

**ADVANCEMENT COMMITTEE
ELKHORN DISTRICT
BLUE GRASS COUNCIL
BOY SCOUTS OF AMERICA**

May 5, 2021

Dear Elkhorn District Scoutmasters and Scouters,
Congratulations on mentoring your Scout to this point in his Scouting career. We on the advancement committee are well aware how daunting the task of getting a scout from Life to Eagle can be. The following document is a guideline that we hope you will find helpful in getting you and you're Scout through the labyrinth that the Life to Eagle journey can resemble at times.

If you have any questions, feel free to contact myself or any of the other members of the committee. If you have suggestions on how we can make these guidelines more "user-friendly", we want to know that also.

Yours in Scouting,
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EAGLE SCOUT ADVANCEMENT PLANNING GUIDE

If you are the Life Scout aspiring to be an Eagle, congratulations! You are on the path walked by the “best and the brightest”. If you are a Scoutmaster, this guide will help you guide your Scout through the process. This project is all about learning, planning, leading and then presenting a report that demonstrates the skills and knowledge and maturity your Scout has attained through Scouting.

The process of getting from Life to Eagle, unfortunately, takes time. Scout, you should sit down with your Scoutmaster (or responsible Troop committee member) and *plan* how you are going to complete the tasks ahead of you. It is easy to get off track and then realize that “time is running out”. Getting this plan in place soon after attaining the Life rank is very helpful all around.

Remember, the correctly completed Eagle application, the service project documentation (and its necessary signatures) must be in the Scout Service Center and signed off by the proper council authority before the Scout passes his 18th birthday.

Although it is best to have the Board of Review (BOR) done before the Scout's 18th birthday, National council guidelines allow up to three months after his birthday to conduct the BOR. But the application and project ***must*** be completed before the birthday. The Council Advancement Committee will accept appeals for extension, using National guidelines, but approval will be uncommon. *Exceptional* circumstances preventing the Scout from completing the requirements would need to be demonstrated before considering approval.

Remember, this is a learning process. Even though this is your project and represents the pinnacle of your scouting career, ask for help if you need it. Your Scoutmaster, Assistant Scoutmasters, Committee members, parents and community helpers can be a wealth of information and hands on help, but they must be asked.

If you're the Scoutmaster and have any questions that the advancement committee can help with, please feel free to have him/her call us.
Good Luck and congratulations upon reaching this milestone.

The Project Proposal Checklist.

1. Read through the "Eagle Scout Service Project Workbook" (http://www.scouting.org/filestore/pdf/512-927_fillable.pdf) and review the Eagle Requirements published in the Boy Scout handbook.
2. Meet with your Scoutmaster or responsible Committee member (Eagle Mentor) and plan how you are going to earn the needed merit badges and discuss project ideas.
3. You can do the Eagle Project anytime after you attain the Life rank and do it while finishing up your merit badges.
4. When you are ready to do a project, sit down with your Eagle Mentor and determine what service project you wish to do. Remember, the project must of an adequate size and effort to demonstrate your planning, execution, leadership and documentation skills. There is no "required" number of service hours needed, but most will probably require 75-150 man-hours to complete. If your Scoutmaster has questions about the suitability of a project, they can call a district advancement committee member, but this does not guarantee approval of the project when the project is officially reviewed.
5. **If a fundraiser or donations are required for your project and you will need to ask anyone other than family members, your troop, sponsoring organization, or the recipient of the project (such as asking Lowes for a donation of materials), you must complete the Eagle Scout Fundraising application included in the project workbook prior to submitting the proposal for approval. This application must be approved by the Council Office and a note of approval must be submitted with the Eagle Application workbook for the project approval.**
6. **If your project requires members of your troop to travel outside of their district's borders or for any other reason that the troop must file for a Tour Plan, that application must be submitted to the Council Office and a note of approval must be submitted with your application for final project approval.**
7. **Conditional approval may be made over the phone if I am at home or someplace where I can write down the information to enter on our records. It may also be done by email to me. This is an approval of concept only and allows the Scout to go on to final planning of his project.**
8. If a conditional approval has been completed, instead of the actual project approval on page 10, you must then complete the "Eagle Scout Service Project Proposal (Pg. 8) of your workbook and submit it to the District's Advancement Chairman, or his designee, for the final approval of your plan. This final approval will be required prior to any work beginning on your project.
9. When writing up the project proposal, you may submit it handwritten (neatly!) or typed into the packet pages. **You may also submit more information by attaching an addendum to the fillable file if there is not enough room in the form to give all needed information.**
10. Make sure, before you turn in the proposal, that you have the proper signatures.
11. As a safety precaution, the committee recommends that the Scout copy the project proposal. If it gets lost, it is the Scout's responsibility to replace it.
12. Turn in (or mail) the completed project proposal to the District Advancement Committee "drop-off" point at: **3880 Foleys Trail, Lexington, Ky. 40514, (859) 224-8627 or at the council office.**

13. If a scanner is available, or if you completed the form online, you may email the project proposal and the signature pages (**pages 6 through 10**) of the "**Eagle Scout Service Project Workbook**") to gferrin@twc.com and I will respond via email. Please mention "Eagle" in the subject line so that I will not accidentally deleted it as unsolicited email.

(If approval is requested via e-mail and no response is received within two business days, and you can not reach me via phone, please contact the Vice Chairman, Ed Robbert, at the above contact number.)

After receiving the packet, the District Eagle Project Approval team will:

1. Review the packet for completeness.
2. Insure that the project meets the guidelines established by the Boy Scouts of America National Council. The project will be judged on the planning and leadership needed to complete it. The content, type and size of the project will be considered also. "Maintenance" type projects will not be considered for approval.
3. If the project is not approved, the Scoutmaster will be contacted by a District Eagle Project Approval team member to discuss the issues involved and to offer suggestions on how the project may be modified so that it may be approved.
4. When the project is approved, The Scoutmaster or Scout will be contacted so that they may pick up the packet at an agreed location, or it will be mailed to an address specified.
5. The committee understands that there is significant travel time to get to the "drop off" point from parts of the district. If you would like approval on the same day you may call (859) 224- 8627 or 533-0336 and make arrangements to drop the package off at my home and I'll review it while you wait. If the proposal is dropped off at the council office it may be a few days before I get it as I do not go there every day.
6. It is very important that the Scout not start his project until after the "Eagle Scout Service Project Workbook" packet has been approved and signed by a District Advancement Committee Chairman or his designee. Starting the project prior to the Project Approval team signing off may result in the project NOT being accepted for the Eagle Scout application and BOR.
7. The District Eagle Approval team has as a goal to evaluate the project and return or notify the Scoutmaster or Scout within one week of receipt of the packet. If evaluation is needed quicker than that, please notify the Eagle Project Approval Team.

The Project is done, now it is time for the write-up

After completing the project, it is suggested that the Scout complete the write-up as soon as possible. Placing the write up in a ring binder is most helpful. The write up should include:

1. Track money collected and distributed.
2. Track materials used.
3. Record his and other's planning time.
4. Record work time by each individual helper (whether a scout or not)
5. Record details of the project execution.
6. Document any changes that were made to the original project plan and why.

7. Take a sufficient number of pictures to document the “before” during” and “after. You can reuse the pictures from the project approval packet.
8. Include a log of any phone communications about the project, copies of letters or e-mails about the project.
9. Include copies of letters of appreciation to the people that helped with the project.
10. Include copies of any publicity (i.e. newspaper articles/posters) about the project.

All of this documentation and the three letters of recommendation become “the write-up packet”. The letters of recommendation should be addressed to the Eagle Board of Review and sealed. These letters must be available to the BOR chair PRIOR to the BOR starting. If they are not received prior to the BOR date, the BOR should be rescheduled. The Unit representative, be it the Scoutmaster, Committee Chair, Troop Advancement Chair or Troop Eagle Mentor will be responsible to ensure that this is done. **As per national policy, these letters are confidential and shall not be made available to anyone but the board of review team.**

After completing the write up packet, the Scout (with the help of the Eagle Mentor) should complete the Eagle Scout application. After completing the application and getting the signatures of Applicant, Scoutmaster and Unit Committee Chair, the application (and not the write-up packet) needs to be taken to Scout Service Center for review and signature confirming the dates listed and the Scout’s registration. ***Please note that you must attach a statement of your ambitions and life purpose for requirement 6.***

After receiving the Council certification signature **(WHICH MUST BE DONE BEFORE THE CANDIDATE’S 18TH BIRTHDAY)**, the application **and** the “write-up packet” need to be brought to (or mailed to) the Advancement Committee drop off point (3880 Foleys Trail, Lexington, Ky., or the council office) where the Elkhorn District Advancement Committee will review it. Once the packet passes the review, an Elkhorn District Eagle Board of Review Chairperson will be assigned and letters or e-mails will be sent to the Scoutmaster notifying them of this. ***(Scoutmasters: please make sure your e-mail address, or your designate, is included)***

The Eagle Board of Review will consist of the Chair assigned by the Advancement Committee and at least 2 other members (one or two from the Troop committee and other adults, up to 6 members) picked by the Scout and Scoutmaster. The SM or ASM’s cannot serve. No member of the candidate’s family may attend. You can have up to 6 members on the BOR. You may want to ask a member of the Chartering organization or prominent local leader to attend. The Scoutmaster will contact the BOR Chair to arrange for a mutually agreeable time and place for the BOR. If the Scoutmaster has any problems with the person assigned to be the BOR Chair, they should contact the Advancement Chair (or Vice-Chair if the Chair is not available) requesting a change in assignment. The request will be acted on based on committee guidelines in effect at that time.

An Eagle BOR usually lasts between 60 and 90 minutes. The Scout **should** present himself in full class “A” uniform with patches applied to the uniform as in the uniform regulations published in the current Boy Scout Handbook. **However, if, for any reason, it is impractical, he must present himself in a clean and neat manner and dressed appropriately, according to his means, for the milestone marked by the**

occasion. The Scoutmaster will introduce the candidate to the members of the Board and then may excuse themselves and make themselves immediately available for questions by the board if need be. The Scoutmaster may be physically present in the room during the BOR, but will not be allowed to speak unless requested to by the BOR members. If the Scoutmaster is the parent of the candidate, they will be asked to be excused.

After completion of the examination, the Board will vote on whether to approve the candidate. A unanimous “yes” vote will be required. The BOR may ask the Scoutmaster for clarification of their questions. If the candidate is not approved, then they and the Scoutmaster will be immediately told of the reason why they were not approved and suggestions for remediation made. If the Board of Review feels that no remediation is possible, then the District Advancement Committee member will explain the next steps to the Scout (process to appeal).

Following a successful Eagle Board of Review, it is the Scout’s responsibility to return the completed Eagle application to the Scout Service center. It will then be EDI’d to the National Eagle Service (BSA) for approval. The original Eagle Scout Application never leaves the Council Office. It may take to 2-3 weeks to get it back from the National office. If the application is not returned to the Scout service center by the Scout, they may never get their award.

When the BSA National Eagle Scout Service returns the Eagle certificate to the Scout Service Center, the Scoutmaster will be notified. The Eagle awards packet must be signed for when the Scoutmaster or the responsible committee member picks it up.

It is suggested that the Eagle Court of Honor not be scheduled until after the award has been returned from the BSA National office.

CONGRATULATIONS!!! If you have any questions or comments, the Advancement Committee wants to hear them. We hope that this packet has been helpful.

You can obtain the

Eagle Scout Work book at the following link : http://www.scouting.org/filestore/pdf/512-927_fillable.pdf

The Eagle Scout Rank Application item # 512-728 will no longer be available in print form.

This form is available @ http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

This is an application for duplicate Eagle Scout and NESA credentials.

<http://www.scouting.org/filestore/pdf/58-600.pdf>

This information comes from the Youth Development Department at the National Council Office.