejected in their entirety and cannot be reused for another project.
- ◆ Your project will not be reviewed by the District Advancement Committee without the appropriate required signatures in the proposal section.
- ◆ Add additional pages where needed to describe your work processes in detail, designs, pre project photos, estimated schedule, build plans, etc.

REVIEW AND APPROVAL OF WRITTEN PROPOSAL AND PLAN

- ◆ Your Troop Committee or Scoutmaster will submit and receive feedback on the proposal/plan, and they will notify the Scout of the proposal approval **OR of any additional requirements to be incorporated into the project plan, as a condition of the approval.** Do not be discouraged, a project plan may need several revisions. When all revisions have been completed, unit leadership will arrange for project signature with the District Eagle Coordinator

WHEN ALL SIGNATURES ARE SECURED, YOU CAN START YOUR PROJECT

DONATIONS - If you are doing fundraising or requesting donations to be used to complete your project, read and also complete **page 17-18 of the workbook.** The scout and benefiting organization sign this form and then submits to Council for review.

COMPLETE YOUR PROJECT WITHIN THE TIME FRAME OF YOUR PLAN.

- ◆ Review your progress frequently with your Eagle Coach.
- ◆ Keep records and make notes as your project progresses. We suggest using a notepad and then transferring the notes to pages in this proposal.

WHEN PROJECT IS FINISHED – Complete the balance of the workbook adding additional pages as required. Have your unit leader and the project beneficiary sign the workbook acknowledging your leadership requirement and project completion.. Page 20.

COMPLETE YOUR SCOUTMASTER CONFERENCE AND EAGLE APPLICATION, **MAKE SURE ALL UNIT SIGNATURES ARE SECURED BEFORE THE SCOUT'S 18th BIRTHDAY.**

Your Troop Committee will review your project and your Eagle Application and will require you to complete any additional requirements prior to 18th birthday.

Your Troop Committee will then forward the Eagle Application, properly completed and signed as required, together with any supporting documentation to the Greater Niagara Frontier Council Service Center for Verification of data

Attach your Life Ambitions essay to your application – MAKE COPIES because you will not get this back.

THE EAGLE APPLICATION WILL BE SIGNED BY THE COUNCIL REGISTRAR AND A COPY SENT TO THE DISTRICT EAGLE COORDINATOR.

Your Troop Committee/Scoutmaster will receive the verified application.

Your Troop Committee/Scoutmaster will then contact the District Eagle Coordinator to schedule an Eagle Board of Review.

BOARD OF REVIEW

- ◆ Be in UNIFORM, be ON TIME and be PREPARED.
- ◆ The Board will consist of at least 3 and not more than 6 members of your Troop Committee and includes a representative of the District Advancement Committee.
- ◆ All documentation including reference letters, project workbook, photos, and life's ambitions essay must be present at the time of the Board of Review.

BE PREPARED. BE RESPONSIBLE. BE LEGIBLE. BE THOUGHTFUL.

SOURCES OF IDEAS

- TALK TO: Community Leaders, Town Supervisors, City/Town Councilperson, City Managers and Fire or Police Chiefs.
- TALK TO: School Superintendents, Principals or Guidance Counselors.
- TALK TO: Religious Leaders. (Priests, Pastors, and Rabbis)
- TALK TO: Superintendents of Parks and Camps, Rangers.
- TALK TO: Administrators of Hospitals and Nursing Homes and Youth Homes and Institutions for the Mentally and Physically Challenged.
- TALK TO: Neighbors and Family Friends

“SAMPLE” IDEAS FOR EAGLE SCOUT SERVICE PROJECTS

The following are SAMPLE Eagle Projects and only illustrations of the types of ideas one might consider, but in no way should these limit the possibilities available to the Scout.

SERVICE TO THE COMMUNITY

1. Removal of debris from a section of a river/creek/stream bank near private property-enhancing a surrounding area by planting shrubs and/or grass to reduce erosion.
2. Clean up of sections of area roadways that are overgrown and littered with trash.

SCHOOL AND EDUCATIONAL INSTITUTIONS

1. Develop and/or improve an educational nature trail with signs indicating items of interest.
2. Beautify/develop a playground area for pupil benefit.

SERVICE TO RELIGIOUS INSTITUTIONS

1. Food pantry cleanup/repairs.
2. Landscape work at the religious cemetery entrances.

SERVICE TO THE DISABLED

1. Various projects at a Disabled Summer Camp.
2. Design and implement a Summer program for the disabled at a county or state park.

SERVICE TO VETERANS HOSPITALS OR NURSING HOMES

1. Organize a carnival for patients in rehabilitation or convalescent home.
2. Design games to be used in nursing homes or Ronald McDonald house.

VILLAGE, COUNTY, STATE AND NATIONAL PRESERVES

1. Repair sections of paths that have become overgrown or eroded.
2. Construction of log walk-ways over wet and marshy areas.

GREATER NIAGARA FRONTIER COUNCIL

BOY SCOUTS OF AMERICA
2860 Genesee Street, Buffalo, NY 14225
(716) 891-4073 Fax (716) 891-4008

Dear _____,

You have been designated by Eagle Scout candidate _____

_____, Troop Number _____

as one of his character references.

The rank of Eagle Scout is the highest award the Boy Scouts of America can bestow upon a Scout. An Eagle Scout must have mastered many skills. It is important that he demonstrate Scout-like conduct in his home life, his community, his school and his church or synagogue. A Scout agrees to oblige by the Scout Laws.

To help evaluate this young man's qualifications for the Eagle Scout Award, the Troop Board of Review requests that you take a few moments to complete the enclosed form which will become part of his Eagle Scout record.

Return this completed form on or before _____ at the address below.

At the bottom of this form you will find a space for "comments". We hope that you take advantage of this space for any additional information you feel may be of interest to the Eagle Board of Review

Thank you for your cooperation.

Sincerely yours,

Troop Advancement Chairman

Character Evaluation Report for the Rank of Eagle Scout

Scout Oath

On my honor I will do my best
 To do my duty to God and my country
 and to obey the Scout Law;
 To help other people at all times;
 To keep myself physically strong,
 mentally awake, and morally straight.

I have known Eagle Candidate _____ for _____ years

The following report contains my evaluation of this Candidate based upon personal observation.

	Outstanding	Above Average	Average	Below Average	Not Observed
Dependability – Does he fulfill obligations?					
Courteous – Is he considerate of others?					
Is he cheerful and friendly					
Is he faithful in his religious obligations?					
Does he give service to his school?					
Is he helpful to his family					
Does he do his best in his endeavors?					
Does he demonstrate leadership ability?					

Comments: _____

Signed _____ Date _____

Eagle Advancement Chairperson



Contacts for Eagle Coordinators

Onondaga District:

Michael Rockwell at: michael@michaelrockwell.net (716) 741-3358

Laurie Birner at: onondaga.eagle@gmail.com (716) 392-0480

Red Jacket District:

David Talarico at: david.a.talarico@usa.dupont.com

[\(716\)-573-7276](tel:(716)573-7276) (Before 9 PM)

[\(716\)-278-5143](tel:(716)278-5143) (day time)

Polaris District:

Stephen Blass at: stephen.blass@scouting.org or (716)-512-6219

Stuart Schnettler at: sschnett@bsamail.org or (716)-512-6215