

Lighthouse District
Eagle Scout Service Project Proposal Submission Guidelines

Eagle Scout Requirement 5

*“While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You **must** use the Eagle Scout Service Project Work book, No. 512-927, in meeting this requirement.”*

Step 1: Scout downloads Workbook

When a Life Scout is ready to begin his project, he should visit the CT Yankee Council’s website (<http://www.ctyankee.org/program/advancement/eagleprocess>) for the most current CT Yankee Council Eagle Scout information and the current BSA Eagle Scout Service Project Workbook. He can then download a copy of the Workbook, which must be filled out electronically — **typed on a computer using the downloaded “Project Workbook” ‘PDF’ file.**

Step 2: Scout completes Eagle Scout Service Project Proposal section

The Scout and Unit should work together to ensure the service project will meet the requirement of the Scout planning, developing, and giving leadership to others. At this point, the proposal should have enough detail to provide someone not associated with planning a clear picture of how the Eagle requirement will be met. The project proposal must be in the current Eagle Scout Service Project Workbook and must have all the necessary signatures (except that of the District Reviewer). The Proposal Cover and Proposal Pages C through E should be complete. Proposal Page B Contact Information should be completed to the best of the candidates understanding.

Additionally, the Scout must give the Beneficiary a copy of the form ‘**Navigating the Eagle Scout Service Project – Information for Project Beneficiaries**’. The form can be obtained by taking this link <http://www.scouting.org/filestore/pdf/510-025.pdf>

If any fund raising over \$300.00 will be needed, the ‘*Eagle Scout Service Project Fundraising Application*’ must be completed, signed and sent to the Council office to be approved. Send the completed Fundraising Application to Karen Caiati, Connecticut Yankee Council, P.O. Box 32, 60 Wellington Road, Milford, CT 06460. Please mark ‘Eagle Fundraising’ on the outside of the envelope.

Step 3: Scout contacts District Advancement Chair for proposal review and approval

Every project proposal requires district approval from one of the Lighthouse District Advancement Committee members **before** execution of work can begin. The purpose of this review is to ensure consistency across Eagle projects and to spot any potential problems not anticipated by the Scout and his unit.

When ready for project proposal review, the Eagle Candidate will contact the District Advancement Chair** for the name of the assigned District Advancement Committee

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Reviewer. The Eagle Candidate will then contact the assigned Reviewer to set up an appointment. The Reviewer may request an electronic copy of the proposal to review prior to the meeting.

Step 4: District Advancement Committee Reviewer meets with Scout

The Reviewer will go over the Workbook proposal to be sure that it meets all requirements before approving and signing the proposal. If there are any omissions or things that need further explanation, the Reviewer will go over his comments/suggestions with the Candidate. Any changes will need to be included in the “Eagle Scout Service Project Plan”

After the Advancement Committee Reviewer approves and signs the Project Proposal, the scout can start work on his Eagle Project Plan and his Project.

Step 5: Scout completes Eagle Scout Service Project Plan and begins work

The Scout must use the Final Plan Section of the workbook or an equivalent write up to show the required planning and development of the project.

Any changes from the approved Proposal must be included in the “Eagle Scout Service Project Plan”, “Project Description and Benefit — Changes From the Proposal” section. If any changes are major, it is important to confirm they are acceptable to the beneficiary. The scout should also discuss major changes with those who approved the Proposal and also with his Project Coach, to get an idea if the changes will be acceptable to the scout’s Board of Review.

Step 6: Scout writes the Eagle Scout Service Project Report

This section is to be completed and signed by the Eagle Candidate, the beneficiary and the Unit Leader when the project is complete. Please note that the entire project is not finished until this section is signed by all 3 people!

Do not forget to complete the “Changes” section of the Final Report.

Step 7: Scout brings the completed Eagle Scout Service Project Workbook to the Eagle Application Pre-Submission Review meeting.

Please note: Any changes made to a project during its execution need to be discussed with the District Reviewer to avoid problems at the Eagle Project Pre-Submission Review or at the Eagle Board of Review. Also see Step 5.

If you have any questions, please contact the Lighthouse District Advancement Chairperson!

** The contact information for the Lighthouse District Advancement Chairperson is on the CT Yankee Council website (www.ctyankee.org/districts/lighthouse/committee)