

Powhatan District Guidelines for Unit Eagle Advisors

1. This guide is for all unit Eagle Advisors and/or unit leaders to assist in providing guidance to Eagle Scout candidates in the advancement process toward Eagle. The unit Eagle Advisor and/or unit leader is responsible for tracking and monitoring Life Scouts as they proceed toward the Eagle rank.
2. Normally, the first meeting between a prospective Eagle Scout candidate and the unit Eagle Advisor occurs when he starts thinking about project ideas. Once he contacts you be ready to schedule a time to meet and discuss the following:
 - a. Check the merit badges he has completed and those he is working on. Inform him he may continue to work on merit badges while working on his Eagle project. (It is highly recommended that he have the twenty-one required merit badges completed or almost completed before beginning his project.)
 - b. Have him store his blue merit badge cards in plastic baseball card holders in the order they appear on the Eagle Scout Rank Application (1-12) and (13-21) in chronological date order.
 - c. Advise him about the importance of keeping a personal time log that shows time spent discussing, planning, developing and implementing his project. Each entry should include date, action taken and time spent.
 - d. Discuss with him the importance of keeping track of all his leadership activities. He will need to include with his project write-up a description of how he demonstrated leadership in carrying out his Eagle project.
 - e. Have him share his service project idea. It should be interesting, challenging and one that provides an opportunity for leadership. Not just organizing and planning, but directing others. It must go beyond the normally rendered routine labor or maintenance. It should be of sufficient magnitude and employ a sufficient workforce to permit the demonstration of his leadership skills and ability.
 - f. If he does not have a project you can suggest areas to look, but you should not secure a project for him. This is an important counseling element of the project for him.
 - g. An Eagle project has to meet the following criteria:
 - (1) Service to a non-profit organization (community, church, school, etc.) showing a significant benefit to the organization.
 - (2) It may not benefit any BSA organization, be performed for a business, be of a commercial nature, be pre-planned by others, or be a money-making activity. (Fund raising is permitted only for procuring materials for supplies needed to carry out the project. However, most often these are provided by the benefiting organization.)
 - h. Direct him to make initial contact with the benefiting organization to discuss project possibilities.
 - i. Have him discuss his project concept with you and the unit leader and obtain verbal approval to proceed.
 - j. Have him obtain the official BSA Eagle Scout Leadership Service Project

Workbook and Eagle Scout Rank Application from <http://www.boyscouts-ncac.org/powhatan/>.

- k. Direct him to contact the benefiting organization to obtain details of his project concerning the scope, schedule, materials, safety hazards, etc.
- l. Advise him that he should allow at least one month to properly plan, schedule, and organize his project.
- m. Have him select a District Eagle Representative.
- n. Suggest that he began his Eagle Scout Leadership Service Project Workbook.
 - (1) Complete the information page in the Workbook providing information about yourself, unit, district, council, unit leader and unit advancement person.
 - (2) Project Description – In a sentence or two provide a brief description of your plan. Indicate what group will benefit from your project and how it will benefit. Enter the date your project concept was discussed with your unit leader and the representative of the benefiting organization.
 - (3) Project Details – Using sub-titles describe the following:
 - (a) Present Condition
 - (b) The Method
 - (c) Materials To Be Used
 - (d) Project Helpers
 - (e) Time Schedule
 - (f) Estimated Cost & How Funds Will Be Obtained
 - (g) Safety Hazards
 - (4) “Before” Photographs – Taken before beginning the project.
 - (5) Approval Signatures for Project Plan – The following persons must review and approve his project in the order listed below:
 - (a) the benefiting organization
 - (b) your unit leader
 - (c) your unit committee member

Note: (He may NOT proceed with carrying out his Eagle Scout Service Project until final approval is obtained from the District Eagle Representative. Projects for which work has been started or completed before receiving these approvals will not be approved.

- (6) Remind him to continue his personal time log until completion of his project and to describe in a paragraph or two “How He Demonstrated Leadership Skills” in carrying out his project.
- (7) Have him contact and meet with his Powhatan District Eagle Representative for project review, discussion and final approval. Once approved the District Eagle Representative will talk to the Eagle candidate about completing the rest of his project workbook and completion of his Eagle Scout Rank Application.
- (8) He may now begin carrying out his project to its completion.

3. The next time you will see him, unless he runs into a problem or needs your advice, will be when his project workbook and Eagle Application are completed and ready for your review.
4. Eagle Application – Check for accuracy and completion using the “Eagle Application Checklist”
5. Eagle Project Workbook – Check for accuracy and completion using the “Eagle Project Workbook Checklist”
6. If the Application and Workbook meet your approval have the Eagle Candidate put the documents in a three-ring binder, page protectors optional but highly recommended, in the following order: Eagle Application; Ambitions and Life Purpose Statement; Leadership Honors and Awards Statement; Project Workbook (including Completion Letter; How You Demonstrated Leadership Statement etc.); sign-in sheet; drawings; project flyer; maps; information about the benefiting organization; Before, During and After Photos; Individual Scout History Report and Blue Merit Badge Cards.
7. He will need the original and two copies of his Eagle Application; an original and one copy of: Ambitions and Life Purpose Statement; Leadership Honors and Awards Statement; Completion Letter; complete Project Workbook; and Individual Scout History Sheet. He will only need the original of his Merit Badge Cards and photographs.
8. Have him contact his District Eagle Representative and make arrangements to drop off his Eagle binder for his review and acceptance. Once accepted by the District Eagle Representative he will contact the Candidate and have him come by and pick up these documents. He will be instructed to deliver the documents to his Unit Leader or Committee Chairperson who in turn will forward a clear copy of the front and back of the completed Eagle Application to the NCAC Program Office for certification approval. Email address: NCAC_eaglecert@scouting.org. (Note: There is an underscore between NCAC and eaglecert.)
9. Once the approval certification is received from NCAC and the Committee Chair receives the Eagle Candidates reference letters than a Board of Review can be scheduled.

