



Advancement Committee
PALISADES DISTRICT
BLUE GRASS COUNCIL, BSA
415 North Broadway
Lexington, KY 40508

Eagle Project and Application

After a Scout achieves the rank of Life Scout, he may begin earn the rank of Eagle Scout, the highest award presented to a Boy Scout. In the Palisades District the following procedures must be followed:

Eagle Project

1. The Scout must select his Eagle project and have the project approved by his unit leader, his unit committee, and the benefactor of the project, and then reviewed and approved by the Palisades District Advancement Committee (PDAC) before starting work beyond the planning stage. **To ensure that the project meets the Boy Scout of America Standards, the Scout must use the *Eagle Scout Service Project Workbook* to meet this requirement.** This is available as a download on the National Eagle Scout Association website at www.nesa.org/trail/18-927E.doc. This document can be saved to your PC and completed using your word processing software.
2. Once the unit leaders and the benefactor have signed and approved the project concept, the Scout delivers it to the Eagle Coordinator for his area.

Fayette County:

Michael Strother, 4677 Spring Creek Dr. Lexington, KY 40515 Day 859-533-8004
Evening 849-272-6798 or email: eagles3strother@insightbb.com.

Jessamine County:

Mark Hanks, 327 Meadow Valley Road, Lexington, KY 40511 Office: 859-881-6905,
Home: 859-389-7179, Cell Phone 859-312-5559 Email: mhanks@centralbank.com

Madison and Garrard Counties:

Dr. Paul Rominger, 124 Lorraine Court, Berea, KY 40403, Phone 859-248-1974,
Email: pdrominger@netscape.net

Boyle and Mercer Counties:

Robert E. Todd, Jr., 203 Man-O-War Drive, Danville, KY 40422, Phone
859-936-1256, Email: rtodd@mikrotec.com

District Advancement Chairman:

Ron Summers, 2853 Middlesex Way, Lexington, KY 40503, Office: 859-254-6661,
Home 859-278-6662, Email: ronsummers@windstream.net

3. The Palisades Advancement Committee (PDAC) will review and approve or decline the proposed concept in the *Eagle Scout Service Project Workbook*. The PDAC will review the proposed Eagle Scout Service Project as quickly as possible. Particular deadlines needed for the project, if any, need to be conveyed to the PDAC and every effort will be made to meet any deadlines.
4. If the proposed project is declined, recommendations on the ways the Scout may revise or enhance the project to most likely make the project acceptable will be made. The Scout will be encouraged to continue. . Occasionally, the project is declined in total, if the concept does not meet Boy Scouts of America guidelines.
5. Once the Scout has received approval from his unit, unit committee and the PDAC, he may begin the project. The Eagle Board of Review approves the way the project was carried out. This is in addition to any prior approvals.

Eagle Board of Review

1. The Scout must complete all requirements including (a) the requirement of tenure in Scouting; (b) all required merit badges; (c) holding positions of responsibility; (d) while a Life Scout, plan, develop and provide leadership to others in a service project; and (e) complete the required Scoutmaster conference.

Letters of Reference

2. All letters of reference should be mailed or hand-delivered directly from the person providing the Eagle Letter of Reference to the Eagle Coordinator for your area (see above). The candidate should not see the letters of reference nor should any of the candidate's unit leaders or family members see the letters of reference. The candidate should not be involved personally in transmitting any correspondence between persons listed as references and the coordinators. References are confidential and their contents are not to be disclosed to any person who is not a member of the board of review.
3. There should be at least 3 letters of reference sent directly to the Eagle Coordinator. The letters of reference do not have to be from the references listed on the Eagle Application. It is recommended that the Eagle candidate contact a religious leader, a school administrator or teacher and an adult friend or other adult leaders who influenced the Scout's life to write the letters of reference. However, the unit leaders who signed the application may not prepare a letter of reference. The Eagle candidate needs to personally contact the person selected to provide a reference. The Eagle candidate is encouraged to prepare a pre-addressed, stamped envelope for each adult requested to provide a letter of reference. In addition, please write the Eagle candidate's name on the back of the envelope to identify the applicable Board of Review. A parent's recommendation, if presented, will not count as one of the 3 required letters of reference.

4. If an Eagle Candidate or his family or friends have access to the references, they must be destroyed and the candidate will need to select and contact new individuals to provide a reference and recommendation for Eagle rank.

Eagle Application

5. Once all of the work on the project has been completed, the Scout must properly fill out the Eagle Scout Rank Application. The completed application is then reviewed by the Council office to verify the information in the Eagle application such as proper signatures, completion of merit badges, tenure between ranks, and age of the candidate.

The Eagle Scout Rank Application is available at the Council office or:

National Eagle Scout Association website www.nesa.org/trail/58-728.pdf

Council website under “Scouting Forms” - “National Forms” www.bgbsa.org

All required unit signatures and review should be completed prior to submission to the council office for record conformation.

It is the Scout’s responsibility to see that the Council office’s review is done.

The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.

6. The completed application is then sent to the Eagle Coordinator, with the original copy of the *Eagle Scout Service Project*, and Statement of ambitions and life purpose. If the copy of the entire Eagle application packet is not turned in, the Eagle Scout Applicant will be called to pick up the application and packet for completion. There will be no exceptions to this rule.
7. All the references, both those listed on the Eagle Application and those provided by letter, may be contacted by the Board of Review.
8. All work on the Eagle Scout Service Project must be done while the candidate is a Life Scout and must be completed before the candidate’s 18th birthday. All Merit Badges listed must have been completed before the candidate’s 18th birthday. The leadership position must also be held while the candidate is a Life Scout.
9. Once the completed *Eagle Scout Service Project Workbook*, the completed and verified Eagle Scout Application, all references and any and all other documentation has been presented to the Eagle Coordinator, a Board of Review will be scheduled. No Board of Review will be scheduled until the 3 letters of recommendation have been received.

The Board of Review must be held no later than 90 days after the Scout’s 18th birthday. Any requests for extension beyond the 90 days must be made directly to the

District Advancement Chairman within 60 days after the Scout's 18th birthday. If the District Advancement Chairman agrees with the extension request he will then submit the request to BSA National who will make the final ruling. There is no guarantee the request for extension will be granted.

Parents, guardians and unit leaders from the Eagle Applicant's unit will not be allowed to serve on the Eagle Board of Review. One unit leader will be allowed to observe the Eagle Board of Review, but only if the Eagle Applicant requests his or her presence. If requested, the unit leader will be permitted to observe the Eagle Board of Review ONLY. The observing unit leader will not be allowed to ask questions or to offer any clarification unless requested to do so by a members of the Board.

Members of the Board will include: Members of the PDAC, members of the community, a member of the Unit's Committee. The unit's Scoutmaster or Asst. Scoutmaster's **may not serve** on the Board of Review. Each member will be 21 years of age or older. These members do not have to be registered in Scouting, but they must have an understanding of the importance and purpose of the Eagle Board of Review.

10. The Scoutmaster will be contacted by the Eagle Board of Review Chairman to set the time, date and location for the candidate's Eagle Board of Review.
11. The Eagle Candidate should appear before the Eagle Board of Review in a full Class A uniform and strive to make his best presentation possible to the Board.
12. Immediately after the Eagle Board of Review and after the application has been appropriately signed and the certificate of recommendation presented to the Candidate. Project Workbook, will be returned to the candidate.
13. The Chairperson will forward the application, for District Advancement Chairman for approval.
14. When the application arrives at the Council Service Center, it is forwarded to the Scout Executive. The Scout Executive signs it to certify that the proper procedure has been followed and that the Board of Review has recommended the candidate for the Eagle Scout rank. **The Eagle Scout Rank Application is forwarded electronically to the National Eagle Scout Service.** The Council maintains the original and a copy of the Eagle application packet on file in the office of the Council Service Center.
15. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service Center on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the Board of Review.
16. The Eagle Court of Honor should not be scheduled until the local council receives the Eagle Scout rank credentials.

Appealing a Decision

There are generally 2 sets of circumstances that may lead to the appeal of a decision:

First, if the unit leader or unit committee does not recommend the Scout for a Board of Review, or if the unit leader or unit committee does not sign the Eagle Scout application, the Scout or other interested party may appeal the decision to the District Advancement Committee.

Second, if the appropriate Board of Review does not recommend the applicant for the rank of advancement, the decision may be appealed to the Council Advancement Committee. The Scout, his leader, or his parents may appeal the decision. With all appeal applications, the final decision rests with the national Boy Scout Committee. In ascending order, levels are unit, district, local council, and national Boy Scout Committee.

On receipt of an appeal, the District or Council Committee responsible for advancement will provide for a prompt review to determine the facts. All parties must be interviewed either individually or as a group. A written report with all details must be prepared for the committee responsible for a decision or for forwarding to the national Boy Scout Committee, if necessary.

All appeals to the National Boy Scout Committee must be processed through the Scout's local council. A copy of the Scout's Eagle Scout Rank Application must be included when petitioning at the national level.



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Guidelines for Eagle Scout Leadership Service Project Approval

This questionnaire is provided to help the Eagle Candidate, his Unit Leader, Committee Member, and District Specialist define, understand, and document the proposed project.

PROJECT DETAILS

An Eagle Scout Candidate may supply the leader with written answers to the following questions in their write-up of the proposed Leadership Service Project. It is recommended that written notes be added as needed to the Project Proposal so that the Scout and his leaders all understand what is expected and agree must be accompanied by the Scout.

- 1. Present Condition** – Pictures and drawings can help the committee make a decision.
 - How large is the area or how many items are needed?
 - Can a drawing of existing landmarks clarify the proposal?
 - Are pictures and drawings labeled?
 - How would you describe the site to a person who could not see?
- 2. Method** – A task level plan will help the Scout implement his project and convince the advancement committee that the Scout has planned his course of action.
 - What are the steps/tasks needed to accomplish the project?
 - How will the workers be trained?
 - Will a sketch help the committee and workers understand the plan?
 - How will disposal of debris and leftover materials be handled?
 - How will leadership be shown?
 - Will permits be required?
 - Will opportunities exist for other Scouts to earn advancement?
- 3. Materials** – A complete list of all items needed reduces confusion and delays during implementation.
 - Do the materials, including tools, support the tasks and the tasks support the materials?
 - Where and how will the materials be procured? How much will they cost?
 - Every project must have a budget for the materials to be used. The budget should include estimated costs for all material, whether donated or not, equipment that may be rented and food if meals are to be provided to the work crews.
 - Where is funding coming from?
 - If a fundraiser is planned, is a step included for a district permit?
 - What will happen if more money is raised than expected?
- 4. Project Helpers** –
 - Who will be expected to help with the project?
 - How many helpers and for how many hours?
 - How will the Scout solicit help with the project?

5. **Time Schedule** – A definite date to begin implementation is not required.
 - What steps will take place on workday #1, #2, #3, etc.?
 - How many people will it take to complete the specific tasks assigned to each day?
 - How long will it take each crew to complete the assigned daily tasks?
 - What will take place prior to the first workday?
6. **Safety Hazards** –
 - Has forethought been given to issues involving the safety of the workers or environment? Who will provide safety training, if needed, before any work is to be done?
 - What conditions exist that could present a problem?
 - Will underground utilities need to be located?
 - Will you be working in or around water?
7. **Ensure Safety** – The Scout will most likely need his leader’s help with the completion of this section
 - Have all environmental factors been considered concerning general safety? Heat? Cold? Ice?
 - Will a tour permit be needed?
 - How is transportation to be arranged?
 - Will two-deep leadership be in place?
 - Will adult leaders be Youth Protection Trained?
 - Are all policies mentioned in A Guide to Safe Scouting being addressed and followed?

Proposal Approval Process

Step 1 – Benefiting Organization

Step 2 – Unit Leader, if related to Scout, must have Assist sign too

Step 3 – A Member of the Committee – if related to Scout must have another member sign in addition

Step 4 – District Advancement Committee

At each step, these are the questions that the person signing off on this project must be able to answer:

- In what manner will the Scout be able to demonstrate his leadership skills?
- What is sufficient for him to demonstrate leadership? What about a minimal amount of time? The signatory can calculate projected hours by using the number of project helpers and the time schedule that he must provide.
- It is possible to develop most any idea into a successful Leadership Service Project? Yes, in most cases.

The Palisades District Advancement Committee cannot approve a project that was not approved by the unit. If the unit level signatures are missing, it will be sent back for signatures.

The Palisades District Advancement Committee must approve the Project before the Scout begins the project.

No public announcements about the project should be issued before a project has been approved by the District.



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REQUIRED EAGLE APPLICATION PAPERS

When the Service Project and all of the requirements for the Eagle Rank are finished, the candidate must submit the completed Eagle Application to the appropriate Eagle Coordinator. See Eagle Project section for the name and address of the Eagle Coordinator for your area.

The packet must include the following materials in a 3-ring binder.

1. Eagle Scout Rank Application. (NOTE: all dates, including those for merit badges, must include month, day and year.
2. Eagle Scout Leadership Service Project Workbook properly completed and a copy of everything included in that packet including the following items.
3. Statement of ambitions and life purpose on a separate sheet (Requirement #6 on the back of the Eagle Application);
4. References sent separately to the Eagle Coordinator
5. Any additional information about the Project such as media publicity;
6. Verification of Merit Badges and Rank Advancement dates from the Council;.

Upon review of the submitted records and completed Eagle Project, the Eagle Coordinator for your area will be in contact with the Unit Leader to schedule a Board of Review.

Yours in Scouting,
Palisades District Advancement Committee