

2017-2018 JAMBOREE DISTRICT GUIDANCE for NAVIGATING EAGLE SCOUT PROJECT WORKBOOK and APPROVAL

- Here are some tips to show off your proposal, final plan, and project report.

- Use a three-ring binder w/ pockets for ease in organizing and reviewing your project (recommend 1 to 2.5 inch binder).
- Use **ONLY** the most recent edition of the Eagle Project workbook (October 2015), available here:

<http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>

- Type (do not hand print) your project proposal in the downloadable and fillable PDF Workbook.
- Print out a hard copy of your filled Eagle Scout Leadership Service Project in 8.5" x 11" format and insert in your binder. NOTE: it must maintain the same appearance with nothing in the template changed, added, or deleted. **We will not accept older workbook versions (prior to October 2015).**

Before you come for Project Approval:

- Carefully read pages 2-6 of the Workbook for a solid understanding of the process.
- Carefully read Proposal Page A of the Workbook (you certify by signature that you have read those pages).
- Fully complete all blocks on Proposal Pages C through E.
 - The first block should provide a good, concise description of **what you intend to do, where, and for whom** .
 - Under the section of Other Needs, don't forget to describe your food/refreshment plan
 - List the dollar cost or value amounts Under the Preliminary Costs Estimates, even if your project is fully funded.
 - Refer to the online *Guide to Safe Scouting* for safety issues and age limits for your work crew's use of Power tools. Complying w/this guidance will maintain your project's BSA liability insurance coverage.
 - If your project funding is coming **exclusively** from your troop, beneficiary, or immediate or extended family, you do **NOT** need to submit the Fundraising Application form located just before the Project Report. **But any** donations of money, materials, equipment, supplies, etc., from ***outside*** this group requires you to prepare this form and have it signed by your beneficiary and unit leader. If you bring it with you (signed), we may be able to approve it along with your project. **Remember – you cannot begin your fundraising until we sign this – IF you need it! Beginning your fundraising prior to authorization may disqualify your project entirely!**
- You may begin to fill out the middle section of the binder, the Final Plan, before your project is reviewed for approval.

Following project completion (and the LAST thing you do before you turn in your completed Eagle Binder):

- Review and update all blocks of the Contact Information on Proposal Page B. Your unit advancement chair should have your BSA ID number. If you have an Eagle Coach (highly recommended), list his/her name and contact information. He or she **must** be an adult, BSA registered, and YPT trained.

Please do **NOT** make an appointment for project approval ***until*** you have presented your proposal to your Troop Committee and it has been signed on Proposal Page E by your **Unit Leader** (Scoutmaster, Varsity Coach, or Venturing Crew Advisor), **Unit Committee Chair** (or representative), and **Beneficiary Representative**...all ***three*** of them. Please do not have them sign draft copies of your workbook, since you'll need to get their signatures again when you go final. Once this is done, sign up for a Wednesday night or Saturday AM project review time slot on the Council Calendar website.

Remember: ***all*** signatures on Proposal Page E **must be present** in order to see me or one of our approval authorities for project approval. This is not negotiable. Thank you for following this guidance.

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