

STEP-BY-STEP TO COMPLETE THE EAGLE SCOUT LEADERSHIP SERVICE PROJECT

1. The Grand Canyon Council has developed an Electronic Eagle Packet that may be downloaded from **www.grandcanyonbsa.org**. From the home page, click on RESOURCES, then ADVANCEMENT, then Eagle Scout Process. It may be used to generate all the required paperwork for Eagle Scout Rank.

Or the Unit Advancement Chairman (Adv. Chair) should give the Life Scout a *Request for Eagle Packet* form to be sent or taken to the Grand Canyon Council Service Center. After the completed form has been processed at council, the Scout will receive an *Eagle Scout Application Packet*. The packet will contain the following documents:

Eagle Scout Rank Application form (1 original, 1 for a rough draft),
Eagle Scout Leadership Service Project Workbook,
STEP-BY-STEP TO COMPLETE THE EAGLE LEADERSHIP SERVICE PROJECT (Instructions with Check Lists)
Life Purpose and Ambitions form
Sample Leadership Narrative form
 6 *Reference Letter* forms

2. The Scout should get a notebook to record dates, names, places, donations, expenses, and hours for the final write up. First, completely fill out page 1 of the *Eagle Scout Leadership Service Project Workbook*. **Write neatly!** Use blue or black ink only.

3. The Scout proposes a project after reading pages 2 and 3 of the *Eagle Scout Leadership Service Project Workbook* (especially Approvals). Please review the idea with your Unit Leader or Adv. Chair for suitability.

4. The Scout should contact the benefiting organization, talk to the person in charge and fill in page 5 of the *Workbook* completely. (Using a computer and attaching a page to the *Workbook* is optional).

5. **Project Details:** (*Workbook* page 6) The Scout may use essay form as long as it includes all of the necessary details. **Remember, the two objectives of an Eagle project are to demonstrate leadership and to provide service. Include enough detail so that someone else could carry out the project exactly as you intended just by reading your plan.**

Planning details include:

- | | |
|--|---|
| a) Description of present conditions | h) Transportation (# of drivers; tour permit?) |
| b) Description of what to do and when | i) Safety and other training needs |
| c) Step-by-Step instructions | j) Permission slips (advisory only) |
| d) Project helpers | k) How will you show leadership of others? |
| e) Materials, supplies, and tools to be used | l) Food/refreshment plans (if any) |
| f) Estimated costs and sources of funds | m) Photos, fliers. Etc. (Who will take photos?) |
| g) Adult supervision (two-deep leadership) | n) Project goal for hours (personal/others) |

6. The Scout should meet again with the benefiting organization representative and show them the Project Details. If the plan is accepted, the person listed on page 5 should sign and date of the *Workbook* on page 6. Next, the Scout must get signatures from his Unit Leader and Unit Adv. Chair on page 6. The Unit Adv. Chair should complete the Eagle Project Plan Check List (page 2 of this document) prior to signing the *Workbook* to ensure nothing is missing.

7. The Scout (the Unit Adv. Chair may choose to accompany the Scout) takes the *Workbook* and completed Check List to the authorized District Eagle Project Approver. If all is in order the Approver will sign and date page 6 of the *Workbook*.

THE PROJECT CAN NOW BEGIN!

When the project is done, the benefiting organization representative must sign the last line of page 8 of the *Workbook* indicating that the work was completed satisfactorily. The Scout should then decide how to write up the results. (Please use a computer or write legibly in ink.) Be sure to include the following:

- a) A report of what took place including answers to After Completion (*Workbook* page 3)
- b) A detailed listing of **who assisted**, by name, date, hours; **materials** by type, source and cost; and **changes** made and why. (*Workbook* pages 7 and 9)
- c) Time spent by you and others. Include time spent thinking, planning, discussing, getting signatures, pricing, preparation, calling, transportation, pictures, refreshments, and writing your plan and report.
- d) Supporting documents: pictures, fliers, maps, drawings, receipts, correspondence with benefiting organization, etc.

Eagle Project Plan Check List

Date _____

Name _____ Address _____ Age ____ Phone _____

Unit # _____ Ward _____ Stake _____ District _____

Unit Adv. Chair _____ Address _____ Phone _____

District Approver _____ Address _____ Phone _____

Project Description _____

Who will benefit? _____

Are **each** of the following questions answered satisfactorily? *Please check if completed or add comment if incomplete.*

	Unit Review	District Review	Comments
• Present Conditions	_____	_____	_____
• Schedule and Methods	_____	_____	_____
• Step-by-Step Instructions	_____	_____	_____
• Project Helpers	_____	_____	_____
• Materials, Supplies, Tools	_____	_____	_____
• Estimated Cost	_____	_____	_____
• Is fund raising necessary?	_____	_____	_____
• Source(s) of Funds	_____	_____	_____
• Adult Supervision (Two Deep)	_____	_____	_____
• Transportation	_____	_____	_____
• Tour Permit (advisory only)	_____	_____	_____
• Safety and Training	_____	_____	_____
• Permission Slips (adv. only)	_____	_____	_____
• Leadership Demonstrated	_____	_____	_____
• Food, Refreshments (optional)	_____	_____	_____
• Pictures, Fliers, etc.	_____	_____	_____

Project Hours Goal: Total Hours: _____ (Grand Canyon Council Average is 120 hours)
 Personal Hours: _____ (Grand Canyon Council Average is 25 hours)

Review Notes: _____

Scout Signature _____ Unit Adv. Chair Signature _____

STEP-BY-STEP TO COMPLETE THE EAGLE SCOUT PAPERWORK

1. While the Scout project is being completed, the Unit Advancement chair should verify that the Scout's advancement records are complete and accurate. Check all Merit Badge and Rank Advancement Dates and provide a written record for the Scout. **National BSA policy specifies that it is the responsibility of the unit to maintain advancement records.**

2. The Adv. Chair should meet with the Scout while the project is being completed to assist with completing a rough draft of the *Eagle Scout Rank Application*. Make sure each requirement is complete. Pay particular attention to the Leadership Position, requirement 4. **LDS Church Positions of Leadership DO NOT qualify as Scout Leadership Positions.** LDS Units use the Scout's 11th birth date as the date the boy became a Scout, the 14th birth date as the date for joining Varsity, and the 16th birth date as the Venturing joining date. Non-LDS units use the actual date the boy joined Scouts, keeping in mind the joining requirements of being eleven years old, or having completed the 5th grade, or having earned the Arrow of Life Award as a Cub Scout and being 10 ½ years old. **Make sure that no Merit Badges dates were earned prior to the Boy Scout Rank date.**

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3. The Scout must use the *Reference Letter* forms provided to solicit letters of reference from at least 5 persons who know him well enough to be able to render a valid opinion of his character. Only the Employer reference is optional. All others must be provided. In Grand Canyon Council we will accept a *Letter of Affirmation of Faith*, which must be written, signed and dated by the Scout, in lieu of a letter of reference from a religious leader. If this letter is provided please list the name of a parent or guardian as the Religious Reference. **The Scout should not see the Letters of Reference.** The reference letters will be destroyed after the Eagle Scout Rank Board of Review. After completion, all Letters of Reference should be folded per the instructions on each form, and sealed. The name of the Scout, and the name of the person making the reference and their relationship to the Scout should be visible.

4. Next, the Scout must fulfill the first part of requirement 6 by completing the form provided by:

A) Stating his: 1. Ambitions

2. Life purpose

B) Listing non-Scouting positions held in his church, school, camp, community, etc.

After the write-up is complete, the Scout should review it with his Unit Adv. Chair. If everything is in order, the Scout should consider the project completed and write the date on page 8 of the *Workbook* and on the *Eagle Scout Rank Application* in the space under requirement 5. The Scout should then sign and date page 8 of the *Workbook* and the *Eagle Scout Rank Application* (certification of applicant section, following requirement 6).

5. The Scout should set up a Scoutmaster's Conference with his Unit Leader to complete requirement 6. At the conference the Unit Leader should review the Scout's write-up making sure to sign and date page 8 of the *Workbook*, the back of the *Eagle Scout Rank Application*, and fill in the date of the Unit Leader Conference on the application form. **All requirements for Eagle Scout Rank must be completed before the Scout's 18th birthday and the date of the Unit Leader Conference.**

6. The Scout must then set up a meeting with the Unit Committee Chairman to obtain his or her dated approval signature on the *Eagle Scout Rank Application*.

7. The final step is submission of the Eagle Packet for certification. Each submitted packet must contain a completed *Eagle Scout Rank Application*; a completed *Eagle Scout Rank Leadership Service Project Workbook*; a written statement of life purpose and ambitions and a list of recognitions and positions of leadership outside Scouting; a written narrative explaining how the scout showed leadership during the project; and five completed, sealed letters of reference.

Due to the high volume of Eagle Applications, all packets must be secured in a report binder or 3 ring binder one inch or less thick. **In most districts all Eagle packets are first submitted to the District Eagle Application Processor who reviews the packets and, if everything is in order, certifies them. In other districts it is up to the Scout and his unit to get the Eagle packet to The Grand Canyon Council Eagle Office. If in doubt, check with your District Advancement Chair. Please allow up to ten days for the council certification process. If the Eagle packet is not certified, all errors listed on the check sheet that will accompany the Eagle Packet must be corrected and the packet resubmitted. If the packet is certified, please check the Check Sheet for minor errors that must be corrected. After making all corrections, you may then schedule your District Eagle Board of Review.**

EAGLE PAPERWORK
Check List

Date _____

Name _____ Address _____ Age ____ Phone _____

Unit # _____ Ward _____ Stake _____ District _____

Unit Adv. Chair _____ Address _____ Phone _____

District Approver _____ Address _____ Phone _____

Are **each** of the following questions answered satisfactorily? *Please check if completed or add comment if incomplete.*)

Eagle Scout Leadership Service Project Workbook	Unit	District	
	<u>Review</u>	<u>Review</u>	<u>Comments</u>
• Page 1 filled out completely	_____	_____	_____
• Proper signatures and dates page 5 & match page 6	_____	_____	_____
• Project Details write-up on page 6 reflect details requested in project plan checklist	_____	_____	_____
• Final write-up includes a report of what took place and answers questions on page 3	_____	_____	_____
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• Project hours on p.7 match write up	_____	_____	_____
• Proper signatures and dates on page 8	_____	_____	_____
• Completion date page 8 matches req. 5 of Eagle Application form	_____	_____	_____
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Eagle Scout Rank Application Review			
• Boy Scout, Varsity, Venture dates appropriate	_____	_____	_____
• First Class to Star - at least 4 months	_____	_____	_____
• Star to Life - at least 6 months	_____	_____	_____
• Life to Eagle - at least 6 months	_____	_____	_____
• Birth date (proper year)	_____	_____	_____
• Five reference letters provided (req. 2)	_____	_____	_____
• Letters provided match (req. 2) list on Application	_____	_____	_____
• All Merit Badges include month, date, year, and unit numbers (MMDDYY format)	_____	_____	_____
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• Merit Badges fit rank advancement dates (req.3)			
a. Before Star: 4 required and 2 optional	_____	_____	_____
b. Before Life: 7 required and 4 optional	_____	_____	_____
c. For Eagle: 12 required and 9 optional	_____	_____	_____
• Leadership (req.4) is at least 6 months <i>while</i> a Life Scout (req.1) in proper unit, appropriate position	_____	_____	_____
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• Project completion date (req.5) same as page 8 of Workbook	_____	_____	_____
• Ambitions and life purpose statement including non-Scouting leadership positions and recognitions (req. 6)	_____	_____	_____
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• Scoutmaster Conference date (req.6) is <u>after</u> all other Eagle requirements have been completed	_____	_____	_____
• Signatures, phone numbers, dates for Applicant, Unit leader, Unit Committee	_____	_____	_____
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• Narrative detailing how leadership was shown during the service project	_____	_____	_____

Notes: _____
