

TROOP 447

EAGLE PROJECT PROCEDURES

As soon as you earn the Life rank you should start thinking about the planning of your Eagle Project. This details the steps that we recommend to make your Project a success. You do NOT have to have earned all the Merit Badges for Eagle before you work on your Project.

- 1) Think about what project you would like to do. Ask your church if there's anything that they need, ask friends and family for ideas, talk to Scout leaders, etc. Before you commit to any project talk to the Scoutmaster to verify that it will be an acceptable Project.
- 2) Contact the Beneficiary (main contact for your project) and work out the details of what they want you to do and to verify that they will support your Project.
- 3) Go online and download the latest version of the Eagle Scout Workbook. Fill out the first section "Project Proposal", and the "Fundraising Plan".
- 4) Bring the workbook to the Scoutmaster for preliminary review.
- 5) Have your Beneficiary sign the Proposal and Fundraising Plan.
- 6) Contact the Troops Committee Chair and arrange to present your proposal to the committee for approval. The Committee meets on the 2nd Wednesday of every month.
- 7) Present your Project to the Committee wearing your Class A uniform. Your uniform must be complete with the correct patches. If your Project is accepted then the Committee Chair and Scoutmaster will sign off your Project.
- 8) Your Project book will then be submitted to District for approval. This will take a month as they only meet once a month to review Eagle Projects.
- 9) DO NOT START ANY FUNDRAISING AT THIS TIME AS YOUR PROJECT IS NOT APPROVED
- 10) You will receive the book back and it will either be approved with signature or there will be requests for changes. Make any changes required and then obtain final signature.
- 11) Once you have the final signature you can then start fundraising and continue the detailed planning for your project.
- 12) During the Fundraising process keep good records. The Troop suggests using a spreadsheet but how you keep track is up to you but you need to be able to show where all of the money came from. All funds received need to be given to the Troops Treasurer who will hold the money for you. All checks received should be made out to Troop 447. When you need to spend the funds just ask for a check from the Treasurer.
- 13) When your project is ready to go choose a date with the Beneficiary and Scoutmaster. Tell the scouts and leaders what help you will need and when you will run your project. Use the Final Plan portion of the Workbook to help with the planning of your project.
- 14) Purchase supplies and materials. Keep detailed records and all receipts. Remember that you need to be able to account for all monies received and spent.
- 15) Implement your plan and finish your project. Remember that you are the leader and should NOT do any of the work. You tell your helpers what to do but you don't do the work. During the project have a sign in/out sheet for all workers that shows how long they worked.

- 16) After the project send a list of the workers and hours worked to the Troops Awards Chairman. The Scoutmaster will NOT schedule your Scoutmaster Conference until your workers have been given credit for their hard work.
- 17) Finish the last section of your Eagle workbook "Project Report". Obtain final signature from your Beneficiary showing that the Project was completed to their satisfaction.
- 18) Arrange for a time that the Scoutmaster can sign off on your Project. At the agreed to time bring the Final Organized and Completed Eagle workbook. The Scoutmaster will review the complete workbook for completeness. If it's acceptable the Workbook will be signed and your project is finished. You will keep the workbook until your Board of Review.
- 19) After your Project is completed, you have earned all Merit Badges, and have fulfilled all requirements for the Eagle Rank, obtain a sheet from the Awards Chairman that will have the dates for all of your ranks and merit badges.
- 20) Download the latest version of the Eagle Rank Application. Fill it out using all of the dates given to you from the Awards Chairman.
- 21) Decide who you would want to write you a recommendation for Eagle Rank. Get their approval and then fill in their information on your application. After you submit your application the Troop will send letters to your references for their recommendations. You will NOT see the recommendations and you are NOT to accept them to give to the Troop. They must be mailed to the address supplied.
- 22) Download and complete the Life Ambition and Purpose Statement form per Requirement 7.
- 23) Make a copy of the Blue cards for your Merit Badges used on your application and the cards for your Rank Advancements.
- 24) Contact the Scoutmaster and arrange for a Scoutmaster Conference.
- 25) After the Scoutmaster Conference your application will be submitted for review. After your application is accepted by District and all recommendations have been received, the Troop will schedule your Board of Review.
- 26) Download and complete the Project Description (A Summary Description of My Eagle Scout Leadership Service Project).
- 27) At the Board of Review wear your Class A uniform with Merit Badge sash. Make sure your uniform is complete with the correct patches. Bring your Eagle Project Workbook, your Boy Scout Book, and the Project Description form to the Review. The Scoutmaster will download and complete the Eagle Application Unit Leader's Comment for the Board of Review.
- 28) If the Board of Review approves your Eagle rank you will receive the rank patch within a couple of weeks. The rest will wait for your Eagle dinner. 😊

If you have any questions or problems with any paperwork, your Project Workbook, or with anything else **ASK**. We will help you however we can but we can only help if we know you have an issue.

Good Luck