

Aquia District Eagle Scout Service Project Approval Information Sheet

Point of Contact Information:

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PLEASE READ THE BELOW INFORMATION CAREFULLY!

Prior to our meeting:

- **It is highly recommended, although not required, that you, your parents and Scout leaders attend the Aquia District provided Life-to-Eagle Seminar (check the District training calendar for dates).** This training opportunity will provide great insight to the BSA, Council and District advancement processes, including the Eagle Scout Service Project requirements.
 - It is my experience that those Scouts/Leaders that have not attended this event are more likely to have problems obtaining District level approval and executing/completing the service project requirements.
- **Starting 1 Jan 2012, new advancement and Eagle Scout Service Project guidelines go into effect including the new, mandated project workbook format.**
 - **Guide to Advancement 2011** .pdf document can be obtained/downloaded at the following link: <http://scouting.org/filestore/pdf/33088.pdf>
 - **Eagle Scout Service Project Workbook** (Form 512-927 (2011 Printing)). No previous version will be accepted. The “fillable” .pdf document can be obtained/downloaded at the following link: <http://www.boyscouts-ncac.org/openrosters/DocDownload.aspx?orgkey=1988&id=102314>
- Due to significant changes in the new format and project requirements, Scouts, leaders and parents are highly encouraged to read through and become familiar with all the new requirements, specifically Section One of the project workbook (pages 1-5).
 - It is expected that an update to the *NCAC Eagle Scout Procedures Guide* will be forthcoming to implement the new BSA project guidelines and workbook format. That said, guidance provided in the current version (dated June 2010) remains a valid source for sound guidance for the scope and detail necessary to obtain District level approval (see Attachment A, pages A-1 through A-13, sections 1-16).
 - As you consider ideas for a service project, please feel free to call or e-mail me to discuss the feasibility of the project to ensure it will be sufficient to meet the BSA requirements. Although this step is not specifically required, it may be helpful to ensure you don't waste time and effort on a project that may not get approved.
- The following minimum areas are required:
 - Contact Information (page 6)
 - All contact information must be provided.
 - In accordance with the BSA *Guide to Advancement*, a “Project Coach” is highly recommended, but not required.
 - I will fill in the “*District or Council Project Approval Representative*” section when we meet.
 - Eagle Scout Service Project Proposal (pages 7-10)
 - The detail required will depend on the complexity and completion requirements of the project tasks. However, there should be sufficient detail to ensure that the project is sufficient to meet Eagle Scout Requirement 5; that the project is feasible; that safety considerations have been addressed; that action steps for further planning are included; and that the Scout is on the right track with a reasonable chance for a positive experience.
 - Project Proposal Approval (page 10)
 - Make sure you have obtained all the required signatures (i.e. Unit Leader Approval, Unit Committee and Beneficiary Approval). **The project will not be approved by the District without this completed prior to the appointment.**
 - It is the Unit Leader and Committee designee's responsibility to ensure that the project proposal meets all BSA requirements as described in the *Guide to Advancement* and outlined in the project workbook prior to approval and signature to ensure there are no unnecessary delays in the approval process.

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- Call ahead to make appointment
 - **When you call or e-mail me for an appointment, please provide your name, unit number, phone number and/or e-mail address so that I can get back in contact with you.**
 - In most cases, appointments will be scheduled for **Thursday evenings (between 6:00-7:00 p.m.) at the Aquia LDS Chapel located at 1399 Courthouse Rd, Stafford, VA 22554.** Appointments usually last between 20 and 30-minutes.
 - If necessary, accommodations can be made to schedule other times. However, due to my work schedule, activities with my own Varsity Team and BSA Youth Protective Training (YPT) requirements, it is preferred that appointments be on Thursday evenings.
 - After making an appointment, e-mail me an electronic copy of your service project workbook and all attachments (i.e. before pictures, drawings, schematics, etc.), so that I can be prepared to meet with you; we can have a productive visit; and get you started on your project as quickly as possible.

When we meet:

- Be on time, prepared and ready to discuss, in detail, all aspects of your service project proposal.
- Wear your uniform.
- Bring along your parents and/or Unit Leader.
- Bring along your service project workbook:
 - Ensure it is the correct format version (on the last page, it should show "512-927 2011 Printing")
 - Ensure you bring ALL the original pages and ALL attachments (including the directions pages, signature page, pictures, schematics, etc.).
- Upon completion, I will provide a follow-up project review sheet detailing the subject and content of our appointment.

Fundraising Application Requirement – **NEW!**

- With the implementation of the new workbook format, there is a new BSA fundraising application requirement that must be assessed. Before submitting an application, please read over and understand the guidance as to who/what require a fundraising application.
 - If your fundraising effort involves contributions **only** from the beneficiary or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, submitting the fundraising application is not necessary.
 - If you will be obtaining discounts, money or materials from any other sources (i.e. Wal-Mart, Home Depot, Lowes, local businesses, etc.), you must submit a completed application to the local council service center.
- Fundraising applications should be e-mailed to the Marriott Scout Service Center for approval. The e-mail address is ncaceaglefunds@scouting.org.
 - The fundraising application is part of the "final plan" section and the information provided should be detailed and thoroughly reviewed by the unit leadership before signature and submission.
 - Fundraising applications should be submitted in a timely manner and well in advance of the fundraising activity's start date to ensure adequate coordination.
 - Fundraising activities should not begin until the Scout or Unit leader has received authorization.
- All funds left over, regardless of the source, goes to the service project beneficiary (benefitting organization).

A Final Note: Eagle Scout Service Projects are significant events, possess mandatory requirements for completion and usually take considerable time to complete. Prospective Eagle Scouts (and especially those Scouts approaching their 18th birthday), their parents and leaders should ensure the planning process is completed as soon as possible in order to maximize the amount of time to complete the various service project requirements. Waiting until the last minute may cause significant delays and put the Scout at jeopardy of not completing the project on time. Plan accordingly.