

Sweetwater District Eagle Scout Advancement Procedures and Important Links

1. To begin the process, download a project workbook from our national Scouting website and read it thoroughly:

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

2. Meeting the Five Tests of an Acceptable Eagle Scout Service Project:

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. It provides sufficient opportunity to meet the Eagle Scout service project requirement. You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. It appears to be feasible. You must show the project is realistic for you to carry out.
3. Safety issues will be addressed. You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. Action steps for further detailed planning are included. You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. You are on the right track with a reasonable chance for a positive experience.

3. Planning your project requires good time management.

The proposal must be approved before any work or fundraising is begun. Completing your *Personal Management* and *Family Life* Merit Badges prior to this step will be very helpful. Proposals are normally reviewed in person by a panel of two members of the District Advancement Committee. You must submit your proposal and related documents, such as pictures, plus a scan or picture of the signature page at least one week before the next Eagle Board of Review date on the Sweetwater calendar. Click on the Sweetwater Eagle Scout page for contact information/ email addresses and dates.

<http://nega-bsa.org/sweagle> or sweetwaterESSP@gmail.com

4. Eagle Scout Service Project “Contact Information” Page B:

Unit Advancement Coordinator- Ask your unit leader for this information. If your unit does not have a Unit Advancement Coordinator, you only have to put “NA” in the space.

Council Service Center- Fill in the spaces as follows:

NEGA Lawrenceville Service Center, 203 Swanson Drive, Lawrenceville, GA 30043

Phone #(770) 962–2105,

Email address: vmonroe@bsaemail.org

Council or District Project Approval Representative- Fill in the spaces as follows:

Craig Knowlton 576 Daisy Nash Dr. SW, Lilburn, GA 30047

Phone #(770) 279-0234

Email address SweetwaterESSP@gmail.com

Project Coach- Who is eligible for this role? Your Project Coach will be a registered leader from your unit, at least 21 years of age. The Project Coach WILL NOT be a Council or District leader, unless there are exceptional circumstances. Fill in all of the information for the project Coach in the spaces provided in the workbook. Please read the National BSA Policy in section 9.0.2.9 of the Guide to Advancement for more information: <https://www.scouting.org/resources/guide-to-advancement/eagle-scout-rank>

5. Project Fundraising- common questions and requirements:

- a. Your project can not be a fundraiser. Fundraising is permitted only for securing materials and otherwise facilitating a project. Fundraising must be approved by the local council except for contributions from the beneficiary, the candidate, the chartered organization, and the candidate’s parents, guardians, or relatives, as well as the unit or individuals in the unit. You may not request **monetary** donations from people or businesses outside of this group. Please read the National BSA Policy in section 9.0.2.10 of the Guide to Advancement for more information: <https://www.scouting.org/resources/guide-to-advancement/eagle-scout-rank>
- b. You may not ask for **donations of materials or supplies** from any person or from any business not in paragraph “a” without a fundraising application approved by Council.
- c. There are two exceptions to this rule in the Northeast Georgia Council. You may request a DISCOUNT from Home Depot or Lowes without a fundraising application, but no other donations may be solicited. Please read official Council policy here: <https://www.nega-bsa.org/ESfundraising>
- d. *When do I turn in my fundraising application?* - Fundraising applications will be approved by Council, and it takes time. Submitting the application at the same time as your project proposal is the quickest way to get approval, but one may be submitted at any time after the proposal is approved.

- e. All leftover funds and/or materials are the property of the project beneficiary. If the beneficiary does not want the leftover materials or funds then THEY may designate a charitable organization to receive it.
- f. Crowdfunding (such as GoFundMe) are not allowed in the Northeast Georgia Council.
- g. *My project donor wants a receipt for tax purposes. Who do I get that from?*- Your project beneficiary is the recipient, and is the one to give a receipt. Your Troop, the District, Council, nor the BSA will be responsible for giving receipts.

6. After you submit the proposal:

Your proposal will be checked for missing items then sent to a review panel. The panel meets every month on the same date and at the same location as the Sweetwater Eagle Scout Boards of Review. You will receive an email reply confirming receipt of your proposal and informing you of your review date and appointment time. Please “reply all” and confirm the receipt of this email to continue. You should show up for your proposal review in full class A Field Uniform with two additional copies of the proposal. They do not need to be in a binder, etc. and are only for reference. You will discuss the project with the panel and they will suggest any needed changes and you can normally get approval on the spot. Your project coach may sit in your review as an observer only and may not participate.

7. Begin your Final Plan for your project.

Once your proposal is approved, you should complete this portion to ensure a successful project. This is the time to get specific on every item involved, from materials and supplies, to steps of completion. This plan does not have to be submitted to anyone until the workbook is completed. The completed workbook is submitted with your Eagle Rank Application.

8. How to get scheduled for an Eagle Scout Board of Review:

Submit your application with the project workbook and necessary documentation to the Council Service Center. Submitting in person is best because it can be reviewed immediately for missing items which may delay the process. Full list of items to include: <https://www.nega-bsa.org/files/26776/Eagle-BOR-Information-pdf>

9. What to expect after your Eagle Scout Board of Review:

<https://www.nega-bsa.org/ESafterbor>

A note to parents: *What is your role?* <https://www.nega-bsa.org/ESparentNote>