Quinnipiac District
Eagle Operating Procedure

A copy of this Document must be given, by the Troop, to the Scout and his/her parents when the Scout reaches the rank of Life.

The Eagle candidates must CC (copy) their Scoutmaster and/or Advancement Chair and their parents on all E-Mails associated with this project.

The Troop's Responsibility

- ❑ *It is expected that the Troop will review all aspects of the candidate's Eagle Project Workbook at each stage before it is presented to the District.*
- ❑ *The Troop must print a copy of the Scout's Internet Advancement "Advancement History Report" to be given to the Scout to bring to his/her Board of Review.*
- ❑ *The Troop must supply at least one Committee Member to be part of the Board of Review.*
- ❑ *The Scoutmaster or Advancement Chair must make the appointment for the Scout's Eagle Board of Review with their Area's Eagle Coordinator.*
- ❑ *At the Conclusion of the Board of Review, the Signed Eagle Application and the Scout's Eagle Palm form, if applicable, will be given to the Troop's Representative (not the Scout), to deliver to the Council for processing.*

Forms and Publications

The Eagle candidate must use the most **current** official Eagle Project Workbook as produced by the BSA and continue with the version he/she used for his/her proposal. The Eagle candidate must read and follow all workbook directions. The workbook must be typed except for signatures.

The then **current edition** of the Eagle Application must be used when sent to the Council Office for verification.

To receive the newest versions of these forms and publications, download from:

"The Eagle Service Project Workbook"
Do not open the Eagle Project Workbook in a browser.
It must be saved to your computer first and then opened with Adobe Reader 9 or later.
www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/

"The Eagle Application"
Once filled in this application is to be given or sent to Karen Caiati for verification.
https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

"Navigating the Eagle Scout Service Project"
This is to be given to the project beneficiary.
https://filestore.scouting.org/filestore/pdf/510-025.pdf

NESA (National Eagle Scout Association)
https://nesa.org

"Guide to Advancement"
The Full Advancement Booklet
https://filestore.scouting.org/filestore/pdf/33088.pdf

The Eagle Project Proposal

❑ Please give a copy of **"Navigating the Eagle Scout Service Project"** to the Eagle Project Beneficiary when you plan the project with them.

❑ **A TYPED COPY** of the signed **current** Eagle Project Workbook, Eagle Project Proposal Section including the Contact Information page, not including any other sections, should be given, e-mailed, or mailed to the "Quinnipiac District **Area Coordinator**" for your "Area". Be sure to have all needed signatures on the signature page including the Scout's signature.

The Approved Signed Signature Page will be e-mailed to the Scout and Scoutmaster/Advancement Chair.

❑ The **"Project Fundraising Application"** must be used if any fund raising, in excess of $300, will be needed other than donations (money or supplies) from the beneficiary, the scout's family and friends, or the Troop. A **COPY** should then be given, e-mailed (karen.caiati@scouting.org), or mailed to Karen Caiati at the Council Office.

After it is reviewed and signed, it will be e-mailed to the Scout and Scoutmaster/Advancement Chair.

Your Council Service Center				
Contact name: Connecticut Yankee Council	Preferred telephone(s): 203-876-6868			
Address: 60 Wellington Road	City: Milford	State: CT	Zip:	06460

Eagle References

Two weeks before submitting your Eagle Application, you must request by (Mail or Email), from your references, as listed on your Eagle Application, to complete their letters of recommendation using the "Quinnipiac District Eagle Scout Recommendation Form". Please ask them to send (Mail or Email) this form directly to the Eagle Coordinator as listed at end the form.

This form will be sent to you after your project proposal is approved.

The Eagle Application

❑ Once **all** Eagle requirements have been met, a **current edition** of the Eagle Application should be filled-out (**must be typed**) and signed by the Scout, the Troop Committee Chair, and the Scoutmaster.

❑ Remember to cross out Merit Badges not used as a required Merit Badge. (#7, #8, #10).

❑ A "high quality" **COPY** of this application should be given, e-mailed (karen.caiati@scouting.org), or mailed to Karen Caiati at the Council Office to be verified.

**You Area's Eagle Coordinator will e-mail the verified, signed application
to the Scout and Scoutmaster/Advancement Chair.**

The Eagle Candidate's Responsibility for Board of Review

The Scoutmaster/Advancement Chair must make the appointment for the candidate's Board of Review with your Area's Eagle Coordinator.

5 Copies of the following should be brought to the Scout's Board of Review.

❑ The Eagle Application **verified/signed by Council**, this will be e-mailed to you.

❑ A copy of the Scout's "Advancement History Report", Scout receives this from Troop.

❑ The Scout's Eagle Service Project Workbook. (**All parts must be completed with all signatures**)

❑ The Life Statement (typed).

*Bring 2 copies of the "Palms at Eagle Board of Review form". (if applicable)
Bring your Scout Book , if you would like us to sign it. (optional)*

The Eagle Board of Review

The Scout should be neat in his appearance and his Field uniform (aka class "A") should be as correct as possible with all badges worn properly. If the Scout does not have official Scout pants, the Scout may wear dress pants. The Scout should not wear jeans. The Scout is encouraged to wear his/her Merit Badge sash but not his/her OA (Order of the Arrow) sash.

It is the desire of the board to encourage the Scout to talk so that the review can be a learning experience for the candidate as well as for the members of the board. The board hopes to get to know the candidate as a Scout and as a person by asking a variety of questions. The Eagle Board of Review is not a test of Scouting skills.

Eagle Palms at time of Eagle Board of Review

A new Eagle Scout can instantly receive, along with his Eagle medal, all Eagle Palms the Scout has earned for merit badges completed **before** he became an Eagle Scout. These Palms recognize additional merit badges earned before completing the Eagle. There will not be a separate Boards of Review for these Palms. The Scout should bring 2 copies of the "Palms at Eagle Board of Review" form with Merit Badges filled in, to his/her Board of Review. **For Palms earned after the Scout's Eagle Board of Review AND before the Scout's 18th Birthday. The Troop will follow the "3 Month Rule" and will enter the Palms on Internet Advancement before Scout's 18th Birthday.** This form will be sent to you after your project proposal is approved.

Quinnipiac District Eagle Advancement Team Contact Information

ADVANCEMENT AREA 1,
TROOPS: 12, 41, 59, 63, 196, 208, 701, 721, 802, 899, 907, 925, 931
CREWS: 913   **SHIPS:**
Area 1 Eagle Coordinator: --- Donald Kaletsky
Phone / E-mail:----------------- 203-882-1818 / dkaletsky-bsa@yahoo.com
Address: ------------------------- 6 South Wind Lane, Milford, CT 06460

ADVANCEMENT AREA 2,
TROOPS: 1, 4, 5, 17, 32, 37, 42, 43, 45, 47, 52, 406,600, 604, 608, 610, 614, 640, 800, 805, 810, 811
CREWS: 7, 424, 604   **SHIPS:**
Area 2 Eagle Coordinator: --- Michael Berthiaume
Phone / E-mail:----------------- 203-243-0085 / michaelberthiaume@sbcglobal.net
Address: ------------------------- 64 Hansen Farm Road, North Haven, CT 06473

ADVANCEMENT AREA 3,
TROOPS: 67, 401, 404, 408, 424, 428, 453, 463, 471, 472, 474, 490, 491, 494, 515, 633, 1633, 4200, 4208, 4215, 4282, 4284, 4288, 4291, 4299, 6424
CREWS: **SHIPS:** 1
Area 3 Eagle Coordinator: --- Stanley Malinowski
Phone / E-mail:----------------- 203-401-1762 / stan.malinowski@snet.net
Address: ------------------------- 218 Briarwood Drive, Guilford, CT 06437

Very, Very Important Reminders, Read Them Now.

- **First Read , Understand, and Follow ALL** directions in the Eagle Service Project Workbook.
- Make sure you know what **Advancement Area** your troop is in… see list above…
- Remember to "copy" all E-Mails associated with this project to your Scoutmaster and/or Advancement Chair and your parents.
- The Eagle candidate **should NOT change his Eagle Service Project Workbook version**; he/she should continue with the version he used for his/her proposal.
- Remember to put your "PID" (Personal Identification Number) and **Life Board of Review date** on the Contact Information page.
- Remember Scout's **Life Board of Review date and the Scout's leadership position with dates** on the Eagle application.
- Remember to have all needed signatures, **including the Scout's signature**, on the signature pages.
- **We require**, that the Eagle Service Project Workbook, the Eagle Application, Project Fundraising Application, and the Life Statement **will be typed**.
- The Scout normally can be no older than 18 years and 3 months at time of the Board of Review.
- The Eagle Project, Merit Badges, and Scoutmaster Conference must be completed **before the Scout's 18th birthday.**
- Remember to give **"Navigating the Eagle Scout Service Project"** to the Eagle Project Beneficiary.
- All **"Youth Protection"** rules should be in effect during Eagle Projects. *
- All **"Guide to Safe Scouting"** rules should be in effect during Eagle Projects. *
  - * Your Scoutmaster can explain these to you.

Make sure you have read and understand this entire document.