



Delahanna District Eagle Board

Delahanna District Eagle Project and Board of Review Process

Contact:

Eagle Board Advancement Chair – Jessica Kovalchick

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Meetings are held the first Thursday of each month at the LDS Church on Rt. 706 in Montrose, PA.

Complete the following steps to request a Project Proposal Review –

Please note that proper grammar, salutations and letter writing via email or any other method of communication must be used, as this is a formal process. Be sure to include your full name, email address, contact phone number, troop number and Scoutmaster's name on each correspondence.

O Be sure to use the most current version of the Eagle Scout Service Project Workbook (ESSPW). A PDF version can be found on www.bpcouncil.org → forms → advancement.

NOTE – the newest version allows for expanding text boxes for details and photos to be incorporated into your workbook

O **All** contact information must be completed, section 1-6

O Signatures on section 2-4 (Life Scout, Unit Leader, Unit Committee, Beneficiary) must be obtained prior to the meeting – we understand that you may not be able to scan/email this page with the signatures – be sure to have a printed copy with you to your meeting

O The ESSPW must be completely filled out through section 2

O Highly recommended, but not required, that you look ahead to section 3 to help with your preparation for discussion

O Please list any special needs / limitations of the Scout that the board needs to be aware of when considering this project. This is to assist the board in understanding any challenges, restrictions, limitations or special circumstances.

- Minimum 1 week prior to the next scheduled meeting send email or call to request an appointment time for your project proposal review. Email or fax the ESSPW (section 1 and 2) to the chairperson. Appointments start at 6:30 PM and are offered at 30 minute intervals, appointment time will be given once project proposal is received.

Project Proposal Review Meeting –

- Arrive 10 minutes early in Class A Uniform with all of the information needed for review of your project.
- You will meet with the board to discuss your project proposal.
- You will receive an approval, denial or request for more information at the meeting.
- Work *cannot* begin on the project until you have received a full approval from the board.
- A member (non-parent) of your Unit may sit in to observe the review of your project.

Fundraising Application –

- When is a fundraising application needed –
If you are requesting a donation of \$100 or more from a business
If the amount of discount offered by a business totals \$100 or more
- Section 3-17 **MUST** be completed and sent to your District Executive for approval after you have received full approval for your project proposal.
Submit one application per business
Send original and keep a copy
If sending by USPS – note fundraising application on envelope
- Allow 2 weeks for a response from your District Executive

Complete the following steps to request an Eagle Board of Review –

- Minimum 1 week prior to the next scheduled meeting send email or call to request an appointment time for your Eagle Scout Board of Review. Appointments start at 6:30 PM and are offered at 30 minute intervals with a maximum 5 scouts per month.

What to bring to your Board of Review –

O Completed Eagle Scout Service Project Workbook

O Completed Eagle Scout Rank Application – including signatures through *BSA Local Council Certification*

O Completed Eagle Scout Biography and Project Summary Report

O Unopened Letters of Recommendation