



WESTCHESTER-PUTNAM COUNCIL SUGGESTED GUIDELINES FOR THE STEPS FROM LIFE TO EAGLE

COMPLETING YOUR EAGLE REQUIREMENTS AND THE EAGLE PROJECT WORKBOOK

Message to Eagle Candidates and Parents or Guardians

The "Eagle Scout Service Project Workbook", No 512-927, The "Guide to Advancement", No 33088, along with the "Boy Scout Requirements book", No. 34765, are the only official sources on policies and procedures for Eagle Scout service projects. The Westchester-Putnam Council has established limited local procedures as necessary; however, all of this is done in harmony with the official sources mentioned above.



All of this information is available on "THE EAGLE SCOUT RANK APPLICATION PROCESS" page of the Westchester-Putnam Council Website:
<http://www.wpcbsa.org/Advancement/BoyScout/EagleScout/EagleScoutRankProcess>

Steps from Life to Eagle:

Step 1 -Complete All Requirements

- *Merit Badge & Leadership may be worked on before, during and after a candidate gets started on their project.
- *Everything up to and including Unit Leader (Scoutmaster) Conference must occur prior to 18th Birthday.

Step 2 -Prepare the Eagle Scout Service Project Workbook

Choose a project. Your project should benefit a Religious, School, Hospital or Community Organization, or approved non-profit organization. It should not benefit an individual, family, business, corporation or the BSA. Ask your Scoutmaster for suggestions. Review project ideas with your Scoutmaster and with his verbal approval, do the following in the order presented here:

Prepare the Eagle Scout Service Project Proposal

- **Project Proposal** -In the Workbook, write up your project proposal.
 - *Project Coaches not required but highly recommended. Refer to Guide to Advancement "Eagle Scout Service Project Coach," 9.0.2.9
 - Review your write up with a parent or relative. Revise as necessary.
 - Review your write-up with your Scoutmaster. Revise as necessary.
- **Candidate's Promise*** Sign and date the Candidates Promise in the Workbook on Proposal Page.
- **Beneficiary Approval*** Review write-up with the benefactor. Get approval Signature on Proposal Page.
- **Unit Leader Approval*** Obtain Unit Leader's (Scoutmaster) project approval Signature on Proposal Page.
- **Unit Committee Approval*** Obtain Committee (Committee Chairman's) project approval Signature on Proposal Page.
- ***While it makes sense to obtain the above approvals in the order they appear, there is no required sequence.**
- **Council or District Approval** Submit your project proposal to your District Advancement Committee.
 - *Note: Each district follows their own guidelines. Contact your District Chairman for details.

Algonquin District Chairman	Bill Sheehan	914.699.1464	Wgsheehan@yahoo.com
Manitoga District Co-Chairman	Jim Liucci	914.245.1398	Homejfl@aol.com
Manitoga District Co-Chairman	Ernest Wieting	914.528.5408	efw47@aol.com
Mohican District Chairman	George Peborde	914.619.0182	GPeborde@gmail.com
Muscoot District Chairman	Bruce Markert	845.612.3769	bjmarkert@comcast.net
- **Notify your Scoutmaster and Troop Advancement** -Once project has been approved by your District Advancement Committee, a copy should be sent to Scoutmaster & Troop Advancement Chairman so they are aware that your project proposal has been approved.
- **Fundraising Application** -Submit and obtain an approved Fundraising Application if needed.
 - Send application to Maryellen Galinski at the Council Service Center ph: 914.449-2614 Email: Maryellen.Galinski@scouting.org

YOU MAY NOW BEGIN YOUR PROJECT

Prepare the Eagle Scout Service Project Plan

- **Project Plan** -Manage and execute your project.
 - Keep records, dates, times, helpers log, take photos etc...

Prepare the Eagle Scout Service Project Report

- **Project Report** -Write-up your project. Document any changes
- **Candidates Promise** -Sign and date the Candidates Promise on the Project Report Page
- **Approval** -Review the project with the Benefactor. Obtain Approval Signature on Project Report
- **Approval** -Review the project with your Unit Leader (Scoutmaster). Obtain Approval Signature on Project Report
- Prior to requesting a scoutmaster conference, candidate should do the following:
 - Complete any and all remaining MB's
 - Report and review all remaining MB's and review Record with Unit Advancement

Step 3 -Complete the Application

- **Prepare Eagle Rank Application**
 - Hand deliver or Mail Requests for Confidential Letters of Reference to the people you listed on your Eagle Rank Application under Requirement #2. A WPC Eagle Reference Letter template is available on the Council Website under 9.0.1.7 References Contacted heading or here: <http://www.wpcbsa.org/Resources/Forms/Advancement-Forms>.
 - Letters are to be returned to designated person in Unit who will be responsible for collecting and confidentially delivering them to the BOR. ***Letters are returned to a designated person in the unit and never to be received nor transported by the candidate.** Once a review has been held, or an appeal process conducted, responses are the property of WPC and must be returned to the Service Center along with the Eagle Rank Application.
 - In preparation for your Board of Review, prepare and include your life statement along with Leadership information. (Req. #7)

Step 4 -Obtain Required Signatures/Scoutmaster Conference

- **Scoutmaster Conference** -Schedule and Successfully complete your Scoutmaster Conference
Obtain Scoutmaster and Committee Chairman's signatures
***Unit leader (Scoutmaster) conference must occur prior to 18th birthday.**

Step 5 -Submit to Council Service Center (by appointment only)

- **Council Verification** - Immediately following the Scoutmaster Conference, contact Dawn Niece to have application Certified.
By Appointment Only: Dawn Niece Ph: 914.449.9684 email: Dawn.Niece@scouting.org
Candidates should bring along completed Eagle Rank Application. Everything up to and including the Scoutmaster and Committee Chairman's signatures should be complete. Not required, however much appreciated if Blue Cards are brought along as they are the most efficient way to address any discrepancies that may arise.
***The Board of Review may occur, without special approval, up to 3 months after the scouts 18th birthday.**

Step 6 - Board of Review Scheduled

- **Board of Review** -Let Unit Leadership know you are ready to have them schedule your Board of Review
 - Prepare Eagle Project Binder / Include EVERYTHING.

Step 7 -References Contacted/Successfully Complete B.O.R.

- Successfully complete an Eagle Board of Review
 - *** Although the Board of Review date will be reflected on credentials, an Eagle Candidate is NOT officially an Eagle Scout until his application has been certified by National.**
It's not official until after a candidate has successfully completed a BOR, the paperwork has been signed by our Scout Executive and Application Certified by National. A verbal verification may be obtained and Council records will reflect Verification with-in 2 weeks from when the paperwork is returned to the Council Service Center.

Step 8 -Application Returned to Council Service Center

- **Return Application and Letters of Reference to Council Service Center** -Someone designated by the Unit returns the complete Eagle Rank Application along with Confidential Letters of Reference to the attention of Dawn Niece at the Council Service Center.

Step 9 -Council Sends Application to National Advancement Team

- A verbal verification that the application has been approved by the Scout Executive and National ordinarily take 1-2 weeks

Step 10 -National Advancement Team Returns Credentials

- For Planning purposes: Credentials and Congratulatory Letters are generally ready for pick-up with-in 4 – 6 Weeks



An Eagle Court of Honor should ONLY be scheduled AFTER the candidate has successfully completed his Eagle Board of Review.

Keep in mind that verification from National, including the receipt of Credentials and Congratulatory Letters may take 4-6 weeks from when the application is returned to the Council Service Center.

