

Seneca District Eagle Project and Rank Advancement Guidelines

This checklist has been created to assist you in preparing for the rank of Eagle. These items should be completed in the suggested order in which they are listed. Please use this checklist to facilitate the completion of the requirements and paperwork. Place a checkmark next to items as you complete them.

After earning the rank of Life Scout:

Understanding the Requirements:

== Review pages 446-447 of the Boy Scout Handbook to understand **all** of the requirements for earning the rank of Eagle Scout. All requirements must be completed prior to your Scoutmaster conference for the Rank of Eagle. (_____Date Completed)

== Meet with your Troop Advancement Chair to review the process of becoming an Eagle Scout. (_____Date Completed)

The Eagle Scout Project:

== Obtain a copy of and familiarize yourself with the “**Eagle Scout Leadership Service Project Workbook**” (“**Workbook**”). Workbooks can be found at: <http://www.nesa.org/how-to-manuals.html>, or be obtained from the council office front desk. (_____Date Completed)

== Identify your potential Eagle Project. Refer to these internet sources to assist in selecting your project:

- o <http://usscouts.org/eagle/eagleproj1.asp>
- o <http://www.eaglescout.org/path/guide/project.html>

Please note that these are not official BSA sites. Most of the ideas given are acceptable within the Seneca District; however some of the projects shown may not be approved. (_____Date Completed)

== After identifying a project, but before you begin the formal write-up, discuss the project idea with:

- o Troop Advancement Chair (_____Date Completed)
- o Your Scoutmaster (_____Date Completed)
- o Benefactor of your project (_____Date Completed)

(_____Date Completed)

== Complete the “Project Description” and “Project Details” sections of the Workbook for your initial project write-up. Your Workbook should be neat and organized; a typed Workbook is helpful to the reviewers. Here are some tips to help you fill out your workbook:

- o As stated in the workbook, the project must be done in the workbook, or electronically using a formatted copy of the workbook. NO freelancing on layout.
- o As stated in the workbook, a scout must use blue or black ink, or it must be printed out.

- On the address page, include FULL addresses including city, state and zip code, not just a street address.
- The “Project Description” just needs to be a brief overview of the project, which usually fits in the space allotted. The “who and how it benefits section” of the Project Description is usually self-explanatory.
- The representative name, title, date, and phone number must be written/ printed legibly. The representative’s signature goes on the next page with the other signatures.
- The “**Project Details**” section almost always takes more space than what is allotted on the page. Add as many extra sheets as needed to detail your work. All 9 issues must be addressed. They include:
 - **Present condition:** How it is now? This will help the reader understand what the scout wants to do to change it.
 - **Method:** Include what needs to be done, i.e.: caulking, painting, clearing brush from trail and applying mulch, planting bulbs, building benches, etc.
 - **Materials to be used:** Include what you need in order to do the project.
 - **Project helpers:** Indicate how many people you feel it will take to do the project. List where you will recruit from, i.e. school, scouts, friends, church etc. or specify how you will divide them into crews.
 - **Time schedule:** this is a timeline or sequence of events. First you do this, before this and then this. It is not so much a date in the month, but the step by step understanding of what needs to happen. You can have a detailed hourly schedule or a generalized daily idea. You should indicate whether it is a one-day project, several weekends, or just what you feel it will take to accomplish the proposed task. This section includes any permits needed for work since they must be acquired before work begins and might involve delays. This section also includes any knowledge of appropriate planting times, i.e. planting trees mid summer is not recommended unless a watering schedule is also planned. Bulbs do better if planted in the fall, etc. Acknowledgment or alternate plans for rain should be mentioned for outside projects.
 - **Estimated Cost:** Include a preliminary budget for materials and any work or services that might be performed for a fee.
 - **Funding:** Indicate how the project will be funded. List any potential donors and how you might approach each.
 - **Safety hazards:** What are the possible hazards that may come with this type of project? Indicate how you will prepare for, cope with and possibly eliminate these hazards. Typical things to look for are traffic concerns, heavy lifting accidents, use of eye protection/gloves for various tasks, adult supervision for power tools, first aid kit available, 2 deep leadership, water breaks for outside summer hard labor, fumes from painting, ladder falls, etc.
 - **Before Photographs:** Remember, a picture is worth 1000 words!
- Scouts can include as many charts, graphs, schematic diagrams and drawings as needed, to better explain their proposed project. Other inclusions might be donation requests, transportation details, recruiting flyers, etc.

(_____Date Completed)

Review your Workbook with your Troop Advancement Chair, who may suggest changes before signing-off on your Workbook. Make any appropriate changes. Have your Troop Advancement Chair sign-off on your Workbook.
(_____Date Completed)

If it is your Troop's policy to do so, you should now present your project details as outlined in your workbook to your Troop Committee. The purpose of this exercise is to make sure your project is sufficiently detailed in your Workbook. If the committee has to ask questions about your project after reading your Workbook then you have not provided sufficient detail and your workbook should be revised.

Review your Workbook with a member of the Troop Committee who may suggest changes before signing-off on your Workbook. Make any appropriate changes. Have this member of the Troop Committee sign-off on your Workbook.
(_____Date Completed)

Review your Workbook with your Scoutmaster, who may suggest changes before signing-off on your Workbook. Make any appropriate changes. Have your Scoutmaster sign-off on your Workbook.
(_____Date Completed)

Review your Workbook with your Religious institution, School or Community representative from which your project will benefit. This individual may suggest changes before signing-off on your Workbook. Make any appropriate changes. Have this individual sign-off on your Workbook.
(_____Date Completed)

Finally submit your Workbook as approved by your Unit Committee Member and Scoutmaster to the District Advancement Committee. **It is preferred that you scan your Workbook and send it electronically via an email attachment in Adobe PDF format to your District Executive, Susan Shoemaker: sshoemak@bsamail.org. Please Put "Eagle Project Approval Request for (insert your name)" in the Subject line of the email.**

If you prefer to submit your Workbook by mail, please submit one original and one copy to the following address:

Seneca District Executive
Lincoln Heritage Council, BSA
P.O. Box 36273
Louisville, KY 40233-6273

Your submittal will be distributed to three members of the Seneca District advancement Committee for review and approval. You will be contacted by a member of the Seneca District Advancement Committee, according to the troop distribution located at the end of this document, within one week of submittal. If you do not receive a call within a week, please contact your District Representative.

(_____Date Completed)

== Your Workbook will be reviewed by a member of the Seneca District Advancement Committee. You will be contacted via telephone by the member to discuss your project. The Seneca District Advancement Committee may suggest changes before approving your project. You will be notified via email or by mail once your Workbook has been approved. Your workbook will be returned to you, signed by a Seneca District Advancement Committee member. **YOU CANNOT BEGIN THE ACTUAL WORK OF YOUR PROJECT UNTIL THE DISTRICT HAS SIGNED-OFF ON YOUR WORKBOOK.**

(_____Date Completed)

== Schedule, plan and execute your Eagle Project. Complete the work as detailed in your Workbook, noting any exceptions from your project as first described in your Workbook. Your completed project should not deviate substantially from the project as it was originally approved by the District Advancement Committee.

(_____Date Completed)

== Complete the post project write-up section of the Workbook, describing what actually occurred during the execution of your project and the leadership you exhibited. This should be completed in similar detail as the prior sections. No project goes as planned. Please discuss in your write-up how you handled the unexpected. Please note that the project Workbook will not be reviewed by the Seneca District Advancement Committee at this time. They will review the Workbook again when it is submitted with your Eagle Rank Application.

(_____Date Completed)

== Sign your name in the Workbook in the space designated, which indicates the project was started and completed since you received your rank of Life Scout and that you are submitting the Workbook as a completed Eagle Scout Leadership Service Project to be considered toward requirement No. 5 of your Eagle Application at your Eagle Board of Review. Have the benefactor of your project sign your Workbook to indicate the project was planned, developed and carried out by you.

(_____Date Completed)

== Now you are ready for your Scoutmaster's signature on the Workbook. Your Scoutmaster may or may not require a formal conference. Check with your Scoutmaster to understand his protocol. Your Scoutmaster needs to sign-off on your completed Workbook (in addition to their first workbook sign-off). and must sign page 447 of your Boy Scout Handbook.

(_____Date Completed)

Scoutmaster's Conference:

== Once all of the other requirements listed on pages 446-447 of the Boy Scout Handbook for Eagle Rank are complete, you can request a Scoutmaster's Conference. Please request a conference with your Scoutmaster and identify all of the items he expects you to have with you for this conference. Some Scoutmasters may require different things than you might have brought to prior conferences so be prepared.

(_____Date Completed)

== Hold your Scoutmaster Conference. Once complete, have your Scoutmaster sign off on this requirement on page 447 of your Boy Scout Handbook. (_____Date Completed)

The Application Process:

With all requirements and your Scoutmaster's Conference complete, you are ready to move to the Eagle Application Process.

== Obtain your Council Profile from the front desk at the Council Office. (_____Date Completed)

== Complete your Eagle Scout Application which is available at: <http://www.nesa.org/PDF/58-728.pdf>. **If you choose to fill out your application online from the NESA website you will not be able to save your work unless you have the full version of Adobe Acrobat; not just the reader. If you print and then fill in your form, write legibly, in ink, no abbreviations, or check out the electronic version in order to fill it in and print it out.** Here are some pointers for filling out your application:

- Every question or space needs attention, don't leave blanks.
- **Requirement 2:** Reference section: Pick your references carefully. Call them and ask permission to use their name and inform them they will be asked to write a reference letter for you. Choose references that will send in their written reference letters in a timely manner (when requested by the Advancement Committee). Please express to these individuals that it is critical that they send in the references promptly once they are requested. All 6 references need a full name, a mailing address (which includes the street address and zip code if in Louisville, street address, city and zip code within Kentucky, and street address, city, state and zip code outside Kentucky) and a phone number with area code. If you don't have a job, the employer line can be left blank.
- **Requirement 3:** List the merit badge and dates you earned each. **Make sure the dates you fill in on your application are the same as those on the Council Profile you obtained from the Council office. If any dates are incorrect in the Councils records, an Advancement Report form will need to be provided to the Council to correct any date errors in the Council records. The dates on the Council Profile AND Completed Eagle Application must match or your Eagle Board cannot be scheduled until they do.** Strike through non applicable badges not earned in # 6 and # 9 of the form.
- **Requirement 4:** This is fairly self-explanatory. Don't use the words "present" or "current" in the spaces designed for dates. As long as the leadership positions add up to more than 6 months, pick a date even if you are still currently in the position.
- **Requirement 5:** Please start with the title of your eagle project. Remember to fill in the date of completion on your project. You need to write an explanation/synopsis of your project of a minimum ½ page or more. Include information on the man hours needed to complete your project. Please title this page/ paragraph as Req. 5. This takes the place of submitting your entire workbook to council after your board. (Typed preferred)

- **Requirement 6:** Write a minimum ½ page paragraph on your ambitions and awards, etc. Please title this page/paragraph as Req. 6. Be sure to list the date of the scoutmaster’s conference. (Typed preferred)

Requirements 5 and 6 may be combined onto one page if preferred.

All that remains on the application is the signatures. The scout must sign and date it. The scoutmaster and committee chair must also sign and date it. These signatures do not need to be before the scout’s 18th birthday, but must be on or after the scoutmaster’s conference.

(_____Date Completed)

== Take your Eagle Scout Application to the Council office front desk and ask that they “verify your application.” They will key in your information and print out for you a document that should read “Verified Eagle Application” at the top. **Please make sure that the document you receive from the front desk says “verified application” and not “work copy.” If you are given a “work copy,” that means there is an error on your application.** Inquire with the individual at the front desk as to where the errors are and then work with your Troop Advancement Chair to have the errors corrected. Once corrected, have your revised application verified.

(_____Date Completed)

== Complete the Lincoln Heritage Council Eagle Questionnaire (Attached). Don’t forget to sign this on the second page.

(_____Date Completed)

== Complete the Seneca District Eagle Board of Review Request Form (Attached). Please note that Eagle Boards of Review are held at 7:30pm Monday through Wednesday. You and your troop will need to identify a meeting place for your board. Under unusual circumstances, an alternate meeting day can be arranged. Please contact the individual assigned to your troop at the end of this document to discuss such arrangements if needed.

(_____Date Completed)

== Meet with your Scoutmaster to review all of your completed paperwork prior to submittal the council.

(_____Date Completed)

== Submit the following **COMPLETED** Seneca District required paperwork to the District Advancement Chair:

- Seneca District Eagle Board of Review Request Form
- Verified Eagle Application
- Eagle Application, completed and signed by your Scoutmaster and Troop Committee Chair (**Bring the original to your actual Board**)
- Requirement 5 of the Eagle Application (marked as “Requirement #5”)
- Requirement 6 of the Eagle Application (marked as “Requirement #6”)
- Eagle Questionnaire
- Eagle Project Workbook (without pictures) Bring the original Workbook with all inserts/pictures/charts/graphs etc., to your Eagle Board of Review

It is preferred that you scan this information and send it electronically via an email attachment in Adobe PDF format to your District Executive, Susan Shoemaker: sshoemak@bsamail.org. Please Put "Eagle Board of Review Request for (insert your name)" in the Subject line of the email.

If you prefer to submit your documents by mail, please submit two copies to the following address:

Seneca District Executive
Lincoln Heritage Council, BSA
P.O. Box 36273
Louisville, KY 40233-6273

Do not mail originals of any document to the District, just copies. After you paperwork has been received and reviewed, you will be contacted to notify you of the date of your Eagle Board of Review.

All completed paperwork shall be submitted as soon as possible OR within 3 months of turning 18. To submit a board request between 3 months and 6 months, an adult needs to write a letter of explanation for the delay. Within Seneca District, scouts must also write a letter explaining the reason for the delay. To request an Eagle Board 6 months after turning 18, please contact the District Advancement Chair to discuss the procedure. There are no guarantees at this point, that a scout will be granted an extension and allowed to have a board.

(_____Date Completed)

== Attend your Eagle Board and successfully complete your Board. Be sure to bring all originals of all documents (application, workbook with pictures, etc.) prepared in contemplation of becoming an Eagle to your Board.

(_____Date Completed)

== Submit the following to the Council to process your Eagle rank at the National Eagle processing unit:

- Signed Original Eagle Application (signed by the Eagle Scout/Board Chair/District Rep/Scoutmaster/Troop Committee Chair)
- Signed Verified Eagle Application (signed by your Eagle Board Chair/District Rep)
- Copy of Council Requirement No. 5
- Copy of Council Requirement No. 6
- Advancement Report form filled out for the obtainment of your Eagle Rank with all copies intact (signed by all members of your Eagle Board including the Troop Board members, Board Chair and District Reps)
- Eagle Questionnaire

The council will affix necessary Council signatures to the paperwork and send it to National Eagle processing center. Within a few weeks, the Council will notify your Troop that your Eagle medal and certificates have been returned to the Council. Your unit then picks up the materials and unit practices dictate how the Eagle receives their award etc.

Seneca District Advancement Committee Member/Troop Assignments:

The Advancement Committee has identified the following individuals to work with scouts and scouter's in their assigned troops. Please contact the individual assigned to your troop with any questions you might have.

David Summerfield

Troops: 10, 110, 140, 314, 315, 319 and 380

Email: dsummerfield@jeffersoncountyclerk.org

Phone: 502-592-9579

Dorsey Good

Troops: 1, 30, 306, 308, 327 and 428

Email: dorseygood@aol.com

Phone: 502-298-8573

Matt Ricketts

Troops: 71, 109, 115, 180, 309, 317, and 325

Email: mricketts@ntsdevco.com

Phone: 502-314-8406

SENECA DISTRICT EAGLE BOARD OF REVIEW REQUEST

Please use this form to request an Eagle Board of Review (BOR). BORs typically occur 3-4 weeks from the date you submit this form and paperwork. This allows ample time for your references to be checked. You may wish to contact your references and remind them that it is important that they respond to the reference request as quickly as possible.

1. **Candidate's Name:** _____

Unit #: _____ Birth date: _____

2. **Scouter's Name:** _____

Position with Unit: (Scoutmaster / Troop Eagle Mentor / Troop Advancement Chair / Other)

Address: _____

Phone #: _____ E-mail: _____

3. **Preferred evening of the week for your BOR: (circle one)**
(Monday / Tuesday / Wednesday)

All BORs are held at 7:30pm. You should plan on arriving at 7:00pm to ensure the facility is open and to deliver your paperwork to the person heading up your board. The BOR process including paperwork, etc, usually takes about one hour. Please plan accordingly. Please identify the location where you would like to have your board.

Location and Address: _____

(Preferred location is the sponsoring institution, not an individual's home)

4. **Email addresses for References listed on you Eagle Application (if available):**
PLEASE PRINT LEGIBLY!

Parents/Guardians: _____

Religious: _____

Educational: _____

Employer (if any): _____

Other: _____

Other: _____

Submit this document with all of the following:

- Verified Eagle Application

- Eagle Application, completed and signed by your Scoutmaster and Troop Committee Chair (**Bring the original to your actual Board**)
- Requirement 5 of the Eagle Application (marked as “Requirement #5”)
- Requirement 6 of the Eagle Application (marked as “Requirement #6”)
- Eagle Questionnaire
- Eagle Project Workbook (without pictures) Bring the original Workbook with all inserts/pictures/charts/graphs etc., to your Eagle Board

Date Submitted: _____

EAGLE SCOUT QUESTIONNAIRE

District: _____ Board of Review Date: _____

E-Mail Address: _____

Eagle Scout: _____ Phone No. _____

Address: _____ City: _____ ST: ____ Zip: _____

Sponsoring Institution: _____ Unit: _____

Scoutmaster: _____ Phone: _____

Address: _____ City: _____ ST: ____ Zip: _____

Father: _____ Occupation: _____

Mother: _____ Occupation: _____

Vocational Interest:

1. _____

2. _____

Scouting Record: Years, Unit, Sponsoring Institution

Cub Scout: _____

Boy Scout: _____

Exploring: _____

Awards: (Order of the Arrow, Hornaday, Trails, Camping, Etc.)

Leadership Positions Held In:

Cub Scouts: _____

Boy Scouts: _____

Exploring: _____

Church: _____

School: _____

List Major Scouting Activities: (Jamboree, Conferences, JLT, etc.)

Church Record:

Name of Church or Synagogue: _____

Honors Received: _____

Organizations: _____

School Record:

School: _____

Clubs or Organizations: _____

Honors: _____

Letters: _____

Offices: _____

Community Participation:

Club or Organization: _____

Offices: _____

Community Service Projects: _____

**Please answer all questions and return this questionnaire with your
Eagle Scout Rank Application**

Signature: _____

Date: _____