

Grand Canyon Council Steps to Eagle - What to Expect

REV. 9/19/18

This is a guide for Scouts, parents and unit leaders to help navigate the final steps from Life to Eagle.

1. **Select your project** - You can complete your project prior to having completed all your merit badges. It is highly recommended that you try to have your project completed before the end of your freshman year of high school (life gets very busy in high school.)

Download the **Electronic Service Project Workbook** from

<https://www.grandcanyonbsa.org/eaglescout> This workbook must be used in meeting the eagle project requirement.

STOP EVERYTHING - YOU AND YOUR SCOUTMASTER SHOULD: READ THE INSTRUCTIONS AT THE BEGINNING OF THE WORKBOOK THROUGH THE PROPOSAL SECTION BEFORE PROCEEDING ANY FURTHER!

The **Project Proposal Section** must be completed prior to project approval. Be sure to include before, photos in your proposal.

2. **Create a time log.** Many Scouts use Microsoft Excel for this. You need to track your hours, and the hours others work on your project. Separate the lists by youth and adult, and by registered in the BSA and not registered. You will need this information at the end. All time you and others use discussing or working on your project counts; including transportation time to and from meetings and the project. You should also submit this tracking sheet to your unit committee for Journey to Excellence service hours reporting your unit.

If the funds required for the project exceed \$500, the Fundraising form in the workbook must be filled out and signed by the beneficiary and district project approver, *unless all* of the donated money and materials for the project come from the project beneficiary, the Scout, his family, his unit or the families involved in his unit. (Note: Carwashes and garage sales for an Eagle Scout Service Project do not require a fundraising application.) The Scout must make it clear to all donors or event participants that the money is being raised on behalf of the project beneficiary, which will retain leftover funds. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. Once collected, money raised must be turned over to the beneficiary or the candidate's unit until needed for the project. If the unit receives the funds, it must release any excess to the beneficiary once expenses have been paid. For additional detail see [Notes for Eagle Project Approvers, Unit Leaders and Boards of Review](#) also found at the council Eagle Scout page.

3. **Obtain Approval Signatures for your proposal before you start your project:** No parent signatures are required. Obtain the following signatures:
 - a. Beneficiary's Signature - The project proposal must be approved by the organization benefiting from the effort. There is a guide for beneficiaries called **Navigating the Eagle Scout Service Project - Information for Project Beneficiaries** to help them understand Eagle projects.
 - b. Your unit leader Signature (e.g., your Scoutmaster)
 - c. Unit Committee Signature
 - d. A member of the District Advancement Committee. Check with your district to find out when you can review your proposal with someone and obtain that signature.
4. This is a good time to send out and receive your letters of recommendation. There is a **Reference Letter Form** you may use at <https://www.grandcanyonbsa.org/eaglescout> You need a reference letter from your parent or guardian, a religious leader, an educator, employer (optional), and two other adults - can be anyone you know If you are not affiliated with an organized religion, then the parent or guardian provides this reference. These letters are submitted with your final paperwork to your District Advancement Eagle Verifier or as directed by your district (don't send them to council.)
5. **Work with your beneficiary on the Service Project Final Plan section of your workbook before beginning your project.** Some districts and units assign an Eagle advisor or coordinator to assist you in developing your plan. The plan is not approved by anyone but should be agreed upon by your beneficiary.

6. **Do your project – remember you are THE BOSS!** The Eagle Board of Review will be looking for where you showed leadership in your project. Information on what is expected as you lead your project is in the Eagle Scout Service Project Workbook. Remember to take photos as people work on your project and also 'after' photos.
7. **After the project and all other Eagle Scout requirements are complete –**
- a. Download the rest of the files at <https://www.grandcanyonbsa.org/eaglescout>
 - b. Complete the rest of the Service Project Report in the workbook
 - c. Fill out and print the "Life Purpose, Ambitions and Awards Received" form
 - d. Use the Eagle Application checklist to assist you in filling out the Eagle Scout application. Print out all tabs and include when you hand in your packet.
 - e. Fill out and print and sign the official Eagle Scout Rank Application form, No. 512-728
 - f. Print and sign the forms. Eagle Candidate signs the workbook and Eagle Scout Application; Scoutmaster signs the workbook and Eagle Scout Application; Beneficiary signs the workbook; Troop committee chairman signs the application.
 - g. **If the candidate is currently registered: attach a *Member Summary Report from Internet Advancement for the Eagle Candidate*** This can be obtained from your unit committee. The person in the unit who adds advancement to Internet Advancement is the person who gets this report. They do the following:
 1. Log into Internet Advancement
 2. Go to the screen where they update the scout's advancement
 3. Select Member Summary
 4. Select the Scout and click on Print**(Note the Boy Scout History Report which is available in Scoutbook under the Scout's reports menu may substitute for the Internet Advancement Member Summary Report) Both of these reports are optional but do assist the verifier in doing their job.**
 - h. Collect your letters of recommendation, should be taped closed or in envelopes and placed in your binder with all the rest of your paperwork and your photos.
8. **At least two weeks before your Board of Review, hand deliver your Eagle Packet in a 1" or larger binder to your District Advancement Eagle Verifier. He or she will certify and review your notebook, and then bring it to the next scheduled Board of Review. Your will be asked the following:**
1. Have you completed your service project and do you have all four signatures for the project approval and the three project completion signatures?
 2. Did you do fundraising? If yes, did you receive over \$500 cash or materials from a business not affiliated with your troop, your family, or the organization you did the project for?
 - a. If yes, did you complete a fundraising application and have it approved, and is it in your packet?
 - b. Did you receive more than \$500.00 cash donation from a single business? If, yes did you get the fund raising application approved at Grand Canyon Council? If no you must do so.
 3. Do you have at least five reference letters, and do the names on the letters match the references on your Eagle Application? If no, you must make them match. Only the employer is optional. Note: It is the district Eagle Board of Review's responsibility to follow up on missing reference letters. Boards of Review are not to be held up because of lack of reference letters. See the Guide to Advancement for more information.
 4. If you are not affiliated with an organized religion, then did your parent or guardian provide this reference?
 5. Did you provide a written statement about your Life Purpose, Ambitions, and Non-Scouting Honors and Positions of Responsibility?
 6. Are you currently registered? If so, is a Member Summary report from Internet Advancement included in your packet? (you can get this from your unit committee person who does advancement. It must be from Internet Advancement. Not Troopmaster or other 3rd party software)

7. Did you fill in the latest, National, Eagle Scout Rank Application, No. 512-728 and did you print it out, sign and date it yourself, and have your unit leader and committee chair sign and date it? Is it in your packet?
 - a. Did you enter your BSA PID # on your application? It may be found on the Member Summary report from Internet Advancement, or your membership card. If not please do so.
10. **Pass Eagle Board of Review.**
 - a. Wear the full field dress uniform (aka class "A") with merit badge sash, if possible (this is not an OA activity so don't wear your OA sash) If your uniform no longer fits, wear dress clothes; it is a formal occasion.
 - b. It is recommended you bring your Boy Scout Handbook with all signatures complete through Eagle Scoutmaster Conference
11. **Expect at least 6 weeks** from the time your district hands the paperwork into council to the time you are notified by council that you have achieved Eagle Scout Rank.
12. The unit should put on an **Eagle Court of Honor** to present the award. Information on how to conduct an Eagle Court of Honor can be found here: <http://www.nesa.org/PDF/EagleCeremonyBooklet3.pdf>
13. **Glenn A. and Melinda W. Adams National Eagle Scout Service Project of the Year Award Application**
The National Eagle Scout Association has established the **Glenn A. and Melinda W. Adams National Eagle Scout Service Project of the Year Award** to recognize valuable service of an exceptional nature by a Scout to a religious institution, a school, community, or other entity. The award recognizes the Scout for his Eagle Scout leadership service project, which is part of the requirements for earning the Eagle Scout Award. Each local council will choose a council-level winner, and from that pool, each region will pick a region-level winner. A national winner then will be selected from the four regional finalists. Applications are due to council by January 21 each year. **Click here for application.** <http://www.nesa.org/PDF/542-026.pdf>

DO NOT HESITATE TO ASK QUESTIONS – WE'RE ALL BEHIND YOU!!

Bill Nelson, Grand Canyon Council | Advancement & Awards Committee Chairman
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