Life Scouts Seeking Approval for an Eagle Scout Project - Northern Sky District:

*(Please use the following Protocol)*

1. Please do not call our cell phone numbers if you have them. We do not always have our calendars at hand.
2. We expect that the first contact from the Scout would be an email to the Eagle Scout Board Chair named below with a pdf of the *project workbook attached*.
3. **Subject line should be:** *Eagle Project Scout’s first and last name Scout’s Troop number*. The new email is listed below and is monitored by the Eagle Scout Chair’s.  
   northernskyeagleboards@gmail.com
4. **In the body of the message the Scout should list times he is available for a meeting.**
5. John, Don, and Andrew will confer to find which one of us can meet with the Scout while minimizing to the extent possible the Scout’s waiting time.
6. **Do NOT wait until the last minute.** John and Andrew may travel for their work. Don will not be available on a moment’s notice.
7. The District approval representative will make the contact with the Scout to schedule an appointment.
8. Ensure that the contact information (Project plan page B) is complete and correct. Following the conference with the Scout, the approval representative will email the Scout, the unit leader, the committee chair, and the representative of the beneficiary detailing what the representative and the Scout agreed the project would be.
9. When calculating the hours of the Eagle project remember:
   a. These items are brought up to ensure the Scout and BSA are not short changed when counting the hours spent on Eagle projects.
   b. The Scout should have a log form with him anytime he meets with anyone concerning his project. This could be just a notebook from which he transfers time to a log.
   c. When the Scout and a prospective beneficiary confer for 15 minutes that counts as 15 minutes per person in the meeting. This counts even if this project goes nowhere. Part of the planning and development of a project is finding out that the Scout should look for a different project.
   d. When the Scout is conferring with the unit leader about his project, the time is multiplied by two.
   e. When the Scout is presenting his project for committee approval, time is multiplied by the number of people in the meeting, including the Scout.
   f. Count any time during the project planning and development phase as project time.
   g. If the Scout talks to a potential supplier about the project, count the time.
   h. Once the work on the project starts, count people and multiply by the time.
   i. Count the time when the Scout meets with the beneficiary to get approval that the project is complete.
10. Ensure that the Scout is prompt in getting the recommendation letters from the list on the Eagle Scout Rank Application. **Parents, Religious, Educational, Employer, Two other References** The Scout can ignore the employer letter if he doesn’t have a job
11. Your attention is drawn to The Guide to Advancement (2017) Section 8.0.0.3 Composition of the Board of Review. The District will provide the Board Chair and two other Board members. The Troop is expected to provide two members of the Eagle Scout Board of Review for a member of their Troop.
12. Once the beneficiary has accepted the project, the Scout should fill out the Eagle Scout Rank Application.
   a. The Scout should consult with the Troop Advancement coordinator to ensure the dates of merit badges are accurate.
   b. The Scout should ensure that the unit number is posted on the application.
   c. The Scout should submit the completed application to the Center for Scouting as soon as possible. The application will be stamped with the date of arrival, scanned into their system and forwarded to the District Approval Representatives. Eagle Scout Boards of Review are scheduled for the evening of the second Thursday of the month at the Center for Scouting. Applications date stamped by the 15th of a month will be scheduled for the next month’s Boards. For example, A Scout with an Eagle Scout Rank Application date stamped between Oct 16, 2017 and Nov 15, 2017 will be scheduled for a Board Review Dec 14, 2017.
   d. If for some reason you know you’ll have a conflict due to School Activities or Family Matters Please put a note on your Eagle Scout Application stating that the next month won’t work for an Eagle Scout Board of Review.
   e. 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 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 service.
   f. Around the first of the month, John will be contacting the Scouts and other members of the units detailing the time and other information they will need regarding the upcoming Board of Review.

If you have any questions, contact John at the email address above.