North Star District EAST Eagle Board of Review Dress Policy:

"It is preferred a Scout be in full field uniform for any board of review. He should wear as much of the uniform as he owns, and it should be as correct as possible, with the badges worn properly. If wearing the uniform is impractical, the candidate should be clean and neat in his appearance and dressed appropriately, according to his means, for the milestone marked by the occasion. Regardless of unit, district, or council expectations or rules, boards of review shall not reject candidates solely for reasons related to uniforming or attire, as long as they are dressed to the above description. Candidates shall not be required to purchase uniforming or clothing such as coats and ties to participate in a board of review." [GTA 8.0.0.4]

If an Eagle candidate wears the field uniform to his reviews, he should have the Life rank patch affixed to his uniform. Unofficial patches (aka "spoof" patches) should be removed from the uniform before attending any Eagle proposal or final review.

North Star District EAST Eagle Board of Review (DEBOR) planning & scheduling:

The following dates and timelines should be noted and followed:
- **North Star EAST DEBOR** meetings are held the **SECOND WEDNESDAY** of each month, 7pm to 9pm
- Meeting place: Soapstone United Methodist Church 12837 Norwood Rd Raleigh, NC 27613
- The Scout and his leaders will be contacted, via email, no later than 5 days before the next scheduled meeting of the **North Star EAST DEBOR** to confirm his appointment with the board. **Please respond within 24 hours to all emails.**

Eagle Scout Service Project (ESSP) Workbook: **[GTA 9.0.2.8] BSA Pub#: 512-927,**

available at this link: National Scouting Website
This is a computer "fillable" Adobe PDF form. Free Adobe Reader software, version DC or higher is required for completing all BSA fillable forms. Apple/Mac users **should NOT use Preview app** to edit or update any BSA supplied fillable PDF document. Preview does not correctly update the editable fields and will result in unpredictable results on our end. In no situation will a "reverse-engineered" editable version of the workbook be allowed. We strongly encourage you to download a workbook copy to your computer and fill out as much as you can with your computer. Using a computer is not a requirement. The workbook may be completed by hand, in blue or black ink. Hand completed workbooks must be legible.

This version of the project workbook allows the insertion of photos. Please downsize your photos before inserting them into your workbook. We recommend you **not** insert photos. Consider inserting photos into a word processing document, two per page, with captions, printed or converted to PDF format.

You should personally keep the original project proposal approval signatures and bring them with your completed original workbook to your District proposal review session. If there are any changes to the planned outcome of the project after any approval signatures have been obtained, then those persons must review and approve those changes. Eagle projects done for Wake County Public Schools shall have ONLY the signature of that school's Principal for all approvals. However, the Principal may designate, in writing, if another school official is authorized to sign for them. Project recipients should be given the document, *Navigating the Eagle Scout Service Project*, which are the last two pages of the current ESSP workbook.

Each Scout candidate should track all time spent in all aspects of planning their project. Any activity of planning, researching, writing up the proposal, getting approvals, travel time to/from meetings, talking with the leader, coach, recipient, etc., should be logged. The candidate's planning hours will be needed in their Final Report

Guidance for Completion of ESSP Workbook:

Along with this guidelines document, a **North Star EAST**-specific Project Proposal page B of the ESSP workbook, is available to provide Scouts the correct information to complete page B. The Council Service Center and District Project Approval Representative information on page B of this sample should be copied verbatim into your ESSP workbook. Each **North Star EAST** unit should provide their Eagle Scout candidate with their own up-to-date contact information.

Eagle Scout Requirement 5:

"While a Life Scout, **plan, develop, and give leadership to others** in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. **You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.**" [GTA 9.0.2.0]

Preliminary Cost Estimate section:

Include the value of donated material, supplies, purchased tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Fundraising should balance your estimated cost and a backup source of funding listed, should the primary method of funding not be realized. "Other" costs include sales tax, rarely zero. Candidates should try to keep the need for fundraising to a minimum, in cases where the beneficiary, the scout, or other donors do not cover all associated costs.

Safety section of Project Proposal:

The scout may incorporate any of these safety concepts (as applicable) into the proposal Safety Section:

- "A working telephone will be onsite and available during all Eagle project work days."
- "A note card, no less than 3" x 5" will be onsite at the project worksite(s) and kept with the telephone. This card will *ONLY* have the work location address, clearly printed or typed. For multiple work locations, there shall be one address card for each location."
- "A First Aid kit will be onsite and kept with the telephone and work location address card."
- "Before any worker is allowed to begin working on the project, the project leader will hold a safety meeting and show the location of the telephone, address card and the first aid kit; and explain that if any injury occurs requiring more resources than provided in the first aid kit, the telephone will be used to call ONLY 911, giving the address location on the card."
- If *any* aspect of the project requires penetration of the existing soil grade more than four inches deep, (including digging, drilling, auger, spiking, rebar, etc.), a statement will be required in the project proposal that states:

  "At least 72 hours prior to digging, I will contact the applicable www.nc811.org to locate any underground public utilities, such as electric, phone, water, gas or cable. In North Carolina call (800) 632-4949." Note: in the RTP area, you can also dial "811". **

** There is no charge for this service. The locates are good for only fourteen days. The project leader might consider taking color time-dated photos of the location marks immediately prior to digging. The project leader *shall not* just take the word of the project recipient that no utilities exist at the project site. **Note**: NC811 only locates public utilities on public land. Work being done on private property may require the services of a private locator service. See this link: http://www.nc811.org/line-locators.html

Eagle project proposals should NOT contain directions and/or maps to area hospitals. It is beyond the scope and responsibility of the Life scout project leader to provide medical assistance beyond that provided by the onsite first aid kit. The **North Star EAST DEBOR** does not want a Scout assuming the liability of giving incorrect directions to a medical facility. Medical needs that cannot be handled on the project site should be directed to the phone on site and the location address card for 911.

Age Guidelines for Tool Use and Work at Elevations or Excavations: Please reference the chart that is shown on page 4. Unit leaders and scouts should use these resources to ensure that project workbooks are complete prior to signing. Tools with age restrictions should be specifically highlighted in the Safety section. (Ex: "Only Adults 18 or older will be allowed to use any powered saw")

Fundraising Application (Section 4: Fundraising Application pages A & B)

[GTA 9.0.2.10] If required, the Fundraising Application may be submitted with the project proposal, to the District and approved by the District *before* you can start raising funds. In Occoneechee Council, fundraising approvals are done ONLY at the District.

Do not fundraise or start project without first getting all approvals. The Fundraising Application should be completed, signed and dated, by the beneficiary and the unit leader. **The fundraising application will not be district approved until the project proposal has been approved.** If there are no concerns with the Fundraising Application, the Eagle candidate will get an approval signature at the same meeting as the Project Proposal approval. It is important that the unit leader, beneficiary, and Eagle candidate read and understand page B of the Fundraising Application before providing approval signatures. If the Fundraising Application is not initially required at the Proposal review, but later becomes necessary, the candidate should complete the application. Once completed and signatures received, the candidate should contact **Jim Crawford (enzyme.specialist.crawford@gmail.com)** to schedule review and approval.

Fundraising Application, Council Specific: (Fundraising Application, page B, #8):

Local councils may waive certain types of fundraisers, and or certain dollar thresholds. GTA 9.0.2.10
Effective September 1, 2023, the following policy is approved for Occoneechee Eagle Scout candidates:
"No fundraising application shall be required for public fundraisers (such as car washes, bake sales, spaghetti suppers, and similar events) for which a good or service is provided. For all other sources not otherwise exempted, donations of cash and/or materials of less than $2000 shall not require a fundraising application. The $2000 limit applies to crowdfunding donations."

Eagle Project Proposal Submittal:

Project proposals in **North Star EAST** must be submitted by the 27th day of any month at 11:59pm, to be considered for review at the next month's "second Wednesday" regular meeting of the **North Star EAST** Eagle Boards of Review (DEBOR). Acceptable proposals will be guaranteed an appointment with the **North Star EAST DEBOR** at its next meeting. A Scout with a proposal that needs revisions will be contacted by his Unit leaders with required corrective actions. Project proposals submitted after the monthly deadline, may be held until a future DEBOR, based on availability of volunteer resources to review, the availability of rooms at our review location, and status of the review schedule.

Project proposals will be pre-reviewed, and review advice will be emailed to the scout and unit leader and the listed Project Coach. If the listed Project Coach is identical to the Unit Leader, the Unit Committee Chair will be copied.

North Star District EAST Eagle Board of Review
December 2023 Guidelines for Eagle Candidates

AGE GUIDELINES FOR TOOL USE / WORK AT ELEVATIONS OR EXCAVATIONS: Safety is paramount in all Scouting activities, including your Eagle project workdays. You must ensure safety. Even if a youth volunteer is in an authorized age bracket to use a certain tool, he or she must still be shown how to safely use the tool! **Any person – youth or adult – engaging in horseplay or other unsafe practices must not be allowed to use any tool that puts others at risk.**

HAND TOOLS

Type of Tool	Youth to 14 yrs	Youth 14 – 16 yrs	Youth 16+ yrs	Adults
Leaf / grass rake	Authorized	Authorized	Authorized	Authorized
Hoe	Authorized	Authorized	Authorized	Authorized
Shovel	Authorized	Authorized	Authorized	Authorized
Hand clipper (small)	Authorized	Authorized	Authorized	Authorized
Screwdrivers	Authorized	Authorized	Authorized	Authorized
Nail hammer	Authorized	Authorized	Authorized	Authorized
Handsaw	Authorized	Authorized	Authorized	Authorized
Trowel	Authorized	Authorized	Authorized	Authorized
Hose spray washer	Authorized	Authorized	Authorized	Authorized
Wood sanding block (handheld)	Authorized	Authorized	Authorized	Authorized
Wood chisel (Scouts w/ Totin Chip)	Authorized	Authorized	Authorized	Authorized
Pocketknife (Scouts w/ Totin Chip)	Authorized	Authorized	Authorized	Authorized
Pickaxe	Not Authorized	Authorized	Authorized	Authorized
Mattock	Not Authorized	Authorized	Authorized	Authorized
Posthole digger	Not Authorized	Authorized	Authorized	Authorized
Wheel cart (1-, 2-, or 4-wheeled)	Not Authorized	Authorized	Authorized	Authorized
Paint roller with extension pole	Not Authorized	Authorized	Authorized	Authorized

POWER TOOLS

Type of Tool	Youth to 14 yrs	Youth 14 – 16 yrs	Youth 16+ yrs	Adults
Screwdriver (electric)	Not Authorized	Authorized	Authorized	Authorized
Handheld sander (small)	Not Authorized	Authorized	Authorized	Authorized
Cutting tools (e.g. Dremel, small)	Not Authorized	Authorized	Authorized	Authorized
Paint sprayer (small, less than 50 psi)	Not Authorized	Authorized	Authorized	Authorized
Lawn mower (self-propelled, riding)	Not Authorized	Not Authorized	Authorized	Authorized
Commercial lawn mower (all types)	Not Authorized	Not Authorized	Authorized	Authorized
Line trimmer (electric, gas-powered)	Not Authorized	Not Authorized	Authorized	Authorized
Edger (electric, gas-powered)	Not Authorized	Not Authorized	Authorized	Authorized
Leaf blower (electric, gas-powered)	Not Authorized	Not Authorized	Authorized	Authorized
Hedge trimmer (electric, gas powered)	Not Authorized	Not Authorized	Authorized	Authorized
Belt sander (electric, cordless)	Not Authorized	Not Authorized	Authorized	Authorized
Pressure washer (>50 but <100 psi)	Not Authorized	Not Authorized	Authorized	Authorized
Circular, radial arm, reciprocating saw	Not Authorized	Not Authorized	Not Authorized	Authorized
Band or scroll saws; jig saw	Not Authorized	Not Authorized	Not Authorized	Authorized
Router / planer	Not Authorized	Not Authorized	Not Authorized	Authorized
Chain saws (electric, gas-powered)	Not Authorized	Not Authorized	Not Authorized	Authorized
Log splitters	Not Authorized	Not Authorized	Not Authorized	Authorized
Wood chippers	Not Authorized	Not Authorized	Not Authorized	Authorized

WORKING AT HEIGHTS and ELEVATIONS

ELEVATION OF WORK	Youth Up to 14 yrs	Youth 14 or older	Adults
Up to 4 feet	Step stools	Authorized	Authorized
Above 4 feet	Not Authorized	Up to 6-ft ladder	Authorized
Scaffolds above 4 feet	Not Authorized	Not Authorized	Authorized
Open platform above 4 feet w/ fall protection	Not Authorized	Not Authorized	Authorized

WORKING AT EXCAVATIONS

TYPE OF WORK	Youth Up to 14 yrs	Youth 14 or older	Adults
Depth up to 4 feet	Step stools	Authorized	Authorized
Post holes: Depth up to 48" / width up to 18"	Authorized	Authorized	Authorized
Depth greater than 4 feet	Not Authorized	Not Authorized	Not Authorized
Areas with underground utilities	Call B4 U Dig	Call B4 U Dig	Call B4 U Dig

Project Proposal Components: (submit ONLY the pages requested below):

These components make up a Project Proposal; one COPY, loose pages:

- **Project Proposal**, All pages of Proposal chapter, PDF page A through H. Note page requirement exception, in Method 2 below. Complete every box, if something does not apply; insert "N/A" into that section. Dated signatures (except District signature) *must be* present.
- **Candidate's Signature,** this confirms candidate has fully read *ALL* page of the ESSP workbook.
- **Contact Information,** Proposal Page B, completed as fully and neatly as possible. Your *FULL LEGAL NAME* (First name Middle name Last name) is required. If you have no middle name, please use "NMN" in the middle name field to indicate this. We may be communicating with you via email, so please provide an email address that is frequently monitored. If you do not have email or do not check it daily, ask a parent, guardian, and/or Eagle project coach to allow you to use their email. **Please respond within 24 hours to all emails.** Cell phone and home phone numbers, including area code, are strongly recommended as well. Your Project Coach or Parent may complete page B, or your Unit can provide you a template of proposal page B.
- **Sketches, maps,** and/or **before photos** *if* you think they will help visualize your proposal. Suggestion: Please try to keep all sketches on 8.5" x 11" paper. Print or mount photos on 8.5" x 11" paper. Please reduce photo images file sizes *before* you insert them into your ESSP workbook.
- **Fundraising Application** (Provide page A, only if required, see Fundraising Application section above)

Project Proposal Submission Methods

There are two methods for submitting Eagle Project Proposals. Each candidate should choose only one method. The Eagle Scout Service Project (ESSP) workbook is a fillable-PDF document, from the national BSA website, it has 32 pages. The **North Star EAST DEBOR** expects a Scout to prepare and submit for **DEBOR**, a proposal using PDF Proposal Page A through Proposal Page H. Some proposals based on source of funds, and total estimated amount, may also require Fundraising Application Page A, the ESSP Fundraising Application.

Method 1: (Electronic via email: DEBOR preferred method)

This method assumes the Scout and/or his unit leaders have the technological expertise in following these requirements listed for electronic submission. If there are any challenges or concerns with this method, the Scout should defer to Method 2. **North Star EAST DEBOR** reserves the right to require Method 1, or cancel the option of this Method 2 permanently, within 60 days of confirmed notice to all **North Star EAST** unit leaders.

Make a scanned PDF copy of the single signature page. No other electronic formatted file is acceptable. A scanned copy shall represent the full size of the original page. Scaling, zooming, any method of altering the original size, format, content, legibility, or view of any submitted page is forbidden, and will result in immediate rejection of the submission. Because this is an "email-only" method, care and consideration should be made in proposals that include large embedded photographs. Proposals exceeding 10MB in total file size should defer to using Method 2. Any submissions whose pages are not wholly in exact 8.5x 11 format, should use submission Method 2.

- Submission shall be as stated below, and emailed to **enzyme.specialist.crawford@gmail.com**
- Subject line shall include: Unit type and unit number, Scout name, and "Eagle Project Proposal" (Example subject line: "Troop 999 - James 'Jimmy' Paul Smith – Eagle Project Proposal")
- Ensure that no single email, including attachment file(s) exceeds 10MB in file size. All attachments shall be in PDF format. For large (> 10MB) attachments, use submission Method 2.
- The Scout's parent, or unit leader/coach, should be copied on all email submissions.
- A registered unit leader may also submit any Eagle proposal.

- No attempt shall be made to merge the items listed below into one attachment.
- The DEBOR does not accept for submission, copies of ESSP workbooks, drawings, photos, or signatures, linked to any Internet cloud-storage such as Box, Dropbox, Google Drive, etc.

1. Attach the full and complete ESSP workbook file (the entire PDF) from the Scout's computer, making no deletions of any pages. The ESSP workbook is already in PDF format, which should not be transposed into any other format. Remember that adding uncompressed photos into the ESSP workbook will significantly increase the file size. See #4 below, or defer to submission Method 2.
2. Attach a scanned copy of the full single signature page. Must be in PDF format, with borders / page numbers / candidate name shown, and must be the same version as the attached ESSP workbook.
3. Optional: Attach the scanned copy of the Fundraising Application signature page. Must be in PDF format.
4. Optional: Scanned drawings, work sheets, or photos may be emailed. All optional attachments shall be in PDF format only, no other formats are acceptable.

Method 2: (faxed to Jim Crawford)
A copy of the complete Eagle Proposal can be faxed to **Jim Crawford at 919-562-7059** at any time. Once the fax has been submitted, please be sure the fax has been completed and sent. Kindly leave an email at **enzyme.specialist.crawford@gmail.com** or by phone (919-349-2429) that your Eagle Proposal has been faxed. If you do not do the follow up you cannot assume the Eagle Proposal has been received in good form.

How your Project Proposal will be evaluated for approval:

The proposal is an overview, and is the *beginning* of planning. It shows the unit leader and any representatives of a unit committee, council, or district, that the following tests can be met. There is no required minimum hours for a project.
- The project provides sufficient opportunity to meet Eagle requirement 5.
  - Show that *planning*, *development*, and *leadership* will take place
  - Show how these three factors will benefit your chosen eligible recipient
- The project appears to be feasible.
- Safety issues will be addressed. (see Safety paragraph above, follow links)
- Action steps for further detailed planning are included.
- The Eagle candidate is on the right track with a reasonable chance for a positive experience.

The detail required for a proposal depends on project complexity. It must be enough to provide a level of confidence for a council or district reviewer that the above tests can be met, but not so much that—based on the possibility a proposal can be rejected—it does not respect the time it takes to prepare. [GTA 9.0.2.7]

Project Proposal Approval Overview:

This highlights the process by which your project is reviewed and approved

- Eagle candidate submits one copy of his Project Proposal by the 27th day, at 11:59pm, of any month
- On the 28th day of each month, **North Star EAST DEBOR** Chair pre-views all proposals
- They provide feedback to the listed scout, unit leader and listed Eagle project coach, from page B.
- Unit leaders confirm receipt of feedback and work with candidate to resolve any concerns
- Unit leaders confirm candidate made needed changes, *then* scout or leaders can contact District to request appointment
- Scout submits Proposal and requests a date for Project Review
- Candidate & Coach meet **North Star EAST** Committee Project Review Team on **Second** Wednesday for approval and signature.

Eagle Scout Service Project Plan (section 3):

Complete the project Plan after your proposal has been approved. The Project Plan does not require district approval, but you will need to fully explain your planning at your Eagle rank board of review. We suggest you review your Project Plan with your Eagle Coach and Project Recipient. Mark any areas of the Project Plan that do not apply with, "Not Applicable" (or N/A). The Project Plan is a very important tool, to ensure success with your Eagle project. Project Recipients are permitted to require that you obtain their approval of your Project Plan before you start work.

Eagle Scout Service Project Report (section 5):

Before you return for your Eagle Scout Board of Review, you should complete the Project Report section. The Project Report must be included in your Final Eagle Package. **Include ALL hours YOU spent doing planning, plus the hours you spend working**. Make sure you mark any areas that did not apply to your project with "Not Applicable" (or "N/A"). Make sure the project beneficiary and your unit leader sign and date your Project Report. Also make sure you follow all the directions and suggestions in the Project Report. Be prepared to discuss your project at your Eagle board of review.

Final Submission

Eagle Scout Rank Application: You shall use the latest version of the Eagle Scout Rank application (ESRA), BSA Pub#: 512-728 (2022) that is ONLY available at this Internet link: http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf

This is a "fillable Adobe PDF" form*. You must first download a copy to your computer, and then fill it out. Completing the application on the computer is not a requirement, it may also be completed in black or blue ink (only), by hand. Hand completed applications *must* be legible. You should make sure that you provide your *full legal name*, as this *is* a requirement for your Eagle Scout rank. No nicknames, no initials. You must complete all fields of the application, pages 1 and 2, taking special note to include the unit number(s) for each and every merit badge in requirement three. Page 3 of the application is *optional* and *should not* be submitted to the Council office. We will not accept any Eagle Scout Rank application that is not the most current. Missing information will delay your final review. The *original* application with *original* signatures on that same application must be submitted to the Council office. If signatures are illegible, please print name below signature. [GTA 9.0.1.3]

Eagle Letters of Reference (Requirement 2)

Eagle candidates should use the EagleRefs™ system to request their letters of reference. Link to www.eaglerefs.org, download the directions and follow them exactly as provided by EagleRefs™. EagleRefs™ will allow each candidate to track the receipt of their references. Make sure you enter your full legal name when creating your account on EagleRefs™. You must *never* receive in hard copy or electronic copy, transport, hold, or read any letters of reference. Never allow a writer to give you a copy of your reference letter. Doing so will VOID that reference. You may, however, contact the Eagle Desk at 919-582-0065, if EagleRefs™ was not used or a manual letter was mailed. You must never use your personal email address, or an email you have access to, as an email for any of your references.

Eagle Scout Requirement 2 requires that you provide the names of SIX people (five only if you are not actively employed) who you have personally contacted and asked them to write you a *good* letter of recommendation. You shall provide their name, their address, city, state, zip, ten-digit phone number and their email address *on the Eagle Scout Rank application*. If a reference refuses to give you any of this information, you should write "refused" in that field or strongly consider asking another person. It is acceptable to put the school address for Educational references and the business address for Employer references. You will have done your part when you have provided *ALL* the requested information, in every field of Requirement 2, on the Eagle Scout Rank application **and we can read your handwriting**. You should provide the information gathered and entered into EagleRefs™. [GTA 9.0.1.7]

If you are **not** a member of, or affiliated with, an organized religious institution, your parent(s) or legal guardian(s) must write the Religious letter, and state that the family has no church affiliation. This letter shall state whether or not you have a belief in a Supreme Being, and how you fulfill your Duty to your Supreme Being in your daily life. The writer's name shall be on the Religious reference line in requirement two of the Eagle Scout Rank application.

Letters of reference shall only come from the names listed on the Eagle Scout Rank application. Request references no more than six months *before* you submit your Eagle Scout Rank application. Know that educational references are very hard to get in the late spring and summer months, so Be Prepared!

Letters of reference may come from *any* individual, by choice of the Eagle candidate. The candidate should consider carefully, and select only those who will take their writing seriously, and speak to the area of reference assigned to them. The spirit of the references is to provide a view into the Scout's life, *outside of Scouting.*

Eagle Project Registration and Project Picture: The EagleRefs™ service allows you to upload a single photo image file that best represents your final Eagle project results. To upload your photo login to your EagleRefs™ account, and select the "Project Registration" link. Enter all the requested information, browse your computer and select the photo file. This image file must be in either the .JPG or .PNG format.

Eagle Rank Requirement Three: You must list the date when, and unit number where each merit badge, was earned. For Eagle required badges with options, strike a line thru the badge that is not being used.

Eagle Rank Requirement Four: Positions of responsibility (POR) should only list time served on or after the Life rank board of review date. All POR dates must equal or exceed six months, these days do not need to be consecutive. Two or more POR cannot be held at the same time for credit. Valid positions for Eagle rank are listed on the ESRA, under Requirement 4.

Ambitions, Life Purpose, and Leadership statement: The Eagle candidate must submit a **statement** of his ambitions and life purpose, and a **bulleted listing** of positions held in his religious institution, school camp, community, and/or other organizations during which he demonstrated leadership skills. The expectations are for the Eagle candidate to provide ½ to ¾ of a typed page of his personal ambitions and life purpose. He should also include a bulleted list of any honors and awards received during this leadership service. This should be from the age of 10 to present and include information in all areas of your life, ***not just*** Scouting. Please include your name on these statements. [GTA 9.0.1.3.6]

Final Eagle Package:

*Make copies of all items, submit only **originals**. The Final Eagle Package includes one of each of the following:*

- Fully completed *original* Eagle Scout Rank application, pages 1 and 2 with *original* dated signatures. **Copies NOT accepted.** Page 3 is *not required*, and should *not* be submitted to the Council office. **Do not use a pencil.**
- Statement of ambitions and life purpose, and listing of leadership positions, honors, and awards
- Fully completed *original* Eagle Scout Service Project workbook, ALL pages, including any additional pages, photos, charts inserted into the workbook, with all dated **original** signatures. **Copies NOT accepted.**
- Eagle project registration shall be done via EagleRefs™, and photo file uploaded to the service.
- All these items must be submitted as loose unfolded pages inserted in a large full-sized envelope, with your name and unit number on the outside. "Loose unfolded pages" means **no** binding of any kind, **no** staples, **no** clips, **no** page cover protector sheets, **no** hole punches and **no** notebook folders of any type.

Final Eagle Package Submittal

Timelines on submittal are critical if the Eagle candidate is approaching, or has already turned 18. Submitting materials late can imply the work on the requirements continued after this 18th birthday. If possible, everything should be hand-delivered. Otherwise it should be sent by registered or certified mail. [GTA 9.0.1.5]. As original documents are required, **make sure you keep copies of anything you submit.**

Time is required to verify your Final Eagle Package, and schedule manpower to conduct your Eagle Board of Review. If you submit your Final Eagle Package by the 30th day of the month at 11:59pm, and if there are no issues with verification or missing requirements, which includes your letters of reference having been received, we will do our best to hold your Eagle review on the next month's 1st Wednesday.

- The Occoneechee Council office is located at: 3231 Atlantic Ave, Raleigh, NC. All of these items should be completed and submitted promptly (Eagle candidate's 18th birthday is an excellent goal). The Occoneechee Council office is only open Monday to Friday, excluding holidays. Be Prepared!
- The Letters of Reference may be received on or after the 18th birthday (Req. 2).
- The Eagle Board of Review may be convened up to 24 months after the candidate's 18th birthday.
- Eagle Boards of Review more than 24 months after the candidate's 18th birthday are no longer part of the standard BSA advancement polices, and require an application for the Belated Awarding of the Eagle Scout Rank. Such a circumstance is beyond the scope of this document.

This document serves to clarify and make known the BSA National and Occoneechee Council policies and procedures. These are not additional requirements. Adobe Reader DC or higher is required for completing the ESRA and ESSPW by computer. Apple/Mac users should **NOT use Preview.app to edit or update any BSA fillable-PDF document. Preview.app does not correctly update the editable fields, with unpredictable results on our end. **Modifying any BSA fillable document format is prohibited, including modification due to scanning, faxing, and reprinting. The original aspect ratio and size must be maintained.***

WHEN IS A FUNDRAISING APPLICATION REQUIRED?
ADVICE FOR EAGLE SCOUT CANDIDATES
OCCONEECHEE COUNCIL

ITEM A: As provided in the *Eagle Scout Service Project Workbook*, an Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.

ITEM B: BSA exempts contributions from certain sources. No Eagle Scout Service Project Fundraising Application is required when your fundraising comes from these sources, no matter how much money (or goods / materials) they donate. These sources are:
1) The Eagle Scout candidate;
2) The Eagle Scout candidate's parents or relatives;
3) The Eagle Scout candidate's unit;
4) The Eagle Scout candidate's chartered organization;
5) Any of the Eagle Scout candidate's unit's parents or members;
6) The beneficiary of the Eagle Scout candidate's service project.

ITEM C: BSA provides the following position statement regarding council authority:
Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than $500 does not require an application."

ITEM D: Under the authority granted to local councils (Item C), **effective September 1, 2023**, Occoneechee Council has added the following exemptions:

7) A fundraising application shall **NOT** be required for an event or events in which money is raised from a large number of contributors, often anonymous, and for which a good or service is provided in exchange for the person's contribution. Examples of such events include car washes, pet washes, bake sales, spaghetti or BBQ suppers, and pancake breakfasts. Online solicitations ("crowdfunding") are **NOT** included here as the donor(s) receive no goods or services in exchange for their donation.

8) A fundraising application shall **NOT** be required for any effort (or efforts) by a single Eagle Scout candidate that is expected to raise **less than $2000** in cash or in-kind materials/supplies from a source or sources not exempted by National (Items 1 – 6), or by Occoneechee Council (Item 7). **Online solicitations ("crowdfunding") shall be governed by this section**.

ITEM E: All proceeds left over from an Eagle Scout candidate's fundraising or donations - whether money, materials, supplies, etc., and regardless of the source - go to the project beneficiary. If the beneficiary is not allowed to accept the excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. **The unit must not influence this decision**.

All other terms and conditions of the ***Procedures and Limitations on Eagle Scout Service Project Fundraising*** shall apply. See *Eagle Scout Service Project Workbook* for more information.