

Playwicki Eagle Procedures

Each Troop should designate a person familiar with the Trail to Eagle process as the Eagle Scout Coordinator. This individual will work with the Scout with the project and associated paperwork from start to finish.

01. The Scout must follow the approval process set down by BSA and Troop committee for Eagle Projects.
02. The preferred workbook is the bound version. There are two on-line versions: PDF and RTF files.
 - The PDF file is a printable document in which the Scout must still type in the contents. When additional space is necessary, additional pages can be stapled into the workbook. Each page should include the appropriate heading.
 - The RTF file is a ‘type as you go’ version; however, great care must be taken not to delete pre-filled areas and to ensure page breaks appear in appropriate positions.
 - Both the PDF and RTF version *must* contain the front and back covers, with instructions, and the 12 Steps from Life to Eagle, stapled together. All signatures must be original.
03. All areas of workbook are to be completed as listed below. All write-ups should be as brief as possible, but still giving all the necessary facts.
 - Scout’s, Unit leader’s and Advancement Chairman’s names.
 - Project description
 - What group will benefit
 - The benefit to the group
 - Discussion dates with unit leader, and the representative of the group. Include phone number of benefiting group representative.
 - Project Details (*must* include: present condition, method, materials, helpers, time schedule, and safety issues).
 - Selective photographs before the project starts, if appropriate.
04. The Scout must acquire approval signatures in the following order before seeking District approval:
 - Benefiting group’s representative
 - Scoutmaster
 - Unit Committee chairman
05. All items above must be in ink or typewritten and secured in the workbook. Any items that cannot be secured in book will be labeled with the appropriate heading to which it belongs. Pencil entries are not permitted.

06. The Scout should contact the Playwicki District Advancement Chairman to schedule the Eagle Project review at the next Roundtable.
07. Should the Scout not receive approval during the district review, he will be given a copy of the deficiencies and will be asked to return to the next Roundtable.
08. The Scout may start project only after approval by District Advancement Committee.
09. After the project is complete, necessary sections in workbook must be completed:
 - Hours the Scout spent planning and working on project, names, dates, and hours others spent working on project, total number or hours worked on project and grand total of hours spent.
 - Materials used on project and costs.
 - Any changes to original project.
 - Selective photographs of completed project. Interim photos also welcomed.
 - Start/Completion dates of project.
 - Scout's, Scoutmaster's and benefiting group representative's signatures.
10. The Scout should secure a letter from group stating the project was completed to the group's satisfaction.
11. The Troop's Eagle Scout Coordinator should work with Scout to complete the Eagle application, Character Profiles, and Requirement #6 (Ambitions, life purpose, and leadership skills, honors and awards).
12. Copies of rank and merit badge cards should be included in packet.
13. The Eagle packet should be forwarded to the Council office for Merit Badge verification.
14. After the verification process, the packet will be forwarded to the Playwicki Advancement Chairman for distribution to a committee member for Eagle Board of Review scheduling.
15. The composition of the board will follow BSA guidelines.
16. The Scoutmaster or an Assistant should introduce the Eagle Candidate to board.
17. The candidate is strongly encouraged to appear in full uniform with his Scout handbook. Remember, as a future Eagle Scout, he is portraying the highest rank in Scouting.
18. When the candidate successfully completes the board, he will be given a signed copy of the Eagle application. All copies of the application must have original signatures.
19. A Candidate not passing the board will be advised of the BSA policy for appeals.

20. The packet, including the signed Eagle Application, will be returned to Council office the quickest way possible.

The Eagle Candidate and Troop personnel are strongly discouraged from making any formal arrangements that may honor an Eagle Scout before successful completion of Eagle Board of Review. Remember the packet is again reviewed, signed by the Council Executive, and forwarded to National for review.