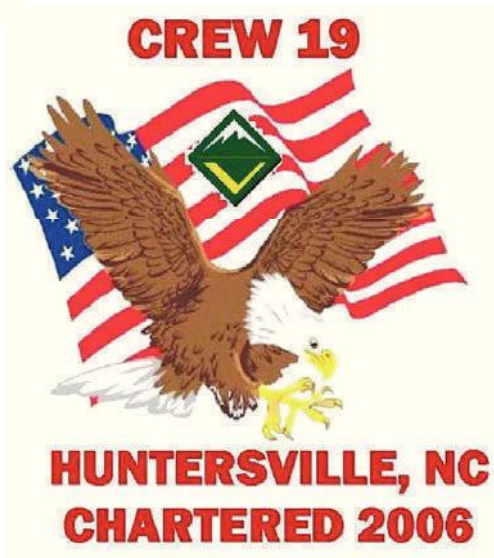


# Troop 19/Crew 19



Eagle Scout Service Project

Troop 19/Crew 19

Huntersville Presbyterian Church

Huntersville, NC



Eagle Project Guide

and

Handbook

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## Huntersville Presbyterian Church

*Larry Banks – Scoutmaster*

Dear Parents,

Congratulations on your son's recent advancement to Life Scout. Your son is now on the verge of the highest rank and honor in Scouting. This booklet is designed to help you and your son as he prepares to take the final steps toward Eagle and plan his Eagle project.

During the next six months, your son's success will be determined by how well he follows these steps:

1. Regular and frequent communications with the Eagle Project Coordinator.
2. Your son must hold a leadership position within the troop during the time he is working on his Eagle project. The leadership positions are defined as follows; Patrol Leader, Assistant Patrol Leader, Senior Patrol Leader, Assistant Senior Patrol Leader, Troop Guide, Troop Instructor, OA Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Bugler, Chaplain Aide or Junior Assistant Scoutmaster.
3. Your son must complete all the requirements for Eagle. The requirements for Eagle are:



- Be active in your troop or patrol for at least 6 months as a Life Scout
- Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.
- Earn a total of 21 merit badges (10 more than you already have), including the following:
  - a) First Aid
  - b) Citizenship in the Community
  - c) Citizenship in the Nation
  - d) Citizenship in the World
  - e) Communications

- f) Personal Fitness
- g) Emergency Preparedness or Lifesaving
- h) Environmental Science
- i) Personal Management
- j) Swimming or Hiking or Cycling
- k) Camping
- l) Family Life

You may choose only one merit badge listed in items (g) and (j). If you earned more than one of the badges listed in items (g) and (j), choose one and list the remaining badges to make your total of 21.

- While a Life Scout, serve actively for 6 months in one or more of the following positions of responsibility:

**Boy Scout Troop.** Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Den Chief, Scribe, Librarian, Historian, OA Troop Representative, Quartermaster, Bugler, Honor Guard, Junior Assistant Scoutmaster, Chaplain Aide or Instructor.

- While a Life Scout, plan, develop and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project idea must be approved by the organization benefiting from the effort, your Scoutmaster and troop committee, and the council or district before you start. You must use Life to Eagle Packet, BSA Publication No. 18-927, in meeting this requirement.
- Take part in a Scoutmaster Conference.
- Successfully complete an Eagle Scout board of review.

**All Merit Badges for Eagle including all of the required merit badges must be completed before starting on the Eagle project unless approved in advance by the Scoutmaster.**

Finally, your son must remain active in the troop. For Eagle Scouts, Troop 19 the Rank of Eagle represents a dedication to Scouting. **The “active” requirement for this rank requires the Eagle candidate to attend more than 60% of scheduled activities including troop meetings and trips.**

Yours in Scouting,



Lawrence W. Banks, Jr.  
Scoutmaster – Troop 19

## Troop 19 Instructions for the Eagle Scout Service Project Workbook

To the Life Scout and your parents I offer congratulations for your achievement in earning the rank of Life Scout. The climb to Eagle is approaching the final challenge - the Eagle Scout Service Project.

As the Troop 19 Eagle Project Coach I look forward to working with you, the Life Scout, as you prepare the Eagle Scout Service Project Workbook for approval by the Boy Scouts of America which is prerequisite to carrying out your project.

When you begin to review the Workbook form you will see that it is, in effect, a model of a project proposal one finds in the business world in many different forms. Most likely, you have very little experience with business plans. As you complete the Workbook you will gain insight in how to complete a well thought out plan supported by researched facts and estimates.

As both an Eagle Scout and a parent of an Eagle Scout I can relate to the questions you or your parents may have about the process. Hence, it is my mission to guide you as you complete the Workbook, and answer your questions about your project and the approval process. Our common goal will be to submit a Workbook so that Council approval will be obtained as quickly as possible.

With that goal in mind, please remember that all suggestions I make and requirements that I explain are oriented toward helping you to make your Workbook the very best it can be. My comments and suggestions will be drawn from years of experience with Workbooks completed by your fellow Scouts from Troop 19 who have achieved the rank of Eagle. Your Workbook will be a lasting representation of your work effort. The quality of your completed project will be determined by the quality of your planning as contained in the approved Workbook.

Following is an explanation of how this process works.

1. The first and most important item is when and how to contact me. Initially when you have identified a project idea and spoken with Mr. Banks about it, he will direct you to contact me on my cell phone – (704) 574-0502 – weekday evenings between 6:00 PM and 9:00 PM so I know who you are and that you are ready to begin work on your Workbook. I will, in turn, direct you to the Troop 19 website to view the Troop 19 Eagle Project Workbook instructions (which you are now reading)I can also answer any initial questions you may have. If you don't have any questions and would rather introduce yourself via email please send an email addressed to jrhehn@bellsouth.net with "Eagle Project Workbook" in the subject line and give me your contact information, i.e. cell phone number or home phone number, your name, and good times to contact you. While you are on the Troop 19 Eagle Workbook Page you should also download the Blank Eagle Project Workbook. Just in case you have difficulties with that download you can also go to the National BSA website and follow their instructions for downloading the workbook file. This is the National BSA webpage address: <http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx> .
2. When I have your email address I will send you a copy of the unchanging data required for Proposal Page B in the Workbook so that you can copy and paste it into the electronic Workbook file. You will still have to complete the variable data specific to you and your project on Proposal Page B. PLEASE NOTE THAT WE WILL BE WORKING WITH THE ELECTRONIC

WORKBOOK FILE EXCLUSIVELY AS IT WILL BE EMAILED BETWEEN YOU AND ME UNTIL IT IS READY TO BE SUBMITTED TO COUNCIL FOR APPROVAL. While we are discussing the electronic file, let me add that it can become extremely large and possibly not able to be emailed if you copy and paste photos or drawings into the boxes provided for them in the PDF file. And they typically become too small for viewers to be able to see the details clearly anyway. So, PLEASE DO NOT COPY PHOTOS OR DRAWINGS INTO THE PDF FILE UNLESS AND UNTIL I SAY TO DO SO.

3. Troop 19 has a policy that requires the Proposal and the Final Plan sections of the Workbook to be completed before the Workbook is submitted to Council for approval. This is to assure the Scout that he has thoroughly thought through the steps required to complete his project and adequately planned for it. THE GOAL FOR COMPLETING THE WORKBOOK PROPOSAL AND FINAL PLAN IS TO HAVE A COMPLETE ENOUGH PROJECT PLAN SUCH THAT THE WORKBOOK COULD BE GIVEN TO A SCOUT NOT FAMILIAR WITH THE PROJECT AND, WITH NO FURTHER INPUT FROM THE AUTHOR, COMPLETE THE PROJECT. Note that the Final Plan may need to include drawings, assembly instructions, photos of what the completed project should look like, etc. to adequately convey how the project is to be carried out and/or constructed. These requirements are project-dependent and not all projects need all of them.
4. Before starting on your Workbook I highly recommend studying the approved Workbooks prepared by recent Troop 19 Eagle Scouts. These may be obtained from Mr. Banks and/or may be available on the Troop 19 website. The idea is not to copy these examples but rather to see the types and format of information present in addition to the Workbook form that may be required for your project.
5. The Workbook electronic file is a PDF form file that you must type your responses into. Hence it is not a user friendly format. As stated above, you can copy from the Word file I send you and paste it into the Workbook file for much of the data on Proposal Page B of the Workbook.
6. Wherever your name is requested, please use your full legal name. If you have only two names, please indicate that to me in your email so I don't make a comment about it when I review your file. Also, please respect yourself and fellow Scouts by always capitalizing the word "Scout" if you refer to a Boy Scout. Adults are respected by addressing them as "Mr.", "Mrs.", "Miss", or "Ms." when giving their names in response to Workbook questions.
7. Most projects will require "before" photographs. For reviewing purposes as we work to get your Workbook ready for submitting for Council approval, photographs should be inserted into a Word document to facilitate adding captions. It will also make the review process much simpler and quicker. If your project requires a site plan/drawing, these photographs will need to be cross referenced to the site plan such that a reviewer will be able to relate the photograph to a specific location on the site of your project and also be able to see the direction the camera was pointed relative to what your site plan shows.
8. As all communications will likely be done via email, in addition to the electronic Workbook file all other information – photographs, drawings, supplementary Word pages, etc. should be in digital format. As stated above, the best way to organize the photographs is to import them into a Word document. Then they can be resized to no more than 3 per page and have the cross referencing data and a brief explanatory comment included for each one. These files are also usually much smaller than the original photograph files, which makes for easier emailing. Drawings and publications can typically be scanned to a PDF file or available online in that format.

9. Expect several cycles of sending me your files and getting them back with my comments and suggestions. The speed of this process will most likely be determined by you as the author of the Workbook. My turnaround time is less than a week and typically more like two or three days.
10. Once you and I have completed this review process and your Workbook is in "approvable" condition in my opinion, you will present it to the Troop 19 Eagle Project Review Committee. This is a group of Troop 19 adults familiar with both the process and, by getting copies of your files, familiar with your project. The purpose of this presentation is to have more eyes reviewing the Workbook for the less obvious errors and oversights as well as to suggest better ways to present the information or off-record suggestions for carrying out the project. It also is a warm-up for when you present your project to Council for approval and, after the project is completed, a warm-up for the Eagle Project portion of your Eagle Board of Review. The Troop 19 review will take place in the course of one to three hours in one sitting, usually in the Scout Hut in an evening. The actual time and day will be determined by the availability of the committee members. Hence, I prefer to have at least two weeks advance notice to the committee members for scheduling the presentation.
11. After the presentation to the Troop 19 Eagle Project Review Committee you will most likely have several modifications to make to your workbook. At the presentation we will decide whether I will need to see another revision or whether you can print the final copy and proceed with getting signatures on the Proposal section. Once that is determined, the hard copy that you take to the benefiting organization representative will include a completed Proposal section, including any supplemental pages, and the entire remaining workbook pages will be printed with no data entries. That will be the copy that you bring to me for signature after the benefiting organization signs off and the copy that you take to Mr. Banks for signature. You should also take a printout of the Final Plan section with you when you obtain the benefiting organization signature as that may expedite the start of work on your project after the Council approval is obtained. Remember that the completed Final Plan does not go to Council for approval, so be sure to keep it separate from the hard copy to be submitted to Council for approval.
12. When all signatures described above are obtained, the only remaining signature required is from Council. That will be obtained after you present your Workbook to Council at a regularly scheduled Eagle Project Review. Council has delegated the project reviews to District leadership. The reviews for our District will be held on the second Thursday of each month at The Park Church, 6029 Beatties Ford Road, Charlotte, NC 28216. You will receive final instructions from me when we reach the time for you to present your project to Council. Please keep this date in mind when working on your workbook. Remember that you must present your project to the Troop 19 review committee prior to the Council review.
13. When your workbook Proposal is fully approved you can proceed with your project. I recommend making a copy of the approved workbook, including the Final Plan section with any comments that come from the District review entered in the appropriate place, to use as a working copy as you work on your project. That will provide instant reminders of what you had planned as well as a place to keep notes that you may need for the Report section of the workbook. And it will preserve the copy with the original signatures for display at your Eagle Court of Honor and posterity.



I highly recommend keeping a copy of these instructions wherever you are when you work on your Workbook and refer to them. Refer back to them as you move from one phase to the next. It will save some time and effort for both of us!

Feel free to contact me whenever you have a question and especially if you don't understand or don't agree with something I have said in or about your Workbook. It is generally quicker to clear up misunderstandings by addressing them directly than by trying to address them and sending me a file for review with "hope" that they were addressed. And I would prefer to know that a change was not made because you disagreed rather than not see the change and continue to make comments about it as we move forward.

Remember that the Workbook is your work product. It is a document that you may one day want to show your son when he is on the Eagle trail. Make it something that you will be proud to show him.

I look forward to working with you as you complete this last challenging step on the trail to Eagle!

Mr. J. Richard (Rich) Hehn  
Eagle Project Coach  
BSA Troop 19

## WHEN YOUR SON IS SELECTING HIS PROJECT

Items to keep in mind...

1. Each Eagle project requires a minimum of 100 man-hours. This total includes planning time, time required to pick up materials as well as actual project time.
2. Your son must use Scouts from the troop with adult supervision. Your son may also use friends, neighbors and family in completing the project. However, at least 85% of the assistance must come from Troop 19.
3. The project must benefit a non-profit organization such as a church, school or charity. The project may not directly benefit the troop or the Boy Scouts of America.
4. Once your son has developed an idea for his project, he must write a rough draft of his proposal to be reviewed and approved by the Scoutmaster and the Eagle Project Coordinator.
5. Once the project is approved, your son will be required to make a formal write up of the project to submit to the council office for final approvals.
6. Your son cannot begin his project until the council office has approved his proposal.



## STEPS TO THE EAGLE PROJECT

1. Select a project that will benefit a non-profit organization such as a church, school or charity. Remember, your son cannot choose a project that directly benefits Troop 19 or the Boy Scouts of America.
2. Get approval for your project from the organization you wish to assist with your project. You must meet with a representative of the organization for approval as well as securing instructions, specifications and requirements needed to complete the project to the organization standards. You should prepare a rough draft of the proposed project for approval by Troop 19 leadership.
3. With your rough draft prepared, you may now seek approval for your project from Troop 19's Scoutmaster and Eagle Project Coordinator. You should now prepare your formal proposal of the project for council approval.
4. With your formal proposal, you must seek approval from the council for your project.
5. After your project is approved, you can begin and complete the Eagle project you have chosen.
6. After you complete the Eagle project, you must prepare a final, formal write of the project and its results. The final write up must include:
  - a. An overview of your project
  - b. Your life's ambitions
  - c. Four (4) letters of recommendation from any of the following: teachers, principals, ministers, neighbors or family friends.  
Troop 19 leaders are not permitted to provide a letter of recommendation.
  - d. Pictures of the project, before, during and after completion.
7. Once the project is complete, you may request an Eagle Scoutmaster Conference/Mock Eagle Board of Review.
8. Once you have successfully passed the Scoutmaster Conference/Mock Eagle Board of Review, you may request the formal Eagle Board of Review be convened by contacting the Eagle Scout Advancement Chairman and the Scoutmaster.
9. After you have passed your Eagle Board of Review, you can begin to plan your Eagle Ceremony with the Scoutmaster.



## IMPORTANT REMINDERS FOR EAGLE CANDIDATES

1. **Your son must be active in the troop to maintain his eligibility for Eagle rank. Troop 19 defines active participation for Life Scouts and Eagle candidates as:**

*The Rank of Eagle represents a dedication to Scouting. The “active” requirement for this rank will require the Scout to attend more than 60% of scheduled activities including troop meetings and trips.*

2. **A formal write up of the project is required after the project is complete. This write up is a complete synopsis of the project including planning, execution and completion. The write up also lists your son’s life’s ambitions beyond Scouting and needs to include recommendations on his character and worthiness to be an Eagle Scout from people who know him outside of family and Scouting.**

