



Dear Life Scout:

Congratulations! You are almost there, to the pinnacle of the Eagle trail. As you complete the final requirements for your Eagle rank, we have some pointers in completing your paperwork.

The Eagle Scout Rank Application: This application would look the best, be the most readable, and be less likely to have errors occur if it was typed.

Eagle Scout Leadership Service Project Workbook this workbook is required as part of your Eagle application paperwork. Use of the official workbook (available online www.blackhillsareacouncil.com under Eagle Scout Resources) is required. Follow the guidelines *carefully!* Note the verbiage: "*Eagle Scout Leadership Service Project.*" You are not completing just a service project, rather you are completing a "*leadership service project*". "Use your workbook to record your plans and progress". "You may add as many pages as needed to *thoroughly* complete the workbook".

While you are completing your write-up, ensure that you answer the following questions. Be descriptive:

In what ways did you demonstrate leadership of others?

Give examples of how you directed the project rather than doing the work yourself.

In what way did the religious institution, school, or community group benefit from the project?

Did the project follow the plan?

If changes to the plan were made, explain why the changes were necessary.

When you are done, your write-up should look like an essay you would submit to your teacher in school. As a guide (not required), your essay should be at least 3-5 pages in length.

Work closely with your unit leader. Remember, your *Eagle Scout Leadership Service Project* must receive all approvals prior to beginning your project. Have fun! We look forward to seeing you at your Eagle Scout Board of Review.

Yours in Scouting,

Black Hills Area Council Advancement Committee

144 North Street
Rapid City, SD 57701
605.342.2824

www.blackhillsareacouncil.com

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Eagle Scout Award Application Summary

This is a step-by-step summary of what The Scout needs to do to process the Eagle Scout Application:

1. Pick-up an Eagle Scout Application Packet from the Scout Service Center.
2. Read carefully the information concerning selection of an Eagle Scout Leadership Service Project.
3. Once you have decided on a project, discuss it with your Scoutmaster, Unit Advancement Committee Chairperson and a representative of the organization (school, church, park, etc.) for which you are proposing to do your project.
4. Once the project has been *approved*, complete the form entitled "Proposed Eagle Scout Leadership Service Project". Your Scoutmaster, Unit Advancement Committee Chairperson, organizational representative and Council Advancement Committee Chairperson must sign this form.
5. Once your proposal has been signed, implement the project. Be sure to keep records and take before, during and after photographs.
6. Complete the Eagle Scout Leadership Service Project Workbook. Your completed write-up should be 3-5 pages in length. Include one page describing, in detail, how leadership was demonstrated and what you learned regarding leadership.
7. Complete the Eagle Scout Award Application Form. Ensure the application is signed by the appropriate people.
8. Make an attractive packet (it does not have to elaborate; examples are on file at the Scout Office). It should include the Proposed Eagle Scout Leadership Service Project Form, Eagle Scout Leadership Service Project Report, Application, and before, during and after pictures of your project. Turn in the entire packet to the Scout Office for review and signature. Call the office after 5 working days to see if your packet is complete. Call the Council Advancement Chairman to Schedule Board of Review no less than **five working days after the packet is reviewed and signed**.

Note: It is the Scout's responsibility to check the Council Service Center to make sure the application has been approved for the Board of Review. Call the Service Center approximately five days after you turn it in for approval. Once your application is approved at Board level, the packet must remain at the Council Service Center. The application will then be forwarded to National, in Texas, for final approval.

WHO'S WHO

This sheet will help you in determining who's who in your application process. Next to each title, write the name of the person who presently holds that position, so that when you need conferences or signature, you will know who to contact. This is a worksheet only, and not part of the final application.

1. Unit Leader (Scoutmaster)

2. Chairman of the Unit (Troop) Advancement Committee

3. Chairman of the Council Advancement Committee

4. Organizational representative (if you are doing an Eagle Service Project for a church, this might be the pastor. If the project is for a school, it might be the principal.)

5. References:

Parent/Guardian _____

School/Education _____

Religion _____

Employer _____

Personal _____

Personal _____

6. Board of Review

Council Representative _____

Others _____
