Boy Scouts of America
Central New Jersey Council
Advancement Committee

Eagle Scout Advancement Guide For Scouts

January 24, 2000

Scout _____

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EAGLE SCOUT REQUIREMENTS

- Be active in your unit for a period of at least 6 months after your Life Scout Board of Review.
- Demonstrate Scout spirit by living the Scout Oath (Promise) and Law in your everyday life. Request letters of recommendation from the following individuals who know you personally and would be willing to provide a recommendation on your behalf. Parents/guardians, Religious, Education, Employer (if any), and two other references. Have these letters sent directly to your Eagle Advisor, Scoutmaster, or Troop Committee, not to you. Provide each of your references with a stamped, pre-addressed envelope.
- Earn 21 merit badges, including the following: (a) Camping, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in the World, (e) Communications, (f) Emergency Preparedness *or* Lifesaving, (g) Environmental Science, (h) First Aid, (i) Cycling *or* Hiking *or* Swimming, Personal Management, (k) Personal Fitness, (l) Family Life.
- Complete the front side of the Eagle Scout Rank Application and ask the unit advancement representative to verify all dates of rank and merit badge completion records. Submit the application to the Council Service Center for certification as soon as all required merit badges and ranks are completed.
- While a Life Scout, serve actively for a period of at least six months in one or more positions of responsibility. Refer to your Boy Scout Handbook or the BSA Eagle Scout Rank Application for a current list of acceptable positions.
- While a Life Scout, plan, develop, and give leadership to

others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project idea must be approved by the organization benefiting from the effort, your Scoutmaster, your unit committee and by the district or council before you start. You must use the Eagle Scout Leadership Service Project Workbook, No. 18-927a, in meeting this requirement.

- Write a narrative report of your service project, detailing your experience and accomplishments.
- Write 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.
- Take part in a Scoutmaster conference.
- Successfully complete an Eagle Scout Board of Review.
- All Eagle Scout advancement requirements must be completed prior to the your 18th birthday. Youth members with special needs/permanent disabilities may work toward rank advancement after they are 18 years of age, under the following conditions: Prior to your 18th birthday, apply to your Scoutmaster for permission to register beyond age 18, based on your permanent disability. The Central New Jersey Council Advancement Committee must approve these registrations in advance, on an individual basis. Your Scoutmaster will forward your application for approval. Alternate advancement requirements for special needs are also available. Contact your Scoutmaster for help.

THE EAGLE SCOUT SERVICE PROJECT

Major Elements:

For an Eagle Scout Service Project, an Eagle candidate, while a Life Scout, must plan develop, and give leadership to others in a service project benefiting any religious institution, school, or community. The project must also conform to the wishes and regulations of those for whom the project is undertaken. Original and creative project ideas are encouraged.

The Eagle Scout Service Project provides the opportunity for the candidate to demonstrate the leadership skills he has learned in Scouting. He must do the project outside the sphere of Scouting. As a demonstration of leadership, the candidate must **PLAN** the work, **ORGANIZE** the personnel needed, and **DIRECT** the project to satisfactory completion.

Limitations:

Service to others is a key principle. Projects that serve or benefit people in need are encouraged. Work involving BSA properties or activities is not acceptable for an Eagle Scout Service Project. The project must not be performed for a business, or be of a commercial nature. The project itself may not be primarily a fund-raiser. Fund-raising is permitted only for securing materials or supplies needed to carry out the proposed project. However, there are no regulations restricting the funding of a project. Routine labor, or a job or service normally rendered will not be approved.

Time:

There is no minimum number of hours that must be spent on an Eagle Project. The amount of time must be sufficient enough for the candidate to clearly demonstrate leadership skills. Total time involvement should be considerable, and should represent the candidate's best effort.

Proposal:

Eagle Project proposals must be typewritten (or printed) using the Eagle Scout Service Project Workbook, and must include the following information:

- A complete, detailed step-by-step description of how the project will be conducted, including safety procedures.
- A statement describing which group will benefit from the project and how the benefit will occur.
- The name, title, and signature of the contact person from the project beneficiary organization or group.
- How many people will work on each phase of the project. A detailed estimate of the total man-hours it will take to complete the project.
- Cost of project (detailed materials list and cost), including the sources of funds or materials.
- A letter from the beneficiary organization (on their letterhead stationery if available) approving the proposed project.

PREPARING THE PROJECT PROPOSAL

- Ask yourself. 'What am I good at?" and "Who really needs my help?"
- Start keeping a personal logbook of all hours spent on your project by everybody, including you.
- Read the Eagle Scout Service Project Workbook (No. 18-927a) and neatly complete all the blanks. A Scout is thrifty. Don't waste your time and that of others by ignoring the obvious.
- The Eagle Scout Service Project Workbook must be used to meet the requirements of this section. Copies of the workbook are available from the Council Service Center, and on the Internet at the National BSA web site, at [www.bsa.scouting.org]. The workbook may be downloaded in PDF (portable document format) and printed using Adobe Acrobat Reader software (also available free on the Internet.). You also may download the workbook in RTF (rich text format) and use your favorite word processor software to complete the required information in the form directly on your computer. If a preprinted or PDF format workbook is used, additional pages should be attached as necessary to completely describe the project, with the phrase "see attached pages" entered into the appropriate spaces in the workbook. All required signatures must be recorded on the workbook.
- Make copies of everything you do; put your name and date on all papers.
- Be prepared. Give yourself plenty of time. Remember it takes time for approval by your Scoutmaster, Unit Committee, and District Advancement Committee. A Scout is Courteous. All

these people are volunteers, with other jobs and responsibilities. It takes time to plan out details; it takes time to get approval; it takes time to complete the project.

- A Scout is Cheerful. Don't be discouraged if you don't succeed on your first draft. Look to your Scoutmaster or Eagle Advancement Advisor for assistance in writing up the proposal, and to work closely with you as a mentor in developing and carrying out the project.
- Write a section describing the objectives of the project. What do you expect to accomplish?
- Who will benefit from this project and how? Spell it out.
- How will you demonstrate leadership during your project? Be sure to allow sufficient opportunity to show your leadership skills during the project. Explain how you will perform your leadership skills.
- Logistics:

Dates to be worked	Safety considerations
Publicity	Number of people
Cost estimates	Layout
Materials to be used	Maps/Diagrams/Charts
Photographs	Training volunteers

- Is professional assistance needed? Consult experts, police, fire, rescue squad, etc.
- Get approvals: Sponsor, community, or organization. Don't forget municipal permits; Scouts aren't exempt.

PROJECT APPROVAL PROCESS:

- Discuss, plan, and write a project proposal with the guidance of the unit Eagle Scout Advisor.

- Discuss the written plan with the beneficiary group contact person. Have this person sign the project workbook, and provide a letter approving the proposal on behalf of the sponsoring organization.

- Discuss the written plan with the unit leader. Have the unit leader approve the proposal and sign the workbook.
- Discuss the written plan with the Unit Committee. Have the Unit Committee representative approve and sign the proposal. (The unit Eagle Scout Advisor may act on behalf of the unit committee.)

- If your proposal is not approved, you can revise and re-submit it. In some cases, a project simply does not meet the requirements, and a new project must be chosen. The approval process is aimed at helping the Scout to mature. Don't assume that everyone will agree with you about your project ideas. Be receptive to constructive suggestions. The frustrations and the successes are all a part of life.

- Contact your District Advancement Committee representative. Make arrangements for a review of the proposal for final approval. Allow sufficient time for district approval (with possible revisions) before planning for project work to begin.

- If the project is not approved, you will be told specifically what changes are necessary for approval, or whether you should consider a different project. Eagle Scout Service Projects are the sole responsibility of Eagle Scout candidates. Therefore, candidates must communicate directly with the District Advancement Committee regarding their project proposals. Parents and Scouters may play a supporting role only. Direct communication on project proposal changes and approvals should only occur between the Eagle Scout candidate and the District Advancement Committee representative.

- Actual work on the project may not begin until after the project workbook has been approved and signed by the District Advancement Committee and returned to the Scout.

- Should the candidate think that approval has been unfairly withheld, or requirements arbitrarily added, he may appeal directly to the District Advancement Committee, and subsequently to the Council Advancement Committee.

LEADERSHIP SKILLS

- **Communications:** How will you recruit and communicate necessary information to volunteers? What minimum information must his announcements contain?
- **Knowledge and Understanding of Resources:** How many Scouts and friends will you need? How many adults, and for what purposes? What equipment will be needed and how will it be obtained and distributed? How will you get the funds needed?
- **Evaluation:** How will you evaluate the efforts of the other workers for effectiveness and efficiency? How will you direct changes in work patterns?
- **Planning:** Be prepared. A good leader plans a task that can be accomplished, and does so carefully, thoroughly, and in advance.
- **Control of the Group:** You should specify division of labor or work schedule for each aspect of the project. What if too few volunteers show up? What if too many?
- **Delegation:** You show leadership by directing others during the project not doing most of the work yourself.
- **Effective Teaching:** There will always be need for instruction of volunteers. When and where will this training occur, who will do it, and what specific steps will be followed?
- **Problem Solving:** Anticipate problems and have a back-up plan. Pay attention to how you will solve problems, as they inevitably will occur.
- **Understanding the Needs and Characteristics of the Group:** Will they need a lunch break? Water? Will they be working indoors or out? What sort of weather? What other requirements will they have? Are there any concerns about safety? How will they be addressed?

PROJECT COMPLETION

- A major portion of the project should be performed by Scouts (Cubs, Scouts, Venture, Varsity, or Explorer) if possible.

- Adults, family, friends, and others may also be involved in the project work.

- The Eagle Scout candidate must clearly demonstrate leadership during the project work sessions.

- Any significant changes in the planned scope of the project must be approved in writing by the District Advancement Committee representative.

- All candidates should keep a day-to-day logbook with the dates, names, work performed, and total hours spent by each person involved on the project. The time to be included should begin with the first planning session and end with the completion of the project report.

- The Eagle candidate must direct the project to a successful completion in an orderly and responsible manner. He must demonstrate his **BEST EFFORT** in the completion of the Eagle Project.

FINAL REPORT

Although the project proposal was approved by the Unit Leader, Unit Committee and District Advancement Committee before it was begun, the final approval of how the project was completed occurs during the Eagle Scout Board of Review.

The Scout must write a detailed narrative report that describes the completed project and includes the following information:

- A complete detailed description of the project and the manner in which it was completed.
- A description of how the project was of benefit to others.
- A detailed explanation as to the people who worked on project, and the man hours necessary to complete the project.
- A statement as to who provided the candidate with guidance during the project.
- A detailed list of materials that were used in the project, their costs, and how they were acquired.
- A description of how planning, development, and leadership were demonstrated by the candidate.
- A summary of lessons learned by the Eagle candidate, including any modifications to the plan necessary to bring the project to completion.
- The report should include all supplementary materials related to the project, such as: before and after photographs, diagrams, maps, equipment lists, and work schedules as necessary to provide a clear picture of the work done.
- A letter of completion (on letterhead stationery if available) must be included from the beneficiary group contact person, confirming the satisfactory completion of the project, and the value of the project to the group or organization.

THE EAGLE SCOUT BOARD OF REVIIEW:

- The review is not an examination to test the Scout; rather, the board should attempt to determine the Scout's attitude and his acceptance of Scouting's ideals.
- Discuss the Scout Oath and Law to make sure the Scout recognizes and understands the value of Scouting in his home, unit, school, and community. The Board should confirm that the morals and ethics described by the Scout Oath and Law exist in all phases of the Scout's life.
- A thorough discussion of the Scout's success and experiences in Scouting should be considered.
- Review and provide final approval of the Eagle Scout Service Project. The Eagle Scout Board of Review must determine that the project was completed in an appropriate manner. Questions that must be addressed include:
  - Did the candidate demonstrate leadership to others?
  - Did he indeed direct the project rather than do all the work himself?
  - Was the project of real value to a religious institution, school or community group?
  - Did the project follow the approved plan, or were modifications needed to bring it to completion?
- Discuss the Scout's demonstrated leadership: (a) in his Eagle Scout Service Project, (b) within the Scout's unit, and (c) outside of Scouting. Use the list of leadership positions, honors, and awards from application requirement #6, and the unit leadership positions listed in application requirement #4, as a basis for this discussion.
- Discuss the Scout's statement of his ambitions and life purpose from application requirement #6. Determine his future life goals and his future involvement in Scouting.

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