

# Eagle Board of Review Guidelines for Chenango District

## Eagle Board of Review Committee Chair

Ted Guinn  
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## Leadership and Communication

As one of the major goals of an Eagle Project is to show Leadership on the part of the Scout, it is expected that all communication to the District Advancement Committee, Council office, potential donors and the community organization benefiting from the project will be from the Eagle applicant/candidate, not parents or Scoutmasters.

## Life to Eagle meetings

Life to Eagle meetings are held quarterly in March, June, September and December at the District Roundtable meeting at the Oxford High School.

## Project & Board of Review meetings

Project & Board of Review meetings are held the third Thursday of each month. Appointments must be scheduled with Ted Guinn in advance.

## Project & Board of Review Meeting Location

Broad Street United Methodist Church  
74 North Broad St  
Norwich, NY

The Broad Street United Methodist Church has the large steeple. Please use the entrance on the South Side of the church closest to the YMCA.

## Attire

The scout is expected to wear his scout uniform to all meetings with the District Advancement Committee. A uniform should consist of a scout shirt and neckerchief and scout pants, if possible.

## 18<sup>th</sup> birthday

Tasks 1-11 must be completed by the scout's 18<sup>th</sup> birthday. Although the Board of Review meeting can be scheduled after the 18<sup>th</sup> birthday, we encourage applicants not to wait until the last minute to start the process. If problems arise it may be difficult or impossible to make any corrections after the scout turns 18.

## Tasks for approval to the rank of Eagle

1. Be active in your troop and patrol for **at least 6 months as a Life Scout**.
2. Demonstrate **Scout spirit** by living the Scout Oath (Promise) and the Scout Law in your everyday life.
3. Earn a total of **21 merit badges** including the following: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in the World, (e) Communications, (f) Personal Fitness, (g) Emergency Preparedness OR Lifesaving, (h) Environmental Science or Sustainability, (i) Personal Management, (j) Swimming OR Hiking OR Cycling (k) Camping, (l) Family Life, and (m) Cooking.

This list changes occasionally. When there are changes, there is a date set beyond which you must use the new requirements, even if you already have earned the merit badges you needed under the old rules.

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4. While a Life Scout, **actively serve for a period of 6 months** in one or more of the following positions or responsibility: Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop guide, Order of the Arrow Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain aid or instructor, Webmaster, or Outdoor Ethics Guide.
5. **Attend a Life to Eagle Meeting** — Held Quarterly — March, June, September, and December — at District Roundtable Meeting. This meeting gives general introduction to this process and the scouts receive Eagle Project Workbook and Application.
6. **Select a project** — a worthy project will appear to be reasonable and show the scout is on the right track with a reasonable chance for a positive experience, provide a clear benefit to the community, show originality and demonstrate leadership skills. Ideally, the scout should have a passion for the project he will lead. **THE PROPOSED PROJECT MUST BE APPROVED BY THE EAGLE BOARD OF REVIEW BEFORE YOU START THE PROJECT!**

## **THE FOLLOWING LIST OF PROJECTS WILL NOT BE APPROVED AS EAGLE PROJECTS:**

- Routine labor, maintenance of existing structures, cutting grass, trimming shrubbery, painting, etc. are not acceptable
  - Projects involving council property or other BSA activities are not acceptable
  - Projects may not be performed for an individual or a for-profit business
  - Projects may not be of a commercial nature
  - Projects may not be a fund-raiser. Fund-raising is permitted only for securing materials needed to carry out the project
  - There is no minimum/maximum number of hours required for the project
  - Each project is an individual experience; therefore, only one Eagle Scout candidate may receive credit for the project
7. **Signatures of Approval** — Before the Project Review Meeting, signatures of approval (*Proposal Page E* of workbook) must be obtained from:
    - Unit Leader
    - Unit Committee
    - Beneficiary
    - District approval signature will be given after project approval

## **8. Attend a Project Review meeting**

- Meetings are held the third Thursday of the month at the Broad Street United Methodist Church, 74 North Broad Street in Norwich. (See map on last page)
- Call Ted Guinn for an appointment.
- A project review takes at least a half hour and there are a limited number of appointments available each month.

To prepare for the Project Review Meeting the scout should:

- Come in uniform
- Be prepared to take notes
- Be able to answer the following questions:
  - What is the project the scout is planning?
  - Who will benefit from the project (beneficiary)? How will they benefit?
  - Who will be the beneficiary's contact for guidance in planning the project?
  - What are the project planning details? Plan, materials, budget (See below)

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- How will leadership be demonstrated?
- Timetable for completion?
- What are potential safety issues & how will they be addressed?
- Plans for fundraising?
- Any other information pertinent to the proposed project, including action steps for further detailed planning.

- **Document the following items in a 3-ring binder/workbook:**

- Budget to complete the project
- Construction plans if construction is required- neat and accurate
- The materials list and tool list needed for the project
- Fund raising details and plans- a clear strategy for fund raising to pay for the materials (see Miscellaneous section for more information)
- "Before" pictures of the proposed project site if appropriate
- A description of how the project will be advertised to inform the community of the good work and how it will benefit the receiving institution.
- A log of hours already spent toward this project including names of all who helped to date, what they did, time spent in communications with institution, compiling materials list, examples of letters used to request funding support or project support, etc. Use of this log will continue throughout execution of the project.

*If any of these items are lacking, the scouts may be asked to return for a follow up meeting.*

**FUNDRAISING** - Most Eagle Projects will require that money be raised to buy materials to complete a project. The following guidelines should be followed for raising those funds.

- While contributions may come from the candidate, his parents or relatives it is highly suggested that scouts plan and conduct a fundraiser to facilitate the project.
- The completed Fundraising Application Page A of the workbook should be sent to the Council office (Binghamton) where it will be routed to the District Executive for approval.
- Fund raising should be done in uniform, a letter with a description and need for the project should be provided to the potential donor and should be followed up with a thank-you letter upon completion of the project.
- Donors to projects must be made aware of what entity is benefitting from the project, and that clearly it is not the Boy Scouts of America.
- Any funds raised for a project, and not needed/used for the project, must be returned to the donor or beneficiary.

**CERTIFICATE OF INSURANCE** - Many of the organizations that an Eagle Project is being performed for require a Certificate of Insurance form. It is your responsibility to ask the organization if they require a Certificate of Insurance. This form is available from the Baden-Powell Council office and can be provided to you if you contact them.

**MENTOR** - One member of our committee will be a coach to the scout. This coach can be contacted in case the scout (Eagle Candidate) has any questions, minor changes or needs advice throughout the project.

### 9. Complete the Project

### 10. Take part in a Scoutmaster Conference

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## 11. Obtain BSA Local Council Certification signature on application.

**Remember that everything up until now must be completed before the scout's 18<sup>th</sup> birthday!**

## 12. Attend a **Board of Review Meeting**

- Meetings are held the third Thursday of the month at the Broad Street United Methodist Church, 74 North Broad St., Norwich.
- Call Ted Guinn for an appointment.
- Takes at least 45 minutes — limited number of appointments each month.
- The scout must:
  - Bring completed project binder
  - Have all required signatures in the work book
  - Have had a scoutmasters conference
  - Have a completed application including required signatures and local Council Certification, all dated before the 18<sup>th</sup> birthday.
  - Have a completed Eagle Scout Biography and Project Summary. This can be found in the following link under the Advancement Section: <http://www.bpcouncil.org/Order%20Of%20The%20Arrow/Forms>
  - **Mail a letter of goals & ambitions to Advancement Committee chair prior to this meeting.**
  - **Have three letters of reference from individuals outside of scouting and non-family mailed to Advancement Committee Chair prior to the meeting. Letters should arrive at least a week before your scheduled Board of review and it is the scout responsibility to make sure that happens.**
  - Attend in uniform.

**Project and Board of Review meeting location – Broad Street United Methodist Church, 74 North Broad Street, Norwich, NY.**



Enter through the south side of the building closest to the YMCA. There will be a sign on the door.

