



GGAC Eagle Guidelines

Updated 10/29/24

1. EAGLE SCOUT PROCESS

- a. **INTRODUCTION:** The Eagle Scout process is the final step in Scouts BSA for many youth, and it is a process that typically takes 9 months to a year and requires dedication and organization. Because Scouts sometimes do not start the process until around age 16, there is great competition for a Scout's time and attention. The Junior year in High School is one that is very intense for most Scouts, so it becomes difficult to fit in a project and all the paperwork. Unfortunately, I have seen many cases of Scouts waiting until the last 6 months before they turn 18 during their Senior year and having to work very fast to complete their Board of Review.
- b. **PROJECT COACH:** This is a role that is provided by one of our uniformed leaders. Their role is to mentor the scout and help them through the Eagle Scout process. The scout should reach out directly to a leader that they have a good relationship with and would like to work with.
- c. **STARTING THE PROCESS:** Scouts starting their Eagle project can copy and paste the following address into their browser to read how the process works and download some of the documents that are required. The Workbook download can fail depending on your browser and computer, so try several if there are problems. Contact your Coach if you cannot download the file. Obtain and save the Rank Application file (#512-728) and the Eagle Scout Service Project Workbook, document #512-927 (January 2021 version). The workbook is a fillable PDF form if you download it from:
(LINK) http://www.scouting.org/filestore/pdf/512-927_fillable.pdf

We recommend you read thoroughly the message from the Chief Scout Executive and the first six pages of the workbook. Review the service project requirements (Section 2), and open the fillable PDF version of the Workbook in Adobe Acrobat (or other PDF reader) so you can fill it in on the screen and save the in-progress or completed form on your computer. During your project, all of the pages of the PDF become a page put into a plastic sleeve in your 3-ring binder, so use good paper when you print them, do not punch holes or staple the pages, and look over the various signature requirements.

The Eagle Rank Application can be filled out at this point: through requirement 4, thereby documenting key dates when you completed various ranks, leadership duties, and Merit Badges. You may have Eagle-required Merit Badges that are not complete at this time, but must be completed, before your EBOR.
(LINK:http://www.scouting.org/filestore/pdf/512-728_WB_fillable.pdf)

- d. **EAGLE BINDER:** We recommend that you use a 1" white 3-ring binder with about 50 plastic sleeves that hold 8.5"x11" paper and 2-4 sleeves to hold Merit Badge cards that are typically used to display baseball cards. The binder is the home for all of your paper work during the process, and the sleeves hold receipts, working sketches, and keep the Workbook and Application pages clean and unwrinkled. Pictures of your project will be attached to sheets of paper and slid in to sleeves for display. The front cover of the binder should have a picture of you in your uniform doing a flag ceremony of some other stereotypical "good Scout" activity. Remember that your Rank Pins go in a row on top, and then Merit Badges are sewn on below. Rank Badges and other camp or trail badges are sewn on the back. The sash hangs from your right shoulder to your left side. Make sure the Merit Badges are sewn on right side up and that you know what each one is for.
- e. **MEETINGS:** You should schedule a meeting with the Eagle Project Coach at this point to go over the Workbook and discuss your proposed project. Names are required on page B of the Workbook, such as the Unit Leader and the Unit Committee and Advancement Chairs. You can put the cover page and message from the executive in the same sleeve, and other text pages can also go back to back in a common sleeve. The signature page gets a separate sleeve. You may have several visits with the Eagle Project Coach as you define your Project and the process you need to follow. Of particular interest to your Coach will be evidence of your leadership role, your estimate of costs, your table showing estimated labor by you, other Scouts (between 4 and 6 on each of the 3-5 days), and adults, and safety procedures to be used when power tools are to be employed. Pictures of the site where the work will be done and drawings, maps, or sketches are suggested.

2. **TIME EXTENSIONS:** If a Scout needs to have an extension of time, please have them complete the form found here: <https://www.scouting.org/wp-content/uploads/2020/12/GTA-11.2.0.0-form-2021.pdf>. This form then needs to be emailed to the following people for review

Contacts:

[Briones District Advancement Chair](#)
[Ms. Marie Mlynek](#)
brionesadvancement@gmail.com

[Council Advancement Committee Chair](#)
[Rudy Gonzales](#)
extensions@ggacbsa.org

Please note that the council can only grant up to a six-month extension. Any time beyond that needs to be approved by the National Office. Also, the Council Advancement Committee only meets once per month to discuss extensions, please make sure to complete the extension form and turn it in at least a few weeks before your 18th birthday. Scouts should continue to work towards completing their Eagle Rank even if they have not heard back from the committee about their extension.

3. EAGLE PROPOSALS

- a. Eagle Scout Project Proposals need to be reviewed and approved by one of the following, prior to doing any work on the project other than planning.

Contacts:

Mr. Chris Kolm
cjkolm@hotmail.com

They will sign in the “Council or District Approval” section on Proposal Page H in the Workbook

<https://www.scouting.org/wp-content/uploads/2021/02/EagleProjectWorkbook2021c-v2.pdf>

- b. If the Scout needs to complete an Eagle Scout Project Fundraising Application (Fundraising Application Page A in the Workbook), the “Authorized Council Approval” is for the District Director to sign after signatures of the Beneficiary and Unit Leader are received. This only needs to be reviewed by Council if it will be over \$1000 or source of funds is other than friends and family. Please have the Scout email the following and make sure to include at least one other adult in that email.

Contacts:

Marie Mlynek
brionesadvancement@gmail.com
925-285-6363

- c. CONTACT INFORMATION: For p9 of the Eagle Application

i. Current Unit Information

1. Troop 200
2. Briones District
3. Golden Gate Area Council

ii. Unit Leader

Dan Nishimori - Scoutmaster
867 Birdhaven Ct
Lafayette, CA 94549
dknishimori@gmail.com
(707) 637 7381

iii. Unit Committee Chair

Paul Shimotake
866 Mariposa Road
Lafayette, CA 94549
scoutoathlaw@gmail.com
(925) 285-3764

iv. Unit Advancement Coordinator

Hannah Yan
3507 Moraga Blvd
Lafayette, CA 94549
hannahyan@yahoo.com
(510) 659-1696

v. **Council Service Center**

Marie Mlynek

brionesadvancement@gmail.com

925-285-6363

vi. **Council / District Project Approval Representative**

Mr. Chris Kolm

1418 De La Cruz Way

Moraga CA 94566

cjkolm@hotmail.com

(925)878-5625

4. EAGLE PROJECT:

- a. An Eagle Project is a chance for you to do something for the community that is a public service. While there is no hard and fast rule as to how much time a Service Project must take, a Project is recommended to have between 80 and 120 hours of work by you and other Scouts. No more than 30% of the Project should be done by the candidate, and about half of that should be planning. You may **not** do a Project at a commercial establishment such as a pool and tennis club, but Projects at churches, schools, parks, or other public entities are fine. Projects that collect items and supply them to charitable organizations or schools are permissible but slightly harder to complete. If the Scout is doing a drive, for example, in addition to the door-to-door pickup day, there should also be barrels stationed at churches and schools, and perhaps a half day with multiple Scout teams in front of supermarkets, etc. A maintenance-type project (painting a school room or doing landscaping) is not generally allowed. A recent requirement is that the Project may NOT be done on one day or weekend with a massive group of Scouts and parents. Exceptions to the one-day rule may be granted for some projects such as walk-a-thons. Construction projects, for example, would be broken into four half-day sessions rather than one massive one-day session. Projects can be funded by the sponsoring organization, families of Troop 200, or by the Scout's family. If the Project is very expensive, fund-raising may be undertaken but requires additional paperwork and approval by the District Executive.

- b. The Scout should begin keeping track of hours spent on planning the Project when they are calling or visiting potential sponsors and designing the Project. You may not officially start a Project until you have signatures on page E from the Unit Leader, the Committee Chair, your Beneficiary (also known as your sponsor or sponsoring organization), and the Council or District representative. This last signature involves your contacting and visiting the Eagle Scout Project Proposal Reviewer (noted above) with your Notebook and explaining your project. This last step cannot be taken until you have satisfied your Eagle Project Coach. The questions routinely asks are who will benefit from the Project, what official (your sponsor) have you been in contact with and has signed your workbook, how many people will work on the project, will you get sufficient leadership, and what do you expect the total hours worked to be?

5. REFERENCE LETTERS:

- a. The Eagle Rank Application requires confidential reference letters from 4-6 adults be submitted with the Eagle Notebook. Scouts must have letters from a parent, a teacher, a religious leader if you have a pastor, reverend, etc., who knows you, a current or recent employer if the Scout has one, and two other adults. The normal procedure has been for Scouts to call or speak to the adults the Scout chooses as references and ask if they would write them a recommendation.
- b. The Scout then provides the Troop's Eagle Project Coach with that list of references, including names, addresses, emails, and phone numbers, and the Coach sends them a letter asking for the reference letter within 3-4 weeks.
- c. If the Scout does not have a religious leader, the parent's letter should have a section on the moral and ethical outlook of the Scout. If the parent furnishes the letter, their name must be on the "Religious" line in the Eagle Rank Application.
- d. Letters of reference are NOT TO BE OPENED OR READ by the Scout.

6. EAGLE NOTEBOOK STRUCTURE:

- a. **General** -
 - i. The Notebook documents your Project and provides a single packet that stands alone and demonstrates your organization and commitment to the Eagle achievement. It is recommended that it be organized in seven sections and each section is defined below.
 - ii. In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application, a statement of your ambitions and life purpose and a listing of positions, and include it in your Binder.
- b. **Section 1** – a single sleeve that contains the Eagle Rank Application
- c. **Section 2** – contains the Eagle Application and Personal Data worksheets and the pocket sleeves with all Rank Advancement Cards and Merit Badge award and matching Blue Cards. The rank card that came with the badge is in front, and the Blue Card goes on the back side so that the sleeve has a front and back.
- d. **Section 3** – contains the two essays (1 – 3 pages each) written by the Eagle applicant. Essay 1 documents highlights of your Scouting career, and if you consider you are in the middle of your career now, as you look back, what 1-3 things really stand out because they taught you something important, caused you to overcome some barrier, or showed you something about yourself, your parents, your friends, or your life. The goal of Essay 1 is to identify meaningful events that you have done in Scouting that you think has made a difference in your life. Essay 2 is looking forward from the current moment of your Scouting career, and shows how your Scouting experience has given you skill and confidence to pursue your goals. If you know what college and vocation you are planning, you can talk about how your Scouting-gained skills and experiences will help you reach those goals. Your Eagle Project taught you planning and organization, etc, so that is a likely topic in Essay 2, but other things (such as events or learnings from Philmont or other high-adventure outings) could be included.
- e. **Section 4** – contains the recommendation letters from parent, teacher, religious leader (if applicable), employer (if applicable), and at least two other adults. The adults can include adult Scout leaders, coaches, family friends, or other adults who serve as a character reference.
- f. **Section 5** – contains the Eagle Project Workbook with plans and signature pages.

- g. **Section 6** – contains other Project-related documents, such as Excel sheets of workers and hours, collection flyers, letters sent or received, material receipts, etc.
- h. **Section 7** – contains before and after pictures, includes captions on the photos so that they tell a story – which is the life of your project from start to finish.
- i. **Additional notes:**
 - i. Purchase a 1-2 inch three-ring binder with a plastic cover and a pocket on the inside cover.
 - ii. Include a photo of the Scout on front of the binder, along with name and troop. It helps the Board be ready to greet the Scout. The photo can be the Scout doing a flag ceremony, decked out with a back pack on, etc – just something that lets us see the Scout's face
 - iii. Place a cover sheet in the front the binder (see Eagle candidate section of the website for a cover page that can be used.)
 - iv. Include your merit badge blue cards in baseball card holders and take a photo of the blue cards in case they get lost.
 - v. Other miscellaneous scout information (other cards, awards, documentation)
 - vi. Letters of Reference (place them in the front cover pocket.)
 - vii. Make sure your binder is neat and presentable. This is the board's first impression of you.

7. EAGLE APPLICATION

- a. Once the Scout has completed their Scoutmaster Conference for Eagle, they need to send their completed Eagle Scout Rank Application the following to review the application before it gets verified at our Council Office.
- b. You must obtain a pre-filled Rank Application downloaded from Scoutbook before starting on the back side of the App and getting signatures.
- c. The latest this step can be done is the day before the Scout's 18th birthday, or the final day of their approved extension. If the Scout has an extension, please have them let me know that final date of their extension at this time.

Contacts:

Marie Mlynek
bronesadvancement@gmail.com
 925-285-6363

- d. Additional notes on the Eagle Scout Rank Application
 - i. An Eagle Scout Rank Application must be downloaded from ScoutBook with all of the dates preloaded into the correct fields.. This can be done by a uniformed leader, Committee Chair or Advancement Chair.
 - ii. Each line on the application must be completed through the signature of the Unit Committee Chair on page two. With the exception of the employer reference, if the Scout is not employed.
 - iii. All information for each reference must be included: name, address, telephone, and email.
 - iv. If the Scout does not have a religious reference, they must include a parent or guardian in that field.
 - v. The Grand total of hours under Requirement 5 on page two is the total number of hours the project took to complete, counting everyone's involvement, not just the Eagle Candidate. Please encourage your Scouts to start this tally of hours as they are starting to research project ideas.

- vi. If even one number on a completion date is incorrect from the Scout's official records, the council will send the application back to the Scout to be corrected.
- vii. If there are missing dates for items that have not yet been entered into the Scout's Advancement Records, please include a BSA Advancement Report (<https://filestore.scouting.org/filestore/pdf/34403.pdf>) with the application. Any corrections to dates should be addressed by the Scoutmaster, Committee Chair or Advancement Chair.
- viii. INDIVIDUAL HISTORY REPORT. Request an Individual History report from the Advancement Committee. This document will include your BSA ID, rank advancement dates and completed merit badges.
- e. Once the Eagle Scout Rank Application is correct, it will be sent to the **District Executive** for the Council Verification step on page two. This process may take a day or two, depending on workload, vacation schedules, etc.

Contact:

Ms. Fernanda Ruiz
fernanda.ruiz@scouting.org
 925-674-6120

- f. After the verification has been complete, the **District Executive** will email a scan of the application back to the candidate, Scoutmaster and the Council Advancement Committee Chair

8. EAGLE BOARD OF REVIEW

- a. Scouts will be contacted to schedule their Eagle Scout Board of Review by one of the following:

Contacts:

Marie Mlynek
brionesadvancement@gmail.com
 925-285-6363

- b. After the Board of Review is complete, paperwork is sent to the National Office for final verification and certification. About 3-4 weeks later (sometimes up to 6 weeks), the Eagle Scout's National Certificate and final paperwork is mailed back to our Council Office. Once they are received, the Scoutmaster or Committee Chair will be notified that the Eagle Credentials and Award Kit is available for pick up.
- c. PREPARING FOR THE EBOR.
 - i. Eagle Candidates should look their best for their final BOR. They should be wearing their CLASS A uniform with their merit badge sash. (A scout only wears one sash at a time so the OA sash should be left at home). All merit badges should be affixed. Review all badges to make sure they are in the "upright" position (hint: there are several MBs that are tricky. Go online to make sure you know which way is right.) Wear scout socks and nice shoes (non-hiking/sports shoes, ones you would wear with a suit are preferable).
 - ii. Your parents should attend, as they will be introduced to the board at some point. Other family members are welcomed to attend. Photos will be taken. Arrive 15 minutes before your scheduled Board of Review. The actual time of the BOR will be about 30 minutes.

9. **COMMUNICATION:** Please remember to always include at least one other adult while emailing any of the people mentioned above. This keeps everyone within Youth Protection and CyberChip guidelines.