

## Greater Alabama Council Vulcan District Eagle Boards of Review

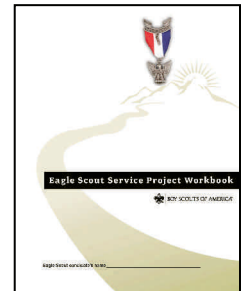


### A Guide to the New Eagle Scout Service Project Workbook And General Comments on the Eagle Review Process

**Background:** Effective January 1, 2012, BSA will be implementing a new *Eagle Scout Service Project Workbook*. The new Workbook sets forth an entirely different format for the presentation of information regarding the Eagle Scout Service Project with particular emphasis on (i) planning, (ii) development, and (iii) leadership. Some of the standards used by Vulcan District Eagle Boards of Review will change slightly and the form of project presentations will change considerably but our underlying approach to reviewing and approving Eagle projects will not change. The Eagle Scout Service Project Workbook is available in a fillable pdf format at:

[http://www.scouting.org/filestore/pdf/512-927\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf)

Note that because Google searches could easily lead even the most diligent Scout to the old form, please take care to be sure that you are using the new Workbook. (The new Workbook does not have a picture of a Scout on the cover.) Also note that contrary to our earlier policy, we now prefer an electronically-completed form to one that has been manually prepared.



**Implementation and Transition:** The new Eagle Scout Service Project Workbook has been adopted with an effective date of January 1, 2012. After that date, all preliminary project approvals must occur on the new form. If, however, a project has been preliminarily approved during 2011 on the old form, the final Board of Review submittal should be made on the old form.

**The Requirement:** The Vulcan District Boards of Review are appointed by the District to determine if candidates for Eagle Scout have met the requirements for rank advancement to Eagle. The Boards of Review focus on all requirements for Eagle Scouts as indicated on the *Eagle Application*, but our emphasis in this guide is on Eagle Scout Requirement 5, which reads as follows:

#### *Eagle Scout Requirement 5*

*While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project*

*proposal must be approved by the organization benefitting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.*

The Process: The Eagle Rank advancement process includes two steps for the Eagle Boards of Review. The first is preliminary project approval, and the second is final project approval, which also includes an examination of your accomplishments in Scouting, a review of references, and a determination that you have complied with the other requirements for rank advancement. The new Project Workbook, as we propose to implement it, maintains this two-step process.

Requirements v. Recommendations: The new Workbook makes clear that Districts are not permitted to impose requirements in addition to those set forth in the Workbook. Our purpose with this guide is not to alter the requirements in the Workbook but to outline an approach to the Eagle project approval process that will facilitate a determination by the Board that you have met the requirements. If you believe that this guide conflicts with the provisions contained in the Workbook, please bring this to the attention of the Eagle BOR Chairman.

The New Workbook: The new Workbook contains four Sections as follows:

- Section 1: The Project Proposal (required at preliminary stage)
- Section 2: The Final Plan (highly recommended at preliminary stage)
- Section 3: The Fundraising Application (typically not required--see below)
- Section 4: The Project Report (required at final stage)

If you read this memo carefully, you will see that a number of portions of Sections 1 and 2 can be omitted, and you can use cross-references to simplify your book. Remember at each stage to submit three copies of the Workbook to the Eagle BOR, with one copy in a loose-leaf notebook and two stapled copies sandwiched into the notebook (they can usually be placed in the inside pockets that most loose-leaf binders have). We will discuss each Section of the new Workbook in turn.

#### Section 1: The Project Proposal.

This Section, contained on pages 6 through 10 of the Workbook, provides a general description of the project and should be completed as indicated. For purposes of the "Contact Information" Section, please note the following:

Eagle Scout Candidate: The BSA PID No. is your BSA membership number and is indicated on your membership card. If you do not have it, you can obtain the number from your Scoutmaster or advancement chair.

Council Service Center: Greater Alabama Council  
516 Liberty Parkway  
Birmingham, Alabama 35242  
Phone: 205-970-0251  
Email: [achampio@bsamail.org](mailto:achampio@bsamail.org)

Council or District Project  
Approval Representative:

George M. Taylor, III  
420 20th St., North, Suite 3400  
Birmingham, Alabama 35203  
Phone: (205) 458-5254 (o)  
(205) 870-3659 (h)  
Email: gtaylor@burr.com

Project Coach:

Your Troop's Eagle Advisor, or if you do not have an Eagle Advisor, your Scoutmaster. Your project coach can also be an adult leader in the troop approved by your Scoutmaster. Determine who your coach will be prior to your preliminary BOR.

Three separate signatures are required before the proposal is submitted to the Eagle BOR, your Scoutmaster, your Committee Chairman or designated representative, and your beneficiary. The person signing as beneficiary should be the same person whose name appears as "Project Beneficiary Representative" on page 6 of the proposal.

### Section 2. The Final Plan.

According to the new policy, the Eagle BOR is not to require that you submit a detailed plan for review as part of the approval process, but submission of a detailed plan in the form laid out in Section 2 of the Workbook is highly recommended. The Eagle BOR must determine that the requisite "planning" has occurred with respect to the project, and our preference is to determine that at the project approval stage rather than to wait until the final stage. We believe that this is in the Scout's best interest as well.

Sections 1 and 2 of the Workbook are duplicative in a number of places, with Section 2 requiring more details in each instance than Section 1. Accordingly, if you opt to present Section 2 at the preliminary stage, you can omit the following portions of Section 1:

- Materials
- Supplies
- Tools
- Permits and Permissions
- Preliminary Cost Estimate
- Project Phases
- Logistics
- Safety Issues
- Further Planning

In each case, the Scout should put "see Section 2" rather than completing the Section 1 information. Other Section 1 information should be completed as indicated. Also, if you complete Section 2 at the preliminary stage, you can leave the following portions of Section 2 blank:

- Comments from your Proposal Review
- Project Description and Benefit--Changes from the Proposal
- Comments from your Project Coach about your Final Plan

The other parts of the Project Final Plan can be completed as indicated. If you opt not to present the final plan as outlined in Section 2 at the preliminary stage, you can expect a more extensive review of the planning elements of the project at the final stage.

### Section 3: Fundraising Application

The Fundraising Application is something entirely new in the Eagle review process but in practice will only be applicable to a few Eagle projects. You do not have to submit the form if contributions are being solicited from only the following: the beneficiary (including members of the beneficiary, such as the members of a church or non-profit), the candidate, his relatives, his unit or its chartered organization or from parents or members in his unit. In addition, family and school friends (people that you know personally) may be solicited without completing the form. Based on this interpretation, most Scouts will not need to submit this form.

Specific approval is required where a broad-based solicitation in the community is being undertaken. Such a broad-based solicitation would exist where large numbers of donors are solicited through the mails or electronically. If you have doubts about whether the form is required, go ahead and complete it and include it in the documents submitted for preliminary approval. The Vulcan District Eagle Boards of Review have been authorized to approve the form on behalf of the Council.

### Section 4: Eagle Scout Service Project Report.

This is the final report and is to be submitted at the time of your Final BOR. If you submitted your plan (Section 2) at the preliminary stage, this is the only part of the Eagle Workbook that you will need to complete for your Final Eagle BOR. If you did not submit your plan at the preliminary stage, it would be good to submit Section 2 with your final approval papers as evidence that you have engaged in the requisite planning that is part of every successful Eagle project. For final approval, the final report is only one of several items needed for the BOR. The remaining items are listed below under the topic of "Materials Submitted for Final Approval".

### General Comments about the Review Process

#### Timing

Vulcan District Boards of Review are conducted on the second Thursday of each month. The deadline for submittal of materials is the close of business on the final Thursday of each month. All materials are to be submitted to the Angie Champion, the Council's Eagle Coordinator, at the Council office in Liberty Park.

#### Materials to be Submitted for Final Approval

For final approval, the Scout should submit the completed Eagle Workbook with evidence of project completion and all required signatures plus: (1) completed *Eagle Scout Rank Application (Form No. 512-728)* (the "*Eagle Application*") (2) three letters of recommendation (see below), and (3) a personal statement of ambition (see Requirement 6 in the *Eagle Application*). The letters of recommendation, the statement of ambition and the original *Eagle Application* should be placed in the front inside pocket of the binder. Scouts should be particularly sensitive to the need to obtain all the appropriate signatures in both the Eagle Workbook and on the *Eagle Application* prior to submission.

## Special Procedures for Letters of Recommendation

The Vulcan District Board of Review requires three letters of recommendation from individuals (other than parents) selected from those listed in Requirement 2 of the *Eagle Application*. Please note that our handling of letters of recommendation is slightly different from those outlined in the Greater Alabama Council's Eagle Scout Letter of Recommendation form. Ideally, the letters should be submitted at the same time as the other final application papers (last Thursday of the month). Those writing letters should place them in a sealed envelope, addressed to the Vulcan District Eagle Board of Review, but delivered to the Scout and to be placed in the loose-leaf notebook (the pocket in the front is well-suited for that).

## Late Items

If a required item is not available by the last Thursday deadline, please do not submit it to the Scout office but bring it to the Board of Review by 6:30 so that it can be reviewed by the panel members in connection with the other materials. Also, please do not have letters of recommendation mailed to the Scout office, as they have go through the internal mail system and may or may not make it into your Eagle Workbook by the time of the Board of Review.

## Age Deadlines

All Eagle requirements, except the Final BOR, must be completed by the Candidates 18<sup>th</sup> birthday. This is possibly the single most inflexible policy of the Boy Scouts of America. The Final Board of Review may be scheduled up to two months later. *Any deviation from this will require approval in writing in advance from the National Council of the BSA.* Additional information on procedures related to an extension is available from the Council Office, but Scouts should be forewarned that extensions are extremely rare (with none being granted in our Council in the last ten years). This is a deadline over which we have no control.

## The Review Itself

Once applications are submitted and reviewed by the Council office, individual times for each Board of Review are established. The schedule is sent to the candidate and to the Scoutmasters and Advancement Chairs by e-mail. Scouts should be at the Board location at least 15 minutes before the appointed time and should check in with the Eagle Chairman. Scouts should present themselves in full Class A uniform, with merit badge sash (all badges attached) and regulation pants or shorts. Each Scout is required to be accompanied by a Troop representative. This is typically the Scoutmaster or the Eagle Advisor but can be another adult Scout leader. The representative cannot be a family member or relative.

## Special Needs

The Vulcan District Eagle Board of Review follows the BSA National Guidelines for considering Candidates with special needs or disabilities. This information is available from the Council Office.

## The Role of the Board

The principal purpose of the undersigned and the other members of the Vulcan District Advancement Committee is to handle the administrative task of bringing together the panel members and the Scouts in a forum where serious consideration can be given to Eagle projects and Eagle rank advancement. The focus of the Eagle Board of Review process should be on the candidate, his proposal, his Scouting career, and his qualifications for advancement to most cherished rank in Scouting. We appreciate your

cooperation in following the procedural requirements outlined above so that the Board and the Scout may focus on the important substance of these discussions.

Lastly, please be mindful that the members of the Eagle Board of Review panels are Scout volunteers, the same sort of volunteers who serve as Scoutmasters, and Advancement Chairs, and Committee Members, and Scouting leaders, and who have been there to encourage you as you have progressed through the ranks of Scouting. Our greatest pleasure in Scouting is in seeing our Scouts advance to the rank of Eagle. Our discussions during the Eagle panels are aimed at seeing you make it to this final step, and our questions and criticisms are aimed not at putting you on the spot but at identifying weaknesses and issues with your project that may make it difficult to complete or which may present unexpected issues. Just remember, that we are on your side. We look forward to welcoming you to Scouting's highest rank.

Yours in Scouting,



George M. Taylor, III, Chairman  
Eagle Boards of Review  
Vulcan District

Justin H. Kelly, Vice Chairman  
Eagle Boards of Review  
Vulcan District

Alvie H. Allison, Chairman  
Advancement Committee  
Vulcan District