



Hello Scout!

Congratulations! You have made it to the Rank of Life Scout, are ready to start your Eagle Project and want to know how to get your proposal approved. Remember, before you can start working on your actual project, you **MUST** have your project approved by the following individuals: your unit's Committee, your unit's Leader, your Beneficiary's Representative, and the District's Advancement Representative. Once you have the first three approvals AND signatures, you can submit your request to the District Advancement Team. Below are some guidelines to help get your proposal ready for submittal, as well as the steps you need to take to request your proposal review date.

Remember to follow these guidelines when preparing your project proposal for review:

- For information and resources on completing your Eagle Project, visit our Council's Advancement page at <https://www.nega-bsa.org/eaglescout>. It has a lot of good information that you need to read.
- **YOU MUST USE THE MOST CURRENT WORKBOOK.** Failure to do so will result in having to recreate your proposal using the correct version. Download the most current Eagle Scout Service Project Workbook from the National site: <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook>
- Read the entire workbook front to back before filling it out. It has good information that explains *HOW* to fill out the workbook, what you need to give to who, and who needs to sign what.
- Complete every item on Proposal Pages A-H. If a question does not pertain to your project, enter N/A (not applicable) in that space. Do not leave any blank spaces!
- For the Contact Information page (Proposal Page B), you must fill in all information pertaining to you, your unit, and your Project Beneficiary. For the District and Council information, use the following:
 - Council Service Center:

NEGA Jefferson Service Center
148 Boy Scout Trail, Pendergrass, GA 30567
Phone: 706-693-2446
Email: N/A

- Council or District Project Approval Representative:

Sean Sullivan
148 Boy Scout Trail, Pendergrass, GA 30567
Phone: 912-322-1951
Email: eagle.chair@chatt-bsa.org

- Project Coach

- A Project Coach will be assigned, if necessary. It should be left up to the Board to identify a properly trained person with up to date Safeguarding Youth Training.

When completing the Fundraising Section located on Fundraising Application Page A, remember the following guidelines:

- Read Fundraising Application Page B (Procedures and Limitations on Eagle Scout Service Project Fundraising) in your workbook. This page has important information including who can make contributions to the project.
- If you expect to ask for donations or discounts from any person or business not meeting the criteria listed on Fundraising Application Page B, you **MUST** provide a list of those individuals or businesses.
- Failure to complete the fundraiser section may result in a delay to your project start date.
- If you change, for any reason, the way in which you will fund your project, you **MUST** obtain written approval from the District and Council.
- Requesting donations or discounts from Lowes or Home Depot does not require the fundraising application to be filled out.

Once the Project Proposal Section is complete, your fundraising application is complete, and have obtained the necessary signatures, submit your Proposal Review Request to the Advancement Team as follows:

- Complete the request form at the following link: [PROPOSAL REQUEST FORM](#)
- If the form does not work, contact Sean Sullivan - Chattahoochee District Eagle Chair - eagle.chair@chatt-bsa.org

For any other questions, contact the Advancement Chair (advchair@chatt-bsa.org) or the Eagle Chair (eagle.chair@chatt-bsa.org).

