

CHECK LIST FOR EAGLE PROJECTS AND EAGLE BOARD REQUESTS

1. Project Ideas – **Starting** - Scout, parents, Scoutmaster – In the search for projects many Scouting and non-Scouting resources are available. District Advancement Committees may also have a list of projects looking to be done or projects done in the past by others. (Note: Asking the District Committee does not guarantee a pre-approval of any project suggested.)

LINK FOR Eagle Scout Project Workbook:

<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx>

2. Approvals – **1. Beneficiary of project, 2. Scoutmaster, 3. Troop Committee 4. District Advancement Committee Representative** – The project work book requires these four signatures. While approvals 2 and 3 may be done concurrently, signature 1 should be obtained before 2 and 3; and the fourth signature cannot be obtained without the first three. (Note: If a Scoutmaster is unsure about whether a project is worthwhile he should contact the District Advancement Committee. Do not send the Scout with an unsigned project to see if it is approved.) While the District Representatives prefer to meet with each Scout to discuss the project, such contact is not required to receive approval.
3. Approval package – **Project Workbook parts “Service Project Proposal” and “Service Project Fund Raising Application”** – The parts of the Workbook that constitute the approval package are the Proposal and, if applicable, the fund raising application. Scoutmasters should make sure the Scout has the completed Fund Raising Application along with his Proposal to avoid a delay in District approval. (The Council has delegated responsibility for approval of Eagle Project Fund Raising Applications only to the District Advancement Committees.)

NOTE: Unless there is a significant change to the project requiring a re-approval of the project, the District Advancement Committee is no longer involved until an Eagle Board is requested.

4. At Project completion – **Sign Off Signatures** – At the completion of the project the Scout, the Beneficiary of the project, and the Scoutmaster must sign that they are satisfied with the completion of the project. The Troop Committee Representative and/or District Advancement Committee representative are not part of the final approval.
5. At completion of all Eagle requirements – **Request For a Verified Application** – Upon completion of the Eagle project and requisite merit badges, the Scout

goes on-line to stxbsa.org and tabs **Resources** selects **For Units** then **Eagle Scout Application/Information** and finally **Request For Verified Eagle Application** and fills out the questions under “Request for Eagle Scout Application” and submits the request to Registrar Ms. Samula Jackson in the Scout Service Center. Ms. Jackson will process the application and notify the Scout if the application is accepted. If there is a problem with the application the Scout should contact the Scoutmaster or designated Troop adult for assistance. If the application is in order then the Scout will receive by e-mail a “Verified Application” which he will print out.

6. Upon Receipt of Verified Application – **Scoutmaster’s Conference and Troop Committee Representative’s Conference** – Upon receipt of the “Verified Application” the Scout will arrange for conferences with his Scoutmaster and Troop Committee representative. These conferences can occur concurrently or separately depending on the practice of the Troop. (Note: Some units choose to conduct the conferences before the Scout submits a request for a “Verified Application”. This is acceptable, but the Scout must remember to get the required signatures after the application is sent to him and the date should be the date the actual conferences are held.)

NOTE: ALL REQUIREMENTS FOR THE EAGLE RANK INCLUDING CONFERENCES AND SIGNATURES MUST BE COMPLETED BEFORE THE SCOUT’S 18TH BIRTHDAY. ONLY THE EAGLE BOARD MAY OCCUR AFTER THE BIRTHDAY AND ONLY WITHIN A VERY NARROW TIME PERIOD.

7. Eagle Board – **Scheduling the Eagle Board** – Either the Scout or Scoutmaster, depending on the custom of the unit, will contact the District Advancement Committee and request the calling of an Eagle Board. The time, place, number on the Board, and who will be present during what portions of the Board is the responsibility of the District Advancement Committee only, in accordance with established District practices. (Note: at least two members of the District Advancement Committee will serve on each Eagle board. However, the District Advancement Committee should make every effort to accommodate special requests of Scoutmasters as appropriate.)
8. **Eagle Scout Candidates are Responsible for making arrangements for the submission of their Eagle applications to the Scout Office.**

District Advancement Committees stand as a source of assistance, information and guidance throughout the advancement to Eagle process. However, because the Committee represents the final local review in that process and is charged to be an independent judge apart from the Scout and/or Troop, the Committee and its representatives should not be an intimate part of the Scout’s process in order to retain the independent/objective final review expected by our Council.

