



Rockland District Eagle Process Guidelines

June 17, 2017

This document consists of the Eagle Scout Service Project and Eagle Scout Board of Review Process for the Rockland District. These guidelines include the process for submitting the proposal, rank application, completed workbook, Proposal review and Eagle Scout Board of Review. The governing documents for the Rockland District Eagle Scout Service Project Process are the BSA Guide to Advancement 201x and the Hudson Valley Council Youth Development Committee Eagle Scout Process.

Eagle Scout Service Project Process

Eagle Scout Service Project Guidelines and Workbook

1. Carefully read the BSA Guide to Advancement <http://www.Scouting.org/filestore/pdf/33088.pdf> Section 9. The Eagle Scout Rank.
2. Carefully read the Hudson Valley Council Youth Development Committee Eagle Scout Advancement information at <http://www.hudsonvalleyScouting.org/youth-development-advancement/eagle-Scouts/33351>
3. Download the latest Eagle Scout Service Project Workbook, Form 512-927, located on the council website and at the BSA Advancement Resources website, under Rank Advancement. <http://www.Scouting.org/Scoutsource/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>
4. This workbook will be used throughout the Eagle Scout Service Project development.

Project Proposal

1. The workbook structure is self-explanatory – just provide all information as requested.
 - a. The project proposals should contain enough information to describe the concept, scope, and process for completing the project. The term “Briefly describe” means a paragraph or two.
 - b. Do not develop a detailed plan. This will be done as part of the Eagle Scout Service Project Plan.
 - c. Include any additional information such as a before pictures, concept sketches, drawings, or maps to aid the reviewers in understanding the proposal.
 - d. Once the proposal section is completed, print and obtain signature approvals from your Unit Leader, Unit Committee, and Project Beneficiary.

2. Please note the Scout may not start any planning, raising of money, obtaining of materials, or beginning of work until the project is approved by the Rockland District Review committee.

Proposal Submission Process

1. Create a digitized file copy of the proposal which includes all signatures. The preference is a scanned copy of the completed and signed proposal. If scanning the document is not possible:
 - a. Print the proposal as a PDF document using any print utility such as Microsoft Print to PDF or other program.
 - b. Scan or take a picture of the signature page.
2. Name the file to identify this as your proposal – for example: Last_First_Proposal.pdf
3. E-mail the digitized file(s) to rockland.eagle@gmail.com. Include your Scoutmaster in cc.
4. The Eagle Scout Service Project Proposal is due by the first (1st) of the month prior to the Proposal Review. The date of the Proposal Review is listed on the Council calendar located on the Council website.
5. Each Eagle Scout Service Project Proposal undergoes a preliminary review to ensure the correct format, documentation completeness, and generate any initial questions for the Scout to address.
6. Approximately one (1) week prior to the Rockland District Proposal Review, the Scout will receive an e-mail listing the date, time, and location of the proposal review along with a copy of the initial review questions.
7. If the project is rejected during the preliminary review, the Scout will be notified and the reason for the rejection will be explained in writing. If the Scout does not agree with the rejection he has the right to appeal this to the District and/or Council Advancement committee.

Proposal Review

1. The date of the Rockland District Board of Review meeting is listed on the Council and District website.
2. The day of the Rockland District Eagle Scout Service Project Proposal review,
 - a. The Scout is expected to arrive on time bring the original signed copy plus one additional copy.
 - b. Staple these together. Do not include large binders of highly detailed information or place each page in plastic sleeves. It is not necessary, expensive and hinders the review process.
 - c. If the Scout does not have the original signed documents, the Proposal Review will be postponed.
3. It is preferred that the Scout be in full field (Class A) uniform for the review. Please refer to the BSA Guide to Advancement Section 8.0.0.4, for additional guidance.
4. The Scout is allowed, if he chooses to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project. Please refer to the BSA Guide to Advancement, Section 9.0.2.1.
5. The Eagle Scout Service Project review committee will ask questions in order to understand the scope and leadership opportunities; and may offer suggestions or recommendations to assist the Scout in completing his project. It is advisable that the adult attending the review take notes while the Scout focuses on the discussions.

6. Once the proposal is approved, a member of the board will sign the original proposal and return all copies to the Scout.
7. If the project is rejected, the Scout will be notified at this time and the reasons will be explained. A written rejection notice will be given to the Scout, within one (1) week of the rejection. If the Scout does not agree with the rejection he has the right to appeal this to District and Council Advancement committee.

Project Plan

1. Once the project is approved, the Scout now begins the Project Planning
2. It is not required, but highly recommended, that the Scout use the provided Project Plan. Any planning tool is acceptable; however, the Scout must plan the project and keep records of the planning.
3. The Scout shall meet with the project beneficiary to review the plan and get the beneficiary's approval.
4. Note: If the project is conducted outside of the Hudson Valley Council, a Tour and Activity Plan is required and submitted to the Council office. Please write "EAGLE SCOUT PROJECT" at the top of the Tour and Activity Plan form. Here is a link to the form <http://www.Scouting.org/filestore/pdf/680-014.pdf>

Fundraising Application

1. Fundraising approval is required before the Scout solicits any monies, holds fundraising events, or accepts any material donations at any point in the project.
 - a. Review the Fundraising Application; Procedures and Limitations on Eagle Scout Service Project Fundraising pages
 - b. If the projected funds and the value of materials is less than \$500, the Fundraising Application is submitted via e-mail to Rockland.eagle@gmail.com.
 - c. If the projected funds and the value of materials is \$500 or more, the Fundraising Application is submitted via e-mail to Advancement@hudsonvalleyScouting.org.
 - d. The application will be reviewed and the Scout contacted if there are any questions. This review may take up two weeks to process. Once approved, either a signed copy or an e-mail approval letter is returned – please include these in the report.
 - e. Fundraising activities must be in keeping with the ideals and principles of the BSA. Please consult the BSA Guide to Safe Scouting.
 - f. Keep a copy of the approval e-mail as this is included in your workbook submission.
2. Certain items are not permitted as part of fundraising. These include:
 - a. Coin drops
 - b. Gambling, games of chance, or raffles
 - c. Using an establishment where alcohol is primarily served (pub or bar vs. a restaurant)

Project Report

1. Once the project is planning is complete, the Scout executes the plan and begins the project.
2. Complete the Eagle Scout Service Project Report using the same workbook as the proposal.
3. The workbook structure is self-explanatory – just provide all information as requested.
 - a. The Project Report should contain enough information to fully answer each section. Brief means a paragraph or two.
 - b. Include any additional information; such as, pictures of the final results, letters of thanks, or letters of project completeness. Only one or two photos or letters are necessary for the submission. Please save any pictures in low resolution.
 - c. Once completed obtain signature approvals from your Unit Leader, Unit Committee, and Project Beneficiary.

Eagle Scout Rank Application Packet and Service Project Workbook Submission Process

Eagle Scout Rank Application Submission Process

1. Complete the Eagle Scout Rank Application (ESRA) http://www.Scouting.org/filestore/pdf/512-728_WB_fillable.pdf
 - a. Complete the Statement of your personal ambitions and life purpose, and a Listing of positions held in other organizations. Attach to your ESRA.
 - b. Obtain all applicable signatures
 - c. Scan the completed and signed Eagle Scout Rank application, along with the Statement of Ambitions and Life Purpose, and Listing of Positions documents, and send to rockland.eagle@gmail.com. Include your Scoutmaster in cc.
 - d. The Eagle Scout Rank Application along with the statement of personal ambition and life purpose and the listing of may be submitted at any time once all of the required items are complete. This information must be received at Council and verified and then sent back to the District representative before you may be considered for an Eagle board of review.
 - e. Using, regular Mail, Priority mail, or hand deliver both the completed ESRA, along you're your Statement of your ambitions and life purpose, and listing of positions to:

Donna Helt
Hudson Valley Council Office
6 Jeanne Drive
Newburgh, NY 12550

- f. The Eagle Scout Rank Application may take a week or two for council to verify all information, process the Eagle Scout Rank Application.

Eagle Scout Service Project Workbook Submission Process

1. Create a digitized file copy of the workbook which contains all signatures. The preference is a scanned copy of the work book. If scanning is not possible:
 - a. Print the proposal as a PDF document using any print utility such as Microsoft Print to PDF or other program.
 - b. Scan or take a picture of the signature page.

The required documents include:

- a. Project Plan
 - b. Fundraising Application and Approval e-mail, if applicable
 - c. Project Report with all signatures
 - d. Copy of your Eagle Scout Rank Application (see above)
 - e. Copy of your Life Ambitions, Life Purpose, and Listing of Positions
2. Name the files to identify this as your workbook submissions – for example: Last_First_Workbook.pdf. Multiple files; such as one for the Plan, one for the Fundraising Application, and one for the Report, are acceptable.
 3. E-mail the digitized files to rockland.eagle@gmail.com. Include your Scoutmaster in cc.
 4. The Eagle Scout Service Project Workbook and all materials are due in the first (1st) of the month prior to the Board of Review. The date of the Board of Review is listed on the Council calendar located on the Council website.
 5. Each Eagle Scout Service Project Workbook undergoes a preliminary review to ensure the correct format, documentation completeness, and generate any initial questions for the Scout to address.
 6. Approximately one (1) week prior to the Rockland District Proposal Review, the Scout will receive an e-mail listing the date, time, and location of the proposal review along with a copy of the initial review questions.

Eagle Scout Board of Review Process

1. The date of the Rockland District Board of Review meeting is listed on the Council and District website.
2. An adult member of the troop leadership is expected to attend the review to act as the Scouts advocate to ensure proper and fair treatment. Parents and other relatives of the Scout should not be in attendance in any capacity as they may change the discussion dynamics. Please refer to the BSA Guide to Advancement.
3. The day of the Rockland District Eagle Scout Service Board of Review:
 - a. The Scout is expected to arrive on time bring 2 copies of the completed workbook with one including the original signatures.

- b. Staple these together. Do not include large binders of highly detailed information or place each page in plastic sleeves. It is not necessary, expensive and hinders the review process.
 - c. Bring any additional information such as photos or thank you letter examples to the review.
 - d. The adult leader shall bring the Letters of Recommendation written on behalf of the Eagle candidate in their original individually sealed envelopes. These letters are treated confidentially and are destroyed by the Rockland District Review board upon completion of the Board of Review
 - e. If the Scout does not have the original signed documents, the Board of Review will be postponed.
4. It is preferred that the Scout be in full field (Class A) uniform for the review. Please refer to the BSA Guide to Advancement.
 5. The Board of Review will discuss with the Scout his project, leadership, and experiences in Scouting.
 6. Any items that are incomplete at the time of the Board of Review may cause a delay or postponement, pending the completion of all required materials.
 7. Upon successful completion of the Rockland District Eagle Scout Board of Review, all materials except the letters of recommendation will be returned to the Scout. The District Eagle Scout Coordinator will mail the Eagle Scout Rank Application and Advancement form to the Council Office. The Council office will notify the new Eagle Scout when Eagle credentials are received from the National Office and available for pick-up. These credentials permit the Scout, or his unit, to purchase the Eagle Scout presentation kit, Eagle Rank badges, and other Eagle Scout items from the Scout Shop.