

Sussex District Eagle Scout Advancement Process

- 1) It is the responsibility of the Eagle candidate to find and develop a project which is Eagle worthy in discussion with his Unit Leader, Eagle/Project Coach or other appropriate individuals.
- 2) The Eagle candidate who has found a project needs to make sure that the Benefiting Organization will let him do the project and has proper jurisdiction. (Do not assume)
- 3) The Eagle candidate must use the current Eagle Scout Service Project Workbook to develop the project. All documents should be located through <https://ppcbsa.org/committees/advancement/>
- 4) If in the development process the Scout is not sure whether the project is appropriate, he should, early in the process, contact the District Advancement Chair for guidance.
- 5) Upon completing the Proposal section of the Eagle Scout Service Project Workbook, the Eagle candidate must contact the Sussex District Advancement Chair for initial acceptance of the concept.

Sussex District Advancement Chairman:

George Lippencott

924 Dove Island Road

Newton, NJ 07860

email: georgelippencott@yahoo.com

The Advancement Chairman will assign you a District Eagle Advisor. **(Do not start working on the project until you have your District Advisor's approval in Step 6!)**

- 6) The assigned District Eagle Advisor will read your proposal and make suggestions for your consideration and once satisfied will sign off on your project. This is the fourth and final signature on page 2-4 of the Workbook. Once the District Eagle advisor has signed the Workbook, you may then start working on the project. Successful projects are those that The Sussex have a detailed plan, see pages 12 to 17 of your Workbook for guidelines. District Advancement Committee strongly suggests that you consult with your Unit Eagle Coach or Unit Leader to review your plan before you schedule the start of your project.
- 7) If the "public" is to be asked to assist with funding the project (i.e. outside of the Unit, chartering organization, beneficiary or Scout's family), there MUST be a Fund Raising Application completed. For more information see Workbook pp 3-7 & 3-8. If it is anticipated that there will be Fund Raising in excess of \$2500, the District Advancement Chair must approve your Fund Raising Application.

- 8) The Eagle candidate will contact the District Eagle Advisor if there are changes which are not anticipated in his write up and which may affect the outcome or scope of the project (do not wait till after the project is completed – if in doubt, call!)
- 9) Once you have completed the project, complete The Project Report section of the workbook. The Sussex District Advancement Committee strongly recommends that you ask your District Eagle Advisor to review the report. This will keep your advisor informed of any changes or issues related to the project and will help to make your Eagle Board of Review go more smoothly. Your advisor may recommend edits to your project report; it is your decision whether or not to incorporate them.
- 10) A representative from the Unit will need to go online and fill out the hours for your project on the Service Hours Reporting website (accessed through Patriots Path website: <https://servicehours.scouting.org>)
- 11) Fill out the Eagle Application including Merit Badges earned (cross out as needed for MB #7, 8 and #10), and Position of Responsibility including accurate dates. (It is recommended you obtain a report from BSA Scoutnet to check all merit badges which are recorded by council to check for any discrepancies prior to filling out the application) Your Unit Advancement Chair should be able to assist you with obtaining this information.
- 12) The Unit Leader (Scoutmaster) and Unit Advancement Chair should review the Eagle application prior to obtaining needed signatures.
- 13) The Life Scout will write his letter of Life Purpose prior to having his Unit Leader (Scoutmaster) Conference as part of Requirement 6 on the Eagle Rank Application. This Statement will be included with the Eagle Project Report.
- 14) The Eagle Candidate will turn in the completed and signed Project Report, the Recognition of Service Certificate, the Life Purpose Statement, and the completed and signed Eagle Rank Application to the Eagle Registrar at Council. At the same time, provide a digital copy of these documents, or a copy that can be scanned at Council. See: <https://ppcbsa.org/committees/advancement/>
- 15) Council will notify the Scout, his District Eagle Advisor, and the Sussex District Advancement Chair that the paperwork has been checked and approved for scheduling a Board of Review.
- 16) At this point, the Unit will request confidential letters of recommendation for the Eagle Candidate from the list of references on the completed Eagle Rank Application, and will assure the letters are available for the Eagle Board of Review. While the Scout may request these letters, the sealed letters must be sent to another authorized adult in the Unit.
- 17) Once letters of recommendations are received, the Unit will contact the District Eagle Advisor to set up the Board of Review.
- 18) The Eagle Candidate will then contact his District Eagle Advisor to confirm the rest of the details for scheduling the Board.

- 19) For the Board of Review, the Unit will invite three (3) Scouters at least 21 years of age from its own Unit Committee or it may invite others from the community who are familiar with the Eagle rank. The Unit leader or assistants may not participate in the Board of Review; the Scout's parent or guardian likewise may not participate. The Unit will provide an appropriate location for the Eagle Board at a date and time agreeable with the District Eagle Advisor.
- 20) The Eagle Candidate will provide one copy of all Eagle Documents for each person sitting on the Board. This should be provided one week in advance so that all participants may review the materials and the Board can start promptly.
- 21) The Eagle Candidate will bring the original completed Eagle Application and any supplementary media/documents he wishes to bring; he should be dressed in full uniform for his Board of Review.

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For further information, refer to the current Guide to Advancement, BSA Requirements, Eagle Rank Application and Eagle Project Workbook.