



**SCOUTS BSA TROOP 5**  
Wilmette, Illinois

**TO:** Eagle Scout Candidates

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**RE:** The Journey to Eagle: 3–Eagle Scout Service Project Timing & Approvals

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This memorandum describes timing considerations in the preparation of an Eagle Scout Service Project Proposal and the obtaining of the various approvals that are required.

Before you read this memorandum, you should read each of the following, which can be accessed via [this link to the Eagle Resources Page](#) on the Troop 5 website:

- **1–Overview of the Eagle Scout Path**
- **2a–Eagle Scout Service Project Workbook** (the “**Project Workbook**”) (just pages 2 through 6)
- **2b–Information for Beneficiaries** (this document is taken from the Project Workbook; we have separated it out because you will need to send it to your beneficiary)

(All of the numbered documents identified in **red ink** in this memo can be accessed through the Eagle Resources Page.)

Also, if you do not already have it, ask your Scoutmaster to provide you with a copy of the “**Eagle Contact List**,” which identifies various adults with whom you will need to interact in connection with your Project Proposal or your Eagle Home Stretch documents. (This list is not available on the Troop 5 website, as we do not wish to publicize anyone’s personal contact information.) We use various titles in this memo that correspond to positions identified in the Eagle Contact List.

**A. Overall Timing: At least 3 months**

Once you and your Project Coach (a person whose role we describe and define in [1–Overview of the Eagle Scout Path](#)) have identified the project that you intend to do, there will be a lot of writing and planning to do. You should assume that it will take *at least* **three months** from the date on which you begin writing your Proposal until you will be ready to hold a project workday – and it has been considerably longer in many cases. As described below, there are a lot of steps to take on this journey; make sure you budget sufficient time.

## **B. Approvals: You Will Need 6**

You will prepare your Proposal using the Word template, [4a–Eagle Scout Service Project Proposal](#). Be sure to review the companion annotation, [4b–Eagle Scout Service Project Proposal Form Annotated](#) (the “**Annotated Proposal Form**”), which provides guidance for drafting your Proposal. Each can be accessed via [this link to the Eagle Resources Page](#).

Here are the various approvals you will need for your Proposal:

1. Project Coach. Initially, you will work on your Proposal with your Project Coach. You should share your drafts with your coach and implement your coach’s suggestions.

Review the Annotated Proposal Form with your Project Coach and use the guidance from the Annotated Proposal Form when drafting your Proposal.

When you and your Project Coach believe your Proposal is ready for review by your Life to Eagle Advisor (“**LTE Advisor**”), proceed to the next step.

***Timeline:** Allow at least three weeks from the time you start drafting*

2. LTE Advisor Review and Approval. Send your Proposal to your LTE Advisor.

*Please send your draft Proposal as a Microsoft Word file, as that is the format that your LTE Advisor needs for review purposes. If you have used some other software program to prepare your draft Proposal (e.g., Google Docs), you will need to convert it to a .doc or .docx file before you send it to the LTE Advisor.*

The LTE Advisor’s review is the most intensive part of the process. The best way to expedite the LTE Advisor’s review is to make sure that the first draft of the Proposal you submit follows the guidance in the Annotated Proposal Form.

***Timeline:** Allow at least one month from the time you first send the draft to your LTE Advisor (and it can often take significantly longer)*

3. Beneficiary awareness and approval. You need to make sure your beneficiary understands how Eagle projects work—particularly that you will be the leader of the project. At some point in the process of working with your beneficiary, you need to send a copy of [2b–Information for Beneficiaries](#) to the beneficiary (because the Proposal asks the beneficiary to certify whether you did so).

You will need to obtain a signature from the beneficiary on your Proposal. You will, of course, be talking to the beneficiary throughout the process. However, it probably makes sense to wait until you have completed the LTE Advisor's review to obtain the signature of the beneficiary.

4. Scoutmaster Meeting. After the LTE Advisor approves the Proposal, then you meet with your Scoutmaster to discuss the Project. Your Scoutmaster may have some questions or suggestions for changes. Once the Proposal is satisfactory to your Scoutmaster, your Scoutmaster will sign off on the Proposal.

***Timeline:** Typically, just a few days after obtaining LTE Advisor approval*

5. Parent Committee Presentation. After you obtain Scoutmaster approval, you then submit your Proposal to the Parent Committee Chair identified in the Eagle Contact List and schedule a meeting with the Parent Committee. At this meeting, you will make a presentation regarding your Project to several members of the Parent Committee. You will be expected to describe your project, and they will ask questions. Usually, they have some suggestions for revisions. They will also expect you to provide a preview of the recruiting presentation you would make at a troop meeting.

***Timeline:** Typically, five to ten days after obtaining Scoutmaster approval*

6. Potawatomi District. After you obtain Parent Committee approval, you need to submit your proposal to the Potawatomi District Eagle Project Approval Representative identified in the Eagle Contact List (the "**District Reviewer**"). The District Reviewer typically meets with Eagle Scout candidates at each Roundtable (usually the 2nd Thursday of the month) to review their proposals. Generally, the District Reviewer wants to receive the proposal two weeks before the Roundtable, although the District Reviewer will sometimes accept it closer to the Roundtable date. Sometimes Scouts get approval at the Roundtable. Other times, they are asked for revisions, and it takes a few changes to get final approval.

***Timeline:** Typically, 10-14 days after obtaining Parent Committee approval*

### **C. Project Plan (if necessary)**

The Project Workbook contains forms for a Proposal and for a second document called a "Project Plan." The Project Workbook outlines a process under which an Eagle candidate prepares a Project Plan *after* obtaining approval of the Proposal (but before starting on the actual workdays). When this approach is used, the Proposal contains less detailed information, and the subsequent Project Plan contains more detail.

As noted in the Eagle Workbook, a Project Plan is not absolutely required. Indeed, in Troop 5's experience, most Eagle candidates have found it advantageous to prepare a detailed Proposal, thereby eliminating the need for (and the timing delay caused by) a Project Plan. Accordingly, Troop 5 recommends that Eagle candidates prepare detailed Proposals so that they do not need to prepare Project Plans.

If that is the approach you take, then you can skip to the next section on “Recruiting & Fundraising.”

If, however, you choose the path of using a Proposal and a Project Plan, then Troop 5 recommends the following steps:

- download **7–Eagle Scout Service Project Plan** from [the Eagle Scout Resources page](#), and use that as your template for your Project Plan.
- begin work on the Project Plan shortly after receiving permission from your LTE Advisor to meet with the Scoutmaster (as starting at that point means that you can be in a position to have your Project Plan completed very shortly after receiving approval of the Proposal from the Potawatomi District).
- Give your Project Coach and your LTE Advisor the opportunity to work with you and to comment on the Project Plan, so that you will:
  - benefit from discussing in greater detail than is in the Proposal the steps involved in carrying out the Project
  - improve your ability to lead the Project
  - most importantly, avoid the risk that the Eagle Board of Review will determine that you did not demonstrate sufficient leadership in your Project

#### **D. Recruiting & Fundraising**

One of the rules of Eagle projects is that you cannot start soliciting volunteers or raising funds for your Project until you have finished the documentation and obtained all approvals.

Troop 5 would like you to announce your project at two Troop meetings (or other gatherings, such as Courts of Honor) prior to your first work date, so you will need to consult the Troop calendar to confirm that we have meetings on the nights on which you want to make your announcement.

You will also need to allow sufficient time after receiving your approvals to effect your fundraising plan.

***Timeline:*** *The first workday will typically be at least 10-14 days after obtaining Potawatomi District approval (and completing the Project Plan, if necessary)*

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Once you have obtained the foregoing approvals and completed the other steps described above, you are ready to hold your workdays!