

# Wood District Eagle Scout Candidate Procedures

START HERE \*\*You do not have to have your merit badges completed before you start planning and carrying out a project, but you must have earned your Life Rank.

## Eagle Scout Project Proposal and Final Plan

1. Select your Eagle Scout project—Look around your community to see what might need to be done, check with local churches, your sponsoring organization and other non-profit organizations.
2. Discuss your project idea with your scoutmaster and troop committee to determine if it is truly an eagle project or simply a troop service project.
3. You may (**and are encouraged to**) contact the District Advancement Committee at [woodadvance@gmail.com](mailto:woodadvance@gmail.com) 419-351-2858 to discuss your project before completing the Project Proposal pages in the Eagle Scout Service Project Workbook. This workbook is available on line at [woodbsa.org](http://woodbsa.org) or the Erie Shores Website. You can print it out and write neatly in it, or you may fill it in online—save your work each time you fill in something new.
4. Fill in Proposal Page B “Contact Information” as completely as possible. The Council or District Project Approval Representative is Kathy Bomer, 17517 Wapakoneta Road, Grand Rapids, OH 43522. Email is [woodadvance@gmail.com](mailto:woodadvance@gmail.com) Phone is 419-351-2858. The Project Coach will be assigned to you when your project is approved.
5. Fill in Proposal Pages C, D & E with as much information as you can. Refer to Proposal Page A of workbook for the requirements that must be met.
6. Sign the Candidate’s Promise on Proposal Page E and share your proposal with your unit leader, beneficiary representative and unit committee. Obtain their signatures approving your proposal.
7. The Wood **District Eagle Project Approval Committee reviews and signs the project workbook on Proposal Page E only after all other signatures have been obtained.** This will be done at District Leader Roundtable, which is held the first Thursday of each month at Portage United Methodist Church, Portage, OH during the months of August through May. Eagle candidates need to contact District Advancement Chair ([woodadvance@gmail.com](mailto:woodadvance@gmail.com)) to set up an appointment to have project proposal reviewed.

**During the months of June and July**, contact District Advancement Chair to set up a date to review your project proposal. **Please keep track of your hours working on your proposal as well as those persons assisting you in completing the proposal.** These hours will be included in the total hours for your project that will be reported in the “Eagle Scout Service Project Report Page B.

8. After your project proposal has been approved by Wood District, complete “Eagle Scout Service Project Final Plan” on Final Plan pages A-E . See Proposal Page A for information on this. **You are highly encouraged** to seek the advice of your assigned Eagle Project Coach to complete this step. The Project Proposal Committee assigned this person to you when your project proposal is approved. **Project Fundraising Application** needs to be completed if you are obtaining contributions for your project from others than parents, relatives, your unit, your chartered organization, parents of unit

members, or the beneficiary. See Fundraising Application page A & B. Approval for this is with Erie Shores Council at this time. Contact Erie Shores Council 419-241-7293 to get a DE to sign the form.

9. After your Final Plan is completed and reviewed by your Eagle Coach, you should be able to start your project. Remember to keep detailed information regarding workers' hours, materials, costs, etc.

10. When your project has been completed, you will need to complete the "Eagle Scout Service Project Report on Project Report Pages A-C. There are 3 signatures at the bottom of Project Report Page C that you will need: yours, your beneficiary representative, and unit leader.

## **Eagle Scout Project Portfolio**

After completing the project and merit badges, it is beneficial to create an Eagle Scout Portfolio for use at your Eagle Board of Review. This will help all on the board understand your project and other achievements. A one-inch to one and a half-inch three ring binder works well for this. Please include the following items.

1. Eagle Scout Rank Application—completed neatly in pen or filled in online with all required signatures on the back (yours, unit leader, & unit committee chair). Work with the person in your troop who keeps the advancement records for information to complete the Eagle Application. Someone from your troop will take the application to council to be certified that all information is correct. Call the council office before you go to be sure that a representative will be there to look it over and sign it. This is usually completed in just a few minutes. You or your troop representative may take it to council to be certified. **When printing Eagle Scout Rank Application, please print it back to back in color, NOT 2 separate pages.**
2. Eagle Scout Rank Application Requirement 7: Compose a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.
3. Letters of Reference—at least 3 and up to 5. Use names listed on the front of Eagle Scout Rank Application. Ask in person or send a letter requesting these be sent to your troop representative who will then give them to you in a sealed envelope to bring to district with your portfolio. \*\*Troop representatives; please refer to pg 62 section 9.0.1.7 of the Guide to Advancement 2013.
4. Your completed Eagle Scout Service Project Workbook with all required signatures. **Be sure to include any pages initiated by District Advancement Chair.**
5. Photographs, diagrams, flyers, and any other information that you feel is important.

**This portfolio needs to be delivered to the District Advancement Chair at the District Leader Roundtable in order for a Board of Review to be scheduled. Eagle Candidates need to contact District Advancement Chair to make an appointment before bringing completed portfolio to roundtable. Roundtables are held the first Thursday of each month during the months of August through May. During the months of June and July, contact District Advancement Chair to set up an appointment. See Contact information listed in Project Proposal Section above.**

## **Eagle Board of Review**

Eagle Board of Review will be scheduled for a later date (usually within 2 weeks) after the portfolio is brought to the monthly roundtable. When a Board of review has been scheduled, come to the Board of Review in uniform and bring your scout handbook. **Your troop committee is responsible to provide** at least 2 and no more than 4 persons to serve on the board of review. **Your troop committee should contact** the persons to serve on the board of review. Board of Review members cannot be Scoutmaster, Asst Scoutmasters or close family members.

If, at the end of the Board of Review, the group decides that you meet all the qualifications for the Eagle Rank, your completed project package will be delivered to Erie Shores Council and then forwarded to National Headquarters. The Eagle Candidate will know immediately after the board of review what the decision is.

The Eagle Scout Award takes 2 to 4 weeks to return from national Boy Scout Headquarters. You may not plan your Eagle Award Ceremony until approval comes from National Headquarters. Your Scoutmaster will receive notice that your application has been approved. At that time, the troop will take that notice to the scout office to retrieve your portfolio and purchase the Eagle Award Kit.

Questions?

Kathy Bomer, Wood District Advancement Chair [woodadvance@gmail.com](mailto:woodadvance@gmail.com)  
419-351-2858