



# Project Steps

## Congratulations on becoming a Life Scout!

Here are helpful steps to follow should you want to become an Eagle, and who you need to work with for each step. This goes over the steps that Council representatives get the most questions about, not every single step. All of the work must be completed before your 18th birthday. Signatures should be obtained and paperwork turned in prior to your 18th birthday.

Rules about the process for Eagle Boards of Review can be found in the Guide to Advancement in Section 8.0.3.0-8.0.4.2.

Rules about the Eagle Scout Rank application process can be found in the Guide to Advancement in Section 9 (inclusive).

### Step 1



## The Project

As the workbook instructions lay out, the Proposal needs to be approved by a Council Representative before you are allowed to start any work on the project, or do any fundraising for the project.

All projects for Rainbow Council should be emailed to the Council Advancement Chair at the following email: [rainbowcounciladvancementchair@gmail.com](mailto:rainbowcounciladvancementchair@gmail.com)

*Don't be intimidated by the workbook!* It is designed to help you through each phase.

Although the workbook is a document you can download to your computer and type information into, there is no requirement you type into the form. The requirement is that this form be used, and as long as all the information is on the form, you can write by hand if you want.

Talk to your unit leadership and inquire if there is an Eagle Coach, or someone who helps Life Scouts with projects. Ask your unit leadership about how your unit normally handles Eagle project paperwork, as there might be a process in place already to help you be successful.



## The workbook has 3 major parts: Proposal, Plan, and Report.

The Proposal needs to be approved by a Council Representative before you are allowed to start any work on the project, or do any fundraising for the project.

Send the completed proposal to Rebecca Eisel, Council Advancement Chair, [rainbowcounciladvancementchair@gmail.com](mailto:rainbowcounciladvancementchair@gmail.com)

Before approaching the Council Representative to approve your proposal, make sure you are able to provide the following:





# Project Steps

Step 2

## Proposal

### Proposal page B

- Completely fill out this page
- Your birth date and Life board of review date

### • Council Service center information:

- Council Service center information:
- Jessica Volke [jessica.volke@scouting.org](mailto:jessica.volke@scouting.org)
- Council or District Project Approval Representative
- Rebecca Eisel 708-691-5088 [rainbowcounciladvancementchair@gmail.com](mailto:rainbowcounciladvancementchair@gmail.com)

### Proposal page E

- All 4 signatures need to be obtained before sending the proposal to your Council Representative

### Fundraising Application page A

- Some projects will need some money for materials or other needs. The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs. This application is not necessary for contributions from the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, or the beneficiary.
- While you don't have to turn the Fundraising page in with the Proposal, if you are going to be asking any business for any type of donation at any point in your project, you need to have the Fundraising approved before you ask. It would save time to have the Fundraising approved at the same time as the Proposal.
- Once you receive notification from your Council Representative the Proposal has been approved, you can start work on your project. Keep track of the approval email your Council Representative sends, as you will need it later.
- **Now would be a good time to fill out the Project Plan, if you have not already done so.**
- The Plan will help you communicate to your helpers what needs to be done, to keep everyone working towards your project goal.

### Project Report Page C

- After finishing the project work, write up the Project Report. Once you have finished the write-up, you will sign Page C, as well as the beneficiary and your Scoutmaster.



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## Step 3

### Verification process

**The Project is done! What do you do now?**

#### **Make sure the Eagle Workbook is complete.**

- You are able to provide the Council rep's approval for the Proposal and Fundraising, and the signatures on the Proposal page E
- The Plan is filled out with all the details
- The Project Report is completely filled out, and Project Report page C has all necessary signatures

#### **Make sure the Eagle application is complete.**

- *Units who use Scoutbook can take advantage of a feature which will automatically fill out most of the information needed on the application.*
- References listed
- Merit badges finished
- Scoutmaster conference held
- All signatures obtained
- Letter of ambition written

**When both the Workbook and the Application are ready, contact the Registrar at the Council Service Center.** The Registrar is responsible for verifying all the information is accurate and complete.

Jessica Volke [jessica.volke@scouting.org](mailto:jessica.volke@scouting.org)

**The Registrar will then send you and the appropriate Council Advancement representative an email to coordinate a Board of Review.**

**Check with your unit leadership (Scoutmaster, Committee Chair, Advancement Coordinator, Eagle Coach) when they are available, and what location can be reserved for the Board.**

Provide at least 3 dates you and your unit leadership are available to the Council Advancement rep. Your Council Advancement rep will normally schedule a Board 2 to 4 weeks after verification is complete. The Council Advancement rep covers a large number of units, which means their calendar might be full for the few days or weeks after your verification is done.