

Northern Lights Council Protocol for Life Scouts seeking approval for an Eagle Scout Project: **Effective May 1, 2023**

1. Eagle Scout Projects must utilize the current Eagle Scout Service Project Workbook. The Eagle Project Proposal must be completed and approved before any work begins. This can be downloaded from this link: <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>. **This is a downloadable PDF and must be typed.**
2. Eagle Scout Project Proposals will be approved by the District Advancement Committee. If a district does not have an Advancement Committee, the district chair may review or ask the Council Advancement Committee to review.
3. Once a Scout has completed the Eagle Project Proposal and received approval from the unit and the beneficiary (including the signatures needed on the signature page of the workbook), the Scout should then ask for approval from the District Advancement Committee.
4. It is expected that the first contact from the Scout will be the submission of the Project Proposal Workbook via **mail or email**. A list of current contacts can be found at www.nlcbasa.org/EagleProject
5. The envelope to the contact needs to include:
 - a. The Eagle Scout Project Workbook proposal section only (not via email).
Scouts should remember to keep a copy for their records.
 - b. It must include the signature page with the following signatures complete: candidate's pledge, the two unit signatures, and the signature of the representative of the beneficiary.
 - c. Any supporting dimensioned plans, photos, or other information.
 - d. Ensure that the contact information (Project Plan page B) is complete and correct.
6. A District Approval Representative will make the contact with the Scout to schedule an appointment to review the project.
7. Following the conference with the Scout, the District Approval Representative will email the Scout and their unit leader(s) if any changes need to be made to the proposal.
8. Once a project proposal is signed by all parties, it is **approved**. A signature from the District Approval Representative indicates approval.

Common Questions and Tips on Calculating Hours

These items are brought up to ensure that the Scout and BSA are not short changed when counting the hours spent on Eagle Scout projects.

- The Scout should have a log form with them anytime they meet with anyone concerning the project. This could be just a notebook from which they transfer time to a log.
- When the Scout and a prospective beneficiary confer for 15 minutes that counts as 15 minutes per person in the meeting. This counts even if this project goes nowhere. Part of the planning and development of a project is finding out that the Scout should look for a different project.
- When the Scout is conferring with the unit leader about their project, the time is multiplied by 2.
- When the Scout is presenting their project for committee approval, time is multiplied by the number of people in the meeting, including the Scout.
- Count any time during the project planning and development phase as project time.
- If the Scout talks to a potential supplier about the project, that time should also be counted
- Once the work on the project starts, count people and multiply by the time.
- Count the time when the Scout meets with the beneficiary to get approval that the project is complete.