

## *Eagle Scout Board of Review Guidelines for Delahanna District Eagle Board of Review*

Chairperson:

Larry Kelly

404 Church Street

Montrose PA 18801

cell: 570-278-3861

[DelahannaEagleBoard@gmail.com](mailto:DelahannaEagleBoard@gmail.com)

Baden-Powell Council Advancement: <https://www.bpcouncil.org/resources/advancements/>

### **Communication**

Two of the major components of the Eagle Scout Project are Leadership and Planning. One of the ways the Eagle Scout Candidate shows this is to be the person contacting the District Advancement Committee (Delahanna Eagle Board of Review), Council office, potential donors, and community benefactor. It is also shown by planning in advance and schedule a meeting with the Eagle Board at least one week prior to our meeting date.

### **Project and Board Review Meetings**

The Delahanna Eagle Board meets the 1st Thursday of every month at the Kelly Law Office, 65 Public Ave in Montrose. Appointments need to be made at least a week in advance with Board Chairperson, Larry Kelly (see above).

### **Attire**

Scouts are expected to wear the scout field uniform when meeting with the Eagle Board.

### **18th Birthday Deadline**

The Eagle Scout project merit badges, and Unit Board of Review all need to be completed prior to the scout's 18th birthday (the day before). The scout has until 24 months following his 18th birthday to have the Eagle Scout Board of Review with the Delahanna District. In order to have a more meaningful Eagle Rank Board of Review, the scout is encouraged to have the Eagle Rank Board of Board within 6 months of requirement completion.

Scouts are strongly encouraged to plan ahead and not wait until the last minute. If problems in the process arise, it may be difficult or impossible to make corrections needed prior to the 18th birthday.

## **Eagle Scout Requirements**

Check the national website and current Scout Handbook for up-to-date requirements to become an Eagle Scout.

- Be active in the troop and patrol for at least 6 months as a Life Scout.
- Demonstrate the principles of the Scout Oath and Law in your daily life.
- Earn the required 21 merit badges.
- While a Life Scout, hold a position of Leadership in the troop for at least 6 months.
- While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or the scout's community.
- Take part in a Unit leader conference.
- Complete an Eagle Board of Review.

## **The Eagle Project**

### **1. Attend a Life to Eagle Presentation**

- a. These are not required but are strongly encouraged.
- b. Presentations provide an overview of the Eagle Scout project and Board of Review process. They cover all necessary paperwork to be completed.
- c. Presentations are encouraged for Scouts, Parents, and all Scout Leaders who may be involved in the Eagle Scout process.
- d. They will be held about twice yearly (Spring and Fall) and will be advertised on the council calendar.

### **2. Scout Project**

**Note A scout cannot start work on the project until it is approved by the Delahanna Eagle Board.**

- a. A worthy Eagle' Scout project will be enduring, provide a clear and on-going benefit to the community, show originality and demonstrate leadership and planning skills. Ideally, the scout should have a passion for the project.
- b. This should be the scout's project, not someone else's!
- c. Two scouts may do projects for the same beneficiary, but they must be different and independent projects.
- d. The project must benefit a nonprofit community organization- it cannot benefit the BSA, a private individual, or a for-profit business.
- e. The following are NOT considered appropriate:
  - Routine labor/maintenance of existing structures, cutting grass, etc.,
  - Projects of a commercial nature.
  - Fundraisers.
- f. There are no minimum/maximum number of required service hours for a project.

### **3. Project Workbook**

- a. Download the most up to date version from the National website.
- b. Complete the pages A-E of the first section- Project Proposal
  - Meet with the Beneficiary and your unit leaders to complete this section of the workbook and plan your project.
  - Scouts are encouraged to have a Project Coach/Mentor to help the scout through this process.
  - Page E needs 4 signatures:
    - Eagle Scout Candidate
    - Unit Leader
    - Unit Committee
    - Beneficiary.
  - The 5th signature on page E, Council or District Approval will be signed by the board after the scout's project approval meeting.

### **4. Project Plan and Approval Meeting**

- a. Contact Larry Kelly for an appointment (see above).
- b. If possible, email the first section of the scout's project workbook ahead of the scout's appointment for review.
- c. Please be early for your appointment time.
- d. Bring pen/pencil and paper to take notes as well as at least one paper copy of the first section of your workbook with the original signatures.
- e. The Board will ask you questions about your project. Please be prepared to tell the Board about it. Photographs are helpful. The Board may ask about:
  - What is the project?
  - How are you going to show leadership?
  - Who will benefit and how?
  - How did you think of this project?
  - What are the details of carrying out the project- supplies, materials, transportation, etc.?
  - Budget and fundraising.
  - Safety.
- f. If your project is approved, the Board will sign your project workbook and you may start your project.
- g. If the Board has significant concerns about your project, it may ask you to revise it and meet with the Board again.

## 5. How to Carry out the Project

- a. Complete the second section of your project workbook- Project Plan.
- b. Review this section with your coach/mentor and beneficiary prior to starting your project.
- c. Fundraising
  - The council requires a fundraising application be submitted if any donations are going to total more than \$100. This application is included in the project workbook.
  - Donations from the scout, parents/relatives, unit, and beneficiary do not count towards this.
  - The application can be found in the project workbook. It should be reviewed and approved by the council office. Contact Kellie Amlin: Kellie.Amlin@scouting.org, 607-648-7888.
  - Fund-raising should be done in uniform. A letter with the description and need for the project should be provided, including the beneficiary. A thank you note should be sent.
  - Any funds or materials not used for the project need to be returned to the donor.
- d. Certificate of Insurance
  - If requested by the beneficiary, it is available from the Baden-Powell Council office.
- e. Complete the project!
  - Make sure to keep a log of service hours;
  - Hours are “people hours” for example, 5 people working together for 4 hours equals 20 hours total.

## 6. After the Project is Complete

- a. Complete the third section of your workbook- Project Report.
  - Signatures on Page C:
  - Scout
  - Scoutmaster
  - Beneficiary
- b. Complete the Eagle Scout Biography and Project Summary.
- c. Take part in a Scoutmaster Conference.
- d. Complete an Eagle Scout Application through requirement 7 “BSA Local Verification”.
  - This needs to be signed by a representative at the Scout Office:
  - 2150 Rt 12 Binghamton NY 13901
  - 607-648-7888; it is recommended that you call ahead to make sure someone who can verify your application will be present.
  - Local Verification can be obtained by emailing Contact the Baden Powell Registrar, currently Meghan Minihan at [meghan.minihan@scouting.org](mailto:meghan.minihan@scouting.org) It is suggested that you copy Kellie Amlin or Vikki Collazo. Check council website for current staff contacts.
  - Contact Kellie Amlin, Kellie.Amlin@scouting.org with questions.

**This must be done before your Board of Review.**

e. Contact Larry Kelly DelahannaEagleBoard@gmail.com, (570-278-3861) to set up your district Board of Review.

- If possible/ email completed project workbook to Larry Kelly ahead of Board of Review (does not have to have all signatures).

f. Letters of Recommendation are strongly encouraged but not required to hold your District Board of Review.

- Ideally these are collected by someone other than the scout to help ensure confidentiality. The letters should be placed in a sealed envelope by the person writing them. These are not seen by anyone except the Eagle Board members. These letters can be mailed to Larry Kelly, 404 Church Street, Montrose PA 18801 or the unit leader and then brought to the board of review.

g. Please come to your Board of Review with:

- Paper copy of your completed workbook with all original signatures;
- Completed Eagle Application with all original signatures;
- Completed Eagle Scout Biography and Project Summary;
- Letters of recommendation (if not already sent to Larry Kelly).

**Final Step**

After your Board of Review, you will need to take all of your completed and signed paperwork to Baden-Powell Council office on Rt 12 in Binghamton. Encouraged to make a copy of the completed paperwork. If applicable, don't forget your Eagle Palms Application!

- Completed Eagle Scout Biography and Project Summary.
- Completed Eagle Application with all original signatures.