

Chester County Council Eagle Scout Handbook



Your guide to the Life-to-Eagle process.

This *Handbook* is provided by the Chester County Council advancement committee to help Life Scouts through the process of becoming an Eagle Scout. Our objective is to help every Scout who wants to become an Eagle Scout understand the process and have the resources to achieve this goal. The decision to become an Eagle Scout can be a life changing decision. Only YOU can make that decision, and only YOU can earn the Eagle Scout Rank. Once you make that decision, we are here to help you in every way we can. Many of the suggestions in this *Handbook* will help you do your best while learning and getting the most out of the entire process.

Be sure you have the latest version of this *Handbook*. It is updated as necessary. The latest version is always available at <http://eaglescout.itgo.com/Workbook.html>.

Purpose of this Handbook

This *Handbook* is intended to provide the details of how the process works in the Chester County Council, particularly the paperwork process. This *Handbook* includes forms and instructions to make the process go smoothly for you. It also includes links to other forms and documents that you will need for this process. Many of these forms are checklists to help ensure you don't miss any steps. Be sure to check off each step as you complete it. There may be projects that do not need some of these steps. They are recommendations that work for most projects. Check with your district representative if you have any questions. See <http://eaglescout.itgo.com/contacts.html> for the name and contact information of this person.

Becoming an Eagle Scout is a challenge, but it is not intended to be insurmountable for any Scout. There are many resources available to help you meet this challenge. Use these resources to get the most out of your trail to Eagle.

Follow the procedures described in this *Handbook* carefully to make sure you do not miss any details in the process. Remember that the first six requirements for Eagle Scout (all except the board of review), must be done before your 18th birthday. As you complete each part of the process, you should go back and review the instructions and checklists one sentence at a time to be sure you have not missed any details. Each sentence and each word in this *Handbook* is important and there for a reason.

The web site <http://eaglescout.itgo.com> is filled with helpful information. Refer to it often for information on all steps in the Life-to-Eagle process. There are many links to that web site within this document.

This *Handbook* does not cover the Eagle Scout requirements for tenure, Scout Spirit, merit badges, or position of responsibility. If you have any questions about these requirements, refer to the web site above. In most cases, a Scout has completed, or at least is well along on those requirements before starting the Eagle Scout project, although that is not a requirement.

Downloading the Eagle Scout Service Project Workbook

In order to meet the requirement for the Eagle Scout project, you will need the latest version of the *Eagle Scout Service Project Workbook*. Download this from <https://www.scouting.org/programs/boy-scouts/advancement-and-awards/eagle-workbook-procedures/>. Do not use documents from other sources. Be sure to follow the instructions carefully (**RIGHT CLICK** or **CONTROL CLICK** when instructed). Save it to your hard drive, and then open it in Adobe Acrobat Reader. **IT WILL NOT WORK IF OPENED IN A BROWSER OR APPLICATION OTHER THAN ADOBE ACROBAT READER. You probably cannot fill out this document on a smartphone, tablet, iPad, e-reader, or Chromebook unless you can install and use Adobe Acrobat Reader.** This document does change periodically, so be sure you have the latest version. The date on the front cover should be at least 2021c or later. If you do not have a computer, or do not have access to the internet, talk to your Scoutmaster, Project Coach, or your District Advancement contact. They will be able to get you a copy of the *Workbook* that you can fill out. You also might be able to use a computer at school, a public library, or someone in your troop to fill out the *Workbook*.

Getting Started

You should get a clean **three-ring view binder** to hold all your documents and notes for the entire Eagle project process. Slip in labels in front and spine with your name and troop number. A set of dividers may be helpful. Initially, you should download, print (also save electronically), and put in your notebook at least the following:

- The *Eagle Scout Service Project Workbook* (see previous section).
- This *Chester County Council Eagle Scout Service Project Handbook*.
- A log of all your time spent planning the project from the beginning (see <http://eaglescout.itgo.com/PlanningLog.xls>). Record your time with Excel or Google Sheets.
- Project planning checklist(s) once you have some idea of your project:
 - Construction projects: <http://eaglescout.itgo.com/ConstructionChecklist.pdf>
 - Landscaping projects: <http://eaglescout.itgo.com/LandscapingChecklist.pdf>
 - Trail projects: <http://eaglescout.itgo.com/TrailsChecklist.pdf>
 - Events projects: <http://eaglescout.itgo.com/EventsChecklist.pdf>
- The workday sign-in sheet: <http://eaglescout.itgo.com/SignIn.xls>. (Use Excel/Google Docs)
- The Eagle Scout Rank Application form: <https://scoutbook.scouting.org/>, go to the Scout Reports menu and download this form pre-filled-out with everything Scoutbook knows. Download/save and fill in/correct any missing information in Adobe Reader.

You should have collected and read all this material before you meet with your Eagle Advisor/Eagle Project Coach or start looking for project idea.

Resources from Your Troop

Talk with your Scoutmaster about identifying an Eagle Advisor and Eagle Project Coach (who may be the same person). They are adults who are experienced with the Eagle process, preferably specifically trained, and with time to work with you throughout the process. The Eagle Advisor can help you navigate the Eagle process, timing, and paperwork. The Eagle Project Coach should have expertise in the type of work you expect to do in your project and can help you prepare the details of your project plan so you will be able to lead your project to a successful conclusion. You should be talking with these adults frequently at every stage of your Eagle process.

Filling Out Your *Workbook*

The *Workbook* is a fillable PDF document. To open the document, you will need to have the latest version of Adobe Acrobat Reader. It is available as a free download from <https://get.adobe.com/reader/>. You probably want to uncheck the download McAfee checkbox when you download.

The workbook must be opened and filled out in Adobe Acrobat Reader. **IT WILL NOT WORK IF OPENED IN A BROWSER OR APPLICATION OTHER THAN ADOBE ACROBAT READER. You probably cannot fill out this document on a smartphone, tablet, e-reader, or Chromebook unless you can install and use Adobe Acrobat Reader.**

As you fill out your *Workbook*, you may need to add more information than fits easily in the boxes provided. At any point you can **add additional pages**, drawings, pictures,

notes, research, and other information. Just put a note in the box saying something like “see page Final Plan Page B-1 through Final Plan Page B-3” and put those pages after Final Plan Page B, or whatever page you are working on. This notebook will become your permanent record of this project.

You almost certainly will have to make presentations in the future. The quality of those presentations reflects on you and your employer (if doing it for a job). This project and its workbook are an opportunity to learn and practice those skills of making a good impression through your presentation. If nothing else, it will precede you in your board of review and you want it to make the best impression possible before you start your board of review. You would be well advised to get advice from your Eagle Advisor, parent, English teacher, or other adult on how to make your presentation reflect **your best work**.

Finding a Project

It is important that you choose the right project for you. You need to find a project that meets the requirements, has impact on the community, contributes to your growth, and at which you will be successful. There is information in the beginning of your *Workbook* and much more information at <http://eaglescout.itgo.com/FindProject.html>. Be sure the project you settle on is something you can accomplish, but it should be a significant challenge for you. Projects for Scouts with typical capabilities usually are of a size that takes a total of 150 to 250 person-hours to complete.

Project Proposal

Before you start writing the proposal, you should read this entire *Handbook* and the entire *Workbook*. You should also talk with others who will help you through the planning, get a good understanding of what is involved in Eagle projects in general, and the specific project you plan to undertake. It is a good idea to attend a Life-to-Eagle seminar before you start the Eagle Scout project process. Identify and study all the relevant sections of <http://eaglescout.itgo.com/materials.html> and the information on <http://eaglescout.itgo.com/PlanProject.html>.

You need to keep track of the time you spend planning the project. See <http://eaglescout.itgo.com/PlanningLog.xls> for a suggested form you may use for keeping track of this. You will need this information for your project report. You can also use this form for recording time preparing your final report.

The Chester County Council Advancement Committee has prepared a series of checklists that will help you with the planning process. Since every project is different, no two project plans will need exactly the same information. There are four versions of the checklist based on four types of projects. Your project might not fit any one exactly, or it might be helpful to look at more than one checklist. The checklists can be downloaded from:

For construction projects: <http://eaglescout.itgo.com/ConstructionChecklist.pdf>

For landscaping projects: <http://eaglescout.itgo.com/LandscapingChecklist.pdf>

For trail construction or refurbishing projects: <http://eaglescout.itgo.com/TrailsChecklist.pdf>

For events projects: <http://eaglescout.itgo.com/EventsChecklist.pdf>

Print the checklist and **check off each item** as you have completed it. Don't just download it and ignore it. Be sure to identify the Materials sections that are relevant to your project.

The Proposal Section of the *Workbook*, with any additional pages or attachments, is your initial proposal. This proposal needs to show that your project, when you have planned it and carried it out, will be successful and meet the requirements for the Eagle Scout rank. The proposal may not include all the final planning details but must demonstrate that you will be able to do the final planning and that after that planning you will be able to carry out the project and meet the requirement. The more you know about the project and what it will involve, the better chance you will have in getting the project proposal approved. You should be familiar with the rest of the process, whether or not you have done all the final planning by this time. You should be able to explain how you will do any remaining planning steps.

The project itself must meet the restrictions on what can be done for an Eagle project. If there is **ANY** question about whether a project idea will meet the requirements, contact your district representative **BEFORE** developing your proposal. Your proposal must demonstrate that it will be feasible for you to successfully plan, develop, and give leadership to the project, and that it will be possible for the project to be done safely under your leadership. The project must be something that will be a benefit the organization for whom you are doing the project. Your proposal must demonstrate that you will be able to make this all happen.

The more detailed planning you do before the approval steps, the better you will be able to demonstrate that you will be able to successfully carry out the project. You may choose to do all the detailed planning in the Final Plan after you get the approval signatures. As you work with your Eagle Project Coach, they may make suggestions that should be incorporated into your plan. The better your plan, the more likely your project will go smoothly and the easier it will be to meet the requirement that **YOU** lead the project. The final approval of your having successfully met the planning requirement will be at your board of review, after you have finished all the requirements for Eagle Scout. On the other hand, you may choose to do the detailed planning for the Final Plan before getting the approval signatures. See the information below on preparing your Final Plan. You should still be working closely with your Project Coach and incorporate their suggestions into your planning. If your final plan is done and reviewed successfully when you get your approval signatures, you are virtually assured that the Plan part of the Eagle Project requirement will be approved by your Board of Review.

Be sure you have done and checked off all the steps in the checklist under Eagle Scout Service Project Proposal. Do not waste your time and that of the approvers by asking for approval of a proposal that you should know is not complete.

As you are meeting with the four approvers of your project proposal, be sure you are prepared to take notes. These notes either will be the guide to enhancements or revisions to the proposal to get it approved, or they go into the first section of the Final Plan in the *Workbook*.

Final Plan

Remember that planning not only makes it possible for you to lead the project, but doing the planning is part of the requirement. Once your Project Proposal has been approved, if you have not done the Final Plan, you need to finish the planning process using the *Workbook* and the Project Planning checklists as a guide through the process. For many Scouts, this planning process is the most difficult part of the Eagle project, but many Scouts also report that their projects were successfully, even easily, carried out because of the time and effort they put into preparing a good plan.

As you develop the final plan details, you should work closely with your Eagle Project Coach, someone from your troop assigned to help you with this process. This is an iterative process that will probably require several discussions and revisions.

Once you have all the final plan details worked out, test yourself to be sure that you are ready to lead the project. The district representative who approved your project may be willing to review the plan again as well if it was not done before you got their approval of the Project Proposal. Many of these representatives have helped hundreds of Scouts with Eagle projects and can be very valuable in reviewing your plan. The final project, as completed, is approved by the Board of Review after you have completed all the requirements for the rank of Eagle Scout. Having the district representative's involvement and review of your final plan is optional, but it can help you avoid many problems or mistakes. **This can also improve your chances of passing the Eagle Scout board of review.**

Be sure you have used the appropriate check list described above and can check off every applicable item. If not, you are probably not ready to carry out your project.

The project beneficiary has the authority to require and approve a final plan. You should be in close communication with the beneficiary throughout the planning process. Even if they have not specifically asked to see you again before starting, it is a good idea to meet with them again to discuss where you are with the process.

Fundraising

If you need to raise funds to carry out your project or if you will be securing donations of materials, you will need to complete an Eagle Scout Service Project Fundraising Application. This application is not necessary for contributions from you, your parents or relatives, your unit or its chartered organization, parents or members of your unit, or the beneficiary of your project. However, if any funds or donated materials are coming from any other source, you will need to have this form completed and signed.

The fundraising application is included in your *Workbook* at the end of the final plan. Complete the form, print it out, and get the three approval signatures before starting your fundraising. The Chester County Council has delegated that the council approval to be done by the district representative who approved your project proposal. If it meets all the requirements, they will sign it and return it to you. For simplicity, you may want to fill out this form and get the signatures at the same time as you get the proposal approved.

All money left over, regardless of the source, goes to the beneficiary.

Carrying Out Your Project

The following suggestions will help you carry out your project smoothly and prepare you to do your final report when you are done.

As you plan for each work session, be sure that you have confirmed plans for:

- All materials, supplies, and tools to be there.
- As a Scout activity, 2 registered adults over 21 years of age must be available (not necessarily working on the project) at each work session. If you or any of your workers are members of a Scouts BSA female troop, one of these adults must be female.
- Confirm the night before that your workers know when, where, what to bring, what to wear, how long, transportation, and any other important details.
- Review your plans so you know exactly what you plan to accomplish, and how you plan to organize and instruct your workers for them to accomplish the work.

While you are working on the project it is important to keep records daily as the project moves forward.

- Take **pictures** before, during, and at the completion of the project. Be sure to include pictures before you start, pictures of the work progressing, pictures of your crew, and pictures of the finished product.
- Keep a **log** each day you work of who worked and for how long. See <http://eaglescout.itgo.com/SignIn.xls> for a suggested form you may use for keeping track of this. You will need this information for your project report. Be sure to track BSA youth, other youth, BSA adults, and other adults. Use Excel or Google Sheets.
- Keep **notes** each day of what work you did. Write a **journal** or description of the process, what went well, and how what you accomplished compared to what you planned or hoped to accomplish. This journal is an important part of your final report.
- Note any **problems** met or **changes** made to the plan. If you must make significant changes to the project that affects the scope or results of the project, you should review these changes with each person who approved the project proposal.
- Make notes of what you **learned** from leading the work.

Remember that the project must be carried out with **you** providing **leadership** to a **group** of people you recruited working under your leadership providing the service. Do not let the project turn into you, maybe with the help of your father or one other scout, carrying out the project. You should do very little of the “work” of the project. At each work session you should be providing leadership to two or more individuals. Adults must handle dangerous power tools, especially power saws, and of course will be necessary to provide transportation and safety. Other than that, their involvement should be minimized to allow and require you to provide the leadership. Suggest that they bring a lawn chair and a good book (this time should not be listed in your log). Don't let them take over your project while trying to be helpful. Remember that if this is to be **YOUR** Eagle project, **YOU** must be in charge and providing the leadership.

Project Report

The entire project will be reviewed by, and requires the unanimous approval of, your board of review. Remember that the requirement is that you **plan, develop**, and give **leadership** to the project, and that it be **helpful** to the benefiting organization. Be sure that your report clearly shows how you have met these requirements. It should include a good description of your process in leading the carrying out of the project. The members of the board of review will review this report before the board of review starts, and then will question you about the project. It is the board of review that approves the completed project. The better a job you do in your report of showcasing what you did, the easier a time the board will have in approving your project.

This report will also become your permanent record of what you have done. You should be proud of what you have accomplished, and you will have this workbook to remember and show to others in the future. You need to decide if you are a D- kind of person, doing just the absolute minimum to get by, or something better showing what you really are capable of doing when you put your mind to it. This is the kind of decision that will follow you for the rest of your life.

In addition to the pages from the *Workbook*, you will probably add many pages to the report. Be sure to include your daily journals, logs of who worked, pictures of carrying out the project, and all the pages of the original *Workbook* document.

Journey to Excellence Reporting

Your troop is evaluated in the Journey to Excellence on many criteria. One of those criteria is the service projects (not just Eagle service projects) that it participates in over the year. There is a form in Appendix 2 of this *Handbook* to collect all the necessary information for this reporting. As soon as your project is completed, even if you are still working on other Eagle requirements, turn this form in to your Scoutmaster who will get it to the proper person in the troop to do the internet reporting of service projects. Be sure to include all planning and paperwork time. This must be reported in the same year as the project is completed, even if you finish the Eagle process later.

References

The application asks for a list of six people to provide references for you. Even before you finish your project you can start the process of obtaining your reference letters. You should allow at least four weeks for people to write these references. The references include letters from a parent/guardian, a religious reference, an educational reference, an employer, and two other adults. If you do not have a regular employer, you can select another person who knows your work habits well (neighbor for whom you have done yard work or childcare, someone for whom you did volunteer work, a relative you have helped with work around their house, etc.). If you do not have a relationship with a religious institution, a parent can write this reference attesting that you do your duty to God, as you define it. You should have the reference letters sent directly to the Scoutmaster or their designee by their writers, not to you. When you give out the reference form (Appendix 1):

- print or copy 2 sided on one piece of paper.
- include a **stamped** envelope **addressed to your Scoutmaster** or their designee.

- on the outside of the envelope write “Confidential Reference For” and your name.
- include the **reference writer’s** name and return address on the envelope.
- give your Scoutmaster (or designee) the list of reference writers and contact info.

Ask a parent or leader for help if you are not sure how to properly address and stamp an envelope for the US mail.

Your Scoutmaster or their designee will follow up with the reference writers if the references are not received. As soon as you have requested the references, you need to provide the names and contact information to your Scoutmaster. NOTE: National BSA advancement procedures do not allow the Scout to be asked to do this follow up.

Application Process

Get the Eagle Scout Rank Application form from <https://scoutbook.scouting.org/>. Go to the Scout Reports menu and download and save this form. It will be pre-filled with all the information that Scoutbook has. Verify this information and fill in any missing information. You will need to save it and **open it with Adobe Acrobat Reader DC**. All dates should be 6 digits, 2 for the month (01-12), 2 for the day (01-31) and 2 for the year. You should also download and print your Scouts BSA History Report and include it in your workbook.

A blank Eagle Scout Rank Application form is available from Scouting.org (Google it), but the Scoutbook form is preferable and easier. Be sure to use the latest form.

Under REQUIREMENT 3 (merit badges) it says to “Cross out merit badges not earned” for EMERGENCY PREPAREDNESS OR LIFESAVING, for ENVIRONMENTAL SCIENCE OR SUSTAINABILITY, and for CYCLING OR HIKING OR SWIMMING. Double click with your mouse on the merit badge not earned, then right click and select Cross Out Text. When you print, use File/Print/Comments & Forms/Documents and Markups. Be sure cross-outs print. The Scoutbook version will have this already done.

Note that under “CERTIFICATION BY APPLICANT:” you are required to write an Ambitions and Life Purpose statement. This statement is an opportunity for you to think about and express your thoughts on who you are and what kind of person you want to become in the future. Some suggested topics that you may want to include in your statement would be:

- What do you think your purpose in life will be?
- What do you want to accomplish in your life?
- What are your plans for the rest of your career as a Scout?
- What are your Scouting plans after you turn 18 years old?
- How will you continue your education after high school?
- What do you see yourself doing in 5, 10, and 20 years?
- How did your scouting experiences impact on how you see yourself and on your plans for the future?
- How does becoming an Eagle Scout change your outlook on life?
- What do you think others will expect of you as an Eagle Scout?
- What leadership positions have you held outside of Scouting?
- What honors or awards have you received in school, Scouting, community, or other.

Print two copies of this statement. Put one in the front of your *Wordbook* and the other goes with your application to your Scoutmaster and to the council office.

Eagle Scout Yearbook

Annually the Chester County Council produces a yearbook of all Eagle Scouts, Summit Award recipients, and Sea Scout Quartermasters. To submit the information to be included in this yearbook, go to <https://form.jotform.com/211316043703038> and fill out the information online. **Before clicking Submit, print the page and submit it with your application.**

If you would like to have pictures of your Eagle project in the *Yearbook*, send 1 or 2 pictures to EagleProjectPictures@cccbsa.org.

Eagle Scout Project of the Year Award

The National Eagle Scout Association (NESA) has an award for the Outstanding Eagle Scout Project of the Year at the council, territory, and national level. If you think your project is outstanding, go to <https://nesa.org/for-eagle-scouts/awards-and-recognition/service-project-of-the-year-award> (or search Eagle Scout Adams Award if the link has moved) for more information about the award and to download the Nomination Form. Save the form and then open it in Adobe Acrobat Reader to fill it in electronically. Submit the completed nomination form to the Chester County Council office addressed to the council NESA committee. You need to include a complete copy of your Eagle Scout Service Project Workbook with the application.

Paperwork Check

Before you submit any paperwork, it is a good idea to check it over and be sure it reflects your **very best effort**. Does its presentation of you and your work send the message that you want to send, or does it look like something slapped together at the last minute by someone who does not care about their message? This checklist may help you improve your presentation, prevent problems due to missing documentation, and help you do better at your board of review. You are encouraged to include your parents and your troop Eagle advisor in this review process.

Application:

- The latest version from Scouting.org.
- Application is neatly typed, clean, and **complete**.
- All fields with boxes are one character per box.
- Joining questions consistent (typically Yes/Yes/Yes/No or No/No/No/Yes).
- Information on six references completely filled in, including full address.
- Emergency Preparedness or Lifesaving merit badge is crossed out.
- Two of Cycling, Hiking, and Swimming merit badges are crossed out.
- Environmental Science or Sustainability merit badge crossed out.
- All dates and fields filled in (day, month, and year, 6 digits).
- Positions of responsibility are from list and dates are after Life board of review date.
- Eagle project hours match workbook hours and logs, including planning time.

- ___ All other signatures through committee chair signed and dated (unless SM/CC not recommending Eagle).
- ___ All details verified against Scoutbook or Internet Advancement.
- ___ Form has been reviewed for completeness by Scoutmaster and Eagle Advisor.
- ___ Includes Ambitions and Life Purpose statement.
- ___ Includes Yearbook Information and Project Summary form.
- ___ BSA Local Council Verification signed and dated (before submitted for board of review).

Certification of Applicant Statement:

- ___ Ambitions and Life Purpose (see suggestions above).
- ___ Includes positions held.
- ___ Includes honors and awards.

Workbook:

- ___ The workbook is neat, typed, well presented, spelling and grammar correct.
- ___ Loose extraneous papers have been removed or integrated and attached.
- ___ Notebook is labeled on cover and spine with name and troop so it does not get lost.
- ___ Proposal and Fundraising Application (if needed) signatures.
- ___ Final Report signatures and hours.
- ___ Hours include planning hours.
- ___ Spreadsheets show who worked, when, for how long; including the planning time.
- ___ Number of hours in 4 places (Report, Logs, Summary, Application) the same total.
- ___ Pictures show group working under direction of Eagle candidate (captions good).
- ___ Write up describes process of carrying out project day by day (Journal).
- ___ Write up provides information about what the Scout learned from doing the project.
- ___ What was done agrees with what was in proposal, no significant scope change.
- ___ Final plan shows the necessary planning to support the Scout leading the project.
- ___ Fundraising application completed and signed if needed.
- ___ The completed workbook makes it clear that the Scout planned, developed, and led a service project beneficial to any religious institution, any school, or his community.
- ___ Scoutbook, Internet Advancement or TroopMaster™ printout is helpful to show the breadth of your Scouting experience. This is helpful to the board of review. Be sure it shows all your merit badges.
- ___ Completed report has been proofread by parent, Eagle advisor, and/or others.

References: (Probably too late now, but if not, check before requesting references.)

- ___ All the instructions were followed for the form and envelope.
- ___ Form from this *Handbook* used, not some other council's form from the web.
- ___ List on the application agrees with the letters provided.
- ___ Names and contact information for references has been given to your Scoutmaster.

Paperwork Submission

The summary and checklist for all the paperwork is shown below. It is recommended that you use this to be sure that all the paperwork is complete when submitted at the various stages of the process.

Give to your Scoutmaster as soon as project is completed:

___ Eagle Service Project Reporting form (see Appendix 2).

Completed Workbook:

___ All pages from the front cover through the final report from the original Workbook with all sections filled in. Recheck each page.

___ All signatures on proposal, fundraising application (if applicable), and final report.

___ Any additional pages, drawings, pictures, worker logs, daily journals, and other information to complete the Workbook. Be sure to include your write-ups about carrying out the project.

___ A copy of your Ambitions and Life Purpose statement from Certification by Applicant requirement (see Application for description).

Take to Your Scoutmaster Conference:

___ Completed Workbook (see above).

___ Eagle Scout Rank Application completed through your signature.

___ A second copy of your Ambitions and Life Purpose statement from Certification by Applicant requirement (see Application for description).

___ Eagle Scout Yearbook Information printout from filled out web site page.

Scoutmaster (or Designee) Takes to Council Office:

___ Eagle Scout Rank Application with Unit Approval signatures (unless the Scoutmaster or Committee Chair are not recommending the application).

___ Ambitions and Life Purpose statement from Certification by Applicant requirement.

___ Eagle Scout Yearbook Information printout from filled out web site page.

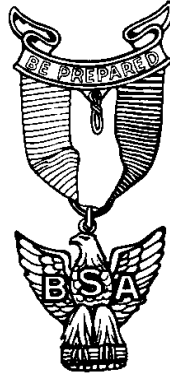
Scoutmaster (or Designee) Delivers to Eagle Board of Review Chair (required before Eagle Board of Review can be scheduled):

___ Eagle Scout Rank Application with BSA Local Council Verification signature.

___ Completed Workbook.

___ Reference letters in sealed envelopes.

CONFIDENTIAL REFERENCE FOR THE BOARD OF REVIEW



Eagle Candidate _____ Troop # _____

Dear Mr./Ms. _____

Your name has been submitted as a reference by the above-named scout who has made application for advancement in Scouting to the rank of EAGLE SCOUT.

The review board asks that you read the Scouting Mission, Oath, and Law, as recorded below. With these values in mind, please complete the questions found on the reverse side of the form. If you would prefer, feel free to send a personal letter of reference as an alternative.

BSA MISSION STATEMENT

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

SCOUT OATH

On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;

To help other people at all times;

To keep myself physically strong,
mentally awake, and morally straight.

SCOUT LAW

A scout is:

Trustworthy Obedient
Loyal Cheerful
Helpful Thrifty
Friendly Brave
Courteous Clean
Kind Reverent

CONFIDENTIAL REFERENCE FOR _____

How long have you known the Scout? _____

What opportunities have you had to observe them? _____

We all have our strengths and weaknesses. To the best of your knowledge, what are their:

Strengths? _____

Weaknesses? _____

Which points of the Scout Law (see other side) would you say they best demonstrate in the way they live?

_____ _____ _____

Which points of the Scout Law would you say they could better demonstrate in the way they live?

_____ _____ _____

What is your relationship to the Scout? Are you a friend, employer, teacher, religious leader? _____

Your Signature

Printed Name

Date

PLEASE RETURN THIS FORM IN A SEALED ENVELOPE TO:

Unit Leader _____

Thank you,
Chester County Council
Advancement Committee

EAGLE SERVICE PROJECT REPORTING

Scouting's Journey to Excellence measures and rewards successful performance of units. One of the requirements is for units to participate in, and report, service projects including Eagle Scout projects. To receive credit, service projects must be reported through the Scouting's Journey to Excellence web site. Each unit will set up a user to access this site. As an Eagle Scout candidate, you need to collect the information below and turn this form in to your Scoutmaster or their designee.

Select one best category:

- | | |
|---|--|
| <input type="checkbox"/> Collecting books | <input type="checkbox"/> Education |
| <input type="checkbox"/> Collecting clothing/shoes | <input type="checkbox"/> Painting |
| <input type="checkbox"/> Collecting school supplies | <input type="checkbox"/> Repairs |
| <input type="checkbox"/> Collecting other items | <input type="checkbox"/> Landscaping/beautification |
| <input type="checkbox"/> Blood Drive | <input type="checkbox"/> Trail and road construction |
| <input type="checkbox"/> Environmental/Conservation | <input type="checkbox"/> Conservation |
| <input type="checkbox"/> Building/construction | <input type="checkbox"/> Other _____ |

Your name: _____

Your member ID (7-11 digit number from membership card): _____

Project completion date: _____

Project title (max 60 characters): _____

Number of Scouts (youth) working on the project: _____

Number of other youth working on the project: _____

Number of Scout leaders working on the project: _____

Number of other adults working on the project: _____

Total number of hours spent by all workers on the project, be sure to include all your planning and report writing time: _____

Total cost of materials required to complete the project: \$ _____

What type of group benefits from the project? For example, church, town, city, state, civic organization, etc. _____

What specific group benefits from the project? For example, First Street Church, Lions Club, City Food Bank, etc. _____

Briefly describe the project: _____

Give the completed form to your Scoutmaster to report your service project as soon as the project is completed. Do not wait to complete the other Eagle Scout requirements. Your Scoutmaster (or his designee) should report the information at <https://servicehours.scouting.org/UI/Security/Login.aspx> as soon as possible.