

Troop 351's Eagle Scout Project Approval Procedures

Get an Eagle Scout Packet, also called the Eagle Scout Leadership Service Project Workbook. You can get this at the BSA office in person, at 2145 SW Naito Parkway, Portland, OR 97201. You can call the BSA Office at (503) 226-3423 and ask them to mail it to you, or you can download it from the Council website at <http://www.cpcbsa.org/advancement/eaglehelp/>. (However, the downloaded packet does not include the special envelope that the Council office prefers.)



Map out a potential project. You might start by contacting an organization that you wish to benefit, and ask about their needs. Or you might start with your own idea for a project, and then contact the organization that would benefit and find out if they are interested. Make initial plans for labor, schedule and materials.

Before doing detailed planning and before making any commitments to the organization that would benefit, talk to the Scoutmaster, Eric Hall, or Eagle Mentor, Rita Charlesworth, about the project. Eric or Rita will confirm that the proposed project is appropriate and will give advice on further planning.

Plan the project in detail. Put the plan in writing. Use the Eagle Project Workbook pages for this, and / or prepare a document for attachment to the workbook pages.

Our troop requires that the Scout make a presentation to the Troop Committee about the proposed project. This is a 5-10 minute presentation, using a poster or other visual aid, followed by a question period with Eagle Project Workbook. A hand-out project summary is usually also expected. A hand-out is one or more 8 1/2 x 11 printed sheets that list the key points of the project.

The Troop Committee meets in the Xavier Room of the St. Ignatius Parish Hall on the second Monday of every month, 7 – 8:30 pm. Eagle presentations are generally placed first on the Committee meeting schedule. The Xavier Room is the room in which the Venture Crew meets, just to the left of the double doors as you come in to the Parish Hall.



The Committee meetings are attended by 12-15 people: Committee Members, Scoutmasters, and Venture Crew reps. These are all people from Troop or Crew 351. Committee members want the Scout to succeed.

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Committee Chair Ronda Eikenberry prepares the agenda and runs the Committee meeting. To get his presentation on the Committee meeting schedule, the Scout needs to call Ronda at 503-233-1041, at least three days prior to the meeting. In cases where multiple Eagle presentations need to be made at the same Committee meeting, Ronda may change the meeting time to 6:30 – 8:30.

The Scout's parent usually attends the Committee meeting. The presentation is entirely the Scout's, but it is okay for the parent to help out in answering questions. The Scout needs to be in full Class A uniform. He needs to bring his Eagle Workbook. He will need to go to the troop room prior to the meeting to get the easel to support his poster.



The Committee understands that a Scout may feel nervous about giving the presentation, and is sympathetic about this common reaction. The Committee does not expect a polished performance, just a demonstration of a thorough understanding of the project.

The presentation should begin with a description of what the Scout proposes to accomplish, what organization it will benefit, and in what way the organization will benefit. The presentation or handout should cover:

Equipment needs

- Parts – how many and at what cost

- Tools – how to get

- Permits – are they needed

Budget

- Detail the costs

- Include plans for feeding the crew

- How will the money be raised? ¹

Manpower requirements

- How many boys are needed?

- What level of skill do the boys need? (Older boys or younger)

- How will you use adults on the project?

Tentative schedule

- Multiple days or one day

- What activities at what hour; starting time and ending time

Any special needs

¹ Troop will reimburse \$75 to project or Eagle Court ceremony, after receipts are presented

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Pictures or maps if appropriate

If a large-scale map is appropriate, it can be passed around the table

Safety Measures

Dependencies / Contingencies

weather concerns

critical points in the project and alternate approaches

Committee members will then ask questions and make observations. The Scout should be prepared with an in-depth knowledge of the project details. The Committee asks questions so that they understand what is being proposed, can provide advice and guidance, make sure the project is feasible and that it meets BSA standards. The Committee is not interested in tearing the project apart; they want the Scout to succeed.

The Committee often asks about

Anything in the presentation, poster or handout that is unclear

The necessity of permits

How will you pay for the supplies

How did you pick the project

What support is being offered by the organization that will benefit

After the question period, the Committee will usually approve the project, sometimes with particular stipulations. Occasionally, the Committee will ask the Scout to get more information or otherwise refine the plan, and to then come back to present again at a later Committee meeting.

If the Committee approves the project, the Scout should present his Eagle Project Workbook to Committee Chair Ronda Eikenberry for her signature. The Scout and parent may leave after the presentation, or stay for the rest of the meeting; either choice is fine.



After the Committee approves the project, and before actually undertaking the project, the Scout needs to get the approval of the Lewis and Clark District Eagle Advancement Chair, Scott Downing. The Scout (not the parent) needs to give Mr. Downing a call at 503 282-4770. He will ask a few questions on the phone, then schedule a meeting with the Scout to review the proposed project; typically, this meeting will be at his home near NE Sandy & Alameda on a Thursday night. (If you leave a message at that number and don't hear back within a few days, call and leave another message.)