

Stanford District Eagle Coach Reference Booklet



**Pacific Skyline Council
Boy Scouts of America**

The National Advancement Committee has established a process for helping young men achieve the rank of Eagle Scout. One thing they have noticed over time is the need each Life Scout has for assistance through this last step to make sure the Scout understands the process that is required.

The Stanford District Advancement Committee has seen a big difference in the work of those Scouts who had a committed, trained coach and those Scouts who did their best working without a coach. Some of these Scouts without coaches had problems along the way that either could have been avoided or would have benefitted from mentoring.

The District Advancement Committee wishes to ensure consistent assistance to all boys striving for Eagle. We hope all Eagle Candidates will have a project of which they can be proud, and whose written documentation supports the effort which they have put in to their project.

The Eagle Board of Review should be able to see that the Eagle Candidate has completed all the requirements for Eagle in an appropriate manner, and that he is proud of the work he has done.

What is an Eagle Coach?

An Eagle Project Coach is an adult, registered with the Troop Committee, who is trained by the District Advancement Committee on the procedures and requirements set forth by National for a Scout to attain the rank of Eagle. This adult has completed Youth Protection training and is registered with the District and Council as an Eagle Coach.

According to the National Guidelines, each district is tasked with maintaining a list of the trained and registered Eagle Coaches. This will help the district identify and assist those troops/Scouts who need extra assistance.

What Constitutes an Eagle Project?

Five Tests of an Acceptable Eagle Scout Service Project

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 complete.
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 final 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.**

In accordance with the Advancement Policies of the National Boy Scouts of America, “While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.”

—Eagle Scout requirement 5

The Eagle Scout Service Project provides the opportunity for the Eagle Candidate to demonstrate the leadership skills he has learned in Scouting. He generally does the project outside the sphere of leadership by his Troop, Team, or Crew.

But according to the BSA *Guide to Advancement*,

“All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity.”

This means that if a tour plan would be required for a troop activity, it will also be required for an Eagle Project.

As a demonstration of leadership, the Scout must plan the work, organize the personnel needed, and direct the project to its completion.

These stipulations are from National:

- ♦ *Work involving Council property, or other BSA activities is not acceptable as an Eagle project.*
- ♦ *The service project may not be performed for a business or an individual (although in some special circumstances these might be approved by the district Advancement Committee), be of a commercial nature, or be a fundraiser. (A fundraiser may be done to acquire materials for the project, but all monies earned must be spent on the project or donated to the charitable organization. This might*

need to be approved by using the Fundraising Application included in the workbook, and all fundraising should be documented.)

- ◆ *Routine labor, a job or service normally rendered, also should not be considered an acceptable project.*

There is no minimum number of hours that must be spent on carrying out the project. The amount of time spent, though, must be sufficient for the Scout to clearly demonstrate leadership skills and provide service.

The Process a Scout Follows from Beginning of his Project Idea to Board of Review

- A. The Scout obtains a copy of the Eagle Scout Service Project Workbook (available online) and reads it completely
- B. The Scout comes up with an idea for a project.
- C. He contacts the Troop Eagle Coach for a meeting to discuss the idea and the process for gaining approval for the project.
- D. He begins the Project Proposal portion of the Eagle Scout Service Project Workbook
- E. He presents his idea and Proposal to the Troop/Team/Crew Leader and Committee for approval and suggestions. Different Troops have their specific ways this happens. Follow the guidelines of your Troop.
- F. He calls the Eagle Project Counselor to set up an appointment to go over important points for the Scout to know pertaining to the project and write-up. *If he has support from the Troop Eagle Coach, he might be ready for a signature on his Project Proposal at this time.*
- G. The Counselor shows/presents the boy with all necessary paperwork for the Eagle process (sometimes the Eagle Coach has already discussed all the paperwork, but this is an important review).
- H. The Eagle Approval Counselor reviews all paperwork with the boy, and makes sure everything is clear to him.
- I. The Scout completes his Proposal part of the write-up of the Eagle Scout Service Project Workbook, following all suggestions of the Counselor
- J. The Scout secures the first three signatures of approval of the project (beneficiary, unit committee, and unit leader).
- K. The Eagle Approval Counselor meets with the boy to determine if the write-up Proposal prior to the project is complete, then signs the Project Proposal approval sheet if it is ready.
- L. At this time the Scout should complete the Final Plan portion of the Eagle Scout Service Project Workbook. *Although not strictly required, it is strongly encouraged as this is how the Scout will be able to plan and show leadership for his project. It is also how the Eagle Board of Review will be able to see the scope and leadership of the project.*
- M. If the Scout will be doing fundraising outside of his family, unit, chartering organization or the benefitting organization he MUST fill out the Fundraising Application and have it approved by the District Executive at the Council Office before doing fundraising.
- N. The Scout completes his project.
- O. The Scout will complete the Project Report portion of the Eagle Scout Service Project Workbook that is done after the project, and all the remaining requirements for the Eagle Rank
- P. The Scout is encouraged to arrange all requirements neatly, preferably into a binder.
- Q. The Scout fills out completely an Eagle Scout Rank Application
 1. at least 5 references are required

2. cross out merit badges not used in the optional lists
 3. #7 – Statement of Ambition and Life Purpose as well as list of honors and awards and positions outside of Scouting
- R. The Scout contacts his Scout leader for a Scoutmaster/Coach/Advisor Conference – MUST be done prior to the Scout's 18th birthday
- S. The Scout secures the signature of his Committee Chairman
- T. The Scout submits his COMPLETE packet to the Council Service Center
- All Scouts' Eagle Packets submitted by the first of the month will be scheduled for that month's Eagle Board of Review night unless there is an issue with his Eagle Packet.*
- Not strictly necessary by the 18th birthday, but close to it if not before. Council only has a limited time to hold an Eagle Board of Review.
- U. The Eagle Packet will be processed by the Council then given to the Eagle Board Chairman
- V. The Eagle Board Chairman will contact the Scout (usually email) to confirm the date of the Eagle Board of Review. At this time Eagle Boards of Review are generally held the fourth Thursday of each month at the Palo Alto Service Center.

Approval of the Eagle Project

The Scout **must** use the format of the *Eagle Scout Service Project Workbook*; it is available online at both the Council web site, and the National web site.

**** Before the Eagle Approval Counselor signs the Eagle Candidate's Project Proposal, the signatures of the beneficiary organization, the unit leader, and the unit committee member MUST be present. *The Eagle Approval Counselor's signature is always the final signature.***

These four signatures must all be in place before the Scout can begin work on his project. If he begins his work without the approval of the district, National has said that any Scout who does this should choose a new project and begin again:

From time to time Scouts will "jump the gun" and begin fundraising efforts—or even work on the project itself— before a proposal is approved. This is counter to the requirements and well covered in multiple documents, but still it happens. Normally then, a Scout should select a different project.

BSA Guide to Advancement Page 62

Stanford District Eagle Project approvals –

Brenda Brunner – Sunnyvale/Los Altos 408) 245-2040
 Walter Underwood – southern Palo Alto 650) 493-5442
 Rod Thorne – northern Palo Alto 650) 328-7949

They can go to any one they want – location just helps them know where they would be going. The Project MUST be approved by one of these three people.

The Eagle Scout Service Project Workbook

There are three main parts of the workbook: Project Proposal, Final Plan, and Project Report. (The Fundraising Application is also included in the workbook.)

From the Eagle Scout Service Project Workbook:

Preparing the Project Proposal

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read “Instructions for Completing Your Proposal” which appears right after the proposal cover page in this workbook.

The Final Plan

Complete your project final plan after your proposal has been approved, but before you begin work on your project. The Final Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your final plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are strongly encouraged to share your final plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

The Fundraising Application

If your fundraising effort involves contributions only from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money or materials from other sources, you may need to submit an application. See “Procedures and Limitations on Eagle Scout Service Project Fundraising,” which appears on page B of the fundraising application.

The Project Report

Complete the project report after the project has been finished. You must sign it to confirm you led and completed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

Submitting the Eagle Application

The Eagle Candidate, with the help of his unit Advancement Committee member, is to completely and accurately fill out all of the required information on the Eagle Scout Rank Application.

The Eagle Candidate is to complete all other rank requirements besides the project, and include them in his application packet.

*** The Completed binder, including all of the Eagle requirements listed on the Eagle Scout Rank Application, is then submitted to either Council Service Center.

Please make sure the boys have these presented in a neat, orderly fashion. It might be a good idea to ask for a copy of a book that you see is particularly good so you can show it as an example.

Although we do not require a binder for submission of an Eagle Project, please point out to the Eagle Candidates that this submission represents them to the Eagle Board of Review. It is like a marketing tool in that it shows the pride they have in their work. It also will be something that they will have as a reminder of the work they did on their project, and will be a great display at their Eagle Court of Honor.

The Eagle packet will be reviewed by Council then returned to the District Chairman of the Eagle Boards. Once reviewed at the District level, the boy will be contacted by the Eagle Board Chair to schedule his Board of Review.

At this time Eagle Packets submitted by the first of every month will be included in the Stanford District Eagle Board of Review for that month, generally held on the fourth Thursday of every month.

Following his Board of Review, the Eagle packet will be returned to the boy, and the application and Advancement Report will be submitted to the Council Service Center.

Remind the boys that they should not schedule their Eagle Court of Honor until verification is received from National. This can take 1-2 months, so they should be patient.

Helpful Information

Stanford District would like to suggest a Scout uses a binder or notebook for turning in the Eagle Scout Rank Requirements documentation. Please make sure the Eagle Candidate shows pride in his work by organizing it in a nice presentation.

There are a couple of important pages in the Eagle Scout Service Project Workbook that are often ignored or are incomplete. These are important and should be filled out completely.

- Contact Information – Proposal Page B The information on this page is really helpful to us at the district level. Some Scouts totally ignore it and don't include it at all. Please help the Scout fill this in to the best of his ability.
- Fundraising Application – this must be filled out AND APPROVED BY THE STANFORD DISTRICT EXECUTIVE before fundraising takes place if there is anything done other than within the Scout's family, troop, or benefitting organization.

Don't be afraid to tell an Eagle candidate that you aren't sure about his project idea if this is the case. If you have any questions, suggest the Eagle Candidate talk to the Eagle Project approver.

You are the main assistance for an Eagle Candidate to complete this important process to Eagle. Be available to the Scouts, and do your best to help them succeed.

If you ever encounter a problem, please call someone!!

Remind the Scout that he is not officially an Eagle Scout until the National office certifies him. Therefore, he should not schedule his Court of Honor until the certification is returned to our Council.

Do's and Don'ts

The Eagle project is a Scout's final examination in Boy Scouting. It should use all he has learned in all aspects, especially in the area of leadership, and should test the Scout's abilities to his limits. It should not be something he can complete in a short period because "he really deserves to be an Eagle Scout". You as the Eagle Coach should not be alone in this review. Others were to have looked with the same careful eye as you. Remember, you want this young man to always be proud of his project, even twenty years from now. Keep this focus, and you will be able to keep the standards you need to help each Scout do his best.

The following information will assist you in your tasks. Remember, we are not here to create obstacles, but to help the Eagle candidate develop a challenging, meaningful, and attainable service project of which he can be proud.

Do's

1. Meet with each Life Scout in your troop shortly after his Life Board of Review to help him set goals for achieving the rank of Eagle Scout. Remind him that the project does not have to be the last thing he does in his quest for Eagle. He can do the project when it is convenient, then complete merit badges if that works better for him.
2. *Always* return the candidate's phone call in a timely manner.
3. Ask if the candidate has read through the Eagle Scout Service Project Workbook prior to seeing you.

4. Encourage the candidate to bring a parent with him to each meeting. *But make sure the Scout does the talking at the meeting, not the parent.*
5. Remind the Scout at the completion of each meeting that he is not to start the project until he has all 4 signatures required on the proposal. This reminder should be given on phone calls as well.
6. Expect projects that will challenge the candidate and will require a significant number of hours to complete. Although there are no required number of hours, the project should allow for leadership opportunity.
7. Review the National Council's Advancement Guidelines from time to time with regard to Eagle projects. This can be found in the BSA *Guide to Advancement*, which is available online.
8. Remind the Eagle Candidate to log all hours, including those in the planning stages – not just his, but all others who helped him plan. This includes phone calls as well as face to face meetings.
9. Ask questions, don't give solutions. Make the candidate work through the problem that your question has raised.
10. Remind the Eagle candidate that the safety comments should indicate what safety problems may be expected and how he plans to deal with them.
11. Review requirement #6 with the Eagle candidate. This should be a well-thought-out, well-organized paper, as long as 2 pages for older Scouts. They should treat this as they would a school paper. Don't forget the honors, awards, and positions held.

DON'TS

1. Do not accept poorly written plans that do not give sufficient information for the Project Proposal and don't appear to challenge the abilities of the Scout.
2. Do not allow the adult to speak for the candidate. If a parent calls you to ask about a project, politely say you will be happy to talk to the Eagle Candidate about it when he calls you.
3. Do not give solutions to problems. Help the boy talk through the problem and come up with his own solution.
4. Do not fail to emphasize the need to not start the project until the Eagle Candidate has received all four signatures in his workbook, and received approval from the District Representative.

*** Be aware of the candidate's current age, especially if he falls into the 17½ - 18 range. Ensure that he is aware of the need to have everything completed, including his Scoutmaster Conference and signatures on his Eagle Application, before his 18th birthday. Although things do not *have* to be submitted to Council before his birthday, it is really important that it happen in a timely manner, as there are still time deadlines for an Eagle Board of Review. A Scout is Trustworthy

Go over everything that must happen before this time.

THIS IS VERY IMPORTANT!!!