
Timucua District Eagle Candidate Process

This is intended to help Eagle candidates understand the path to eagle and the paperwork required.

Timucua District
Advancement
Committee

Introduction & Overview

All of the information below is spelled out in detail on the *Eagle Scout Rank Application* and in the *Eagle Scout Leadership Service Project Workbook*. **We encourage you to use the checklist on page 4 of this Timucua District Eagle Candidate Process booklet that have been put together for your convenience.**

There are 4 primary steps for your successful completion of the Eagle Rank. They are:

1. As a Life Scout, choose an eligible project and complete the other requirements on the *Eagle Scout Rank Application*.
2. Acquire signature approvals from your Unit Leader, Unit Committee, Benefiting Organization and District Advancement Committee in the *Eagle Scout Leadership Service Project Workbook*.
3. Complete your project, *Eagle Scout Leadership Service Project Workbook* and *Eagle Scout Rank Application*.
4. Successfully complete an Eagle Board of Review where a member of the District Advancement Committee is a participant.

Step 1 – Choose an eligible project – What a project can and cannot be:

CAN	CAN NOT
Worked on as a Life Scout once <u><i>Eagle Scout Leadership Service Project Workbook</i></u> has all signatures.	Work can NOT begin prior to you being a Life Scout AND 4 signature in the <u><i>Eagle Scout Leadership Service Project Workbook</i></u> .
Can be for a non-profit organization, church, youth group, school or other community organization.	Can NOT be for Boy Scouts, businesses or other profit-making organizations.
Must be a way for the scout to show leadership, organization and planning of a Community Service Project.	It must NOT be a project for the Eagle Candidate or contractors to perform the majority of the work.

Step 2 – Sign the paper

1. Follow your Troop's method to begin to plan your project. Begin completing the *Eagle Scout Leadership Service Project Workbook* providing as much detail as you can. It will help you in your discussions with others as you work through your leadership experience.
2. Get your Scoutmaster and Troop Committee to sign off that you have presented your idea and it meets the guidelines to the best of their knowledge.
3. Share the project plan with the person at the Benefiting Organization who has the authority to accept work being done on their behalf. Their signature also means they agree to the work that will be done.
4. Call or email the Timucua District Advancement Committee at **813-846-3942** or **Eagle@Timucua.us** to make arrangements for a short informal meeting with us to review your

project plan. Our discussion with you will cover the items in the checklist below. The more detail you have included in your Eagle Scout Leadership Service Project Workbook the faster we will be able to give you the final signature you need to start working. We are very flexible and understand that the Eagle Candidates have very busy schedules. **Every attempt to work with you will be made. See sheet 6 of this Timucua District Eagle Candidate Process booklet for the project review checklist.**

Step 3 – Work Begins

- Follow your plan and lead your project. Don't wait too long to finish up the Eagle Scout Leadership Workbook.
- Make sure the rest of the Eagle Scout Rank Application requirements have been completed. Request your letters of reference and have them returned to the Committee Chairman. Once the letters are returned, the completed Eagle Scout Application, Eagle Scout Leadership Project Workbook, written Requirement 6 – Statement of Ambition and Letters of Reference are given to the Timucua District Advancement Chairman for delivery to Gulf Ridge Council. **** Keep copies of everything submitted to the Gulf Ridge Council Office except the Letter of Reference, they should remain sealed.**

Step 4 - Eagle Board of Review

The Timucua District Advancement Chairman will be notified when the Eagle Scout Application has been approved by Gulf Ridge Council and will pick up the Eagle Application Paperwork. The District Advancement Committee will contact your unit to make arrangements for your Eagle Board of Review. Once the Board of Review is complete, a Timucua District Advancement Committee Member will take the signed Eagle Scout Application and completed Advancement Report to Gulf Ridge Council for notification to be given to National Council. Once they receive National Council's approval, the Gulf Ridge Council Scout Executive will send you a letter and your Eagle Certificate is ready to be picked up.

At the discretion of the Eagle Scout, the District Advancement Committee is notified of the Eagle Court of Honor and if a "National" opening, District certificate and/or notification to community presenters is requested. **Please allow a minimum of two weeks notice when requesting these presentations at your Eagle Court of Honor to allow those from the community time to organize and generate certificates.**

Eagle Checklist

- Decide on a Eagle Project that meets all requirements as outlined in *The Boy Scout Handbook*; and *Eagle Scout Leadership Service Project Workbook*
- The Scout should understand the project concept
 - What is the project?
 - Who will benefit from the project?
 - How will they benefit?
 - Who is your contact person?
 - What are some of the project details?
- Once the Scout understands the project he should discuss the project with Unit Leader and/or Coordinator to ensure the project meets the requirements.
- The Scout should complete in detail the *Eagle Scout Leadership Service Project Workbook* to the Approval Signatures for Project Plan section.
- Complete estimates of the projects cost and time needed on the *Eagle Project Estimate Sheet* (page 5 of this Timucua District Eagle Candidate Process).
- Before the Eagle Project can begin the scout must obtain approvals from Unit Leader, Unit Committee, and Benefiting Organization. Then contact District Advancement Committee to arrange project approval. All approval signatures are required in the Approval Signatures for Project Plan section of the *Eagle Scout Leadership Service Project Workbook*
- Complete the project, finish the *Eagle Scout Leadership Service Project Workbook* including all signatures under Approval for Completed Project.
- Ensure all other Eagle rank advancement requirements (Merit Badge, times as Life Scout, etc) are complete.
- Fill out the *National Eagle Scout Rank Application* and notify and **request letters of reference** from all references and have them returned to the Unit representative.
- Unit representative takes *Eagle Scout Leadership Project Workbook*, *Eagle Scout Rank Application* and *Letters of Reference* to a the District Advancement Chairman for verification of dates & signatures and delivery to Gulf Ridge Council. ****Keep Copies of all but DO NOT OPEN the letters!**
- Gulf Ridge Council staff reviews application and contacts District Advancement Chairman that the approved packet is ready for pickup.
- District Advancement Chairman picks up packet and contacts the unit for Board of Review date.
- After successful Eagle Board of Review, the District Advancement Representative and Unit Representative sign the Eagle Application.
- 3 members of the Eagle Board of Review sign the Advancement Report.
- District Advancement Representative returns completed Eagle Scout Application and Advancement Report to Council Office. **** Keep Copies!**
- Gulf Ridge Council Scout Executive signs application and Gulf Ridge Council Staff notifies National Council.
- National Council mails certificate & card to Gulf Ridge Council.
- Gulf Ridge Council creates a congratulations letter signed by the Scout Executive and mailed to the scout.
- When the letter is received the Unit or Eagle Scout can pick up the Eagle Certificate at the Gulf Ridge Council office.
- At this time the Eagle Scout, Eagle Scout Family and Unit may schedule the court of honor. At the discretion of the Eagle Scout, the District Advancement Committee is notified of the Eagle Court of Honor and if a "National" opening, District certificate and/or notification to community presenters is requested

Eagle Project Estimate Sheet:

Short Project Description:

Benefitting Organization:

Estimated Costs: Items Needed and Cost Associated

Estimated Total Hours _____

Your Planning Time _____

Your Carrying Out Time _____

Planned Number of Assistants _____

Each Assistants _____

Total Estimated Time _____

Timucua District Eagle Project Review Checklist

Every attempt should be made by the Scout to conduct the Eagle Scout Leadership Service Project review with the District Advancement Committee in person. When this cannot be accomplished, please use the checklist we use as the guideline of the information we review and discuss with the Scout. If there are questions or if additional information is needed only the Scout can provide that to the District Advancement Committee.

Timucua District Eagle Project Review Checklist

1. Project content – quickly overview:
 1. A clear explanation on what they will be doing
 2. Describes how they will be showing leadership
 3. Describe how it will benefit the receiving organization
 4. Scout shows that it is a worthy organization
 5. Show how project is to be funded
2. Signatures –3 required signatures included on the Project Plan page
3. Discuss the project
 1. Project workbook to include materials list:
 - a. Who will be supplying
 - b. What will be supplied
 - c. Two timetables: Long Range prep for project and Short Range Day(s) of Project
 2. Where are the monies coming from?
 3. Safety items:
 - a. What safety issues will be involved
 - b. Equipment to be used – power vs. hand tools – will there be adequate supervision and training
 - c. How will safety issues be dealt with
 - d. What safety items will be on site
 4. Leadership:
 - a. Hours estimated and number of people expected
 - b. How will group/ages be organized
 - c. If teams, who will supervise each team.
 5. Pictures, drawings or renderings must be included in workbook.
 6. Clear and concise dimensions including placement of first items in relation to project is required.
 - a. Example: how far from road is first hole to be dug.