

# Daniel Webster Council

## Guidelines for the Eagle Scout Service Project and Eagle Scout Application Process



The following list is a set of guidelines to help the Life Scout progress to the rank of Eagle Scout. Please read and follow these guidelines.

1. There are multiple requirements that must be met in full to earn the rank of Eagle Scout. These requirements can be found in your Boy Scout Handbook. Note that these requirements take real time to complete so careful consideration needs to be given to these requirements such that they can be completed prior to your 18th birthday. These requirements include
  - Merit badges
  - Living the Scout Oath and Scout Law
  - An Eagle Scout Leadership Service Project
  - Time as a Life Scout, time in a leadership position, and time active in your unit
2. You must use and follow the **Eagle Scout Service Project Workbook** (BSA publication 512-927) in the proposal, planning, performance and reporting of your Service Project. In particular, pay close attention to the instructions on page 5 of the **Workbook**. An electronic copy, in fillable-PDF format, is available on the Daniel Webster Council website at [www.nhscouting.org/eaglescouts](http://www.nhscouting.org/eaglescouts). You will find the electronic copy to be extremely convenient and you are strongly encouraged to use it.  
*Note: If you do not have access to a computer and/or are unable to use the electronic version of the **Eagle Scout Service Project Workbook**, please contact the DWC Advancement Chairman and a paper copy will be provided.*
3. The purpose of the Eagle Scout Service project is LEADERSHIP. The service project must
  - Benefit a civic organization other than the BSA
  - Benefit more than one person or family
  - Be performed after becoming a Life Scout
  - Not be a fundraiser, although fundraising may occur as part of the project.
  - Provide a significant service to the community
  - Demonstrate YOUR leadership
  - Be safe and free of liability issues.
4. Once you begin the process of planning your Eagle service project, you must keep track of all time expended, yours and that of others that assist you.
5. Ask your Unit Leader for an Eagle Coach. This person is an advisor (other than a parent or guardian, and approved by your unit), who works closely with you, providing guidance as you progress.
6. Prior to beginning your project, you will need to discuss project ideas with your Eagle Coach. That discussion will allow you to select a single concept that will meet the requirements of the BSA. Contact potential recipient organizations in your community to develop these ideas.
7. Complete the section in the **Eagle Scout Service Project Workbook** entitled, *Eagle Scout Service Project Proposal*, starting on page 7. Make a printed copy and get the signatures of your Unit Leader, Unit Committee Chairman and Beneficiary on page 10.
8. Contact your District's Eagle Board to present your project proposal for their review. **You may NOT begin your Eagle service project, including fundraising, until you have received signed approval from your Eagle Board** (the fourth signature).
9. You may now begin your Eagle Scout service project. Remember that the purpose of this project is to demonstrate LEADERSHIP. To plan your project, use the section in the **Eagle Scout Service Project Workbook** entitled, *Eagle Scout Service Project Final Plan*, starting on page 11.
10. After you have finished your Eagle Scout service project, you must complete (and print out) the final section of the Workbook, *Eagle Scout Service Project Report*, and get the remaining signatures. Once you have done this, along with all of the other requirements for Eagle, you are ready for your Eagle Board of Review.
11. Submit a completed **Eagle Scout Rank Application** to the Council Service Center in Manchester. This must be done before your 18<sup>th</sup> birthday. (Be sure to keep copies of anything that you submit.) That application will be closely reviewed for completeness. Upon acceptance it will then be forwarded to your District Eagle Board. You will hear directly from that committee to schedule your Eagle Board of Review.
12. Bring your **Eagle Scout Service Project Workbook** (with original signatures) to your Board of Review (unless you have been directed to provide this to your Eagle Board ahead of time). Your District Eagle Board will notify you if additional copies and/or other materials are required for this meeting.

# Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

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## Eagle Scout Candidate

Name: Birth date:  
Email address: BSA PID number\*:  
Address: City: State: Zip:  
Preferred telephone(s): Life board of review date:  
*\*BSA PID No., found on the BSA membership card*

## Current Unit Information

Check one:  Troop  Team  Crew  Ship Unit Number:  
Name of District: Name of Council:  
**Unit Leader** Check one:  Scoutmaster  Varsity Coach  Crew Advisor  Skipper

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Unit Committee Chair

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Unit Advancement Coordinator *(If your unit has one)*

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Project Beneficiary *(Name of religious institution, school, or community)*

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Project Beneficiary Representative *(Name of contact person for the project beneficiary)*

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Your Council Service Center

Contact name: Preferred telephone(s):  
Address: City: State: Zip:

## Council or District Project Approval Representative

*(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)*

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Project Coach *(Your council or district project approval representative may help you learn who this will be.)*

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

## Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

## Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

## Candidate's Promise\* Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed \_\_\_\_\_

Date \_\_\_\_\_

\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

## Unit Leader Approval\*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

## Unit Committee Approval\*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

## Beneficiary Approval\*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

**Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."**

Yes  No

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

## Council or District Approval

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (Printed) \_\_\_\_\_

\*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.

## Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

## Photos and Other Documentation

If you have them, attach photographs taken before, during, and after project completion. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

## Candidate's Promise

*Sign below before you seek the other approvals.*

*On my honor as a Scout, I was the leader of my Eagle Scout service project and executed it as reported here.*

Signed:

Date:

## Approvals

*In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.*

**Beneficiary name:**

**Unit leader name:**

Signed:

Date:

Signed:

Date:

### Eagle Scout Service Project Report

**Scout:** This form must be filled out by the Eagle Scout candidate at the completion of his Eagle Service Project and submitted to his District Eagle Board at the time of his Eagle Board of Review.

**District Eagle Board:** After the final Eagle Board of Review, please submit this form to Daniel Webster Council as an attachment to the Eagle Scout Rank Application.

#### Eagle Scout

Name:		Age:	Phone:
Unit # <input type="checkbox"/> Troop <input type="checkbox"/> Crew	Unit Sponsor:		Sponsor's Town:
Board of Review on:	District:	Email:	

#### Group That I Helped

Org. Name:			Contact Person:				
Address:			City:		State:	Zip:	
Check Type:	<input type="checkbox"/> Church Denomination:	<input type="checkbox"/> School	<input type="checkbox"/> City/Town	<input type="checkbox"/> State	<input type="checkbox"/> Non-profit	<input type="checkbox"/> Civic/Fraternal	<input type="checkbox"/> Other

#### Eagle Service Project

Title of Project:		
Location of Project:	Facility Name:	City, State:

*Project Description: (continue on attached sheet if necessary)*


*Project benefits to the group: (continue on attached sheet if necessary)*


<b>Hours Spent:</b>	by you planning:	by you leading:	by others:	<b>Total:</b>
<b>Materials Value:</b>	sponsor-supplied: \$	donated. \$	purchased: \$	<b>Total: \$</b>
Fundraising:	Amount: \$	Type of fundraising:		
Project Length:	Start Date:	Finish Date:	# of work days to complete:	
Media coverage:	<input type="checkbox"/> Y <input type="checkbox"/> N	Where?	No. of Volunteers:	

Eagle Scout signature:	Date:
District Notes:	
District Eagle Board Signature:	Date:

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### ADVANCEMENT REPORT (PACK, TROOP, TEAM, CREW, SHIP)

BOY SCOUTS OF AMERICA

<input type="checkbox"/> Pack	<input type="checkbox"/> Troop	<input type="checkbox"/> Team	<input type="checkbox"/> Crew	<input type="checkbox"/> Ship	No. _____	District _____
Leader _____					Address _____	
City _____			State _____		Zip _____	
Expiration date of unit _____				Date awards needed _____		
Date this report forwarded to council service center _____						

FOR COUNCIL SERVICE CENTER USE ONLY
Report received _____
Certificates issued _____
Mailed or issued to _____
Date mailed _____
Record posted _____

1 Advancement procedures.

**Packs.** After Den Advancement Reports, No 33847, are received from den leaders, this form is completed for the entire pack.

**Troops/Teams.** All Boy Scouts or Varsity Scouts ready for advancement must appear personally before a board of review composed of at least three members. An advancement report must be sent to the council service center immediately following each board of review. This report must be signed by at least three members of the board of review, including its chairman.

**Crews/Ships.** Venturers/Sea Scouts should give their advancement applications to their Advisor or Skipper who, in turn, takes them to the crew/ship committee for approval, then prepares, signs, and forwards this advancement report to the council service center.

2 Only MEMBERS with unexpired membership certificates can be credited with advancement. Awards are not available to members of units whose charters have expired.

3 Fill in name and only one advancement award or merit badge on each line, but list all of one member's advancement consecutively.

4 Please attach applications for the Eagle Scout Award and the Venturing Gold, Silver, and Quartermaster awards to this report.

5 The pack, troop, team, or crew advancement committee member should interview youth members who are not advancing. List these individuals' names on bottom of form.

6 No Boy Scout advancement may be earned by female Venturers or by a Boy Scout, Varsity Scout, or male Venturer who has reached the age of 18.

7 Venturers may earn Venturing advancement through age 20.

8 Each merit badge counselor must be registered as a merit badge counselor with the BSA.

To: Council Advancement Committee

**For Boards of Review.** Two additional signatures are required, plus the date the board of review was held.

I certify that the following record of advancement is correct and that it meets the standards and requirements of the Boy Scouts of America, and that merit badge counselors are registered adult members of the BSA.

Board of Review  
Date

\_\_\_\_\_  
Signed \_\_\_\_\_ Title \_\_\_\_\_

Name	Date Award Earned	Badge of Rank, Merit Badge, or Award	Name	Date Award Earned	Badge of Rank, Merit Badge, or Award
1.			19.		
2.			20.		
3.			21.		
4.			22.		
5.			23.		
6.			24.		
7.			25.		
8.			26.		
9.			27.		
10.			28.		
11.			29.		
12.			30.		
13.			31.		
14.			32.		
15.			Youth interviewed who are not advancing		
16.					
17.					
18.					

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Total different youth \_\_\_\_\_ Qualified for \_\_\_\_\_ awards

Forward white and yellow copies to council service center. Keep pink copy for unit files.







# SUPPLEMENTAL EAGLE SCOUT INFORMATION FORM

The purpose of this form is to help the BSA stay in contact with you. The information you provide will strengthen the National Eagle Scout Association as it assists Eagle Scouts in networking with one another. It will also help in determining strategies to increase the number of Scouts who achieve the Eagle rank.

Upon conclusion of the survey, you will be directed to a website where you can download a unique Scouting song (not available anywhere else)!

Thank you in advance for your time and input.

**CLICK HERE TO BEGIN**

Completing this form is optional. Your privacy will be protected. Information collected will be kept confidential within the Boy Scouts of America and its local councils.

## Eagle Scout Service Project Fundraising Application

Before completing this application, it is important to read the "Procedures and Limitations on Eagle Scout Service Project Fundraising." It can be found at the back of this application. Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money Earning Application.

### Eagle Scout Candidate

Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:			
Check one: <input type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship		Unit No	
District name:		Council name:	

### Project Beneficiary (Name of religious institution, school, or community)

Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:			

### Project Beneficiary Representative (Name of contact for the project beneficiary)

Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:			

Describe how funds will be raised:

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?:

If people or companies will be asked for donations of money, materials, supplies, or tools\*, how will this be done and who will do it?

\*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? If so, by whom?

Contract details:

See "Procedures and Limitations" following this application

### Approvals

(The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained )

Beneficiary	Unit Leader	Authorized Council Approval*
Signed _____ Date _____	Signed _____ Date _____	Signed _____ Date _____

\*Councils may delegate approval to districts or other committees according to local practices

# Procedures and Limitations on Eagle Scout Service Project Fundraising

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The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising or securing donations of materials\*. Send the completed form to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined appropriate.

\*This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members of his unit, or the beneficiary. All money left over, regardless of the source, goes to the beneficiary.

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or the candidate's unit, until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.