



Earning Eagle Rank

Dutchess District
Hudson Valley Council

Fall 2019 Version

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Introductions

Presenters:

- **Jim Duffy, District Eagle Advancement Committee Chair**
- **Joe Geraci, Dutchess Advancement Chair, and Eagle Advancement Committee member**

Here tonight:

- **Members of the District Eagle Advancement Committee**

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Agenda

- **Introductions**
- **Reference Materials**
- **Eagle Scout Service Project**
- **Eagle Scout Rank Requirements**
- **Eagle Scout Rank Application**
- **Rank Application Processing**
- **Eagle Scout Board of Review**
- **Questions**

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Reference Materials

BSA Publications :

- Boy Scout Handbook, 13th Edition (#34554)
- Eagle Scout Service Project Workbook Jan. 2019 (#512-927)
- Eagle Scout Rank Application Jan. 2019 (#512-728) *
- Guide to Advancement 2019 (*GTA 2019*), (#33088)
- 2019 Scouts BSA Requirements (33216)
- Guide to Safe Scouting (#34416A)
- Age Guidelines for Tool Use (etc.) 2013 (#680-028)
- **HVC YDC Eagle Scout Process (2016)**
<http://www.hudsonvalleyscouting.org/document/eagle-project-bor-process-effective-nov-2016/171923>

* Refer to a local handout for advice on completing this form, titled
“Tips on filling out the Eagle Scout Rank Application”.

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Eagle Scout Service Project

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Project Sources and Types

- **Where can you find a project that's right for you?**
- **Based on a review of over 175 projects done in 2009 - 2011**
 - Projects were not specific to Troop, or Troop's area of the District
 - About 70% were from 3 "sources"
 - Organizations: 29%; Churches: 23%; Town parks: 19%
 - 5 other "sources" split the remaining 29% (4 – 8% each)
 - Best way to 'find' a project – let everybody know you are looking for one! Have the adults you know ask around. Follow up yourself – estimate if it is feasible. Negotiate!
 - Figure that your project work will actually get started 3 – 4 months from the first time you hear about it – plan accordingly.
 - Mega-size and Expensive Projects are not of high value.

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Eagle Scout Service Project

- **Guidelines**

- Provide opportunity for planning, development, and leadership
- Projects must benefit any Religious Institution, any School, or your Community, (including 'Community of the World') 9.0.2.5
- Projects must not be
 - of a commercial nature or for a business
 - only routine labor or only a fundraiser
 - joint projects – only one Eagle candidate can receive credit for a project – similar but not overlapping projects are allowed.
 - performed for the BSA, its councils, districts, units, or its properties
- Details are given in the Workbook itself. Refer to Pg 4.

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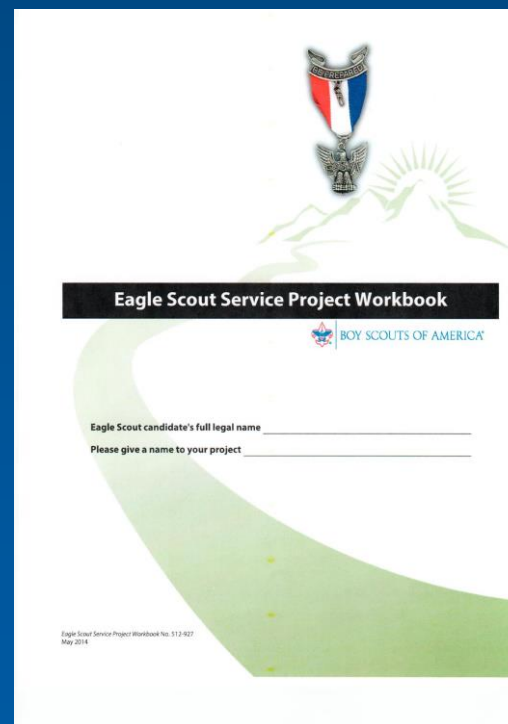




Eagle Scout Service Project (cont)

Requirement:

- Must use Eagle Scout Service Project Workbook 512-927 (January 2019). Read and understand the entire document before starting.
- Workbook has numerous sections:
 - Rules and explanations, pages 2 - 6
 - Proposal: cover page and Proposal pages A through E
 - Project Plan: cover page and Project Plan pages A through E
 - Fundraising Application: page A = form; page B = rules (read them first !)
 - Project Report: cover page and Project Report pages A through C
 - A handout for your Project Beneficiary



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Workbook Section Use

– Project Proposal

Eagle Scout Service Project Proposal

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Eagle Scout candidate's full legal name _____

Eagle Scout Service Project Name _____

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 benefiting 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.

- Page A starts off with 5 tests for an acceptable project, and has other good advice
- Page B requests Contact Information – knowing who these people are is very useful
- Pages C through E contain sections that allow you to describe different aspects of your Proposal – read ahead, follow the hints and definitions by each section, separate your ideas into the different sections, describe your proposal as smoothly as you can.
- Consider all sections – indicate Not Applicable (N/A) when true
- Include sufficient details to convince your leaders and Proposal approvers that you are ‘good to go’.
- Include pictures and sketches/drawings if useful

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Proposal Considerations

- **Project Description and Benefit**
 - Addresses 3 topics: What, How/Why, and When.
 - The fillable PDF will allow you to write a lot more words than you might expect. The boxes will expand as needed.
 - The first box asks for a Brief description. Brief does not mean fact-free. Approximate measurements can explain to the reader why you are about to say that lots of workers and tools and dollars are involved.
 - Respect the separation of topics among the three boxes.
 - Take pictures, make drawings, convey the idea of your proposal in more than just words.
 - Put titles on the pictures!

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Proposal Considerations, cont.

- **Project Description and Benefit – When:**
 - Experience shows that Proposal creation and local approval and District approval take longer than many Scouts expect.
 - We recommend multiple weeks after proposal approval as intended time to begin actual work on project.
 - You are supposed to work with your Project Coach and figure out and fill in the next Workbook section, the Plan, before you start.
 - If needed, you need to get Fundraising Application approval before you start.

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Proposal Considerations, cont.

- **Giving Leadership**
 - The difficulty you see may be a good reason for a Project Coach.
- **Materials, Supplies, Tools, Other Needs**
 - Each of these sections has a definition – those can help you keep the section's contents unique, rather than repeating items.
 - Notice that they ask for 'Types' and 'Kinds' – think of the signs that hang over the aisles in places like Williams and Lowe's and Home Depot – those generic names may be the answer.
 - If it helps, use Project Plan pages B & C to write down just the names of specific items – then talk with your Project Coach about 'Types' and 'Kinds'.

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Proposal Considerations, cont.

- **Permits and Permissions**
 - Make sure that the Benefiting Organization Representative has the authority to say 'Yes' for his organization.
 - Note: Schools and Town Governments have layers of bosses.
- **Preliminary Cost Estimate**
 - Ask knowledgeable people what they think things will cost, or
 - Shop for the items you think will cost the most (the big 80%), and add another 25% for the less costly items.
- **Fundraising**
 - After you fill in those estimated costs, remember to answer the question: Where will you get the money?

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Proposal Considerations, cont.

- **Project Phases**

- The text in the box itself is kind of the answer: translate ‘preparation’ into the main steps that mean ‘ready to lead your project’
- Translate ‘execution’ into the main steps that mean ‘order in which things will get done’

- **Logistics**

- While Dad may have a new truck, it may not be designed to move 6 cubic yards of stone weighing 2700 pounds each....
- An old form, the “Tour and Activity Plan” is no longer needed. You still have to pay attention to the ideas contained in the “Guide to Safe Scouting”.

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Proposal Considerations, cont.

- **Safety Issues**

- National Scouting literature sets standards for tool safety. The BSA's standards limit what Scouts can do. Those limits should be considered up front when you ask "Is this project feasible?".
- Dutchess has a severe local health concern, that of tick-borne Lyme Disease; as a leader, you should advise about precautions and examination by yourself and your parent.
- Here in Dutchess, we have E911 emergency response coverage. As a leader, you have to know what help it offers and what its limitations might be.

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Proposal Considerations, cont.

- **Project Planning**

- “List some action steps (toward) a Project Plan” can be translated into “What do I need to learn or do to create my Project Plan?”.
- In Engineering circles, this kind of activity is sometimes called ‘creating a plan for a plan’. It can be hard work!

- **Candidate’s Promise**

- Being ready to sign is the important part. Have you read all of the workbook ? You can learn helpful things by doing that.

- **The Approvals**

- These Approvals are serious declarations of support and approval by the signers. Expect them to take time and ask questions about what they are signing – you want that help.

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- Read Fundraising Application page B (the rules) carefully.
- Follow BSA standard rules regarding earning money.
- (Parts of) Projects paid for by certain payers are exempt from Approval.
- Support from other payers or donators of either money or materials is defined as fundraising, and must be approved.
- The Eagle Project Fundraising Application (page A) is not the same form as a Unit Fundraising Application.
- The Application requires you to attach a good-faith list of potential donors and the type of donations being sought.



Workbook Sections, cont.

- **Fundraising, continued:**

- Application must be approved before fundraising starts.
- It can be approved by the District if less than \$500.
- If \$500 or more,
Council's Advancement Committee approves;
requires about 2 weeks time.
- Their e-mail address is advancement@hudsonvalleyscouting.org
- Williams Lumber website has link "Life Scout" to their program.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be most important to unit leaders, unit committees, project beneficiaries, and council or district approval representatives in case they want to talk to one another. While it is recognized that not all of 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 a part of the service project requirements.

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: _____

Unit Leader Check one: ☐ Scoutmaster ☐ Vanity 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
Council name: Hudson Valley Council, BSA Preferred telephone(s): (845) 566-7200
Address: 6 Jeanne Drive City: Newburgh State: NY Zip: 12550

Council or District Project Approval Representative
(This unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)
Name: Peter Dowley Preferred telephone(s): (845) 889-4850
Address: PO Box 338 City: Staatsburg State: NY Zip: 12580
Email address: pdowley@juno.com NOTE: Send fund raising application to advancement@hudsonvalleyscouting.org

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: _____

Proposal Page 8





Workbook Sections, cont.

- Project Plan (not required, but strongly recommended)
 - Seen as proof of your leadership
 - Having a Project Coach is encouraged.
 - Read GTA2017 Section 9.0.2.9 for a description of the role and value of a Project Coach. Scouting wants you to succeed in your Project. A good Project Coach is important to have as a “voice of experience”.
 - It’s your project : you make the decisions – but you don’t have to go it alone; you can have a Project Coach.
- Project Report (required)
 - Keep a separate list of people and hours for unit service hour credit.

Candidate's Promise		<i>Sign below before you seek the other approvals.</i>	
<i>On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.</i>			
Signed:		Date:	
Completion Approvals			
<i>In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.</i>			
Beneficiary name:		Unit leader name:	
Signed:	Date:	Signed:	Date:
Project Report Page C			

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Service Project Proposal Approval

Project Proposals must be approved **before** starting work

- Unit Leader
 - Unit Committee Member
 - Beneficiary Representative
 - (last) District Eagle Advancement Committee
- District Proposal Approvals
- Send workbook as e-mail attachment to Mr. Duff
 - Your Troop leaders have a handout which lists the dates when your workbook is due in for pre-review, and when the formal District Review will occur. No District Review is held in July.
 - Are by appointment – the schedule is sent out by e-mail on prior Sunday night, often around midnight. Your unit leaders have details of the process. If you have questions, ask them first.

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.

Final Planning You do not have to fill every step, but it must be enough to show you have a reasonable idea of how to complete a final plan. List some action steps you will take to complete a final 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 recipient 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.

Signed: _____ Date: _____
Name (Printed): _____

Council or District Approval I have read topics 9.2.2.0 through 9.2.2.15, regarding the Eagle Scout service project, in the Guide to Advancement, No. 3088. 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 complete a final plan and further encourage him to share it with a project coach who has been designated for him.

Our Eagle candidate has provided as a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."
☐ Yes ☐ No

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.

Proposal Page: E

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Eagle Scout Rank Requirements

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Eagle Requirements, simplified

1. **Be active as Life Scout *** 6 month minimum
2. **Prove you live by Oath and Law ***
3. **Earn total of 21 Merit Badges *** required and optional
4. **Serve actively in a Leadership Position for 6 months after Life***
5. **Lead Eagle Scout Service Project * Plan, Develop, etc.**
Use the online fillable PDF to complete the Rank Application.
Complete the two attachments – read the ‘Tips’ memo first.
6. **Take part in Scoutmaster Conference**
Successfully complete an Eagle Scout Board of Review.

*** The first 5 requirements must be completed before 18th birthday!**

**After your Eagle Scout Rank Application is approved by Council,
a District Eagle Scout Board of Review will occur.**

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Eagle Requirements (details on #1)

1. Be active in your troop, team, crew, or ship for a period of at least 6 months after you have achieved the rank of Life.

Requirement is met if:

1. The Scout is registered.
2. The Scout is in good standing.
3. The Scout meets the unit's reasonable expectations

It is appropriate for units to set reasonable expectations for attendance and participation.

Unit expectations need to acknowledge Scout's participation in other activities outside of Scouting.

Scout should make sure he discusses his other activities with his Scoutmaster regularly; writing them down is useful.

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Eagle Requirements (details on #2)

2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life.

List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

- Parents/guardians
- Religious
- Educational
- Employer (if any)
- Two other references

Your job here is to figure out who you want, to ask them if they would, and to let them know that a Troop Leader will send them a letter requesting the actual Letter of Recommendation.

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Eagle Requirements (details on #3)

3. Earn a total of 21 merit badges. *Some merit badges require extended periods of time to complete!*

Required merit badges

- 1) Camping, 2) Citizenship in the Community, 3) Citizenship in the Nation, 4) Citizenship in the World, 5) Communications, 6) Cooking, 7) Emergency Preparedness or Lifesaving, 8) Environmental Science or Sustainability, 9) First Aid, 10) Cycling or Hiking or Swimming, 11) Personal Management, 12) Personal Fitness, 13) Family Life

Select only one for #7, #8 and #10.

Plus 8 'others' for a total of 21

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Merit Badge Counselor & Counseling Requirements

- **Boy Scouting requires that all Merit Badge Counselors be registered as Merit Badge Counselors, for a specific list of Merit Badge(s).**
- **HVC Approval is required for their specific badge(s).**
- **Camp Staff Counselors are approved by the BSA.**
- **Section 7 of the Guide to Advancement 2019 has details.**
- **Merit Badge Counseling is a BSA activity subject to the rules of what is called Youth Protection Training (YPT2).**
- **Counselors must conduct themselves and do their counseling within the framework of those YPT2 rules.**

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Eagle Requirements (details on #4)

4. While a Life Scout, serve actively for a period of 6 months in one or more of the positions of responsibility (as listed on the Eagle Scout Rank Application.)

When a Scout assumes a position of responsibility, something related to the desired results must happen.

Note: For Boy Scouts, Assistant Patrol Leader does NOT count.





Eagle Requirements (details on #5)

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 benefiting 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.

You need to use the January 2019 version of the Workbook – get to it by following the special link at
<http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>

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Eagle Requirements (details on #6)

6. Take part in a Scoutmaster conference.

First complete your Eagle Scout Rank Application (BSA form 512-728), available as a fillable PDF, and attach the following

1. a statement of your ambitions and life purpose and
2. a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.
3. See the “Tips” memo.

Requirement does not say to “pass” a conference. It is also not required to be the last step before a Board of Review.

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Eagle Requirements (next steps)

You must sign the Certification.

Next, the unit gives approval as proven by the personal signatures of the Unit Leader and the Unit Committee Chair.

If either leader refuses to sign, then the rules for a “Board under Disputed Circumstances” (GTA 8.0.3.2) apply.

If the Eagle candidate is the son of either of these leaders, they may appoint another person in writing to act in that position while freeing themselves to focus on the role of “Dad” or “Mom”..

After the Eagle Scout Rank Application has been reviewed and approved by the Council office, the Eagle candidate must successfully complete a District Eagle Scout Board of Review.

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Eagle Scout Board of Review

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Eagle Scout Rank Application Process

- **After having completed all requirements and unit approvals, the Eagle Scout Rank Application is processed as follows:**
 - Troop leadership submits to Council
 - Council verifies information
 - Council notifies Troop leadership and District that Eagle Scout Board of Review can be scheduled
 - District Eagle Adv. Chair and Troop leadership schedule the Eagle Board of Review. Scout is consulted on his availability.
 - There is a pattern to Eagle Boards – usually the first Thursday and the third Monday. The District has published the schedule.
 - The Scout is not allowed to set up their own Eagle Board. This is adult business. The adult leaders have certain responsibilities.

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Eagle Scout Board of Review

- **It is a District BOR.**
- **Conforms to National and HVC policy**
 - Determine quality of Scouting experience
 - Not a test!
- **May be held, even if lacking:**
 - Reference letters
 - Full uniform (see next slide)
 - Signatures on Workbook or Eagle Scout Rank Application
 - Requires “Board of Review under Disputed Circumstances”
- **May be held after 18th birthday**
 - Permission needed if after age 18 years 3 months (Avoid this!)

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Eagle Scout Board of Review (cont)

- **Uniforming**

- Candidates should dress according to importance of occasion
 - Clean and neat in appearance
 - Full field uniform is expected
 - ***Correct badge placement – refer to Insignia Guide 33066.***
 - » *Facts: Merit Badge sashes come in sizes; Scouts grow!*
 - ***Not an Order of the Arrow (sash) occasion***
 - In most cases, Scouts can reasonably meet this expectation.
- Accommodations will be made for:
 - Unit uniform variance
 - Any extenuating circumstances

Candidates will not be rejected, under any circumstances, for lack of uniform.

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Eagle Scout Board of Review (cont)

- **Composed of 3-6 voting members**
 - One of which may be a community leader
 - Unit may be included
- **Board's Timeline**
 - Review submitted material (30 min)
 - Interview with Scout (30 min)
 - Scout may be asked to conduct an opening that could include: Pledge of Allegiance, Scout Oath, and Scout Law
 - Scout should expect questions on:
 - » *Service Project*
 - » *Leadership*
 - » *Scouting Life*
 - » *His goals and preparations for his future*

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Eagle Scout Board of Review (cont)

- **Timeline (cont.)**
 - BOR Member Discussion and Formal Vote
 - Conclusion
 - Notification of decision
 - Discussion of process after Board
 - Photos (be sure to bring a camera)

The total Board will take about 1 ½ hours!

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Eagle Scout Board of Review Results

- **Eagle BOR date is official date of becoming an Eagle Scout**
- **What happens after the Eagle BOR**
 - Eagle Board Chair forwards paperwork to Council (in 2-3 days)
 - Council reviews paperwork. If correct, notifies National.
 - National reviews information. If correct, sends credentials to HVC, usually in 2-3 weeks from submittal to council.
 - Council will notify Troop to pick up Eagle Scout credentials
- **Planning for an Eagle Court of Honor may officially commence after the credentials come in.**
- **The rules for being awarded Eagle Palms have changed this summer. If you have 5 Merit Badges over the 21 needed for Eagle, or multiples of 5's, talk to your Troop Advancement Chair about getting them at Court of Honor time.**

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For more presentation information

- **Contacts: Dutchess District, Hudson Valley Council**
 - Joe Geraci, District Advancement Chairman,
jsgeraci@optonline.net
 - Jim Duffy, District Eagle Advancement Committee Chair,
JDuffy2465@aol.com

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Pertinent websites

www.ntown.info

www.hudsonvalleyscouting.org

www.NESA.org

www.scouting.org

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Questions?

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Thank you for coming!

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