

Troop 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. Be active in your troop for at least six months as a Life Scout. Your son must remain active in the troop. For Troop 19 the Rank of Eagle represents a dedication to Scouting. **The “active” requirement for this rank requires the candidate to attend more than 50% of scheduled activities including troop meetings and trips.**
2. As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious (if not affiliated with an organized religion, then the parent or guardian provides this reference), educational, employer (if employed), and two other references.

3. Earn a total of 21 merit badges (10 more than required for the Life rank), including these 14 merit badges: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in the World, (E) Citizenship in Society, (f) Communication, (g) Cooking, (h) Personal Fitness, (I) Emergency Preparedness OR Lifesaving, (j) Environmental Science OR Sustainability, (k) Personal Management, (L) Swimming OR Hiking OR Cycling, (M) Camping, and (N) Family Life. You must choose only one of the merit badges listed in categories (I), (J) and (L). Any additional merit badge(s) earned in those categories may be counted as one of your eight optional merit badges used to make your total of 21.

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

4. Your son must hold a leadership position within the troop during the time he is working on his Eagle. The leadership positions are defined as follows:
 - a. **Troop Leadership Positions:** 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, Webmaster, Outdoor Ethics Guide or Junior Assistant Scoutmaster.
 - b. **Venturing Crew:** President, Vice-President, Secretary, Treasurer, Den Chief, Historian, Guide, Quartermaster, Chaplain Aide, or Outdoor Ethics Guide.
 - c. **Sea Scout Ship:** Boatswain, Boatswain's mate, Purser, Yeoman, Storekeeper, Crew Leader, Media Specialist, Specialist, Den Chief, or Chaplain's Aide
5. 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 must benefit an organization other than Scouts, BSA) A project proposal must be approved by the organization benefiting from the effort, your Scoutmaster and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook. The Eagle Project Coordinator will work with your son to prepare the proposal to submit for district approval.

6. While a Life Scout, participate in a Scoutmaster conference.

In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.

7. Successfully complete your board of review for the Eagle Scout rank.

Yours in Scouting,

Larry W. Banks, Jr.

Scoutmaster—Troop 19

Troop 19 Instructions for the Eagle Scout Service Project Workbook

To the young man and your parents, I offer congratulations for your achievement in earning the rank of Life Scout. The trail 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 as you prepare the Eagle Scout Service Project Workbooks for approval by the Hornet's Nest District, which is a pre-requisite 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 various 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 plan supported by researched facts and estimates.

As both an Eagle Scout and a coach for several Troop 19 Eagle Scouts, I can relate to the questions you or your parents may have about the process. Hence, it is my goal 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 the District approval will be obtained as quickly as possible.

With that goal in mind, please remember that all suggestions made and requirements that are explained are oriented toward helping you make your project 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 and effort put into completing the Workbook completely.

Following is an explanation of how this process works.

1. Once you have achieved the required number of merit badges and decided on your project, you need to meet with both the Scoutmaster for their input and approval and with the project beneficiary for their input and approval. Do NOT reach out to the Project coach until you have spoken to and gotten approval from both.

2. Once you have approval from both the Scoutmaster and the Project Beneficiary, you may contact me either through my work email (best method), Trey.Perry@movement.com or via my mobile phone, 704.813.3404. Please also remember that no matter what form of communication you use to speak to me that two deep leadership must be maintained. Therefore, if you email me then you need to include another adult on the email (parent, project beneficiary, Scoutmaster, Asst. Scoutmaster). I am usually available from 8:30 am to 8:00 pm, Monday- Friday.

3. I will then give you three items. The first will be the most recent Eagle Scout Workbook found at either the following link: <https://www.scouting.org/wpcontent/uploads/2021/02/EagleProjectWorkbook2021c-v2.pdf> or I will email you the most current version of the workbook. The other I will give you your assigned Eagle Proposal coach's contact information. This will be either myself or one of our other volunteer coaches. The same requirements for two deep leadership also apply to the other volunteer coaches. The third item will be the current unchanging information found on page 9 of the Workbook. Please note that the Eagle Candidate information will need to be filled out (including your individual Scouting ID number) and the information regarding your project beneficiary. The information regarding the Council or District Project Approval Representative will be added once you have received project approval.

4. Please note that if you are completing a project for CMS schools there is additional information that will be needed to provide and approval from CMS needs to be obtained BEFORE you submit your Project Proposal to the District for approval. The requirements can be found at the following link: https://www.mccscouting.org/files/ugd/a86e37_9a6a3536e4f04b9697ac9bf3333f12ab.pdf and the form needing to be completed can be found here: https://www.mccscouting.org/files/ugd/a86e37_d1e41cc994d74d92998b0dc8317ac03d.pdf

5. Before starting on your Workbook, I highly recommend studying the approved Workbooks prepared by recent Troop 19 Eagle Scouts. These may be obtained from the Scoutmaster and/or may be available on the Troop 19 google drive. 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.

6. The Workbook is in a PDF electronic format and is designed to be typed directly into. Hence it is not a user-friendly format. You need to be aware of spelling and other grammatical issues involved with not having a spelling and grammar check available to you. Your assigned coach will help you with this but I encourage you to have multiple people read over your Workbook as you move forward.

7. The Workbook is divided into three sections. The Project Proposal (pages 7-15), the Project Plan (pages 16-25) and then the Project Report (pages 26-29). The Project Proposal will be what you and your coach will go through, and it is what is submitted to the District for approval. The Project Plan is for you, and you are the only person that must see that part. Think of it as your Project Day game plan. This is how you will organize and execute your project while it is going on. Finally, the Project Report will be completed by you with the assistance of the Scoutmaster once your Project is complete. This will be a part of your Eagle Board of Review.

8. The goal for completing the Workbook Proposal and the Plan Sections of the Workbook is to assure that 1) The Scout has thoroughly thought through the steps required to complete his project and that he has adequately planned for it and 2) the project is complete enough that the Workbook could be given to another Scout not familiar with the project and with no further input from the Eagle Candidate, complete the project. Please keep the following in mind while you are preparing your Project Proposal:
 - Each section needs to provide enough detail to explain to someone who does not know you or your project a good description of what is being accomplished. For example, “Build Park benches,” is not sufficient for a project description. “Build 6 park benches to be placed on the outer edge of the walking track in Holbrook Park. The benches will be made from treated wood and will be painted in town colors and be able to hold 3-4 people,” is the kind of detail we are looking for.
 - The Proposal and Plan sections may need to include drawings, assembly instructions, before photos, photos of what the completed project should look like to adequately convey how the project is to be carried out and constructed. These requirements are project-dependent and not all projects need them.
 - A first aid kit always needs to be included in your supplies. A contingency plan for weather (if your project is being completed outdoors) needs to be included in other needs. A comment regarding volunteers supplying their own transportation needs to be included in logistics. Finally, under safety issues, please make sure that there is a comment about only adults using power tools (if applicable).
9. Photographs and/or renderings are not required for the Project Proposal, but they are highly recommended. For reviewing purposes as we work to get your Workbook ready for submitting for District approval, photos can be added to the end of your Proposal as attachments. 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 be able to see the direction the camera was pointed relative to what your site plan shows (This goes in the Project Planning section on the Project Proposal).
10. Expect several cycles of sending me or your coach the Proposal and getting them back with comments and suggestions. The speed of this process will most likely be determined by you as the author of the Workbook. Turnaround time is less than a week and typically more like two or three days.
11. Once you completed this review process and your Project Proposal is in “approvable” condition, 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 for approval to the District 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 during a Troop meeting usually in the Scout House in an evening. The actual time and day will be determined by the availability of the committee members.

12. After the presentation to the Troop 19 Eagle Project Review Committee, you will most likely have several modifications to make to your workbook. You will have one page 15 of your Project Proposal that you will put your signature on and then obtain mine and the Scoutmaster's signature. You will then need to get your Project Beneficiary to also sign. The District will add their signature once your project is approved.
13. When all signatures have been obtained and the final revisions have been made, you will proceed to obtain approval from the District. The link for those instructions can be found here: https://www.mccscouting.org/files/ugd/a86e37_c033217ffc3f4f4aaa5eebf28d26a23b.pdf but I will also be providing them to you the night you receive approval from the Troop Review Committee.
14. 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.
15. Once your project is approved by the District then you need to get with the Scoutmaster for next instructions.
16. Once your project is complete, you need to get with the Scoutmaster regarding your Project Report, your Eagle Scout Application, Letters of Reference and to schedule your Board of Review.

Feel free to contact me or your assigned Coach if there are any questions regarding your Workbook or the process we have outlined.

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

Trey Perry

Eagle Project Coach

WHEN YOU ARE SELECTING YOUR PROJECT



Items to keep in mind:

1. There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. Other than general limitations we have already outlined, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have a lasting value. What is most important is the impact or benefit the project will provide to the organization.
2. The project must benefit a non-profit organization such as a church, school, or charity. The project may not directly benefit the Troop/Crew/Ship or Scouts, BSA.
3. You must use Scouts from the Troop/Crew/Ship with adult supervision. You may also use friends, neighbors, and family in completing the project. However, at least 85% of the assistance must come from the Troop/Crew/Ship. Remember also that in choosing the project, it must be something a group with perhaps limited skills can accomplish under the leadership of you, the Eagle Scout candidate. You must be the one to lead the project not your parents or other adults.
4. Once you have developed an idea for your project you need to review and obtain approval from both the Scoutmaster and the Project Beneficiary.
5. You cannot begin your project until the District has approved your Proposal.
6. If you are doing your project at Huntersville Presbyterian Church, no work is to be performed on Sundays until after 2:00 pm