



Tools for Life Scouts

Preparing for the Rank of Eagle

**For use with the February 2023 Scout Workbook (512-927) and
January 2025 Eagle Scout Rank Application**

Items indicated by **bold and underlined font**, or where the word “must” is used are requirements of the Eagle Rank. All other items in this document are optional and are provided as tools to help you achieve your goal.

RESOURCES:

All documents are available at <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/> unless otherwise noted.

- Eagle Scout Service Project Workbook, No. 512-927
This is the revised February 2023 Eagle Scout Service Project Workbook. Scouts who have already started preparing their workbook using the 2022 version may continue to use it. They do not need to redo it using the 2023 version.
- EAGLE SCOUT RANK APPLICATION No. 512-728 (January 2025 or later)
- SCOUTS BSA REQUIREMENTS – book updated annually
- SAFE Checklist – <https://www.scouting.org/health-and-safety/safe/> .
- The *Guide to Safe Scouting* – <https://www.scouting.org/health-and-safety/gss/>

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Eagle Rank Requirements

Rank requirements may change from time to time. Refer to the current *Scout BSA Requirements* book to confirm that the rank requirements in your Scout Handbook are still current. Your unit should have a copy.

All requirements except the Eagle Scout Board of Review must be completed no later than the day before your 18th birthday. Submitting your packet early is encouraged as submitting the required materials late could prevent you from making any corrections to your submittal or your project, or may imply the work on the requirements continued after your 18th birthday.

1. **Be active in your troop, crew or ship for at least six months as a Life Scout.** Please make sure that you understand your unit's policies regarding what constitutes being active.
2. **As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. List on your Eagle Scout Rank Application the names of four individuals who know you personally and would be willing to provide a recommendation on your behalf.** These can include but are not limited to religious, educational, or employer (if employed). Provide all the requested information for each of your references including address with city and zip code, phone number and email. If your reference does not have an email address, please state N/A. **The Eagle Candidate is required to request letters of recommendation from their references.** A sample letter you can provide to your references is on page 12 of this document.
3. **Earn a total of 21 merit badges. List the month, day and year the merit badge was earned and the unit number it was earned in.** If you earned more than the 21 required, you should use the MB's that were actually used for the Star and Life Ranks on the application. Cross out MB's not earned for #'s 8, 9, & 11. If you earned multiple MB's for #'s 8, 9, or 11, the 2nd or 3rd MB's can be used as one of the seven non-Eagle required MB's or for a Palm.
4. **While a Life Scout, serve actively in your unit for a period of six months in one or more positions of responsibility. List only those positions served after Life board of review date.** Acceptable positions are listed on the Eagle Scout Rank Application for Scout troop, Venturing crew, Sea Scout ship and Lone Scout. Position type should match the type of Unit you were registered in at the time you served. The dates should start on or after the Life board of review and end on or before the date you sign your application.
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 Scouting America) A project proposal must be approved by the organization benefitting 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. You cannot start any work on the project prior to your Life Board of Review.**
6. **While a Life Scout, participate in a Unit Leader Conference.** This is the conference for Eagle, not Life, and usually is held near the end of the journey, but does not have to be the last thing completed.

Eagle Scout Service Project Overview

Introduction

This informational document has been prepared to provide you with guidance in choosing, planning, developing, leading and executing your project and assist you in earning the Eagle Scout rank. If at any time you have any questions, ask your unit leader or the District Advancement Committee or Eagle Advisor for help. It is also *strongly encouraged* that you share the project plan with a project coach.

The Eagle Scout Service Project Workbook No. 512-927 must be used to document the Eagle Scout Service Project and is available as a fillable PDF document on-line at <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/>. Be sure to use the current version when you start working on your proposal.

The *Eagle Scout Service Project Workbook* is divided into six (6) sections;

1. General Information;
2. The Eagle Scout Service Project Proposal;
3. The Eagle Scout Service Project Plan;
4. Eagle Scout Service Project Fundraising Application;
5. The Eagle Scout Service Project Report; and
6. Navigating the Eagle Scout Service Project - Information for Project Beneficiaries. This section should be given to your Beneficiary when you are beginning to develop your project proposal.

Choosing a Project

Your Eagle Project can and should be something you will be proud of for the rest of your life. By selecting an organization, demographic or place that you would really like to help, you will not only have fun with your endeavor, but you will always be proud of your accomplishment. Project ideas may be found in many places. Get the word out that you are looking for a project. Contact family, friends, Scout and religious leaders. There are many Internet web sites devoted to Eagle Project ideas. Use an Internet search engine to search for "Eagle Scout Project" or "Eagle Scout." Try search engines with news searches for current project ideas. Your project support team may include members of your Scout unit, friends, family and community.

Organizations to contact about Projects:

Elementary, Middle and High Schools
Community Colleges
Churches
Libraries, Parks and Recreation Departments
Museums & Zoos
Community Cemeteries
City, County and State Government Offices
Non-governmental Community Organizations
Women, Children's and Homeless Shelters
Food and Clothes Closets

Senior Citizens Organizations
Wildlife Organizations
American Indian Services
Endowment for the Arts
U.S. Forest Service
Bureau of Land Management
Disaster Relief Organizations
Animal Shelters
Military and Veteran's Service Groups

See page 3 of the *Eagle Scout Service Project Workbook* for more information on selecting a project.

Your project must meet the The Five Tests of an Acceptable Eagle Scout Service Project as outlined on Proposal Page A in the *Eagle Scout Service Project Workbook*. These address suitability, feasibility and safety of a project in fulfilling the requirement.

Project Coordination

You must work with an official of the benefiting organization in planning the project. Keep notes of all your meetings; write down exactly all agreements reached. Finances are of particular interest. Be sure both you and the organization understand all financial obligations. You should have a complete understanding if materials and other services are to be provided by the benefactor.

Project Experts

You may need the assistance of an experienced mentor or expert, perhaps a carpenter or other craftsman. This person will need to understand what you want to accomplish. They should be willing to help and be a resource but not take over leadership of the project. This includes parents. Always remember, **leadership is your job.**

Project Log

It is important to keep a log to document all activities from the start to finish. In that log, record all time spent by you and others on this project. You will need this information as part of your project report.

Schedule

A good schedule is part of planning and shows when things are to be done and in what order. Your schedule may be in the form of a chart, a calendar with tasks entered on the appropriate days, or just a list of tasks and the date when they will be done.

Financial Plan

It is important to know how your project will be financed. You may consider several sources for funding, including the organization for which you are doing the project, donations from others, from your allowance, Scout account, or any other legitimate source. You may conduct fundraising activities, if necessary, to finance your project. If you do so, and depending on the source of funds, you may need to submit an Eagle Scout Fundraising Application included in the *Eagle Scout Service Project Workbook*.

You must inform anyone donating to your project that the funds are for the project and the benefiting organization, not Scouting America. After the source of your funding is established, you should also consider how the funding is to be handled. **Any monetary donations must go through your Beneficiary's or your unit's treasury. Any remaining donations must be given to the benefiting organization or to a charity the beneficiary designates.**

Written /Printed Information & Promotional material

If you are going to use handouts, posters, letters, script or other written materials as part of your project, include a copy of those in your project workbook. Include any letters, drawings, receipts, diagrams and photos that help describe the project and show the finished project.

Miscellaneous Items

Give details about all items necessary to complete your project. This might include: stage props, lighting needs, special transportation or utility requirements.

Helpers/Workers

Your work force can be comprised of Scouts, friends and family or community members. Remember that your workforce needs to fit your project into their schedules, so give them plenty of warning about your project implementation date(s). Identify your experts, such as a carpenter, concrete finisher or welder.

Safety

Think about how you will ensure the safety of your workers. Make a plan of what to do should someone become injured. List any safety supplies you might need, including a first aid kit. Use your expert as a resource for this information. List possible restrictions on the use of power tools (See *SAFE Project Tool Use* located at <https://filestore.scouting.org/filestore/healthsafety/pdf/680-028.pdf>). Include the safety items on your Materials and Supplies list. Do not rely on your workers to bring safety equipment with them. Conduct a safety briefing with your workers before beginning any work on your project.

Plan

Part of the Eagle rank requirement is that you complete a project that you have planned and organized. Completing the Eagle Scout Service Project Workbook fully, in both the Proposal and Project Plan sections is where you demonstrate that you have a good plan and are organized.

Leadership

As stated in the *Eagle Scout Service Project Workbook*, one purpose of the Eagle Project is to give you an opportunity to demonstrate leadership of others and perform a service to your community. So how do you demonstrate leadership to others? First, you need to establish yourself as the person in charge, the one who others look to for guidance. The leader (you) coordinates the activities of others to make sure the final goal is reached. If your project requires experience and skills you don't have, it is your responsibility to recruit someone who does. You may use this person to instruct you in knowledge you lack but remember you are the leader, and this is your project.

Project Report

Your project report should be written as soon as possible after completion of the project. If the implementation phase of your project includes multiple work days, take notes at the end of each day about what went well, what didn't go well, and your overall feeling about the day. This will help you in summarizing your efforts in your report.

Board of Review:

Be prepared to discuss these items at your Board of Review regarding your Eagle Project.

- In what ways did you demonstrate leadership to others?
- Give examples of how you directed the project rather than doing the work yourself.
- In what ways did the benefiting institution benefit from your project?
- Did your project follow the plan?
- If changes to the plan were made, explain why the changes were necessary and how you handled them.
- What went well? What difficulties did you encounter? What did you learn from the project?
- Why did you select this project?

Keep in mind that although your project was approved by the Beneficiary, your Unit Leader, Unit Committee and District Advancement Committee or Eagle Advisor before it was begun, the Eagle Scout Board of Review must approve the manner in which it was carried out.

The Eagle Scout Board of Review is the last step in completing the Eagle Scout requirements. A well written and organized *Eagle Scout Service Project Workbook* will go a long way toward your goal of a successful Eagle Board of Review.

Beginning Your Project

Step #1: Starting the Process

The first step is to choose an Eagle Scout Service Project that you would like to do. After you choose a project, discuss your idea with the project beneficiary and your Unit Leader. Be sure to provide the project beneficiary with a copy of “*Navigating the Eagle Scout Service Project - Information for Project Beneficiaries*” from the current *Eagle Scout Service Project Workbook*. Complete the Contact Information Sheet (Proposal Page B, *Eagle Scout Service Project Workbook*). See pages 2-5 of the *Eagle Scout Service Project Workbook* for additional guidance about your project.

Step # 2: EAGLE SCOUT SERVICE PROJECT PROPOSAL – Section 2 of the *Eagle Scout Service Project Workbook*

After talking over possible project ideas with your Scout leaders and choosing one that’s right for you, it is now time to begin the write-up of your Project Proposal. Remember, at this stage of your project, you need only provide enough planning details and estimates to show a reviewer that you can meet the Five Tests of an Acceptable Eagle Scout Service Project on Proposal Page A of the *Eagle Scout Service Project Workbook*.

The *Eagle Scout Service Project Workbook* is a fillable PDF document. You need to download it to your computer and then you can enter information and come back to it as needed. This document is the start of your project planning. You are expected to put forth your best effort. It is suggested, but not required that you use a computer for filling in and printing out these pages. If handwritten, please be neat and keep a back-up copy in a safe place in case you misplace the original.

Provide appropriate information for each of the sections contained in the Project Proposal. Follow the instructions given in the workbook.

After you have completed your Eagle Scout Service Project Proposal, you will sign and date the Candidates Promise and obtain your Unit Leader’s, Unit Committee’s and Beneficiary’s approvals for your Project Proposal. If an individual is not available to sign the proposal, but is known by some other means, such as email or documented telephone conversation to have approved the proposal, then said documentation is sufficient.

When all approvals other than the District’s Representative have been obtained, contact your District Advancement Committee or Eagle Advisor for the final approval on the Eagle Scout Service Project Proposal.

Planning Your Project

EAGLE SCOUT SERVICE PROJECT PLAN – Section 3 of the *Eagle Scout Service Project Workbook*

Eagle Scout Rank Requirement 5 states you must “plan” and “develop” your service project. The Eagle Scout Service Project Plan is a tool for your use; it is not approved or signed, but it is important in helping show that you have done the required planning and development of your Project. Eagle candidates are encouraged to share the plan with a project coach. Utilizing an Eagle Project Coach can help you avoid many problems or mistakes.

While similar to the items in the Project Proposal, this section requires more specific information than is contained in the Project Proposal. This is your detailed plan that you will use to implement your project. Provide appropriate information for each of the sections contained in the Project Plan. Follow the instructions given in the workbook.

Attach any documents that are needed to implement your project, such as drawings or diagrams, scripts, instructions, etc.

If necessary, complete the *Eagle Scout Service Project Fundraising Application* which is Section 4 of the Eagle Scout Service Project Workbook. This should be done before executing the project, and **must be completed before doing any fundraising**. **It must be signed by the beneficiary, your Unit Leader and the District or Council Representative.** The District Advancement Committee or Eagle Advisor will assist you in completing this requirement.

Implementing Your Project

This is where you will lead others in the successful completion of your project. You should follow your plan that was developed in the previous step.

Documenting Your Project

EAGLE SCOUT SERVICE PROJECT REPORT – Section 5 of the *Eagle Scout Service Project Workbook*.

The Eagle Scout Service Project Report contains a summary of the project, and final signatures. The Project Report is to be completed after the implementation of the service project has been concluded. Be prepared to discuss your project and the Project Report at your Eagle Scout Board of Review.

Provide appropriate information for each of the sections contained in the Project Report. Follow the instructions given in the workbook

Be sure to indicate when your project actually started, and when was it completed. Be sure to provide good accountability for project finances.

Attach any documents that support the statements in your report, such as photos, sign in sheets, receipts, accounting of fundraising efforts and expenditures, communication, etc.

Now What?

Congratulations, you have completed your Eagle Scout Service Project! The next step is to ensure that you have your 21 required merit badges, served your 6 months in a position of responsibility as a Life Scout, and that it has been 6 months since your Life Scout board of review. Then you can complete your Eagle Scout Rank Application. The application is available at <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/>. You may fill it in electronically, type, or handwrite your information. Remember that neatness and accuracy are important as those who process your application need to be able to read and understand it. Your unit leader, committee chair and advancement chair can assist you in completing the form.

Once you have completed all the requirements, call the District Advancement Committee or Eagle Advisor and make an appointment to turn in your Eagle Scout Rank Application, statement of ambitions and life purpose, and your Eagle Scout Service Project Workbook.

Remember: All requirements except the Eagle Scout Board of Review must be completed no later than the day before your 18th birthday. Submitting your packet early is encouraged as submitting the required materials late could prevent you from making any corrections to your submittal or your project, or may imply the work on the requirements continued after your 18th birthday.

Eagle Scout Packet

Getting it all together

The Eagle Packet is where all of your hard work comes together. As the Eagle Candidate, it's your responsibility to see that everything is neatly organized, completed and ready to be seen by the Eagle Board of Review.

Your Eagle Packet must include the following and should be put together in the following order:

Section 1: The completed and signed Eagle Scout Rank Application

Section 2: Statement of Ambitions and Life Purpose

As stated on page 2 of the Eagle Scout Rank Application. ***"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 held in your religious institution, school, camp, community or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service."*** This should be more than a couple of sentences. This is how the members of your Board of review are introduced to you.

Section 3: The Eagle Scout Service Project Workbook-including any supporting documentation

This is the entire *Eagle Scout Service Project Workbook* with all signatures. Include any before, during and after photos of your project and any plans, drawings, brochures or other materials you made to demonstrate your planning, development and leadership of the project.

The following items are optional. They assist you in preparing the Eagle Scout Rank Application, and assist the Council in processing the Eagle documents.

Unit Advancement Record

Accurate, verifiable information showing the dates of your advancements and merit badges is required on your application. Your unit should furnish you with the Scoutbook report or Internet Advancement "Member Advancement Summary".

Blue Cards for Merit Badges

Include your part of the signed Blue Card or summer camp records.

Completing the Eagle Scout Rank Application

Visit <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/> to obtain the latest version of the Eagle Scout Rank Application. Be sure to use the latest version as old versions will be returned for updating.

The signatures on page 2 are only to be placed after all of the requirements for Eagle rank have been met.

Neatness is very important when filling out the Eagle Application. Take your time. It is suggested that you use your computer to fill in the form. If handwritten, please be neat.

The dates on the Eagle Application must be the same as those on the advancement records, blue cards & Scout Handbook.

Scout's name, address, unit and Scouting information:

- Use your full legal name; leave a blank space between each part of your name.
- Use the correct name and number of your unit: Troop, Ship or Crew & #
- Enter dates from the Blue Cards and your Scout Handbook or Advancement Record.

REQUIREMENT No. 2

- All reference lines must be filled in.** Do not add additional reference lines or modify the chart in any way.
- Use the name of a person, not the name of your school or your religious institution. Use the school or church address and phone number.
- The *Eagle Scout Candidate Letters of Recommendation* located on page 12 of this guide may be used to request letters of recommendation from your references.

REQUIREMENT No. 3

- For **Merit Badges #8, #9, & #11**, cross out the badge(s) not used. Read the instructions at the bottom of the application.

REQUIREMENT No. 4 Read this section very carefully:

- The six-months can only start on or after the Life Scout Board of Review.** Provide an end date that occurs on or before you sign your application.
- You must use the proper position name for the type of unit you were registered in at the time of holding the position. For example: – If you were registered as a Venturer during the time of your leadership service, then a Venturing position title must be used. You do not have to be currently registered in that unit; however, you must be registered in a Scouting unit.

REQUIREMENT No. 5

- This is the date you completed the Eagle project.
- Enter the title or description of your project and total hours. Be specific when naming the project, include the location or beneficiary's name if appropriate in addition to the type of work performed or service provided.

REQUIREMENT No. 6

- Take part in a Unit Leader Conference.

APPLICANT & UNIT SIGNATURES

- The Scout signs the application after requirements 1 – 6 have been completed.

- b. The application must be signed by the registered Unit Leader inless the Unit Leader is the Scout's parent..
- c. The application must be signed by the registered Unit Committee Chair.

After the Eagle Scout Rank Application is signed, call the District Advancement Committee or Eagle Advisor to turn in your Eagle Scout packet. The District Advancement Committee or Eagle Advisor will check over your application and packet and forward the application to the Council Eagle Desk for review. After your Eagle application has been verified through National, the District Advancement Committee or Eagle Advisor will schedule a Board of Review.

The Eagle Scout Board of Review

The Eagle Scout board of review panel consists of three to six members. The Eagle Candidate and his parents and unit leader should attend the board of review, but will not be a Board Member. The Candidate should be in complete uniform. If it is impractical for any reason to wear all or part of the uniform, then the candidate should be clean and neat in his appearance. Scouts wear the Scouts BSA uniform. Venturers and Sea scouts may wear the appropriate uniform or be clean and neat in appearance.

The Candidate should expect questions about the project, its planning and execution. When meeting with the Eagle Candidate, the Board will not re-examine (test) the Candidate on past requirements. The Board may address subjects such as Scout spirit, position(s) of responsibility, the Eagle project, etc. The Board may ask questions about how the Scout lives his or her life according to the Scout Oath and Scout Law.

At the conclusion of the interview the Board will make their decision. The decision of the board must be unanimous in order for the Scout to be advanced to the rank of Eagle Scout. If favorable, the Candidate will be congratulated and have their Eagle Packet returned. The Eagle Scout Rank Application will be forwarded to the Council office for processing, and the letters of recommendation will be destroyed. If a Board does not approve the Scout's advancement, the Scout will be so informed and told what he or she can do to improve. The Board will promptly send a letter that identifies actions that may lead to advancement and an explanation of the appeal process to the Scout who is turned down.

If a candidate is not recommended for advancement, the Scout, or their parent or guardian may appeal the decision by submitting a letter to the Council Advancement Committee.

Eagle Scout Candidate Letters of Recommendation

Dear _____, I am working on completing the requirements for the Eagle rank in Scouting America (formerly known as Boy Scouts of America). I would like to use you as a personal reference. Please base your letter on your personal interaction with me and how I live by the Scout Oath and the Scout Law in my everyday life. Please mail it to the address at the bottom of this request. Your letter of recommendation will not be shown to me and will only be viewed by the Eagle board of review members.

Scout Oath:

On my honor I will do my best to do my duty to God and my country and to obey *the Scout Law*; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Boy Scout Law:

A Scout is:

Trustworthy	Scouts tell the truth and keep their promises. Honesty is part of their code of conduct. People can depend on them.
Loyal	Scouts are true to their family, Scout leaders, friends, school, community and nation.
Helpful	Scouts are concerned about other people. They do things willingly for others without pay or reward.
Friendly	Scouts are a friend to all. They are a brother or sister to other Scouts. They seek to understand others and respect those with ideas and customs other than their own.
Courteous	Scouts are polite to everyone regardless of age or position. They know good manners make it easier for people to get along together.
Kind	Scouts understand there is strength in being gentle. They treat others as they want to be treated. They do not hurt or kill harmless things without reason.
Obedient	Scouts follow the rules of their family, school, and troop. They obey the laws of their community and country. If they think these rules and laws are unfair, they try to have them changed in an orderly manner rather than disobey them.
Cheerful	Scouts look for the bright side of things. They cheerfully do tasks that come their way and try to make others happy.
Thrifty	Scouts work to pay their way and to help others. They save for unforeseen needs. They protect and conserve natural resources and carefully use time and property.
Brave	Scouts can face danger even if they are afraid. They have the courage to stand for what they think is right even if others laugh at or threaten them.
Clean	Scouts keep their body and mind fit and clean. They go around with those who believe in living by these same ideals. They help keep their home and community clean.
Reverent	Scouts are reverent toward God. They are faithful in their religious duties and respect the beliefs of others.

If you have any questions, please feel free to contact (*name of District Eagle Advisor or Advancement Chair*) at the email or phone number listed below.

Thank you,

Your name & signature

Name, Position (District Eagle Advisor or Advancement Chair)

District, Golden Empire Council, Scouting America

Address

Email, phone number



GOLDEN EMPIRE COUNCIL

EAGLE SCOUT QUESTIONNAIRE



This Document is NOT required at any time during the Life to Eagle Process

The following questions are designed to aid you, your unit leader, your Unit Committee and the District representative in the evaluation of an Eagle Project Proposal.

Please answer all questions “Yes or No” and sign below.

<u>Unit Leader</u>	<u>Unit Committee</u>	<u>District Advisor</u>	
1.			Is the candidate a Life Scout?
2.			Does the project benefit A Church, School or Community? (i.e. the project does not benefit Scouting or a Commercial Business)
3.			Will fundraising efforts for this project be only to raise money for the purchase of materials, tools, supplies and other needs for the project?
4.			Would the project be considered above and beyond routine labor, or a job or service normally rendered? (i.e. equivalent to a Troop service project)
5.			Is the project something that is really needed and will be of value when completed?
6.			Does the proposed project appear to require sufficient planning to make it unique and challenging to the candidate?
7.			Will the development of the project be involved enough to require the candidate to demonstrate their organizational skills and abilities?
8.			Will the candidate be able to recruit enough help/youth to adequately utilize their leadership abilities and skills?
9.			Is the project feasible in scale, scope and cost?
10.			Will the coordinator, for whom the work will be done, be willing to allow the candidate to plan and lead the project and act only as an advisor?
11.			Will the candidate have a likely chance of success?

Any NO answers above indicate the proposed project does not qualify as an Eagle Project. Reviewers may recommend modifications or perhaps suggest the Eagle candidate look for a different project.

Unit Leader

Date

Phone No.

Unit Committee

Date

Phone No.

District

Date

Phone No.