

# Eagle Adviser – Workshop Notes

## Just for starters . . .

- ▶ The [Guide to Advancement](#) lays out clearly the mandated and recommended practices associated with rank advancement. It also is unequivocal about changes; there are to be no unauthorized changes.
- ▶ The [Service Project Workbook](#) is the tool for Life Scouts who have decided to pursue Eagle rank. Only this official workbook may be used – check page 2 for specifics.

## Orientation . . .

- ▶ We hold the [Orientation Presentation](#) on the first Thursday of each month. On those occasions when we cannot, we will notify your Troop.
- ▶ The presentation is not required but it is highly recommended.
- ▶ There is an online Registration form on the District website. Again, it's not required but it does help us to know how many Scouts might be attending.
- ▶ Parents are encouraged to participate and find out what all the fuss is about. And, it's not a bad idea for Advisers to attend periodically. Attending an Orientation will help you keep current!
- ▶ The presentation covers all the major milestones on the Trail to Eagle. Things to do, when to do them, who to contact, and so on. It lasts about one hour.
- ▶ Start logging service hours.

## Service Project Workbook . . .

- ▶ Download the [fillable pdf file](#) from the scouting.org website following their explicit instructions – open using Adobe Acrobat Reader and do not open in a web browser.
- ▶ Make sure the Scout and his parents review the Workbook – especially Page 5, Message to Scouts and Parents or Guardians.
- ▶ At the very end of the Workbook, there's a section titled 'Navigating the Eagle Scout Service Project'. Please make sure the Scout reviews this with his Beneficiary and leaves the Beneficiary with a copy.
- ▶ Request a current copy of the Scout's personal profile from the Scoutmaster.
- ▶ The Workbook is the authoritative guide to what the Scout needs to document in each of the three major sections: Proposal, Plan, and Report.

## Project Proposal . . .

- ▶ On Proposal Page B – Contact Information – there is no need to fill in the 'Council or District Project Approval Representative' particulars.
- ▶ The Scout is only required to complete the sections in Proposal Pages C, D, & E. Keep in mind that this is a proposal and not a plan. His Board may make suggestions but is not allowed to impose any requirements that are inconsistent with current Guidelines.
- ▶ When the Scout has the signatures of his Beneficiary, Scoutmaster, and Committee Chair, he may request a review board. He does so by completing the online form available on the [District website](#).
- ▶ Remember to log service hours.

### Project Plan . . .

- ▶ [Safety first, safety last, safety always](#) – enough said.
- ▶ All the ground rules and sections to complete are there in Project Plan Pages A – E of the Workbook.
- ▶ General rule:- Expect the best outcome; Plan as if everything might go wrong
- ▶ Remember to log service hours

### The Project . . .

- ▶ Crunch time – but it shouldn't be if the Scout has prepared a well thought out plan.
- ▶ The Scout is the project leader and should be readily identifiable by any participants or outsiders. One idea is to wear a hard hat; other ideas can work as well.
- ▶ Recommend that the Scout carry a watch and clipboard with his timeline, emergency information, contact information for participants, and so on. Enough information that he could address most issues by simply referencing the content of the clipboard.
- ▶ On completion, get the Beneficiary's sign-off.
- ▶ Remember to log all service hours.

### Write-up . . .

- ▶ This is where the Scout's drive to completion tends to falter!
- ▶ Doesn't have to be the case if he's been keeping up with completing the previous sections of the Workbook which he should have done to get this far. So now, it's time to prepare the Project Report. And, there it is in the Workbook - Project Report Pages A – C. Requirements and reporting sections.
- ▶ Remember to log all service hours.

### Fundraising . . .

- ▶ Please consult with a member of the Advancement Committee if the Scout is planning to hold a fundraising event to raise the money for his project. Getting approval is not necessarily difficult but there are some specific procedures that have to be followed.

### Board of Review . . .

- ▶ Nearly there. The Scout should by now have requested a current copy of his personal profile from his Scoutmaster or whoever in the Troop is authorized to access those records. He and his Adviser should check to make sure he has completed all the requirements, and that the dates of those accomplishments are correctly recorded.
- ▶ Review the [Eagle Scout Rank Checklist](#) available on the District website. Make sure the Scout has met all the requirements, in particular Council's verification signature.
- ▶ Submit a Request for Review – online form – from the District website.
- ▶ Participate in a Board of Review.

### District website . . .

- ▶ The District website's [Advancement](#) section has a shedload of useful information. The answer to nearly every question we get may be found in one or other of that section!