



March 1, 2017

Re: Eagle Scout Candidate Information - Handout

Attention: Scoutmasters, Troop Advancement Chairman and Eagle Advisors/Coaches

We strongly encourage Scouts and Advisor/Coach to carefully review Section 9 in the Guide to Advancement 2013. This is available through the NEIC.org website under Advancement Resources.

The information contained herein outlines procedures and processes regarding the preparation of Eagle Projects for all registered Potawatomi District Scouts. The six (6) Step process is presented as follows:

Step 1: General Content/Getting Started Process

- A fillable PDF of the Eagle Scout Service Project Workbook can be found at NESAs.org. (On the bottom right side of page click “**Eagle Scout Service Project Workbook**” and follow links. The Eagle Scout Service Project Workbook (Form No. 512-927) contains sufficient information and instructions to complete the entire process; therefore, follow the instructions, accordingly. The council web site will provide additional information regarding the instruction process, including the contents contained herein: **NEIC.org**. Only the **Project Proposal** portion (see following page) of the Workbook needs to be approved by a member of the Eagle Scout Advancement Committee; the remaining portion of the Workbook identified as the “**Final Plan**” is approved by those entities presented in the Workbook. It is up to the Troops designated Advisor/Coaches to insure the remaining portions of the **Project Final Plan (see below)** are completed to his/her satisfaction, prior to commencement (and after completion) of the Project.
- Any special considerations and/or special needs considerations must be mentioned at the time the project is submitted for review; and, approved and/or granted by the District Advancement Committee: Attention: Mr. George Sullivan.
- The Scout is strongly encouraged to work with the Troop’s designated Eagle Advisor/Coach throughout the process, including the initial project selection phase. There are hundreds of ideas to assist in the project selection process, including numerous websites, and working with your community leaders.

- As a reminder, Requirement 5 for Eagle Scout is as follows: *“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 Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee and the council or district before you start. You must use the Eagle Scout Service Project Workbook No. 512-927, in meeting this requirement.”*

Step 2:

Submission of the “Project Proposal” Review Process

- Only the Project Proposal portion of the Workbook needs to be approved by an Eagle Scout Advancement Committee member. Pages six (6) thru ten (10) need to be completed in their entirety, including all original signatures presented on Page ten (10), prior to review and final sign-off of an Eagle Advancement Committee member. The paper copy of the Proposal must be delivered in person, to Mr. Thomas G. Handler at a scheduled Roundtable Meeting, preferably at least **six (6) months** prior to the candidate’s 18th Birthday. This is to provide adequate time for review and completion. Mr. Handler’s contact information is on page 4 of this handout.
- The **Project Proposal** Review Process will take place at 7:30 PM on the second Thursday of each month, (the evening of the scheduled Roundtable Meeting), beginning in September through May. Reviews during June through August need to be scheduled on an individual basis, by contacting Mr. Thomas G. Handler for an alternative schedule. All Project Proposals will be reviewed in the order received. If time is of the essence, the Scout may request approval on an individual basis in the months of September through May, but such should be the exception.
- The Eagle candidate is expected to read and be responsible for all the information in the Eagle Scout Service Project Workbook; and, each unit should have a copy of the Council's Advancement Committee's Eagle Scout Project Guidelines, and a dedicated/assigned Eagle Advisor/Coach to assist the scout in the entire preparation process.
- Additionally, the Eagle Scout Candidate **may not** begin working on his project (i.e. no work beyond the Project Proposal stage) until the review process is completed and signed-off by Thomas G. Handler or another member of the Eagle Scout Advancement Committee, comprising Michael J. Schaeffer, Sr. and/or Michael Hogan. (The Workbook recognizes, however, that in rare instances, a Scout may fail to obtain necessary and timely approvals from the District, and the Board may then determine whether to approve the project despite such failure.)

Step 3: Submission of the “Project Final Plan” Review Process

- The Eagle Scout Service **Project Final Plan** should be complete in its entirety as outlined along with instructions and level of detail presented on Pages eleven (11) thru eighteen (18) of the Eagle Scout Service Project Workbook, as well as submitting a “Fundraising Application” if such is needed for the project. The “Fundraising Application” should be submitted to Council, for their approval, at least two weeks prior to the fundraiser.
- Additionally, the Eagle Scout Candidate **should not** begin working on his project until he has completed the **Project Final Plan**, generally with the assistance of the designated Troop Eagle Advisor/Coach. The Project Final Plan is the responsibility of the Scout. District approval is not required for the Project Final Plan portion of the project.

Step 4: Project “Execution” Process

- The Eagle Scout will find it advantageous to complete the **Project Final Plan** in its entirety as outlined on Pages eleven (11) thru eighteen (18) of the Eagle Scout Service Project Workbook. This is important to show that the Scout has done the required planning and development.
- “Essential elements of a proposal should not be changed without good reason. If this must occur, the Scout should consult his project coach or unit leader for advice. It is appropriate to strongly suggest he share substantive changes with the project beneficiary, and also with those involved in preapprovals.”
It is important to document the variations to be included and addressed on Page 19 of the Eagle Scout Service Project Report.

Step 5: “Eagle Scout Service Project Report” Process

- Subsequent to the Project Execution, the Scout should complete all the information and instruction as stated on Pages nineteen (19) and twenty (20) of the Eagle Scout Service Project Workbook, entitled Eagle Scout Service Project Report. During the execution process, the Scout may find substantial variations that deviate from the original proposal and it is advisable to explain these along with the reasoning.
- This portion of the write-up will be an opportunity for the Scout to provide examples of how he showed Leadership, and how the Scout managed through any variations and/or adversities of the project execution phase.
- The Scout, project beneficiary and unit leader must sign the **Eagle Scout Service Project Report**, verifying completion. If, for any reason, the beneficiary or the unit leader refuse or is unable to verify completion, the BSA advancement guidelines set forth an appeal process, and the Scout should contact Mr. Sullivan or another member of the advancement Committee to determine how to request Board of Review approval, absent any such verification.

Step 6:

Eagle Scout “Rank Application” Process

- Obtain the **Eagle Scout Rank Application Form** for the Scout from Council (Field Assistant, currently Chelsea Herchenbach, cherchen@bsamail.org, Phone 847-748-9155), which indicates the scout’s current status, according to Council records. It is up to the Scout and Eagle Advisor/Coach to coordinate the accuracy of all records. Once a verified copy is received from Council, the reference section, Scoutmaster Conference and all other unit signatures must be completed prior to the Scout’s eighteenth (18th) Birthday and promptly submitted to Council. For more information on the application process, see NEIC.org web site for details.
- Request Letters of Recommendation utilizing the pre-addressed envelopes (write Scout’s name on the bottom left corner of the envelope) from four (4) individuals. The pre-addressed envelopes, along with detailed instructions, will be provided by Mr. Thomas Handler after approval of the “**Proposal Review**” process.
- Deliver three (3) copies of the “**Eagle Scout Service Project workbook**”, in its entirety, and a copy of the Scout’s Ambition and Life Purpose Statement to Mr. George Sullivan at address listed below. Upon review of the above, Mr. Sullivan will contact the Scout to schedule an Eagle Board of Review, which **must** occur not later than 90 days after the Scout’s 18th Birthday. Under limited circumstances, the date for the Board of Review may be extended; contact Mr. Sullivan if it is necessary to seek such an extension.

If you have any questions regarding the above process, please do not hesitate to contact one of the Potawatomi District Eagle Scout Advancement Committee members below.

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