



Glacier's Edge Council (620), BSA Advancement Committee

- ♣ Indian Trails
- ♣ Mohawk
- ♣ Wisconsin River
- ♣ Yahara

EAGLE PROJECT PROCESS:

1. Scout earns the Life Rank.
2. Depending on local Unit expectations, Scout talks with Unit Leader, an assigned Assistant Unit Leader, or an Eagle Project advisor/mentor (Unit authorized adult familiar with the Life-to-Eagle process).
 - 2.1. If insufficient resources are available at the Unit level, a BSA registered Project Coach can be assigned by the Council/District Advancement Committee to support the Scout in developing, planning and reporting on the Eagle Project.
3. Scout obtains the **current version** of the [Eagle Scout Service Project Workbook](#) from the BSA website, reads it entirely and discusses with parent/guardian (see the “**Message to Scouts and Parents or Guardians**” in the Workbook).
4. Scout contacts prospective Beneficiary and selects an acceptable service project (see “**Meeting the Five Tests of an Acceptable Eagle Scout Service Project**” in the Workbook).
 - 4.1. Scout provides the Beneficiary with a copy of **Navigating the Eagle Scout Service Project: Information for Project Beneficiaries** from the back of the Workbook.
5. Scout completes the **Project Proposal** section of the Eagle Scout Service Project Workbook with adult guidance identified in Step 2 above and based on input from the Beneficiary.
6. Scout signs the Proposal *certifying* that they have read the entire workbook, *promise to be the leader of the project, and to do their best to carry out the project for the maximum benefit to the organization chosen as beneficiary.*
7. The approvals in this Step may occur in any order, but must all be completed prior to the next step:
 - 7.1. Scout discusses the proposal with Unit Leader (or authorized designee) to obtain their approval.
 - 7.2. Scout discusses the proposal with Committee Chair (or authorized designee) to obtain their approval.
 - 7.3. Scout obtains approval from the Beneficiary representative.
8. **Scout** contacts the Council/District Eagle Representative assigned to their Unit or the Council Registrar (if a Unit contact is not assigned) to obtain Council approval of the Eagle Project Proposal.
 - 8.1. *Please allow 1-2 weeks for Council review.*
 - 8.2. Completion of this step by a Unit Leader is strongly discouraged unless there are accessibility issues; otherwise, this action reduces the opportunity for the Scout to fully demonstrate leadership in obtaining approval for their Eagle Service Project.

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9. Scout demonstrates planning and development for the Eagle Service Project by completing the **Project Plan** section of the Eagle Scout Service Project Workbook with adult guidance identified in Step 2 above as needed.
10. Scout completes the **Fundraising Application**, *if required*, and obtains approval from Beneficiary, Unit Leader and Council (Scout Executive or designee).
 - 10.1. *Please allow 1-2 weeks for Council review.*
11. Scout demonstrates leadership in carrying out the Eagle Scout Service Project with the assistance of others.
 - 11.1. *Note that two (2) BSA registered adult leaders age 21 or older with current youth protection training (YPT) must be present at all times during Eagle Scout Service Project workdays.* The Unit is responsible for ensuring compliance with this requirement.
12. Scout completes the **Project Report** section of the Eagle Scout Service Project Workbook with adult guidance identified in Step 2 above as needed.
13. Scout Signs the **Project Report** certifying that they provided *planning, development and leadership* in conducting the Eagle Service Project.
14. Scout reviews **Project Report** with Beneficiary and Unit Leader and obtains final approval from each.
15. Scout provides the Unit Advancement Coordinator (or other designated Adult Leader, based on local Unit processes/practices) the service hour details from the Eagle Service Project for entry into the BSA Journey-to-Excellence (JTE) service hour website.
16. Scout keeps the completed Eagle Scout Service Project Workbook in a safe place until submitting to Council with the Eagle Scout Rank Application. (for additional information see Glacier's Edge Council **EAGLE APPLICATION PROCESS**)
 - 16.1. **Electronic Submission** of Eagle Scout Rank Application and Service Project Workbook

When submitting the Eagle Scout Rank Application electronically, a scan or image of the following six (6) Eagle Scout Service Project Workbook pages may be submitted with the Unit approved Application, rather than the entire Workbook: **1.** contacts page ([Proposal Page B](#)), **2.** Project description and benefit ([Proposal Page C](#) plus [Project Plan Page A](#), *if any changes were made*), **3.** Proposal approval signature page ([Proposal Page H](#)), **4.** *if approval for fundraising was required* ([Fundraising Application Page A](#)), **5.** project service hours ([Project Report Page B](#)), AND **6.** project completion final approval signature page ([Project Report Page C](#)). All of the electronic documents may be submitted directly to the Council Registrar.

When making an electronic submission, the Scout is then responsible for delivering the complete Eagle Scout Service Project Workbook to the Eagle Board of Review.

NOTE: An Eagle Project meeting Eagle Requirement 5 typically takes a Scout 3-6 months to identify the Project, write the Project Proposal, obtain Project approval, write the detailed Project Plan, schedule the Project, recruit volunteers, execute the Project, write the Project Report, and obtain final sign-offs for completion.



Therefore, Life Scouts who have not started the Eagle Service Project process at least 12 weeks before their 18th birthday may find that they do not have sufficient time to complete this requirement for the Eagle rank.

