Lincoln Heritage Council Eagle Scout
Project, Application and Board of Review Information Packet

Dear Life Scout:

Congratulations upon obtaining the rank of Life Scout, you are now ready to begin your final ascent to the top of the Trail to Eagle and complete the requirements for the rank of Eagle Scout. As you are no doubt aware less than 4% of those who join Scouting obtain the rank of Eagle Scout, so upon your completion of this journey you will be joining an elite company of scouts who came before you and those who will follow in your footsteps afterward.

To aid and guide you in this process the Lincoln Heritage Council Advancement Committee has put together this packet to answer questions you may encounter and to assist you on your journey. While no packet will cover every question or circumstance that may arise, we feel this one will cover the most common questions. If you do not find the answers you need in this packet, please reach out to your unit advancement chair or your district Eagle Scout coordinator and district advancement chair and they can assist you.

Again, congratulations upon all you have accomplished so far and good luck on your journey to Eagle Scout.

Yours in Scouting,
Lincoln Heritage Council Advancement Committee

Table of Contents

1. General Items
2. The Eagle Scout Service Project
3. The Eagle Scout Application
4. Eagle Scout Paperwork and the Council Office
5. Eagle Scout Board of Review
6. Council Eagle Scout FAQs

Important Contact Information for Council

Lincoln Heritage Council (502) 361-2624
www.lhcbsa.org

Robert Thomas, Advancement Committee Staff Adviser
robert.thomas@scouting.org

Please check your District's page on the council website for contact information for your District Advancement Chair and Eagle Coordinator.

Lincoln Heritage Council Eagle Scout
Project, Application and Board of Review Information Packet

General Items

Ok, so you are a Life Scout now, what do you need to do to get started on the trail to Eagle? Well to begin with please complete the below tasks as once you are familiar with these documents and understand them the rest of the process will make more sense. Please note these items do not have to be done in order, but they are listed in a manner where if done in order each step prepares for the next.

1) Review your Scout Handbook for the requirements of Eagle Scout and familiarize yourself with them. Among the requirements to pay attention to are: active participation of six months or longer since becoming a Life Scout, serving in an Eagle Approved leadership position for a minimum of six months since becoming a Life Scout, note the qualifying positions can be found in your Scout Handbook under the Eagle Scout Requirements, earning at least 21 merit badges including the 13 Eagle Required Merit Badges, a unit leader conference, a statement of life ambitions and goals detailing any leadership positions you may have had, along with providing references as shown on the Eagle Scout Rank Application among other requirements. For a complete list of requirements please consult your Scout Handbook and / or the Eagle Scout Rank Application.

2) Contact the Council Office and request a copy of your personal profile. Once you have your personal profile have the Unit Advancement Coordinator verify your unit's records match those of the council. If there are any incorrect dates or items missing a new advancement report can be submitted to correct the errors.

3) Obtain a copy of the Eagle Scout Service Project Work Book https://filestore.scouting.org/filestore/pdf/512-927_fillable.pdf.
   You will need this to propose and complete your project.

4) Obtain a copy of the Eagle Scout Application https://filestore.scouting.org/filestore/pdf/512-728_wb_fillable.pdf.
   You will need to complete this and obtain the necessary signatures after all requirements are met, in order to obtain your Verified Eagle Scout Rank Application" from the Council Office.

5) Please remember it is the actual requirements that have to be completed before a Scout turns 18, not the paperwork. In other words, the project must be done before a scout turns 18, the merit badge must be earned before they turn 18, the scoutmaster conference must be done before then etc. Completing the Eagle Scout Rank Application, obtaining a verified copy of the application, even finishing the project workbook can be completed after turning 18. A scout has 90 days from their 18th birthday to have their Eagle Scout Board of Review without getting permission from Council for an extension of time to complete the Board. Note this 90-day period is for the Board of Review only, all requirements must be complete before turning 18.

6) Also, to keep everyone in compliance with youth protection guidelines when as a youth you email, text or call an adult please remember to copy another adult on the text or email, or have an adult on the line with you in the case of a call.

Lincoln Heritage Council Eagle Scout
Project, Application and Board of Review Information Packet

The Eagle Scout Service Project

OK, so now it's time to do an "Eagle Scout Service Project" but the question is what to do and who to do it for? Also, exactly what is an Eagle Scout Service Project? Well the answer is an Eagle Scout Service Project is a leadership project in which each Eagle Candidate (i.e. you the Scout) is tasked with coming up with an idea for, planning, leading and completing a project that will benefit any religious institution, any school, or your community, which essentially means about anyone other than the Boy Scouts of America. This includes the church where you meet or attend services, a local school, nursing home, community center, park etc. But now the question is what to do. Here the possibilities are endless with a few caveats such as the project cannot be just mere maintenance or just fundraising. Maintenance and fundraising can be parts of projects but not the whole project. Examples of projects include building park benches, making care packages for the homeless or overseas military, building a gaga ball pit at a church etc. You can google Eagle Scout Service Projects for more ideas or contact local non profit organizations.

When picking your project keep in mind that bigger does not always mean better. Thus, be sure the scope of your project is manageable, it is something your beneficiary could use and it's something you can accomplish in the time you have before turning 18. There is no set number of hours or costs on an Eagle Scout Service Project as each is unique. The goal is for you to make an impact on your community by demonstrating your ability to plan and show leadership and you will be fine.

With all of that being said the Eagle Scout Service Project is still a complex task so we have broken it down into parts for you with the below check lists to help you manage the steps. However, please remember the first step of this process is to read the directions in the workbook, as most mistakes and questions can be answered by reading them.

Also, please note the Eagle Scout Service Project Workbook is a fillable PDF file, while typing out your work book is not required, it is preferred.

Part 1 - Project Proposal

___Identify your potential Eagle Scout Service Project and the Beneficiary (who the project is for).

___After identifying a project, but before you begin the formal write-up, discuss the project idea with the following people to get their thoughts and input:

- Your Troop Advancement Chair/Coordinator
- Your Scoutmaster/Unit Leader
- The beneficiary of your project

___Complete the Project Workbook (*Proposal Pages B-E*) by closely following the provided instructions. All fields need to be filled in. Be sure to clearly state what you are proposing to do and the benefit it provides to the beneficiary.

___Have your Troop Advancement Chair or Eagle Mentor review your workbook.

___Present your Project Workbook (*Proposal Pages B-E*) to the following individuals and obtain their approvals on *Proposal Page E* of the Workbook. It is recommended that you do so in the order they are listed:

- Your Troop Advancement or Unit Committee Chair
- Your Scoutmaster/Unit Leader
- The beneficiary of your project

___Submit a **COPY** of your Workbook as approved/signed by your Scoutmaster/Unit Leader, Unit Committee Chair and Beneficiary to the District Eagle Advancement Committee. Note: It is preferred that you scan your Workbook and send it electronically as an Adobe PDF attachment via email to your District Eagle Scout Board of Review Coordinator or your District Advancement Chair. They will then review your project proposal, provide any needed feedback and let you know if your proposal is approved. Please put "Eagle Project Proposal for [insert your name and troop]" in the subject line of your email and be sure to CC your troop leadership.

___Fundraiser Application – *Fundraising Application Page A*, if your project requires fundraising, (i.e. you are getting project funds from anyone other than yourself, your parents or the project beneficiary) this should be submitted to your District Advancement Chair when you submit your proposal for review and approval. It's a good idea to complete this part of the book even if you do not think you need fundraising.

Your Workbook will be reviewed by members of your district's Advancement Committee. You will be contacted via email or telephone within one week of your submittal regarding your project. If you are not contacted within a week of submitting, please contact the person you submitted your proposal to and inquire as to the status of your proposal. The District Advancement Committee may suggest changes when approving your project. If they do you should incorporate those suggestions on *Final Plan page A* of your Final Plan. You will be notified once your workbook and project has been approved. **YOU CANNOT BEGIN ACTUAL WORK ON YOUR PROJECT UNTIL THE DISTRICT ADVANCEMENT REPRESENTATIVE HAS APPROVED AND SIGNED-OFF ON YOUR WORKBOOK. NOTE DIGITAL SIGNATURES MAY BE USED. IF DIGITAL SIGNATURES ARE USED PLEASE PRINT THEM AND KEEP A COPY WITH YOUR PROJECT BOOK.**

Part 2 – The Project Plan

___Complete the Project Workbook Final Plan (*Final Plan pages A-E*) by closely following the provided instructions. All text sections should be completed

YOU ARE NOW READY TO BEGIN AND COMPLETE YOUR PROJECT

Part 3 - The Project Report

___Once your project is concluded, completely fill out the Eagle Scout Service Project Report (*Project Report pages A-C*) by closely following the instructions provided in the workbook. ALL TEXT FIELDS NEED TO BE FILLED IN.

___Sign your name on *Project Report page C* in the designated space.

___Have the beneficiary and your unit leader sign the workbook on *Project Report page C* in the designated spaces.

___When completing your final report and calculating the number of hours on the project, be sure to include all hours proposing, planning, getting the project approved, hours for all workers and time completing the final report. Ask your Scoutmaster to record these hours via the Good Turn for America Portal as Eagle Scout Service Project hours.

Lincoln Heritage Council Eagle Scout
Project, Application and Board of Review Information Packet

When completing your project it's helpful to make a photo album of all the before, after and during work phases of your project to show the Eagle Board of Review exactly what you did.

<u>**EAGLE RANK APPLICATION PROCESS**</u>

When all of your requirements are completed and you have had your Scoutmaster Conference, you are ready for the Eagle Rank application process.

Except where noted, every question or space on the application must be filled out. Fill out the top portion of the application with your name as you wish it to appear on your Eagle Scout Certificate, this is normally your full legal name, including your middle name or initial. If your name is longer than the 30 character spaces available you will need to use initials or abbreviations. Fill out your address, the information on the right side of the top section and your date of birth.

Using your personal profile from the Council Office and / or with the assistance of your Unit Leaders complete the dates for your First Class and Start Board of Reviews, Date for becoming a Boy Scout and the appropriate check boxes related to Cub Scouting.

___Requirement 1 – Enter the date of your Life Scout Board of Review

___Requirement 2 – References Section. Pick your references carefully! Call and ask permission to use their name and let them know that you are asking them to write a reference letter for you. Choose references that will send their written letters in a timely manner. Please express to the individuals you select that it is critical that they send the references promptly once they are requested. All references need a full name, a mailing address, a phone number with area code, and an email address. Your references can return the letters to you in sealed envelopes or to your unit leader in sealed envelopes. Please note it is the duty of the scout and their unit to request and furnish the reference letters, the Council and the Districts do not perform this task. The letters become board property and will not be returned to the Eagle Candidate. The board requests at least three references from non-family members.

___Requirement 3 – Merit Badges. List your 13 Eagle required and eight additional merit badges, the dates you earned those merit badges and the unit in which you earned them. Ensure that the dates you fill in on the Eagle Scout Rank Application match the dates from your Official Scout Record/Profile that you obtained from the Council office and your Advancements Chair/Coordinator. If any dates are incorrect in the council records, an Advancement Report has to be provided to Council to correct any date errors. The dates on your application and your Official Scout record must match or you will not be able to obtain a "VERIFIED COPY" from council and you cannot schedule your Eagle Scout board. Line through non-applicable merit badges in #7, #8 and #10. When listing the non-required merit badges its recommended you list them in chronological order.

___Requirement 4 – Leadership Positions. These are leadership positions that you have held WHILE A LIFE SCOUT. Do not use "Current" or "Present" in the spaces used for dates. As long as the approved leadership positions add up to six months or more, pick a date even if you are currently in the position.

___Requirement 5 – Eagle Scout Leadership Service Project. Ensure that your Eagle Scout Service Project Workbook is completely filled out with all of the signatures and dates entered in the appropriate spaces. Enter a "Project name" the date the project was completed and the grand total of service hours from your project workbook.

___Requirement 6 – Unit Leader Conference. This is your Scoutmaster Conference (or another unit leader). Enter the date your conference was held in the provided spaces.

___ Statement of Ambitions. As stated on the Eagle Scout Rank Application, "In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose…" etc. This should include the various leadership positions you have held in your troop, community, and school; and how you provided leadership while in those positions. You should also include any honors and awards you have received during this service. Ask your Eagle mentor or Unit Leader for input on what to include in the narrative.

__Certification by Applicant. Sign and date your application and include your telephone number.

___Unit Approval. Have your Scoutmaster/Unit Leader and Unit Committee Chair sign and date your application and include telephone numbers in the spaces provided.

Congratulations you have now completed your Eagle Scout Rank Application and are ready to request a verified copy of such from the Council Office.

Eagle Scout Paperwork and the Council Office

Now that you have a completed Eagle Scout Rank Application and have obtained all the signatures from yourself and your unit, you are ready to obtain a Verified Eagle Scout Application from the Council Office. This is the last step before your Eagle Scout Board of Review.

To obtain your verified copy you have two options:

1) You can take your completed application with signatures to the Council Office in Louisville and go to the Front Desk and present them your application and ask for a verified copy. They will then enter your information and if there are no errors they will sign your original copy of the application and give you a verified copy. You will need to take both copies to your Eagle Scout Board of Review.

2) If you live outside of the immediate Louisville area, you can scan the original Eagle application with signatures and email it to Angela Greenwell at angela.greenwell@scouting.org. Angela will then process your request, and if there are no errors, will return a verified copy to you. Scanned Eagle Applications will not be signed by Council. Signatures will be provided when the original Eagle application and paperwork are turned into Council after the Eagle Board of Review.

Once you have your verified copy of the Eagle Scout Application you are ready to request your Board of Review.

After successfully completing your Eagle Scout Board of Review you or your unit leader will need to return the following items to the Council Office for submission to the National Council:

- Signed ORIGINAL Eagle Scout Rank Application (with Eagle Board Chair signature)
- Verified Copy Eagle Scout Rank Application
- Life Ambitions Statement
- Signed Advancement Report form (BSA Form 34403)

Lincoln Heritage Council Eagle Scout
Project, Application and Board of Review Information Packet

The Advancement Report and the Original signed Eagle Scout Application should have the signatures of the Board of Review Chair and at least two other Board of Review Members.

If you are mailing the documents to the Council Office please keep a copy of everything and send the originals to:
Lincoln Heritage Council
ATTN: Eagle Scout Application Processing
12001 Sycamore Station Place
Louisville, KY 40299

Your unit leader will then be contacted about three to four weeks after submission that your Eagle Scout Credentials are available for pickup. They can also purchase the Eagle Scout Presentation Kit from the Scout Shop at this time.

Eagle Scout Board of Review

Relax, the hard part is now over and all that is left is your Eagle Scout Board of Review. These are done at the District level by members of the District Advancement Committee. Each District should have a person(s) responsible for scheduling and conducting Eagle Scout Boards of Review. If you do not know whom to contact, ask your unit leader or contact your District Advancement Chair.

When requesting your Eagle Board of Review, you may need to call or email the person in charge of them. When doing so be prepared for them to ask what unit you are from, if you have your verified copy of the application and what is the date of your 18th birthday. These are questions that let them know how soon you need your board to occur. The person(s) in charge of your Eagle Board of Review will then provide you with possible dates and locations for your Eagle Board of Review. Please note most districts, have these centrally located on one or two nights a week so there may be a few weeks delay between your request and your board date. Once you have agreed upon your board date please let your scoutmaster know as they may want to accompany you. Also note some districts will ask you to email them a copy of your completed project workbook, your life ambitions statement, your verified copy of the application and your original application before scheduling a board. If your district requires these items, please be prepared to submit them in a timely manner.

It's now time for your Eagle Board of Review. When going to your board of review, please present yourself in a clean manner in your full scout field uniform, with your scout handbook and the following items:

- Your Original Eagle Scout Rank Application, completely filled out and signed by you, your Scoutmaster/Unit Leader, and the Troop Committee Chair
- Verified Eagle Scout Rank Application from Council (all three pages)
- Statement of Life Ambitions
- Eagle Scout Service Project Workbook (with before and after pictures if available)
- 3 to 5 Letters of Recommendation in Sealed Envelopes
- A blank Advancement Report

Also, please try to arrive to your board of review a few minutes early so the board members can start reviewing your paperwork.

Lincoln Heritage Council Eagle Scout
Project, Application and Board of Review Information Packet

Council Eagle Scout FAQs

What is a personal profile?
A personal profile contains your personal information as well as Scouting achievements and dates as they were earned in your Scouting career.

How do I get a personal profile?
You may contact the Council office at 502-361-2624 and ask for your personal profile, or you may email angela.greenwell@scouting.org or ask for your personal profile in person at Council office.

What is included on a personal profile?
A personal profile includes your personal information such as address, phone and email. Also included is your BSA Troop/Crew registration past and present, Honors/Awards, Rank Advancements, Trainings and Merit Badges earned.

Why is a personal profile important?
You will want a personal profile when you are completing the Eagle Scout Rank Application. You will want to make sure your Council's personal profile matches your Troop's records. This is the time to make sure all information is accurate and included on your personal profile.

What does it mean to Verify or Certify an Eagle Scout Rank Application?
A verified application is a document generated by Council which confirms all information submitted on the Eagle Scout Rank Application to be accurate. Once the verified application is produced, you are ready for an Eagle Board of Review. Following the Eagle Board of Review, the original Eagle paperwork is turned into Council where it is certified generating an Eagle certificate from National BSA.

What needs to be taken to an Eagle Board of Review?
The Council wants you to take the original Eagle Scout Rank Application, the verified application, the essay (your goals, awards and ambition paper) and an Advancement form. The Advancement form will be signed with the date and Rank of Eagle. This is the form used by the Troop showing merit badges earned and Ranks achieved. The Advancement form must be submitted with paperwork as this form allows the Rank of Eagle to be entered to your profile.

What final Eagle paperwork needs to be turned into Council?
The signed original Eagle Scout Rank Application, the verified application, the essay, and the signed and completed Advancement form.

What happens after Eagle paperwork is turned into Council?
The Eagle paperwork will be certified generating an Eagle certificate from the National BSA office.

Who should turn in Eagle paperwork to Council?
This is up to the Troop. The Boy Scout, parent or a Troop leader can turn in the Eagle paperwork to the office. The Eagle paperwork is **not** to be left with the Eagle Board of Review committee.