
Timucua District Eagle Candidate Process 2018



This is intended to help Eagle Candidates understand the path to Eagle and the paperwork required.

Timucua District Advancement
Committee

Introduction & Overview

All of the information below describes the “Eagle Scout Rank Application” and the “Eagle Scout Leadership Service Project Workbook.” Be sure you are using the most recent edition of each form. Links to the current forms can be found on page 5 of this “Timucua District Eagle Candidate Process” booklet. The Timucua District encourages use of the checklist also on page 5 of this booklet. There are five primary steps for successful completion of the Eagle Rank. They are:

1. As a Life Scout choose an eligible project.
2. Acquire signature approvals from the Unit Leader, Unit Committee, Benefiting Organization and District Advancement Committee in the “Eagle Scout Leadership Project Workbook” **PRIOR** to starting the project.
3. Complete the project, “Eagle Scout Leadership Service Project Workbook” and “Eagle Scout Rank Application.”
4. Complete Eagle Requirements (merit badges, six months in a position of responsibility as a Life Scout, Eagle Project, and Scoutmaster Conference) by the Candidate’s 18th birthday.
5. Successfully complete an Eagle Board of Review where a member of the District Advancement Committee is a participant. Eagle Board Members cannot be Scoutmasters, Assistant Scoutmasters, or family members.

Step 1 – Choose an eligible project

What a project can and cannot be:

CAN:	CANNOT:
Worked on as a Life Scout once the “Eagle Scout Leadership Service Project Workbook” has all signatures.	Work CANNOT begin prior to being a Life Scout AND prior to having all 5 signatures in the “Eagle Scout Leadership Service Project Workbook.”
Can be for a non-profit organization, church, youth group, school or other community organization.	CANNOT be for Boy Scouts, businesses or other for-profit organizations.
Must be a way for the Scout to show leadership, organization, and planning of a community service project.	It must NOT be a project for the Eagle Candidate or contractors to perform the majority of the work.
Should be something that the Eagle will be proud of for the rest of his life.	A simple beautification project.

Step 2 – Eagle Project Approval

1. Follow the unit's method to begin to plan the project. Complete the “Project Proposal” section of the “Eagle Scout Leadership Service Project Workbook” providing as much detail as possible. These details will help in discussions with others. This is an online form that can be entered via computer. If it must be hand written, make sure it is legible.
2. Get the Scoutmaster and Unit Committee to sign off, demonstrating that all the ideas presented are indeed those of the Eagle Candidate and that they meet the guidelines.
3. Share the details of the project plan with a representative of the Benefiting Organization who has the authority to accept work being done on their behalf. By signing the application, it is agreed that the project is authorized by that organization.
4. Call or email the Timucua District Advancement Chairman, Kellye Williams, at **813-766-4843** or Timucua.adv@gmail.com to arrange a time for the “Project Proposal” section of the workbook to be reviewed and approved. Our discussion with the Eagle Candidate will cover the items listed on page 8. The more details that are included in the “Eagle Scout Leadership Service Project Workbook,” the faster the approval process is accomplished. The advancement team is very flexible and understands that the Eagle Candidates have very busy schedules. Every attempt to work with the Eagle Candidate will be made. See page 8 of this “Timucua District Eagle Candidate Process” booklet for more on this meeting.

Step 3 – Complete the Approved Eagle Project

Follow the plan and lead the project. Don’t wait too long to finish the “Eagle Scout Leadership Service Project Workbook.” Make sure to get the necessary signatures once the project is complete. When applicable, be sure to have all fundraising approved in advance using the Fundraising Application in the “Project Plan” section of the workbook.

Step 4 – Complete the other Eagle Requirements by the Candidate’s 18th birthday

Make sure the rest of the “Eagle Scout Rank Application” requirements have been completed. Request recommendation letters from the 5-6 people that are listed as references on the first page of the “Eagle Scout Rank Application” and have them returned to the Unit Committee. The completed “Eagle Scout Application,” including Statement of Ambition, “Eagle Scout Leadership Project Workbook,” are taken to the Greater Tampa Bay Area Council by the Unit Representative. The Committee retains the letters of recommendation until the Board of Review. The letters must be UNOPENED until given to the Board of Review members.

**** Keep copies of everything submitted to the council office.**

Eagle Reference Letters:

The reference letters are letters of recommendation from each of the 5-6 references listed on the first page of the Eagle application. These letters are to be collected by the troop, usually by the Unit Committee Chair. When collected, they should remain unopened until the Board of Review.

I recommend giving each of the references a self-addressed stamped envelope with the Unit Committee Chair's address. On the bottom left of the envelope, put the candidate's name. This makes it easy for the Committee Chair to know which candidate the letters are intended for while keeping them sealed.

These reference letters are to remain sealed and only opened by the Board of Review. These letters are confidential and contents of them will never be revealed to anyone except the Board of Review members. The letters will never be shown to the Scout or the family.

Step 5 - Eagle Board of Review

The Timucua District Advancement Chair will be notified when the "Eagle Scout Rank Application" has been verified and approved by the Greater Tampa Bay Area Council and will pick up the Eagle application paperwork. The District Advancement Committee will contact your unit to make arrangements for your Eagle Board of Review. (Unless extremely unusual circumstances exist, a Board of Review must be completed within three months of the Scout's 18th birthday.) Once the Board of Review is complete, a Unit Representative will make a photocopy and take the original, signed "Eagle Scout Rank Application" to the Greater Tampa Bay Area Council service center for notification to National Council. Once they receive National Council's approval, the Greater Tampa Bay Area Council's Scout Executive will send you a letter that your Eagle Certificate is ready to be picked up at the Greater Tampa Bay Area Council office. **This process can take 6-8 weeks to complete.**

Step 6 - Eagle Court of Honor

If the Eagle Scout would like a "National" opening, district certificate and/or notification to community civic organization presenters, the Scout must contact the Timucua District Advancement Chair with information on time and location of the Court of Honor. Please allow a **minimum of two weeks' notice** when requesting these presentations at the Eagle Court of Honor to allow those from the community time to prepare.

Important website links:

The following are very important links for the Eagle candidate.

“Eagle Scout Rank Application”: http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

“Eagle Scout Leadership Service Project Workbook” must be used for every project:

<http://www.scouting.org/scoutsource/boyscouts/advancementandawards/eagleworkbookprocedures.aspx>

“Guide to Safe Scouting”:

<http://www.scouting.org/scoutsource/HealthandSafety/GSS.aspx>

“Age Guidelines for Tool Use and Work at Elevations or Excavations, No. 680-028”:

<http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf>

Eagle Checklist

- ☐ Decide on an Eagle Project that meets all requirements as outlined in *The Boy Scout Handbook* and “Eagle Scout Leadership Service Project Workbook.”
- ☐ The Scout should understand the project concept.
 - What is the project?
 - Who will benefit from the project?
 - How will the receiving organization benefit?
 - Who is the contact person in the receiving organization?
 - What are some of the project details?
- ☐ Once the Scout understands the project, he should discuss the project with his Unit Leader and/or Project Coach to ensure the project meets the requirements.
- ☐ The Scout should complete in detail the “Project Proposal” section of the “Eagle Scout Leadership Service Project Workbook” prior to obtaining the approval signatures.
- ☐ **Before** the Eagle Project can begin, the Scout must obtain approvals from his Unit Leader, Unit Committee, and Benefiting Organization. Then, the District Advancement Committee should be contacted to arrange the project approval. **As stated in the workbook, all four approval signatures are required BEFORE the project can be started.** All approval signatures are required in the “Project Proposal” section of the “Eagle Scout Leadership Service Project Workbook.”

- Complete the project; finish the “Eagle Scout Leadership Service Project Workbook,” including all signatures at the end of the “Project Report.”
- Ensure all other Eagle rank advancement requirements (merit badges, leadership positions, time as a Life Scout, Scoutmaster conference, etc.) are complete.
- Fill out the “Eagle Scout Rank Application” and request letters of reference and have them returned to the Unit Representative.
- The Unit Representative takes the “Eagle Scout Leadership Service Project Workbook” and “Eagle Scout Rank Application” to the Greater Tampa Bay Area Council Office. The Unit Committee collects the letters of recommendation and keeps them until the Board of Review. ****Keep copies of everything except the letters. DO NOT OPEN the letters!**
- The Greater Tampa Bay Area Council staff reviews the application and contacts the District Advancement Chair that the approved packet is ready for pickup.
 - The District Advancement Chair picks up packet and contacts the unit for a Board of Review date.
- After successfully completing the Eagle Board of Review, the District Advancement Representative and Unit Representative sign the “Eagle Scout Rank Application.”
 - **A Unit Representative is responsible for returning the completed Eagle Scout Application to the council office. ** Keep copies!**
- The Greater Tampa Bay Area Council’s Scout Executive signs the application and the Greater Tampa Bay Area Council Staff notifies the National Council.
- The National Council mails the certificate & card to the Greater Tampa Bay Area Council.
- The Greater Tampa Bay Area Council creates a congratulations letter signed by the Scout Executive and mails it to the Scout.
- Upon receiving the letter, the unit or Eagle Scout can pick up the Eagle Certificate at the Greater Tampa Bay Area Council office.
- The Eagle Scout, Eagle Scout’s family and unit may now schedule the Court of Honor. At the discretion of the Eagle Scout, the District Advancement Committee is notified of the Eagle Court of Honor and if a "National" opening, a District certificate and/or notification to community presenters are requested.

“Policy on Unauthorized Changes to Advancement Program”

“No council, committee, district, unit, or individual has the authority to add to, or subtract from, advancement requirements. There are limited exceptions relating only to youth members with special needs.”

Guide to Advancement 2017

Timucua District Eagle Project Review

Meeting with the District Advancement Chair is an important part of the Scout's proposal approval process. From the "Project Proposal," the Scout should be prepared to discuss:

- Project Description and Benefit
- Giving Leadership
- Materials
- Supplies
- Tools
- Other Needs
- Permits and Permissions
- Preliminary Cost Estimate, with Fundraising if applicable (Note: All fundraising, except donations from the Scout, family, unit, chartered organization, and benefiting organization, **must be approved** by Council using the "Eagle Scout Service Project Fundraising Application" included as part of the "Eagle Scout Service Project Workbook." Allow at least two weeks for approval before conducting any fundraising.)
- Project Phases
- Logistics
- Safety Issues
- Project Planning

This meeting generally takes 30 minutes. The Scout should arrange for a parent or Unit Leader be present to insure two-deep leadership.

For any questions about any aspect of the Eagle Project or Process, please contact:

Kellye Williams
Timucua District Advancement Chairman
Greater Tampa Bay Area Council, BSA
Timucua.adv@gmail.com
813-766-4843

or anyone on the Timucua Advancement Team or your Unit Commissioner.