

# Many Waters Eagle Project Approvals Process – for Boy Scouts

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## RoundTable Information

In Many Waters District, our **Eagle Project Approvals** occur at the monthly Roundtable (RT) meeting at **Faith Lutheran Church**, 886 North Shore Dr., Forest Lake, from 7:20 to 8:30 p.m., every month except July. Check the District's website for the schedule.

## Timing for Eagle Projects

| Project Phases                               | Notes on Time Taken   | Average Time Taken         |
|--|---|----------------------------|
| Project Concept                              | Anywhere from days to months  | 2 weeks                    |
| Project Proposal/Approval                    | Anywhere from days to months.<br><i>[Approvals occur at monthly RT meetings, plan accordingly...]</i>     | 1.5 to 2 months            |
| Fundraising Approval, if needed              | Complete form, attain signatures.<br><i>[Preferable to bring to RT with Project Proposal for review.]</i> | 1-3 weeks                  |
| Final Plan <i>[necessary in our Council]</i> | Anywhere from days to months  | 1.5 to 2 months            |
| Work Days                                    | 2 days to over a year   | Several days to 2-3 months |
| Project Report                               | Anywhere from days to months  | 1 to 1.5 months            |

## “Helper” Docs

FYI: There are several documents on the Many Waters website: [www.manywaters.nbsa.org](http://www.manywaters.nbsa.org) > Advancement > Life to Eagle, that may provide ideas and help when you are ready to begin your Eagle Project: a 1-page planner for Life Scouts who want to become Eagle; a checklist for planning a project, and some potential project ideas.

## Alternate Merit Badges and Special Needs Designation

There is information on both the Northern Star Council and Many Waters websites that may be of help to Special Needs Scouts and their parents and units. Parents and Unit Leaders should read the **Guide to Advancement: 2013** (BSA #33088) Section 10.2.2.0-4, regarding the special needs designation and alternative requirements.

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*\*\* Please alert the District Advancement Team/Area Contact if/when you would like to find out more information or discuss either of these needs. Both will need District and Council Advancement Committee approval beforehand, for the Scout to access these great helps. This can be completely confidential between yourself and the District, or you may involve your unit leadership as well.*

## The Many Waters Advancement Team’s “Area Contacts”

Many Waters is a large District: encompassing the towns and cities of Almelund, Birchwood Village, Blaine (sm section) Ham Lake (sm section), Center City, Centerville, Chisago City, Circle Pines, Columbus, Copas, Dellwood, Forest Lake, Franconia, Gem Lake, Grant, Ham Lake, Hugo, Lent, Lexington, Lindstrom, Lino Lakes, Linwood, Mahtomedi, Maple Island, Marine on St. Croix, Martin Lake, North Branch, North Oaks, Pine Springs, Rush City, Scandia, Shafer, Stacy, Sunrise, Taylor’s Falls, Vadnais Heights, White Bear Lake, White Bear Twp, Willernie, and Wyoming.

So, we have created five smaller areas. Look for your Unit, and contact the person noted when you are ready to discuss your project with someone outside of your unit.

|                               |                         |   |
|-------------------------------|-------------------------|---|
| <b>Area I: Northeast</b>      | <b>Mike Brinkman</b>    | <b><a href="mailto:thedoc@usfamily.net">thedoc@usfamily.net</a></b>         |
| 135                           | Center City             | 651-464-8196  |
| 141, 411                      | North Branch            |   |
| 159                           | Lindstrom               |   |
| 962                           | LDS North Branch & Area |   |
| <b>Area II: East Central</b>  | <b>Teri Fick</b>        | <b><a href="mailto:tkfick@mmm.com">tkfick@mmm.com</a></b>                   |
| 127                           | Chisago City            | 651-433-3070  |
| 142                           | Wyoming                 |   |
| 151                           | Hugo                    |   |
| 173                           | Scandia                 |   |
| 487, 733                      | Forest Lake             |   |
| <b>Area III: West Central</b> | <b>Holly Peirson</b>    | <b><a href="mailto:hpbirdscouter@msn.com">hpbirdscouter@msn.com</a></b>     |
| 103                           | Circle Pines            | 612-309-5019 (c)  |
| 136, 232                      | Lino Lakes              |   |
| 414                           | Columbus                |   |
| 435                           | Linwood                 |   |
| <b>Area IV: Southwest</b>     | <b>Marc Johannsen</b>   | <b><a href="mailto:marc@lommen.com">marc@lommen.com</a></b>                 |
| 112, 402, 431, 494            | White Bear Lake         | 612-910-3738 (c)  |
| 212                           | Vadnais Heights         |   |
| <b>Area V: Southeast</b>      | <b>Steve Wiberg</b>     | <b><a href="mailto:stevenwiberg959@msn.com">stevenwiberg959@msn.com</a></b> |
| 89, 433                       | Mahtomedi               | 651-429-7914  |
| 389                           | Willernie               |   |
| 434, 438, 439, 726            | White Bear Lake         |   |

## Finding an Eagle Coach

Many Waters Advancement hopes you will work with an **Eagle Coach** while you are on the “Path” from Life to Eagle. If your unit doesn’t have an Eagle Coach, ask your Scoutmaster to advise you on which

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adults have had Scouts go through the Life-to-Eagle process recently. Ask one of them if you can show your progress and get some feedback.

If there are no Eagle Coaches in your unit, please ask your Scoutmaster, Advancement Coordinator, or Area Contact for assistance in locating one. Working with someone who has been through the process is especially helpful while you're working to get your project approved, when you're working on the Final Plan, before you begin the Work Days, and in finalizing the Project Report.

*[Hint: A section in the Final Plan asks for an Eagle Coach's comments.  
This section will be very interesting to read during your Eagle Board of Review.]*

Your Eagle Coach should be helping you from "Life to Eagle," meaning not just through the project, but checking up on merit badge completion and helping with the Eagle application process as well.

*[A training slide show about Eagle Coaching may be found on the Many Waters website under Advancement > Life to Eagle Process, titled, "The Life-to-Eagle Process for Adult Leaders."]*

## Info for Project Beneficiaries

You may wish to download this PDF, "Navigating the Eagle Scout Service Project" BSA # 510-025), and give it to your Beneficiary. It will help them understand the magnitude and parameters of Eagle Projects.

## The Eagle Project Service Workbook (BSA #512-927)

There are 4 Sections in the Eagle Workbook:

1. Directions/Requirements/Contact Info
2. Project Proposal (concept/approvals)
3. The Final Plan (project details)/Fundraising App/Approval (if needed)
4. Project Report (conclusion, final approvals)

Download the current version.

*[If you are on a Mac, read the special instructions for Mac Users on the Northern Star Council website, at [www.northernstarbsa.org](http://www.northernstarbsa.org) > Advancement > Eagle Resources.]*

The Workbook is now completely fill-able and expandable. First thing to do? "Save As" with YOUR name and Unit # in the file name! Second thing to do? Create an "Eagle Notebook" out of a 3-ring Binder and insert ALL of your ideas, notes, plans, diagrams, cost estimates, time sheets, before and after photos, and Workbook documents. Keep this notebook going throughout the project.

## Section 1: Directions/Requirements/Contact Info

All Scouts and their parents/guardians should read the whole Workbook before beginning any concept brainstorming. For Scouts, sections 1.4 and 1.5 contain the most information to digest before you begin. For parents, sections 1.4 and 4.5-6 are especially helpful.

*[Hint: Your signature is needed, stating that you have read the whole Workbook, before the project may be approved. A Scout is Trustworthy!]*

On the **Contacts** page (1.6):

In the Your Council Service Center section near the bottom, please insert: "NSC – 250," and then copy/paste the URL for Northern Star Council: **www.northernstarbsa.org** in place of a name. Leave the rest of this section blank.

In the Council or District Project Approval Representative section, simply copy/paste the URL for Many Waters District: **www.manywaters.nsbsa.org/advancement** and leave the rest of this section blank.

**\*\*Include this page with your Project Proposal\*\***

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## Section 2.1: The Project Concept

Your Eagle Project may be your first experience at Project Management. It should have components of Planning, Development, and Leadership.

**Planning** is a given, right?!

**Development** is what YOU devise to make the project unique; your own.

**Leadership** happens both during the planning stages and on the work days.

The **Concept** is comprised of the first two boxes in the **Project Proposal** section, called *Project Description and Benefit*. The first box asks for a paragraph that describes your idea for the project, with boxes to add “before” photos and/or diagrams included! The second box describes how the project will be of service to your Beneficiary.

The Scoutmaster (or designee) should be aware of your project as you are working on this plan. We say “or designee” because in some larger units there may be several people who act on the Scoutmaster’s behalf during the Eagle process.

In the Northern Star Council, Many Waters District, your Unit’s Advancement Team/Area Contact (see chart) *should be included early* in the Project Proposal phase, when you have a Concept ready to discuss. By contacting District Advancement early in the Concept/Proposal phase, we can provide valuable insights as to whether the project idea is a good one, and discuss how the approvals process works.

If you are leaving a message on an answering machine, speak clearly and include your: Name, Unit No., Phone No., the date of your call, and a short message about why you are calling. If you have a job or play sports, please include times when you are OPEN to receive a call back.

If you are writing an email, include in the Subject line something like: “Eagle Project Concept – Landscaping at (your project location here) from \_\_\_ Unit” (don’t use your name since you are a minor). In the message area, write: An opening salutation, then, give your Name, Unit No., Phone No., Email Address, Scoutmaster’s Name, and if you have one, your Eagle Coach’s name. Then, attach page 2.2 as a PDF If you have questions, go ahead and ask them! End with a closing salutation. Copy this email to your Eagle Coach and your Scoutmaster.

*[Some Scouts have had issues with breaking up the Workbook into smaller PDF’s. If that is an issue for you, copy/paste just the text, and attach a photo or two, or a diagram, if you have them ready. ]*

Scouts are also welcome to come to Roundtable to discuss their Project Concept, especially if they have questions their Beneficiary, Scoutmaster, or Eagle Coach cannot answer.

## Section 2.2: The Project Proposal

After your Concept has been approved, continue on to fill in the rest of the **Proposal** section. As stated in the directions, you do NOT need to know specifics at this time; gathering that information is now part of the **Final Plan**. What we are most concerned with at this stage is whether you have a good handle on what you intend to accomplish as part of your Eagle Project. What is your **Plan**, what are you working to **Develop** on your own for this project, and How will you show **Leadership**? You will also be asked for a list of supplies, tools, and materials, a preliminary cost estimate, and various other things.

Here we give you pointers on what a good Proposal will look like and should include.

- Let the Workbook guide you through filling out the Proposal. There are ideas and information above each box, to help you figure out what we will be looking for.

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- Use full sentences when possible, and do a Spell/Grammar check before you call it complete.
- Say things like: “I will direct my workers to...” instead of “we will” or “I will...” An “I” statement tells us that you may not have a clear idea of what you’ll need to do, to accomplish this project.
- In using this new version of the Workbook you should be able to insert many images, to show us what you intend, things like: “Before” photos, models, maps, layouts, plans, diagrams, directions to a local hospital, Internet “overview” of the area, etc....

*[NOTE: Anything you draw up for the Proposal does NOT have to be to scale.]*

- If you see an “X” in a box, it means you have written a little too much text – whatever is not shown will not print. Edit your text a bit until the “X” disappears...

*[If it’s important for us to see the portion that will not print, copy/paste it to a word processing file and include it with your Proposal. Save the file so you can print it again later. If you have more than one spot where that occurs, put it all in one file and mark the sections so we know which is which.]*

At the end of the Proposal section, you will gather 5 signatures!!

In any order: Your own, stating that you have read the whole Workbook, and those of your Beneficiary, your Scoutmaster or designee, and the unit’s Committee Chair.

The last signature MUST be: Someone from the Many Waters District Advancement Team.

## **Fundraising Application Approval**

In Many Waters District, we know that you may need to fundraise to purchase supplies and materials for your project. We ask that you consider taking the time NOW to complete the **Fundraising Application** found in *Section 3: The Final Plan*. If you’re not SURE you will need to do fundraising, it’s still a good idea to fill this out just in case. Bringing a completed Fundraising Application to RT at the same time as you are showing us your Project Proposal will save us all time in the long run, because after you leave RT, you will most often be contacting people via phone or email. Timing may become an issue when waiting for people to respond...

\*\* Please note the instruction on the Application to **provide a list** of your potential donors... \*\* This is often the piece of information that delays attaining the final signature.

Three signatures are required for approval. In any order: the Beneficiary, your Scoutmaster. Last: Someone from the Many Waters District Advancement Team.

## **Your Proposal Review with District Advancement**

RoundTable happens once a month, usually on the first Thursday. *Please check the District Calendar on the website for actual dates.* See the “RoundTable” section of this document for more info and a map. Present yourself at the ADVANCEMENT table to sign in. Scouts are seen in the order they signed in. If you arrive after 7:30, we may have already moved upstairs to a meeting room. The sign-in sheet will be upstairs, outside that room.

Please wear the **full uniform** for your BSA or Venturing unit, if you own one, complete with up-to-date leadership patches and your merit badge sash.

Bring **2 copies** of all your *Proposal* paperwork. We keep 1 copy.

**We do NOT need to see:** Workbook Covers, Section 1 (except Contacts page), Section 3 (except perhaps the Fundraising Application), and Section 4.

Computerized presentations are just fine as long as you also bring a printed copy for us to keep. Models and presentation boards are also GREAT to see!

Be Prepared... with something to take notes with, and in! (your Eagle Notebook?!)

You may come on your own or bring someone to introduce you, and stay to listen in and/or help by taking notes. They may NOT be part of your presentation unless asked to clarify info or brainstorm ideas with us.

If you have special needs, it is OK to let us know that. We won’t tell anyone...

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The primary reason that Eagle Scout candidates come to meet with District Advancement is so that we can see that you understand your plan completely. When we give our approval, we want to be assured that the Final Plan, your Work Days, and the Project Report will go smoothly for you.

Notes about our conversation are important, as they may be included in the Final Plan portion of the Workbook.

Read the information presented in Section 1.4-5 to see what District Advancement will be looking for during the Approvals Session.

Consider: Does your project contain anything that is your own idea or plan? Projects don't have to be unique; however, it is hoped that there will be features that you will plan and develop.

Also: We wish the project to be a positive experience, so we encourage you to think about whether your chosen project will be interesting and enjoyable for you to plan and direct. If currently does not, you should take time to make it your own, so you will always be proud to show to friends and family in the future.

## Section 3: Final Plan/Doing your Fundraising

The Final Plan is where you will flesh out the Phases you wrote in the Proposal. Any changes from what you proposed that you find it is necessary to make are important to document.

Plan drawings now need to be TO SCALE.

Logistics are very important, as is Safety. Even though Scouts do not need to show actual bills, it is hoped that they will be kept so they may be referred to while writing the Project Report.

The Scout will greatly benefit from the guidance of an **Eagle Coach**, especially during this phase of the project.

There are no requirements for the number of hours for Eagle Projects.

We covered the Fundraising *Application* in the Project Proposal section. Now it's important to note that all your fundraising needs to be completed before your Work Days may begin.

No one needs to sign to approve your Final Plan, but you should definitely show it to your unit leaders and your Beneficiary to make sure it all looks good, before you begin the Work Days.

Comments from your Eagle Coach, if you have one, should be included at the end of your Final Plan. If you do not have an Eagle Coach, find another adult who has been involved with helping you during the planning phase, and ask them to comment. This can be done through email, and be copy/pasted into your document. These comments are very helpful at the Eagle Board of Review.

*[Note: Northern Star Council has stated quite clearly that the Final Plan WILL be needed to be approved for an Eagle Board of Review, and, that the Final Plan is to be completed BEFORE the Work Days. It is quite easy for the participants of the Eagle Board of Review to ascertain whether the Scout filled out the Final Plan before or after the Project's Work Days.]*

## Notes and Info about Work Days

A 3-page section of the ***Guide to Safe Scouting*** [<link>](#) is included on the Northern Star Council website. It gives the "rules" for who can do what (ages of Scouts vs. what tools they may use, and what needs to be done by adults) during the Work Days of a project. Scouts should download this Guide, and use it when figuring out how and when certain portions of the project will be done.

If your project will go below ground more than 6 inches, your Beneficiary must call GOPHER-1 at **(800) 252-1166** or go to <http://www.gopherstateonecall.org/> [<link>](#) before you begin the Work Days. This should happen about a week ahead, to give the utilities time to check out the area. Utilities will

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usually spray paint an OK on the ground nearby, and a final approval email will also be sent to the Scout or the Beneficiary.

If your project will be done in or near a lake, river, stream, pond, you must have adult workers who have completed **Safe Swim Defense** training on-site.

Time Sheets with dates noted, names, and the number of hours put in by your workers should be recorded.

## **Section 4: Project Report/Parent Info**

For the Eagle Board of Review, the Project Report tells us how you showed leadership during your project: What was difficult? What was rewarding?

Actual bills do not need to be shown with the Project Report. They should, however, be kept in your Eagle Notebook as a record of where your supplies came from.

Time Sheets with dates noted, names, and the number of workers DO need to be submitted to the Council Registrars. **Include them with the Project Report.**

The BSA uses “number of hours” data to get an idea of the number of Service Hours scouts rack up each year. In Many Waters, it’s easy to figure out: We see approximately 60 Scouts for their Eagle Boards of Review each year. We know that the hours put in on Eagle Projects averages out to about 125: 60 Scouts x 125 hours = **\$7,500 volunteer hours**. Isn’t that impressive?!

## **Questions/More Information**

If you have questions about anything after reading this document, don’t hesitate to ask them in this order: Beneficiary, Eagle Coach, Scoutmaster, Advancement Coordinator, District Area Contact.

*Date: August 2013*

*Author: Holly Peirson, Many Waters District Advancement Chair*