

EAGLE SCOUT CANDIDATE PROJECT BOOKLET INFORMATION

BOY SCOUTS OF AMERICA
MT. DIABLO SILVERADO COUNCIL
NAPA VALLEY DISTRICT

PLEASE USE THIS AS A CHECKLIST

In order to complete an Eagle Scout Project please use all the following procedures:

Remember that Eagle Scout Candidates are under the age of 18 and must have an adult with them at all meetings with the Eagle Scout Advisor and must be in uniform.

(1) Obtain an Eagle Scout Workbook from your Scoutmaster or the District Advancement Chair/Eagle Advisor, or download the workbook from the internet:

Eagle Scout Project Workbook: <http://www.nesa.org/trail/manual.html>

Eagle Scout Application: <http://www.nesa.org/trail/58-728.pdf>

(2) Fill out all information on first page of workbook. At this time, begin keeping track on a blank calendar book (obtain one at Staples, Office Depot, etc.), the times, names, phone numbers, appointments, and other contacts needed for the project.

(3) Meet with Scoutmaster, Troop Committee Chair, Troop Advancement Chair, and your parent to talk about appropriate Eagle Project idea. Remember, projects must be community non-profit based, not for a business or community wide effort such as river clean-up or city/county sponsored activity (see schools, churches, parks, environmental groups, land trusts etc.)

EAGLE SCOUT PROJECTS MAY NOT BE USED FOR FUNDRAISING.

FUNDRAISING IS PERMITTED ONLY FOR THE PURPOSE OF SECURING MATERIALS TO COMPLETE AN EAGLE SCOUT PROJECT AND THESE FUNDS MUST BE LISTED ON AN ACCOUNTING SHEET WITH ALL FUNDS GOING ONLY TO THE PROJECT.

THE EAGLE SCOUT PROJECT IS AN INDIVIDUAL MATTER. NO TWO EAGLE CANDIDATES MAY DO ONE PROJECT TOGETHER.

(4) After project has been selected, meet with the benefactor of the project (name of the group for whom the project is to be completed.) Write, in pencil or ink on the workbook pages, a proposal for the project with details of what the project entails (who, what, when, where, why, and how.)

(5) Have a contact person from the benefactor sign the booklet on the appropriate line showing approval of the project. Make sure the date of this signature is on the same line

(6) Meet with the Scoutmaster and the Troop Committee Chairperson to review the project plans. Don't forget to continue to keep notes. Record the names, times, places, and other information on your calendar obtained in #2 above. Have these persons sign and date your booklet on the appropriate lines. Remember to keep all these signatures and dates in consecutive order (benefactor first, scoutmaster second, committee chair third.) The Scoutmaster and a Troop Committee Member must be at this meeting and sign the workbook with the same date along with the Eagle Scout Candidate.

(7) Call or e-mail the District Advancement Chair/Eagle Scout Advisor to set up a meeting to discuss the project.

Plan and be prepared to show the advisor all times, dates, plans, details, drawings, signatures, list of persons involved in plan, etc. At this time you will most likely receive final approval and signature of the Eagle Advisor to begin the project. **DO NOT BEGIN THE PROJECT WITHOUT FINAL APPROVAL.**

(8) Complete the project; obtain a final signature for the completed project from the Benefactor, Scoutmaster and Committee Chair. Complete the final list of all persons, times, and places for the final report of your project. Include photos of the before, during, and after parts of the project.

(9) Begin typing and organization of the final presentation of all project details. See the attached information sheet checklist for details.

(10) Include everything in #1 through #9 above in a clean and neat binder for presentation to your Scoutmaster during your final Scoutmaster Board of Review and the Eagle Scout Board of Review Advancement Committee. Begin, if not already completed, all merit badges, and call the District Advancement Chair/Eagle Advisor to discuss final approval and acceptance of all Eagle Advancement Materials and the setting of a date for the District Eagle Scout Board of Review.

THE EAGLE APPLICATION MUST BE SIGNED BY THE MOUNT DIABLO SILVERADO COUNCIL OFFICE PROGRAM SECRETARY AND HAVE THE PID NUMBER AFFIXED TO THE TOP OF THE APPLICATION BEFORE AN EAGLE SCOUT BOARD OF REVIEW MAY BE SCHEDULED.

Eagle Scout Binder Organization
Mount Diablo Silverado Council
Boy Scouts of America
Napa Valley District

PLEASE USE THIS AS A CHECKLIST AS YOU PROCEED ALONG THE TRAIL TO
EAGLE:

Eagle Scout Candidates presentation of work being considered for advancement to Eagle Rank must contain all of the following to be reviewed by the Eagle Scout Advancement Committee.

PLEASE HAVE ALL OF THE FOLLOWING ITEMS PLACED IN A THREE RING BINDER WITH YOUR NAME AND TROOP CLEARLY PRINTED ON THE OUTSIDE BINDER COVER

(1) The Eagle Scout Application must be clearly printed and neat with no strikeouts or scribbling between lines or cross-outs.

Included on the application is the listing of 21 merit badges for Eagle Rank, 11 of which are required. Please remember to identify the specific merit badge earned on Line # 6 and #19. Circle or underline the merit badge Emergency Preparedness or Life Saving, Cycling, Swimming, or Hiking and remember to include the appropriate date.

A computer printout of all dates listed on the application of all ranks, boards of reviews, and merit badges recorded at the council office must accompany the application. Obtain this from the council office from Ms. Pam Smith who is the Program Coordinator in the Pleasant Hill Office and can be reached at 925-674-6190.

On Requirement #2 a list of the persons to contact for references needs to be very neatly printed in ink with no whiteout or strikeouts or cross-outs.

IT IS STRONGLY SUGGESTED, ALTHOUGH NOT REQUIRED, TO HAVE A MINIMUM OF THREE (3) LETTERS OF RECOMMENDATION TO ACCOMPANY THE APPLICATION AND BE INCLUDED IN THE EAGLE SCOUT BINDER.

The leadership rank lines on requirement #4 must be six months long or longer after Life Scout Board of Review.

Requirement #6 must be included (statement of life goals and/or ambitions or future plans) type written and no longer than one page long (usually about one to two paragraphs is sufficient.)

The Final Scoutmaster Board of Review must be conducted with the Scoutmaster, Unit Committee Member, and Eagle Scout Candidate in attendance at the same time and place. These adults will oversee all binder work and paperwork before signing and dating the application. All dates of signings must be the same date.

(2) The Eagle Scout Workbook with all the original signatures of all people involved in the Eagle Scout Project including the scoutmaster, committee chairperson, official from agency involved in project, and district advancement chair. Your notes and the original handwritten work are contained in the workbook section only. All signatures and dates must be in the workbook on the appropriate lines and dates must be in the correct order with the district advancement chair the last one to sign and date before the project began.

(3) Upon completion of the Eagle Scout Project, all reports, lists of persons involved, the project proposal, beneficiary of the project, details of project, changes in project, must be typed. No handwritten paperwork is acceptable except for the original work begun in the workbook when it was originally seen by the troop committee and the District Advancement Chair.

(4) List of materials used in the project including all tools, building supplies, and extra supplies needed after the project was signed by District Advancement Chair.

(5) List of all persons involved in project.

Include all persons you talked to on the phone, all letter writing, etc. Always include parents.

(6) List of the time spent on the entire project.

Time spent on the project is not a determiner of approval for Eagle although the time spent on the project needs to be of sufficient length to represent leadership exhibited during project duration.

Project time will include the very first time the project was discussed and who was involved in this discussion. Remember to take expert notes (a blank calendar obtained at Staples or Office Depot is advisable). List the time spent on the phone, travel time to and from wherever a meeting took place, the time anyone spent traveling to and from these same meetings (this can all be done on this blank calendar.) List everyone associated with the project (should be scouts from the troop but not necessarily exclusive of them.) This includes family members, neighbors, friends, etc.

(7) Pictures and drawings/sketches of the project plan with descriptions of each picture.

(8) Photographs before during and after of the entire project.

(9) Optional items (very strongly suggested): Merit Badge Blue Cards, special awards received, other pictures associated with Scouting tenure, merit badges not already sewn on to sash.

(10) Merit Badge Sash: It is worn to the Eagle Scout Board of Review.

Current or most current rank served is sewn on to the left shoulder below the council patch and troop number.

IT IS HIGHLY RECOMMENDED BY THE NAPA VALLEY ADVANCEMENT COMMITTEE THAT ALL EAGLE CANDIDATES REQUEST A UNIT LEVEL EAGLE SCOUT BOARD OF REVIEW FROM THEIR SCOUTMASTER AND TROOP COMMITTEE USING ALL OF THE INFORMATION PRINTED BELOW. THIS NEEDS TO BE CONDUCTED A FEW DAYS BEFORE THE CONVEENING OF THE DISTRICT EAGLE SCOUT BOARD OF REVIEW.

Boy Scouts of America
Napa Valley District

EAGLE SCOUT BOARD OF REVIEW PROCEDURES

Eagle Scout Candidates are officially advised that the following procedures must be met to pass an Eagle Scout Board of Review.

These procedures will be delivered to all troops in Napa Valley, reviewed by Scoutmasters, Troop Committees, Troop Advancement Chairs, Eagle Scout Candidates and their parents previous to the date of a Napa Valley District Eagle Scout Board of Review.

Eagle Scout Candidates are strongly urged to request a troop level Eagle Scout Board of Review using the following procedures.

In order to advance to the rank of Eagle Scout, you must complete all requirements of tenure, Scout Spirit, merit badges, and positions of responsibility. While a Life Scout, you must plan, develop, and provide leadership to others in a service project. You must also participate in a final Scoutmaster Conference. The District Board of Review for an Eagle Candidate is composed of at least three but not more than six members. One member serves as chairman. These members do not have to be registered in Scouting but should have an understanding of the importance and purpose of the Eagle Board of Review. The board of review members convene thirty minutes before the candidate appears in order to review the application, reference letters, and service project report. Your unit leader or assistant leader (a unit committee member is also a substitute choice of the candidate) will make a short introduction of you to the members of the board of review. The chairman will then introduce the members of the board to the candidate, or the members may introduce themselves. Your unit leader remains in the room, but does not participate in the review. However, he/she may be called upon to clarify a point in question. The chairman will then ask you to have a seat and to relax. The board chairman will assure you that you will not be re-tested on any merit badge or rank requirements and that the purpose of the review is to determine your attitude, appearance, application of Scout ideals, and Scout Spirit. There are no required questions that you will be asked. However, the board should be assured of your participation in the program.

This is the highest award that a youth may achieve and, consequently, a thorough discussion of your successes and experiences in Scouting will be considered, including your leadership positions in the troop, procedures in selections for leadership positions within your troop, your

specific duties in this leadership position for six months, and your views of what leadership style with which you are most comfortable.

After the review, you and your unit leader will leave the room while the board members discuss your acceptability to be an Eagle Scout.

The Eagle Scout Board of Review is the most important milestone in your scouting career. Therefore, you should present yourself to the advancement committee properly uniformed, including your merit badge sash.

At the beginning of a Board of Review, you will be advised again that if, in the eyes of the board members, the above mentioned standards are not met, you will receive recommendations on what you need to do to successfully advance (pre 18th birthday permitting.) A denial of an Eagle Scout Candidate may be recommended by the Board. Reasons for denial will be explained to you, your parents, and your Scoutmaster. The following rules then apply:

(A.) The Eagle Scout Candidate will be given a date for a new Board of Review (if applicable due to age of the candidate.) The new Board of Review may be a full review or it may be limited to the issues specified by the board recommendations.

(B.) A letter of explanation will be written to the Eagle Scout Candidate, his parents and his Scoutmaster.

(C.) The Eagle Scout Candidate has the option to appeal the decision by petitioning the Mount Diablo Silverado Council Office.

If he is found acceptable, the decision of all board members present must be unanimous.

The Eagle Candidate is informed that his application and advancement form will be forwarded to the council office and then sent on to the national office. This process will take approximately 4 weeks (longer during holiday times) and the council office will call him to let the candidate know his award has arrived. The board members present sign the Eagle Advancement Form (all or any 2 or 3 of the members is acceptable) and the form is sent to the council office. If a candidate has reached his 18th birthday as of this date, an additional letter from the Eagle Advisor stating that the candidate has met all the requirements will accompany the application and advancement form.

The Eagle Scout Candidate has 3 months after his 18th birthday to complete his Eagle Scout Board of Review.