

Service Project Proposal and Report

How to Prepare Your Eagle Scout Service Project Proposal and Report

The Beginning of the Trail:

It is recommended that the applicant use this instruction document as a personal checklist to ensure that the *Eagle Scout Service Project Proposal* has been properly prepared prior to its submission to the Eagle Scout Advancement Lead for your District.

- Use the current version of the “Eagle Scout Service Project Workbook” to complete your project. Any older versions are not accepted. The Workbook is a fillable PDF document. This will bring you to the National BSA website. Follow the directions To Download the PDF.

Important Note

It is strongly recommended that you first save the downloaded form to your computer and then reopen it using Adobe Acrobat Reader. If you do not follow this procedure, you may have difficulty inputting data to the form and/or saving the form for future exiting.

If you choose to print out a paper copy of the Workbook and fill out the information by hand, you must fill in the information in black or blue ink (no pencil). The Workbook must appear *exactly* as it does online.

- Read pages 2 through 6 and Proposal Page A before you start and then follow the directions here and throughout the Workbook. Do not submit these pages with the proposal.

Note that there is no minimum size to an Eagle Scout Service Project. Projects will be evaluated primarily on impact; that is, the extent of benefit to the beneficiary and the leadership to be provided by the Life Scout. There must also be evidence of planning and development.

- Decide on whether to have a “project coach”, recognizing that the BSA strongly recommends you do. If you decide to have a project coach, the person must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, District or Council level. For more information on project coaches see page 6 of the Workbook.

A project coach is just that – a coach. The coach’s role is to evaluate a plan and discuss strengths and weaknesses with the scout, the coach does not have the authority to dictate changes or withhold approval. If your Troop does not have an approved coach, email your District Eagle Scout Advancement Lead (email addresses are provided below).

The following Eagle Scout Service Project Proposal pages must be filled in and submitted to Mayflower Council for approval prior to initiation of the work on the Project.

- Proposal Cover: Insert your name and a name for the Project.
- Proposal Page B – Contact Information: Fill in all the lines. For Your Council Service Center use: Mayflower Council, 83 Cedar Street, Milford, MA 01757. Phone: 1-508-872- 6551. For the “Council or District Project Approval Representative”, use the Council address and put the name and email address of the District Eagle Scout Advancement Lead for your District:

District Email

Cranberry Harbors:

cranberryharborsadvancement@mayflowerbsa.org

Headwaters: headwatersadvancement@mayflowerbsa.org

Metacomet: metacometadvancement@mayflowerbsa.org

Post Road: postroadadvancement@mayflowerbsa.org

Sachem: sachemadvancement@mayflowerbsa.org

- **Proposal Pages C through E – Proposal:** Read all instructions, fill in all sections and answer all questions. Include additional information (e.g. maps, diagrams, sketches, photos, etc.) if you believe it will help reviewers visualize the project.
- **Proposal Page E – Tour/Activity Plan:** Tour and Activity Plans are no longer required for Eagle Scout Service Projects.
- **Proposal Page E – Signatures:** Signatures are required of the Scout (see Candidate's Promise on Proposal Page E), your Unit leader, your Unit Committee Chair or designee, and the representative of the beneficiary. When the beneficiary representative signs the Proposal, he/she must check the box confirming that you gave them the last two pages of the Workbook entitled: *Navigating the Eagle Scout Service Project – Information for Project Beneficiaries*.
- After signatures have been secured, except for the Council or District Approval, scan the Project Proposal pages (Cover and Pages B through E) to create a new PDF file and email this to your District Advancement email listed above under contact information. A member of the District Advancement team will contact you to schedule a time to meet to discuss the Project Proposal. After the District Advancement Lead signs the Proposal, You can begin the Project.

If the Project Proposal is not approved, you will receive information stating the reasons for that decision and suggestions for revisions that will render the Proposal acceptable.

- **Fundraising Application:** It is recommended that you file

a Fundraising Application with your Eagle Project Workbook, even if money or material contributions come only from yourself, your parents or relatives, your scouting unit or its chartered organization, parents or members in your scouting unit, or the project beneficiary. Please make sure you have discussed the fundraising process with your unit leader and especially the beneficiary since you may be raising money in the name of the beneficiary. More information about Eagle Service Projects and fundraising can be found [here](#).

Continuing on the Trail:

- **Final Plan Cover and Pages A through E:** Prepare a Final Plan for the project. This section is very important for planning and organizing the Project. Though not subject to anyone's approval, the more effort you put into addressing the items listed in this section, the easier the Project will be to implement. Remember, you will be asking others to volunteer to assist you in carrying out the Project – they will expect you to be prepared. It is recommended that you share the Final Plan with your project coach or Unit leader so they can give advice to help you organize the Project.
- **Project Report Pages Cover through Page C:** This section is your final report on the Project. Provide written responses to all questions after the Project is completed.
Keep detailed records of the Project, from start to finish. Record what you did and when, every time you work on the Project, including your planning. All hours expended working on the Project should be included in the Table provided on Project Report Page B. Complete all sections of the Eagle Scout Service Project Workbook prior to the date of your 18th birthday.
- **Project Report Page C – Signatures:** Sign the Candidate's Promise on Project Report Page C and secure the

signatures of your Unit leader and representative of the beneficiary. Note: All signatures must be dated prior to the date of the Scout's 18th birthday.

- Complete an Eagle Scout Rank Application Form per the instructions provided in the document entitled *"How to Complete and Submit Your Eagle Scout Application Form"*. This document is available online at the Mayflower Council website (www.mayflowerbsa.org).

Additional Information on the Eagle Scout Rank can be found in Section 9 of the "Guide to Advancement". This is available online at www.scouting.org.

Mayflower Council, Boy Scouts of America – Advancement
Committee – November 26, 2018

Complete and Submit An Eagle Scout Application

How to Complete and Submit Your Eagle Scout Rank Application Form

Completing the Trail:

It is recommended that the applicant use this instruction document as a personal checklist to ensure that the Eagle Scout Rank Application Form has been properly prepared prior to its submission to Mayflower Council. If an application is missing or contains any inaccurate information, it cannot be processed – Mayflower Council cannot make changes to a filed application. Following and reviewing these instructions

carefully with your Unit leader and committee chair prior to their signing the application can avoid processing delays.

- **Eagle Scout Application** (for youth who completed requirements before July 1, 2022) or **Eagle Scout Application** (for youth who completed requirements ON OR AFTER July 1, 2022): Download and use the current Eagle Scout Rank Application form. The application form is a fillable PDF.

Important Note: It is strongly recommended that you first save the downloaded form to your computer and then reopen it using Adobe Acrobat Reader. If you do not follow this procedure, you may have difficulty inputting data to the form and/or saving the form for future editing. If you choose to print out a paper copy of the Application and fill out the information by hand, you must fill in the information in black or blue ink (no pencil).

- **Name and Personal Information:** Print your full name, as you would like it to appear on your Eagle Certificate (no more than 30 characters, including punctuation and spaces). If filling out by hand, do this at the top of Page 2 as well. Provide your complete address and Unit designation information, including zip code.
- **Date became a Scouts BSA (Venturer):** This is the date you became registered as a Scouts BSA (Venturer) by the BSA National Service Center. Obtain this date from Mayflower Council by sending your name, unit, and town in an email to: JoiningDate@mayflowerbsa.org.
- **Dates of First Class and Star Boards of Review:** Get these dates from your Unit Advancement Administrator. This individual has access to your official records through Internet Advancement. There must be at least four (4) months separation between the date of the First Class Scout

Board of Review and the date of the Star Scout Board of Review and at least six (6) months separation between the date of the Star Scout Board of Review and the date of the Life Scout Board of Review.

- **Date of Birth:** All Eagle Scout rank requirements, other than the Eagle Scout Rank Board of Review, must be completed before your 18th birthday.
- **Requirement 1 – Active for Six Months:** There must be at least six (6) months separation between the date of your Life Scout Board of Review and the date you apply for the Eagle Scout rank.
- **Requirement 2 – References:** Follow the guidance provided in the document entitled: Eagle Scout Letters of Reference Procedures. Provide each reference's complete name, full mailing address (including zip code) and telephone number (including area code). Do not alter or delete any of the Reference categories listed under Requirement 2. If you do not have a specific religious reference, the issues of "Reverence" and "Duty to God" must be addressed in the letter provided by your parent(s)/guardian(s).
- **Requirement 3 – Merit Badges:** List only 13 Eagle-required badges and eight (8) others. Dates are very important here. The list must include four (4) Eagle-required merit badges, together with two (2) other merit badges, with dates that precede the date you achieved the Star Scout rank and three (3) additional Eagle-required merit badges, together with two (2) additional other merit badges with dates that precede the date you achieved the Life Scout rank. Request that your Unit's advancement administrator confirm all dates via Internet Advancement prior to filing the Eagle Scout Rank Application form with Mayflower Council. On merit badge numbers 7, 8, and 10, cross out the badges not being claimed as "Eagle required". If a crossed out badge was earned, it can be re-entered as one of numbers 14

through 21. For example, if you have earned Emergency Preparedness but not Lifesaving, you should cross out the word "Lifesaving" in box 7. If you have earned both these merit badges and wish to claim Emergency Preparedness as your Eagle-required merit badge, you should cross out the word "Lifesaving" in box 7 and insert it into one of the boxes 14 through 21. For each merit badge, enter the number of the Unit you were in when that merit badge was earned.

- **Requirement 4 – Position of Responsibility:** Re-enter the date of the Life Scout Board of Review and then identify only those positions of responsibility held after that date and before your 18th birthday. Do not put "Present" as a date. If you held the position until the day before your 18th birthday, use that date as the termination date of the position. The only leadership positions creditable under Requirement 4 are those listed on the application form.
- **Requirement 5 – Service Project:** Provide the name of your Eagle Scout Service Project and the grand total of hours spent on it. The total hours should match what is recorded on "Project Report Page B" in the "Eagle Scout Service Project Report" section of the Eagle Scout Service Project Workbook. Provide the date the service project was completed (i.e., the date the final signature was secured on your Eagle Scout Service Project Report).
- **Requirement 6 – Unit Leader Conference:** Provide the date of your Unit leader conference. This date must be before your 18th birthday.
- **Statement of Ambitions and Life Purpose / Listing of Leadership Outside Scouting:** Prepare your statement of ambitions and life purpose. This statement should address the question: what do you want to do with your life at this point in your life? Provide a list of positions held outside of Scouting and the activities you've been involved in. This will provide the Board of

Review with some insight into what else you have been doing.

- **Certification By Applicant:** Sign and date the application form and provide your telephone number.
- **Unit Leader Signature:** Obtain the signature of your Unit leader and provide that leader's telephone number and date of signature. If a parent of the candidate is the Unit leader or committee chair, the application form must still be signed by them, certifying that all the information provided therein is correct.
- **Unit Committee Chair Signature:** Obtain the signature of the Unit committee chair and provide that leader's telephone number and date of signature.

The completed Eagle Scout Rank Application form does not have to be received by Mayflower Council prior to your 18th birthday, but you must have completed all the requirements 1 through 6. You are certifying this by your signature and the signatures by your Unit leadership. Delay in submitting your Application to Mayflower Council could impact your ability to have your Eagle Scout Rank Board of Review within the time allowed by BSA.

Final Steps: Submit an Eagle Scout Application to Mayflower Council.

- **Scan the Completed Form:** Scan both sides of the completed Eagle Scout Rank Application Form and Contact Page (B). Save it as a PDF file.
- **Electronically Submit the Completed Form:** Submit the PDF File of the completed Eagle Scout Rank Application Form and Contact Page (B) to the Mayflower Council email address: eaglescoutapplicationsubmission@mayflowerbsa.org. You will receive an email confirmation of its receipt from Mayflower Council. The Council office will send the District Advancement team your Application after the Council office has verified dates and information on

your Application. Please allow 2 weeks for verification process.

- **Provide Eagle Project Data:** “To Submit Project Data” and enter the requested information concerning the Eagle Scout Service Project. NOTE: This information is optional but it is used by National to show the amount of work Scouting is giving back to the community.
- **Eagle Scout Rank Application Binder for the Board of Review:** It is strongly suggested that all the Eagle Rank information be assembled into a three-ring binder to keep it orderly and neat. Assemble the following materials in the order listed below:
 - Eagle Scout Rank Application – the original signed copy that was scanned to the Mayflower Council.
 - Statement of Ambitions – This is the statement of ambitions and life purpose you prepared, as specified under CERTIFICATION BY APPLICANT, page 2 of the Eagle Scout Rank Application form.
 - Eagle Scout Service Project Workbook – containing all signatures and including all sections:
 - Contact Information – Proposal page B;
 - Eagle Scout Service Project Proposal – pages C through E, as signed by the District Advancement Chair, and a copy of any email or other written correspondence exchanged between the District Advancement Chair and the applicant during the proposal review and approval process;
 - Fundraising Application (if applicable) – page A;
 - Eagle Scout Service Project Final Plan – cover and pages A through E; and
 - Eagle Scout Service Project Report – cover and pages A through C.
 - The Workbook should include everything that is applicable to the project and include any

photographs, diagrams, maps, data, etc. that you believe will assist the District Board of Review panel in understanding/visualizing the project. Make sure you, the project beneficiary, and the Unit leader have signed the Project Report, as required on Project Report page C.

Scheduling your Eagle Scout Rank Board of Review:
A member of the District Advancement team will contact you and/or your Unit Leadership to schedule your Eagle Scout Rank Board of Review.

- **Submit the Completed Eagle Scout Rank Application Binder:** You will be directed to deliver the Eagle Scout Rank Application Binder to either a member of the District Advancement Team in advance of the scheduled date for your Board of Review or to your Unit Advancement Administrator for presentation to your Board of Review panel when you arrive for your Board. Letters of Recommendation: Refer to Eagle Scout Reference Letter Procedures . The Unit's advancement administrator, or other designated contact person, will retain the letters UNOPENED for delivery to the Eagle Scout Rank Board of Review. The scout should not be in possession of the reference letters.

- **What to Expect After the Eagle Board of Review**

The Eagle Scout Service Project Workbook is returned to the Scout at the end of the Board of Review. The Eagle Certificate will be mailed directly to the Scout, once it arrives from the National Council office.

*Mayflower Council, Boy Scouts of America – Advancement
Committee – November 26, 2018*

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Independence Day

The Marlborough and Canton Service Centers will be closed on Thursday, July 4th in honor of Independence Day.

Fund Your Adventures With Popcorn

Want To Earn Enough Money To Fund ALL of Your Scouting Adventures?

One of the best fundraisers for a Scout is selling Trail's End Popcorn. It teaches your Scout important life skills, it can fund their Scouting adventures, earn college scholarship money, and earn great prizes for both scouts and units. Trail's End would like to send one Support Local Scouting banner and one Square Reader directly to the first 1,500 pack

and 1,500 troops to register for this fall that are new to fundraising with Trail's End. Registration deadline is July 31st.

[Read More](#)

Upgrades to Internet Advancement Now Live

Good news for unit leaders who use Internet Advancement to track their Scouts' progress along the Scouting trail. The BSA has introduced an array of upgrades designed to make your life easier. The improvements make inputting advancement updates faster, allow leaders to search advancement history in a snap and give Scouters more control over printable reports – like the kind used to make purchases at the Scout Shop.

May 2019 Roundtable Flyers and Discussion

We are making all the event flyers, training newsletters and other information from our May 2nd Roundtable available!

[Click here for PDF of all May Roundtable Handouts](#)

Our May Roundtable featured:

A conversation about how Unit leaderships work with Scouts with disabilities.

Some of the resources we have to give are the following links:

[Scouting.org Disabilities Awareness](#)

[Advancement for members with Special Needs](#)

[Scouting with Special Needs and Disabilities information Sheet](#)

[Questions, comments, or ideas for the District's leadership?](#)

[Send an Email to: Headwaters@mayflowerbsa.org](#)

Our next District Roundtable will be at Camp Resolute!

June 6th – check our calendar for the time and location: [HERE](#)

Come join us for an outdoor meeting of fellowship and grilling before we break for the summer. Get a chance to see Camp Resolute if you haven't and talk with your District leadership, commissioners, committee teams and other Leaders! for a fun evening.

See you there!

May Roundtable

[Click here for PDF of all May Roundtable Handouts](#)

May Training Newsletter

[Click on image to download](#)



Fall Training Dates Released

Check out the list below for fall 2019 leader skills training dates. Please keep these dates in mind when planning your pack, troop, or crew's upcoming schedule! We hope to confirm locations for most of these courses and open online registration by early June. Additional training dates for the 2019-2020 program year are listed on the council web calendar at www.mayflowerbsa.org.

Upcoming In-Person Training



* = pre-registration required * = online registration open
+ = counts toward basic requirements for adults

Scout Leader Skills

May 3-5/17-19** Climbing/COPE Training (Milton)
May 4** Scoutmaster Position-Specific (Norwood)
May 4** Den Chief Training (Norwood)
May 4** District Committee Training (Marlborough)
May 10-11** BALOO for Cub Leaders (Wrentham)
May 11** Venturing Position-Specific (Franklin)
May 18-19** Leave No Trace Trainer (Plymouth)
Jun 15** Beyond the Basics: Advanced Outdoor Skills
Jun 30-Jul 5** Nat'l Youth Ldr Training (NYLT) (Plymouth)
Aug 11-16** Nat'l Youth Ldr Training (NYLT) (Bolton)
Sep 14** Scoutmaster Position-Specific
Sep 27-28** IOLS for Scouts BSA/Venturing
Sep 28* Den Chief Training
Sep 28* Cub Leader Training Fest
Sep 28-29* Leave No Trace Trainer Training
Oct 5** Scoutmaster Position-Specific
Oct 5-6* BALOO for Cub Leaders
Oct 19-20** IOLS for Scouts BSA/Venturing
Oct 26* Cub Leader Training Fest
Oct 26* Den Chief Training
Nov 9** Scoutmaster Position-Specific
Nov 9** Troop Committee Position-Specific
Nov 9* Den Chief Training
Nov 16* Tread Lightly Trainer Training

First Aid

May 7** CPR/AED (Sudbury)
May 21** Red Cross First Aid (Sudbury)
May 31** CPR for Professional Rescuers (Sudbury)
June 11** CPR/AED (Sudbury)
June 22** CPR for Professional Rescuers (Canton)
Oct 15* CPR/AED
Oct 19-20** Wilderness and Remote First Aid (Sudbury)
Nov 12* CPR/AED
Nov 19* Red Cross First Aid

...plus more courses to be added...

Boost Your Outdoor Skills

Registration is open for **Beyond the Basics** (June 15). Adult leaders can join us at Camp Squanto for a "choose your own adventure" with opportunities to learn advanced rope skills, orienteering, cooking, woods tools, etc., from experienced Scouters. It's a great chance to build skills beyond what we teach at BALOO and IOLS.

Tons of Training Available Online

If you're not trained for your position yet, do yourself and your Scouts a favor and become trained! Read our "Quick Guides" at www.mayflowerbsa.org/training to learn about the requirements and how to complete them. For many positions, all the basic training you need can be completed online. You'll find online training for:

- All Cub Scout leader positions
- Scoutmasters and ASMs (must also take live IOLS)
- Venturing Crew Advisors (must also take live IOLS) and other Venturing adult leaders
- Merit badge counselors
- Chartered organization representatives

Other online courses include Youth Protection, Hazardous Weather (now required for any "direct contact" leaders to become trained) and courses on various other skills and safety topics. Visit <https://my.scouting.org> and log in through your account.

CPR/AED for Professional Rescuers (CPR Pro) Added to Schedule

"CPR Pro" is a more advanced version of the CPR training that our volunteer Red Cross-certified trainers typically offer. We've added courses on May 31 and June 22 and will likely add another later in the summer. This training is good for a two-year certification. Registration is open through www.mayflowerbsa.org. CPR Pro is especially useful for two groups of people:

- Summer camp waterfront staff.
- Anyone seeking BSA Lifeguard certification, which requires you to "Show evidence of current training in American Red Cross First Aid and American Red Cross CPR/AED for the Professional Rescuer or equivalent."

FOR MORE INFORMATION

- Council training "Quick Guides" and online registration: www.mayflowerbsa.org/training
- BSA online training: <https://my.scouting.org>
- Council training chair: Chris Lamie: chris.lamie@gmail.com
- Staff contact: Nick Keyes: nick.keyes@scouting.org

EVERY SCOUT DESERVES TRAINED LEADERS!

New Nobscot Trail Crew

Saturday, April 27 marked the launching of the new Nobscot Trail Crew.

On their first day, the founding Crew members spent time receiving outstanding training on Nobscot history, tools, trail management and first aid. Afterwards, they hiked to Tipling Rock practicing practical trail work along the way.

The Nobscot Trail Crew adult advisors, Chuck Hurwitz, Pat Maher and Stroker Rogovin are all Eagle Scouts, Vigil Honor Members and collectively have over 120 years of Nobscot experience. In addition Stroker is a long-time is a member of the AMC Board of Advisors. Trail Crew Members received t-shirts and will earn a Trail Crew patch, Certificate and free membership in the Nobscot Alumni Association. The next meeting will be announced. In the meantime, if you're interested in joining this ongoing, elite crew contact Alumni Association President Larry Bearfield.