

STEPS TO COMPLETING REQUIREMENT 5 FOR THE RANK OF EAGLE

1. The Scout has an idea--a **CONCEPT**.
2. The Scout discusses it with his Scoutmaster.
3. IF the SM thinks it is a good idea, the Scout writes a CONCEPT email to the District Eagle Project Representative, Cindie Teeling. Include name, troop #, SM name and EC name as well as description of the project. The Scout MUST "cc" (send copy to) his EC and SM.
4. The Concept is reviewed in terms of meeting national standards. There may be questions.
5. If the Concept is acceptable, the Scout receives a Concept Approval Email.
6. The Scout reads the ENTIRE email and will be held accountable for what it says.

7. The Scout begins the Workbook, filling out EVERY BOX on the CONTACT page with the exception of a Council email. This is to be left blank. Scouts MUST use their full legal name.
8. The Scout fills in the **PROPOSAL** section of the Workbook. EVERY question MUST be answered.
9. The Scout works with his EC who reads and comments on the Contact Page and Proposal.
10. IF the EC feels the Proposal is complete, the Scout presents the Workbook to his SM.
11. The SM reads the Proposal, and discusses concerns with the Scout. The Scout needs to respond.
12. If the Proposal is good, the SM signs the Proposal indicating that he APPROVES of what it written.
13. The Scout presents his Proposal to his Troop Committee. Troops have different ways of doing this. The purpose is for the Troop Committee to provide feedback to the Scout. The Scout needs to respond.
14. If the Proposal is good, the Troop Committee, or designee, signs the workbook indicating that the troop APPROVES of what is written and that they feel the project is feasible for this Scout.
15. The Scout presents the Proposal and the Navigating the Eagle Scout Project Handout to the Beneficiary. The Beneficiary should read and respond.
16. If the Beneficiary agrees that this is the project they expected, they sign the workbook.

17. Once ALL of the steps above are completed, the **WORKBOOK** may be **SUBMITTED** to the District Eagle Project Representative by email. The email indicates that the Scout has all of the required signatures. The Scout sends the entire workbook as an attachment. The Scout does NOT have to send a copy of the signatures as a Scout is Trustworthy.
18. Completed, approved and SIGNED Workbooks are due 8 days before the scheduled Round Table.
19. The Workbook is pre-read to assure all the required information is included, and clear. Do not assume the submission is the final version. Multiple updates and emails may be exchanged.
20. Once the Workbook is ready for presentation, the Scout will be notified.
21. The Scout receives a Presentation Appointment email the Tuesday before the Presentation.

22. The Scout **PRESENTS** at his appointed time. He brings 3 copies of the first two sections of the workbook and is in FULL uniform. He should bring his EC, SM or a parent who may not speak but take notes for the candidate.
23. If the District Advancement Committee feels the project is feasible, BASED on the WORKBOOK, they sign the Proposal. However, the DAC may recommend additional requirements for the Final Plan.

24. The Scout now begins the **FINAL PLANNING** Section which should be shared with your EC and MUST be shared with your Beneficiary. Final Planning must be done BEFORE the Project is started.

25. The Scout does the **PROJECT**.

26. The Scout writes the **FINAL REPORT** and gets the **APPROVAL SIGNATURES**.