

Killbuck District Eagle Application Instructions – 2018

(Please date and check off each step as you complete it) – Page 1 of 2

- _____ 1) Ask your Scoutmaster obtain the Eagle Scout Service Project Workbook (BSA 512-927) and Eagle Scout Rank Application (BSA 512-728) from the Council Service Center or download PDF fillable forms from the Buckeye Council website - <http://www.buckeyecouncil.org/Resources/Forms/Advancement-Forms> that will be much easier to use with a computer.
- _____ 2) Ask your Scoutmaster to verify your troop advancement record (Online Advancement) with the Council's records to verify your recorded merit badges, advancement dates, etc. Make absolutely sure that your dates of rank advancement and "time in rank" are correct; failure to do so can result in a rejected Eagle application. Also verify your leadership positions and dates; failure to do so can also result in a rejected Eagle application.
- _____ 3) Decide upon a project benefitting your Chartering Organization, church, school, or community. Projects may not benefit Scouting or any private or commercial organization. Simply fund raising projects are not permitted, but some fund-raising is permitted to obtain materials for your project. The project is for you to provide service to the community and show leadership, planning, and organization. Obtaining the materials for your project through donations or otherwise is a part of that process. Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions, the planning effort would not meet the test. Likewise a "maintenance" project involving routine labor, such as painting, that the organization would perform anyway may not present a leadership or planning challenge without other activities. The Project Workbook has more information on this including examples. **Read carefully pages 2-6 in your Project Workbook.**
- _____ 4) Project Proposal: Have your project approved by your Scoutmaster, your Troop Committee, and a responsible representative from the benefiting organization. **Have your workbook signed by these people on Proposal Page E.** The "Council or District Approval" box will be signed by one of your district assigned Eagle Project Advisors at your first meeting. Work with your Scoutmaster and Unit Committee to select an adult leader to serve as the coach for your project. You will want to select someone with experience in the type of project that you are proposing to complete.
- _____ 5) Complete the Contact Information on Proposal Page B.
- _____ 6) If any fundraising or donations are to be requested, be sure to complete Fundraising Application Page A and carefully read the Fundraising Application Page B in the Eagle Scout Project Workbook. It is not necessary to obtain approval for donations from the candidate or his family, members of the benefitting organization, chartering organization, or scout units. Council approval may be given by one of the district advisors.
- _____ 7) Once the proposal part of your Project book is completed and signed, contact your District Advisors (assigned by the District Advancement Chairman) who will want to meet with you to discuss the project. **You must have your Workbook completed through Proposal Page E along with any sketches, plans, etc. for your project before meeting with your district advisors.**

YOU MUST COMPLETE STEPS 1-7 ABOVE BEFORE BEGINNING ANY PHASE OF YOUR PROJECT. Failure to do so may result in the project being rejected even if it has been completed.

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- _____ 8) Once the Advisors have approved your project, **ask one to sign your Workbook on Proposal Page E as a representative of the Advancement committee**, both should sign your District Project Worksheet, and you may begin the project. This signed worksheet becomes a part of your project booklet and will need to be signed again at the successful completion of your project. Your advisors may want to know of planned ‘workdays’ so they can observe the conduct of the project and your leadership.
- _____ 9) If situations arise during conduct of the project that requires significant changes in the project, contact your District advisors for their approval before proceeding. Verbal permission for changes may be acceptable, but please make a note of the changes requested and approval dates. If you have problems contacting or working with your project advisors, contact the District Advancement Chairman.
- _____ 10) Once the project is completed and approved by the benefitting organization and unit leader (**signatures on Project Report Page C**), contact your project advisors for a final project review and approval. After their approval, have your project advisors sign and date your District Project Worksheet as approved. Insert or attach this worksheet to your Project Workbook. Complete the Project Workbook and Eagle Application neatly and completely including photographs of ‘before’ and ‘after’ and taken during conduct of the project, signatures of the appropriate people, etc. **All signatures must be dated prior to your 18th birthday.**
- _____ 11) Request **confidential** letters of reference from the individuals you listed on the Eagle Application. These letters should be sent **directly** to your Troop Committee Chairman or Troop Advancement Chairman; a stamped envelope addressed to this person should be provided to the reference. **You should not see or handle these letters.** Please ask your references to address in the letter how from their personal knowledge, you follow the Scout Oath and Law and are deserving of the Eagle rank. You may want to provide your references with a copy of the Eagle Scout Letter of Recommendation form enclosed for their reference in writing the letter. Since references can be slow to respond with letters, this step should be done a few weeks before anticipated completion of the application.
- _____ 12) (Requirement 6 on the Eagle Application) Ask your Unit Leader for a Scoutmaster Conference. Your unit may want to conduct a final “Board of Review.” Sign the Eagle Application affirming you have completed all requirements and include your signed and dated statement of ambitions and life purpose, list of leadership positions in organizations outside Scouting and a list of honors and awards as specified on the application. Ask your Unit Leader and Troop Committee chair to sign under “Unit Approval”. After approval by your Troop Committee, have your completed application, Project Workbook (including the district advisor certification form), and sealed letters of reference submitted to the Buckeye Council, 2301 13th St. NW, Canton, OH 44708. **These should be receipt certified before your 18th birthday.**
- _____ 13) Once merit badges, advancement dates, and leadership office dates are certified by the Council Registrar, your application will be sent to the Killbuck District Advancement Committee to conduct your District Board of Review. The District Advancement Committee will contact you regarding the time and location of your Board of Review.