

Dear _____:

Congratulations on your recent advancement to the rank of Life Scout. It is never too early start planning for your future, and now is the time to start planning for your Eagle Scout Service Project. The planning and execution almost always takes longer than expected and in many cases it is outdoors and therefore seasonal. Before you start your project, you must secure approval from you unit leader, the unit advancement committee, the benefactor of the project, and the district advancement chairman. Please note that you do not have to finish your merit badge requirements before you start your Eagle Scout service project.

Enclosed in your Eagle Advancement Packet are the Eagle Scout Service Project workbook No. 18-927 and the current Eagle Scout Rank Application. Please read and follow the instructions on these documents carefully as no exceptions or alterations can be made.

This last and final step on the Trail to Eagle requires you to demonstrate leadership, plan the work and organize the workforce and direct the project to a successful completion before you are 18 years old. The Bucktail Council supports you and encourages you to take advantage of the opportunity of achieving the rank of Eagle Scout.

Please feel free to ask your Scoutmaster, Committee Advancement Chairman, or District Advancement Chairman for advice and support. You can also call me at (814) 653-7784.

Yours in Scouting,

A handwritten signature in black ink, appearing to read "David E. Marchioni". The signature is written in a cursive style with a prominent loop at the end.

David E. Marchioni
Council Advancement Chairman

Below are the names and phone numbers to contact your Council Advancement Chairman and Eagle Coordinators. Any advancement committee member listed below may approve Eagle Projects and sit on your Board of Review as a representative of council.

Jerry Lynch
Eagle Coordinator
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Dave Marchioni
Council Chairman
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Tom Glasl
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Keith Gordon
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Linda Ross
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(H) (814) 765-1335
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The 12 Steps from Life to Eagle

1. In order to advance to the rank of Eagle, you must complete all requirements of active tenure; demonstrate Scouting spirit by living by the principles of the Scout Oath and Law in your daily life; have earned a minimum of 21 merit badges including the 12 required; have held approved positions of responsibility within the troop; while a Life Scout, plan, develop, and provide leadership to others in a service project; develop a statement of your ambitions and life purpose as well as your achievements, positions of leadership, and honors and awards received in other organizations; and have a conference with your Scoutmaster.

2. You must select your Eagle service project and have the project concept approved by your religious institution, school, or community. Your project concept must then be discussed with and approved by your unit leader. Next you must secure the approval of your Unit Committee. Finally, the project concept must be reviewed and approved by the District Advancement Committee. ALL APPROVALS MUST BE OBTAINED BEFORE BEGINNING THE PROJECT. The 'Eagle Scout Service Project Workbook', No. 18-927, must be used in meeting this requirement.

To eliminate some of the problems with the Eagle Service Projects, the Council Advancement Committee suggests the following:

A. Select a project that you would like to do and discuss it with your Scoutmaster first. If he agrees that your idea has the scope and merit of an Eagle Service Project, he will allow you to discuss it with a representative of your church, school or community. Never lead an organization to believe that you will do the project, as it must receive many levels of approval first.

B. Once you have selected a project and discussed it with your Scoutmaster and a representative of the organization, develop tentative plans and have them approved first by the representative and then by your Scoutmaster. Next, you should fill out the project workbook's front page, 'Project description', and 'Planning Details' sections and obtain the signatures in the order listed.

Please print, type, or write legibly. Some Scouts take the project workbook apart to type or use a word processor. A helpful organization technique used by many Scouts is to place the pages in a three-ring notebook using clear plastic top loading sheet protectors. This will allow you to also include your bill of materials, pictures, newspaper clippings, etc. in a nice presentation notebook that will not be harmed as others review it.

C. The following items must be included in the "Planning Details" section:

- a. A description of the present condition of the project. (Photographs may be of benefit here.)
- b. A description of how you are going to do the project. (If you are building something, please include a drawing or detailed plans.)
- c. A materials list if needed. (Since a Scout is THRIFTY, you should obtain two or more quotations for materials if possible.)
- d. Plans for an approved fund-raiser if your project requires the purchasing of materials. **The solicitation of donations is not acceptable!** However, in some cases the organization has already budgeted some funds for the project. **Before accepting any money or donations, please get permission from the Council Advancement Committee. Any donations accepted without Advancement Committee approval will result in the project being rejected.** You are giving back to the community, etc. and should not expect them to fund your project. A Unit Money Earning Application, #34427 must be sent to the service center before conducting a fund-raiser.
- e. A general listing of project helpers. For example: my parents, members of my troop, members of the organization for whom you are doing the project, and special skill people, etc. You do not need to list the names of the people here. Their names, dates, and time worked will be listed after you do the project.
- f. A detailed time schedule. Please include tentative starting and ending dates. Also include an estimate of the total number of hours needed to complete your project. There is no set size and time restrictions on a service project. Several years ago, a minimum of 150 hours was required, but Scouts then became more concerned with the time than with the project. Today, the guidelines say 'total time involvement must be considerable and should represent the candidate's best possible effort'. and. 'must be sufficient enough for the Scout to clearly demonstrate leadership skills.' Use your own judgment and that of your Scoutmaster to determine the magnitude of your project and make plans accordingly.
- g. A plan for safety if you will be using any tools, hazardous materials, working in the wilderness, etc.

h. All signatures of approval. These must be secured in the order listed in your Eagle Scout Service Workbook.

D. When you have obtained all of the approvals at the troop level, contact your District Advancement Chairman and have him review the Eagle Service Project. He has experience reviewing project workbooks and may catch an omission on your part, which may necessitate returning the workbook back to you.

As you can see, it takes time to plan a project and secure the necessary approvals prior to carrying it out, Do not wait until the last minute to submit your project, give yourself at least 6 months or more before your 18th birthday. If for some reason the project is not approved because of missing information, etc., it will be returned to you with a note explaining why the project wasn't approved. You must then re-submit the project and it will be reviewed again.

Once you obtain all of the necessary approvals, you may begin your project. **Do not start your project before obtaining this authorization.**

When your project is completed, fill out the remainder of the Eagle Scout Service Project Workbook. Again, it might be helpful to include some pictures of your completed project.

3. It is imperative that you complete all of the requirements for the Eagle rank prior to your 18th birthday. When all requirements for the rank of Eagle, including the service project have been completed, you should then fill out an Eagle Scout Rank Application and send it to the council service center promptly. As national updates the application almost yearly, make sure that you have a current revision.

Ask those people who have agreed to be your references to send their letter to your Committee Chairman or Scoutmaster before your Eagle Board of Review.

4. Your application must first be reviewed and approved by your unit leader. He will do this by signing his name at the proper place. Next, the unit committee reviews and approves your record.

5. When your completed application is received at the council service center, its contents will be verified and the recommendation letters checked and possibly followed up with phone calls.

To help speed up the verification process, it would be helpful to include a photo copy of your rank advancement cards and merit badge cards, especially if you have transferred from another troop or council or time is short.

6. When you give your application to your Scoutmaster, be sure to include your 'Eagle Scout Service Project Workbook' No. 18-927 (req., no. 5), and your personal statement (req. no. 6). All three items make up your Eagle application.

7. After the contents of your application have been verified and appropriately signed, the application. The candidate will be contacted to pick up their application and workbook so that a board of review may be scheduled at the earliest convenient date and location. Under no circumstances will a board of review be scheduled until the application is returned from the council service center. Reference checks that are returned with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.

8. Your board of review for the rank of Eagle is composed of at least three but not more than six members. One of the members will serve as chairman. Unit leaders, assistant unit leaders, your relatives or guardians may not serve as members of your board of review. The board of review members should convene at least 30 minutes before you appear in order to review the application, reference checks, and service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.

9. Your unit leader introduces you to the members of the board of review. He or she may remain in the room, but does not participate in the board of review except if called on to clarify a point in question. In no case can your relative or guardian attend the review, even as a unit leader. There is no set of questions that you will be asked. However, those asked will be to assure the board of your participation in and understanding of the program. This is the highest rank that you may achieve and, consequently, a thorough discussion of your successes and experiences in Scouting should be considered. After the review, you and your unit leader will leave the room while the board members discuss your acceptability as an Eagle Scout. Their decision must be unanimous. If you meet the requirements and are found acceptable, you will be called back into the room and informed that you will receive the board's recommendation for the Eagle rank. If you are found unacceptable, when you return you will be told the reasons for your failure to qualify. A discussion will then be held to discuss how you may meet the requirements within a given period provided that you have not reached your 18th birthday. Should you disagree with the decision, the appeal procedures will be explained to you. A follow-up letter will then be sent to you confirming the agreements reached on the action(s) necessary for the advancement. If you choose to appeal, you will be provided with the name and address of the person that you are to contact.

10. Immediately after the board of review and after the application has been appropriately signed, the application, reference checks, and a properly completed Advancement Report are returned to the council service center. The reference checks must be returned in a confidential manner. They are not to be given or shown to the Eagle Scout Candidate

11. When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended you for the Eagle rank. The reference checks are retained by the council. Only the Eagle Scout application is forwarded to the national Eagle Scout Service. Your project workbook is to be retained by the scout but must be available for review if requested by the Council Service Center.

12. The Eagle Scout Service screens your application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age. Any item not meeting national standards will cause the application to be returned for more information. If your application is in order, the Eagle Scout Service on behalf of the National Council will then certify you as an Eagle Scout. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle presentation kit will not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Rank credentials.