

Hiawatha District Eagle Project and Board of Review Process Outline

Contact Information:


Hiawatha District Eagle Board Chair – Daniel Perkins
Ph: (607) 232-3254 Calls/Texts before 8:30pm
Email: hiawathaeaglechair@gmail.com

The meetings are scheduled for the first Wednesday of each month unless otherwise posted.

Eagle Project Approval & Eagle Boards of Review communications are a formal process that must maintain BSA Youth Protection Methods.

- Use your full name/email address, unit type & number.
- Any email to the Eagle Chair must also be sent to your Scoutmaster or designee's email address and/or a parent/guardian's email address on each correspondence per current Youth Protection Protocols.
- Please provide the contact information for your unit Scoutmaster/Crew Advisor and the appropriate Advancement Chair – name, email and phone number on any initial email.
- Please proof read and use proper grammar/standard formatting in your workbook documentation to help you in achieving your desired results.

Eagle Project

□ Download the Eagle Scout Service Project Workbook  *Must use the current fillable/savable PDF version. Using PDF Filler as Eagle Service Project Workbook does not seem to allow for file to be downloaded. Complete Contact Page, Proposal Section. Obtain Beneficiary and unit leadership approval signatures for the Eagle Project Service Workbook Proposal Section. The Eagle Project Presentation and Proposal must be detailed enough to demonstrate the Life Scout has a reasonable understanding of Project Scope, Feasibility and Successful Outcome for both the Life Scout and the Beneficiary. Please use the latest workbook as provided by the Baden-Powell Council website. Per the Eagle Requirements, the Life Scout must be using the most current workbook.

The Eagle Project Proposal Presentation to the District Board and the Eagle Project Workbook Proposal writeup should be the same or nearly identical. If there are significant discrepancies or differences between the Proposal Presentation and writeup, District Project Approval might be delayed.

The District Eagle Service Project Approval is based on demonstrating project knowledge and fulfilling the 5 tests listed in the Eagle Project Workbook and below. Demonstrating knowledge both written and/or orally is the methodology sought by the District Eagle Project Board Volunteers for the Life Scout to successfully complete the service project (GoA 2025 Sec 9.0.2.7). It is always best to include and provide great detail in the process of presenting the Eagle Service Project Proposal. It is strongly encouraged to provide specific details about the project size, scope, description, tools required, safety and detailed project phases to be able to demonstrate meeting the "5 Tests" below. The proposal details do not require an exact detailed accounting of material including every single piece of material and quantity needed, tool need list, or exactly every project phase step be noted. Every project is different and the amount of detail will vary. However, there are service project commonalities that in sufficient detail will greatly improve the likelihood of achieving approval from your peers at your initial meeting. The District Eagle Service Project Approval Volunteers do recognize your time and effort into completing the Eagle Service Project Proposal will be significant. Part of the Scout Oath is to do your best, and so we hope that your efforts will reflect that.

The 5 Tests are

1. It provides sufficient opportunity to meet the Eagle Scout service project requirement. You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. It appears to be feasible. You must show the project is realistic for you to carry out.
3. Safety issues will be addressed. You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. Action steps for further detailed planning are included. You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. You are on the right track with a reasonable chance for a positive experience

Referenced from Eagle Project Workbook 2023a

This is achieved by the Life Scout having integral knowledge of

- *Estimate for Required Material, Tools, Supplies required to complete the project.*
- *Estimates on Project Costs.*
- *Understands & can discuss the BSA Guide to Safe Scouting Limitation related to the project.*
- *Understands & can discuss the potential hazards and safety issues.*
- *Understands & can discuss the safety equipment required and injury prevention.*
- *Understands & can discuss the leadership opportunities of this Eagle Project.*
- *Leadership Opportunities include work session organization, and use of volunteers.*

It is suggested that the Life Scout review the Eagle Scout Project Workbook's Final Plan Section in order to facilitate Troop and District Approval Discussions.

As of October 2022, Hiawatha District Eagle Projects are either approved, or not approved. Hiawatha District Eagle Project Approvals with Contingencies are not aligned with the Baden Powell Advancement Committee policies and the other districts and such has removed as option. Eagle Service Projects not approved will be required to have modifications requested be made before another meeting is scheduled. The Hiawatha District Eagle Board will make every attempt to accommodate the Life Scout and hold the 2nd meeting in a timely fashion. It is the responsibility of the Life Scout however to request and schedule the subsequent District Eagle Scout Service Project Meeting if their project is not approved. If assistance is needed with this please contact the Eagle Board Chairman.

Eagle Project Changes after District Approval

If an Eagle Project is changed or altered for any reason beyond the scope of the original approved project plan, the Life Scout must contact the District Eagle Board Chair. Eagle Project may need to be approved again at the District Level if the changes did put the project out of the scope of the approved project. If the Life Scout has significant project changes and completes the project without contacting the District Eagle Chair, the Eagle Scout may not have properly completed this Eagle Project Requirement and jeopardizes achieving the Rank of Eagle Scout as a result.

Fundraising Application and Approvals

Eagle Project Work and Fundraising cannot commence until the project is approved by District.

If your project requires funds for materials/tools/supplies/etc., then a Fundraising Plan needs to be developed on how the required funds are going to be raised.

Fundraising Applications are not approved at District Project Approval Meetings.

Any potential donations over \$100.00 from a business or company must be listed on the fundraising application, and the Fundraising Application sent with appropriate signatures completed to the New Hiawatha District Executive, [Mike Taylor, Hiawatha District Director](#)

Baden Powell Policies on fundraising are found at the following link - [Fundraising Policies](#)

Eagle Board of Reviews

Complete the following by your 18th Birthday.

- All Eagle Rank Requirements including Eagle Project Service Workbook with all Signatures.
- Eagle Application up to and including all required Troop Signatures and dates.
- Complete Eagle Scout Ambition Statement and Project Summary Form.

Contact the Eagle Chair if your Eagle Rank was granted alternate requirements or an extension.

Eagle Rank Letters of Reference

- Provide the correct and complete information for your Scoutmaster/unit designee/character reference's as stated on the Eagle Rank Application. The Unit should request Reference Letters from those listed on the application. They should be sent directly to the Scoutmaster or Unit Designee in separate sealed envelopes. The Life Scout and their family must not directly receive or read any reference letters. Per Guide to Advancement (2025) Sec 9.0.1.7, the reference letters are property of the council as such cannot be given back to the troop, scout or their family. Any questions with this, contact the Hiawatha District Eagle Board Chair.
- Eagle Reference Letter ideally should be requested 6- 8 weeks before the projected Eagle Board of Review Date.

Eagle Project Review & Eagle Board of Review Requests

In order to give each Life Scout an adequate Project Review or Board of Review, Eagle Project Review and Eagle Board of Review Appointments are limited to a number of available appointments on the 1st Wednesday of the month. If the 1st Wednesday falls on or near a national holiday or event that restricts the number of available volunteers, then the appointments will be moved to the following Wednesday.

If there are no appointments available during the desired month, the Life Scout has the following options

- A.) Sign up for the next available appointment in a following month.
- B.) Request an alternate date through Hiawatha Eagle Board Chair. Life Scout should notify Hiawatha District Eagle Chair of the request themselves with reasoning or justification for alternate meeting date.
- C.) Request a District Eagle Board of Review or Project Review meeting through another district. The links and information for these districts can be found at <https://www.bpcouncil.org/advancements/eagle-board/>. Select the appropriate district, and then find the Eagle Board Link for their contact and appointment scheduling methods.

Appointment Scheduling

□ Go to this website, <https://eagleboard.acuityscheduling.com/>, to request an Eagle Project Review or Eagle Board of Review meeting at least **2 weeks prior** to the next scheduled meeting which are setup typically on the first Wednesday of each month. When the first Wednesday falls on a national holiday, the meeting is moved to second Wednesday of the month.

Then follow the instructions below:

- Select the appointment type – Project Approval or Eagle Board of Review.
 - Choose the first available time slot, this will not be your actual time, your actual time will be emailed when all the material is received and the schedule is finalized - by the Sunday prior to the meeting date.
 - Provide your name, phone number, and email address, date of birth, unit number, Scoutmaster name/email, and Unit Committee Chair name/email. Please verify your contact information and unit contact information is correct.
 - Please list any Special Needs/Limitations of the Scout that the board needs to consider when evaluating this project or Board of Review. This is to assist the board in understanding any challenges, restrictions, limitations or special circumstances that the board need to consider. Contact the District Eagle Board Chair at least 2 weeks prior to facilitate any special arrangements.
 - Please note the actual number of appointments may be limited based on the availability of the adult volunteers for these meetings. You will be contacted if your appointment needs to be rescheduled.
 - If there are circumstances that make the Hiawatha District Monthly Eagle Boards difficult, or a hardship to make; please contact Hiawatha Eagle Board Chair. If the circumstances warrant a special board, the Eagle Chair Board will try to arrange a mutually agreeable meeting. This is subject to the discretion of the adult board volunteers and meeting place availability.
 - Your appointment is subject to postponement if the required material is not completed with all required dates and signatures 1 week before your appointment as described in the confirming appointment email. Please contact the Hiawatha District Eagle Chair if you are having difficulties completing the file uploads.
- From the confirming appointment email, use the "Upload" process as explained in your appointment request reply.
- Eagle Project Proposal Review
 - Upload your project in its entirety at least **1 week prior** to the meeting. All signature pages must also be sent at this time. Please use your full first and last name and your email address when uploading your material.
 - Eagle Board of Reviews
 - Upload following documents in their entirety at least **1 week prior** to the meeting. All signature pages must also be sent at this time. Please use your full first and last name and your email address when uploading your material.
 - Eagle Project Service Workbook including any drawings and supplemental information as needed.
 - Completed Eagle Application including the Council Verification Sign Off.
 - Eagle Scout Ambition Statement and Project Summary Form
 - Drop Box does not work with Google Documents or Link to Google Documents. You must download your Google Documents to your local device. After your click on the Upload Link and you get the Drop Box Upload Interface, you must add at least 1 file then you can add your file name and email address. The Press the Blue Upload Button.

□ **Appointment Follow up:**

-Once the required documents are received, you will be contacted with a date and time for your meeting by Sunday before your appointment date.

-Arrive at the meeting at least 15 minutes early, in your full Scout uniform.

Project Proposal Reviews

The Life Scout must bring:

- Eagle Project Workbook and supporting documents or material to meet with the board and discuss your project proposal.
- The Scoutmaster of the scout or specified designee can introduce the Life Scout and spent a few minutes, if needed, to make the candidate comfortable.
- A silent observer is allowed Eagle Project Proposal Reviews to take notes for the Life Scout. They cannot participate unless called upon. Board of Review members can ask the silent observer to leave the board of review if their presence inhibits open & forthright discussion.
- Contact the District Eagle Board Chair two weeks prior if there are any special considerations that might need.
- As a courtesy, please inform the Eagle Board Chair if a silent observer is going to be used and who they are.

Eagle Scout Board of Reviews

Life Scout must supply in advance the following:

- Completed [Eagle Project Service Workbook](#)
- Completed [Eagle Scout Biography and Project Summary](#)
- Completed [Eagle Scout Application](#) with all required signatures and dates. Note that the Council Registrar must sign prior to submitting to the Eagle Chair.

Unit Scoutmaster or Designee must bring the following:

- Completed [Unit Advancement Report Form](#)
- Letters of References

Eagle Board of Review Meeting

- You will meet the board to complete the Eagle Rank Board of Review.
- For Eagle Rank Boards, have your family/guardians attend, if possible.
- No Troop affiliated adult leader or parent/guardian can serve as member of their respective youth Eagle Rank Board of Review due to conflict of interest.
- The Scoutmaster or designee can briefly introduce the Life Scout then will be asked leave the Board of Review. The Scoutmaster or unit leader cannot participate their unit Eagle Rank Board of Review.
- Please contact the District Eagle Board Chair two weeks prior to request Eagle Rank Board of Review for any special considerations.
- If the Board of Review is a virtual meeting, then breakout rooms are used to allow board member to discuss the board of review.

Time/Date:

- Held 6:30PM to 8:30PM the 1st Wednesday of each month unless otherwise specified. Project Proposal Reviews and Eagle Board of Reviews are to generally last 30 to 45 minutes depending on the factors and considerations of the Review.

As of October 2022, All District Board of Review and Project Approval will be in person unless special prearranged circumstance are made.

The meeting will be at

Location: Apalachin United Methodist Church, 303 Pennsylvania Ave, Apalachin, NY 13732

Directions: [Link to Google Maps](#)

From New York Route 17 (future 86)
Take exit 66 toward NY-434/NY-17C/Apalachin/Campville 0.2 mi
Turn left onto NY-962J S 0.1 mi
Turn right onto NY-434 W 0.5 mi
Turn left onto Pennsylvania Ave (Destination will be on the left)

A special note from the Eagle Board Chair.

I would like to encourage troops who send a Scout for their appointment to reach out to me about the possibility of attending the review for another Scout the night your Scout is here. This helps us as unit leaders learn the process of the approval board and makes you more familiar with the documentation and paperwork involved in the Eagle Project Workbook and Board of Review for future Scouts who may attend from your troop. While attaining the rank of Eagle is something that only happens within a small percentage of the entirety of the youth involved in Scouting, it is important as leaders to learn this process and encourage your kids to hit this peak in Scouting. We are always looking for more volunteers to help sit on these boards and have a hand in creating the leaders of tomorrow. In my own troop, life scouts who have sought help with their Eagle rank have typically come to me for guidance as an Eagle Scout from the same troop and I suppose as their Scoutmaster. With the goal of gaining insight of how to better equip them for this process and to contribute to it as well, I always made it a personal rule for myself to always sit on a board when I send a Scout for their appointment from my troop. I can say with a good degree of confidence that having been a member of this board for a few years now, it has helped me greatly to the benefit of my troop and I would like to say the same is certainly possible for you too. We are all volunteers fulfilling these roles and as the old adage goes "many hands make light work". I hope that you will consider doing the same and be a part of our growing team and help the future for our youth. Thank you for your time.

If you have any questions about this process or input, please feel free to reach out to me via the contact information provided at the top.

Yours in Scouting,

Dan Perkins