

# Eagle Project Process

## for Troop 9 Waban (Girls and Boys)

Version 2022.01.17 (Author: Jameson White)

Life Scouts may begin their Eagle Project before they complete their remaining Merit Badges. Remember that you cannot start your project without it being approved by Scouting District.

1) Meet with your Eagle Project Coach (following Youth Protection Guidelines)

Your Scoutmaster and Advancement Chair has a list of District-approved Eagle Project Coaches. Coaches must be registered with the BSA (in any adult position) and be current in BSA YPT. It is recommended you have an Eagle Project Coach, however, it is not a requirement. If you don't have an Eagle Coach, then consider working directly with your Scoutmaster.

- a. Discuss your ideas about potential Eagle Projects and Beneficiary
- b. Discuss the project scope, feasibility and come up with a rough timeline.

Consider: Mass. Department of Conservation & Recreation; City of Newton; Newton-Wellesley Hospital; Union Church in Waban; Episcopal Parish of the Good Shepherd in Waban; Waban Improvement Society; Waban Common Inc.; other religious organizations, schools, parks, homeless shelters, Cemeteries and more... You are not limited to the community; however, it might be easier to get help from the Troop if your project is executed closer to home.

2) Download the **Eagle Scout Service Project Workbook**

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

- a. Service Project Proposal and Report  
<https://www.mayflowerbsa.org/service-project-proposal-and-report/>
- b. Mayflower Advancement  
<https://www.mayflowerbsa.org/program/youth/advancement/>
- c. Eagle Scout Rank Application Process  
<https://www.scouting.org/resources/guide-to-advancement/eagle-scout-rank/>

3) Meet with Advancement Chair to ensure everything in your Scout Record is perfect. Then request a print-out so that you can use it to enter accurate information in documents to follow.

4) Request Letters of Recommendations *as soon as possible*

Get recommendations from a Teacher, a Parent, a Religious Leader, an Employer, Unit Leader and one other. If you have difficulty finding 6 references, please seek advice from your Eagle Coach, Advancement Chair or Unit Leader. The letters **MUST** be mailed directly from the person recommending you to the Advancement Chair or Scoutmaster. It might be a good idea to send a stamped pre-addressed envelope to make it easier for people recommending you. Be sure to follow-up with Advancement Chair to see if they have all the letters. If not, you may want to contact your references and remind them to send their letters.

- 5) Contact the Beneficiary (we encourage you to meet with your Eagle Coach beforehand)
- 6) Start filling out "Eagle Scout Service Project Proposal" (pages 7 – 15).

Mayflower Council Service Center: 83 Cedar Street | Milford, MA 01757 | (508) 872-6551

- 7) Meet with your Eagle Coach to ensure your Project Proposal is complete.
- 8) Get Signatures from the Beneficiary, Unit Leader, and the Unit Committee Chair (page 15) for your Project Proposal and make sure you sign too. You must be prepared to discuss your Project Plan with both the Scoutmaster and Committee Chair. Please know that we may ask Scouts soon to present their Project Proposal to the Troop Committee. Council or District will sign after face-to-face meeting in Step 10.

**IMPORTANT** → "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries" pages 30-31 must be printed, handed to beneficiary, and reviewed prior to their signature. Ensure your beneficiary checks the box affirming it.

- 9) Scan and E-mail Proposal (pages 7 – 15) to [postroadadvancement@mayflowerbsa.org](mailto:postroadadvancement@mayflowerbsa.org) and **Please do not send the entire Eagle Scout Service Project Workbook**
- 10) Eagle Board Chairperson will review the Project Proposal then schedule a face-to-face meeting per National Policy. This meeting is usually about 15 minutes.

Options for meeting with District Representative:

- a. Meet during Eagle Boards. Usually, 2<sup>nd</sup> Wednesday of month from 7PM – 9PM virtually.
- b. Schedule a Meeting at the Mayflower Council Office or virtually.
- c. Schedule an alternative meeting location while adhering to Youth Protection.

Once approved and signed by the Eagle Board Chairperson you may commence your project. You cannot start without District Approval.

- 11) Meet with your Eagle Coach to plan your Eagle Project kickoff.
- 12) Run Your Project

Execute your project and take plenty of notes and pictures. Take special care to follow along with your *Eagle Scout Service Project Workbook*. Itemize expenses. Track every single bit of time you spend on the project and record the names (also if they're a Scout or not, and if they're an adult) of everyone helping you. If any modifications or deviations occur document them and be prepared to discuss it at your board.

- 13) Meet with your Eagle Coach to complete your *Eagle Scout Service Project Workbook*.

- 14) Get Signatures from your Unit Leader and Beneficiary (page 23). Council will sign when they receive the workbook in Step 17.

- 15) **Eagle Scout Rank Application Version 2021c – Released 01/29/2021**

[https://filestore.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)

- a. With the information you received from the Advancement Chair fill this out accurately.
- b. Request date became Scout (name, unit, and town) to [JoiningDate@mayflowerbsa.org](mailto:JoiningDate@mayflowerbsa.org)
- c. Review with your Eagle Coach, Unit Leader or Advancement Chair for accuracy.
- d. Get signatures from Scoutmaster and Troop Committee Chair (Robert Mashal).
- e. Finally, e-mail it to [eaglescoutapplicationsubmission@mayflowerbsa.org](mailto:eaglescoutapplicationsubmission@mayflowerbsa.org)

- 16) Write a statement of **Ambitions and Life Purpose**

Write a 2-page statement about your ambitions and life purpose, including listing of positions, honors, and awards. This will accompany your Eagle paperwork for your Board of Review. The board would like to know who you are, not just what you've done in Scouting. Please ask your parent, teacher, Unit Leader or Eagle Coach to review this.

- 17) Submit your project data

[https://docs.google.com/forms/d/e/1FAIpQLScIdX\\_ptP--v0XRUmai15rhGqN5sH537iDUYfugE9WLHi3HDw/viewform](https://docs.google.com/forms/d/e/1FAIpQLScIdX_ptP--v0XRUmai15rhGqN5sH537iDUYfugE9WLHi3HDw/viewform)

- 18) Unit Leader Conference

This step is to ensure your Eagle Board Packet is complete and that you're prepared to sit in front of the Eagle Scout Board of Review. Consider inviting your Eagle Project Coach to this meeting. If your Unit Leader has a tough schedule, please plan this meeting in advance. Please plan for >45 minutes and take notes.

- 19) Eagle Board of Review

Once Eagle Board Chairperson (Heidi Curtis) receives a verified application from Council designee (Marcella Saunders or Nora Scott) they will contact the Troop (either SM or Advancement Chair) to schedule the Boards. Post Road District Eagle Boards are held on the 2<sup>nd</sup> Wednesday of the month virtually. Your Board will be at 7PM or 8PM. So please come to the meeting prepared. It's a good idea to be in a full class-A uniform that has been cleaned and pressed/ironed. Please also remember to bring your Scout Book and wear your Merit Badge Sash (or OA Sash if you prefer).

**Eagle Boards conducted during the COVID-19 Pandemic will be hosted virtually.**

The Eagle Board Chairperson will need confirmation that the Troop has the Scout's Binder with:

- Project Proposal & Report
- Statement of Ambitions and Life Purpose
- Reference letters received to date (no letters received is not a disqualification)

These are brought to the Board by the Troop Committee Member that will be the Troop Representative on that Scout's Board, typically the Troop Advancement Chair. Board members need to arrive at 6:30PM with the materials so the board members can review them along with the verified Eagle Scout Rank Application that Eagle Board Chairperson will bring.

The Board reviews the Eagle Scout Application, Project, Ambition Statement & Letters from 6:30PM to 7:00PM, before the Boards are held. The Scout will be told if she or he has passed and is given back Binder and congratulated. The Board Chair signs the Application and gives it to Eagle Board Chairperson.

After the Board, the Eagle Board Chairperson will bring the application to Council designee who will submit it electronically to National so the credentials can be prepared. Marcella prepares congratulatory letter signed by the Council President, Commissioner and Scout Executive.

Council designee will send (via Postal Mail) the Eagle Credentials, letter, etc. directly to the Eagle Scout with instructions to forward it on to his or her Troop so they can plan the Eagle Court of Honor. This decision was made by the Mayflower Advancement Committee realizing the one key person in all this that will not change is the Eagle Scout. She or he is very unlikely to ignore a large envelope with "Eagle Certificate" printed on it.

The Eagle presentation Kit will be purchased at the Scout Shop by the Troop. Be sure to bring the certificate – they are not supposed to sell the Eagle Kits without proof of the award.

#### 20) Eagle Scout Court of Honor

The Scout's Parents and the Troop can now schedule and hold the Court of Honor. Please work with the Scoutmaster and Advancement Chair. The Troop is responsible for the presenting the Eagle Scout Award.