



Dear Life Scout:

I congratulate you on your interest in pursuing the Eagle Scout Award. It is Scouting's highest award and internationally recognized as a symbol of great accomplishment. In addition to demonstrating leadership and Scout spirit you must successfully complete an Eagle Service Project by *planning, developing and giving leadership to others*. My suggestion to you is to first carefully read the Eagle Scout Service Project Workbook (<http://www.scouting.org/Home/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>). After you have read it you should meet with your Scoutmaster and discuss selecting a project coach who will mentor you with the project. Once you have planned and developed a project that will clearly demonstrate your leadership capabilities and provide value to the community or a religious organization you should then then fill out pages B, C, D and E of the workbook. The pdf is a "fillable" form meaning you can fill it out on your computer. However, if you wish you may print it out and type in the form. You need to meet early in this process with the representative of the organization that will benefit from your project to ensure they agree with your proposal and the timeline by which you will accomplish the project. I recommend you get preliminary approvals from your Scoutmaster, Unit Committee, and Beneficiary and then send me your workbook for an *initial* review. Once I have given you my comments and you make the corrections/additions to your workbook then have them and you sign on page E. Also, if you are going to do fund raising you need to fill out Fundraising Application Page A with completed signatures. At that point you should email or mail me the completed document for District Approval. *You must not begin your project until you have approval from the District Reviewer (Jay Fox).*

Key Elements:

1. You may email or contact me with questions whenever you wish and I will try to answer your questions as quickly as I can. I would prefer you take leadership in the communications, not your parents, guardians or Scoutmasters.
2. Your project must clearly demonstrate leadership and benefit to the community or religious group at a **level of impact worthy of Eagle recognition**.
3. The workbook should be filled out on the computer if possible. Signatures can be certified electronic signature or handwritten, scanned and sent.
4. All signatures must be on the correct pages, together. Do not forget your own signature, Candidate's Promise.
5. The workbook must demonstrate reasonable effort on your part in its preparation. Use your spell checker and check your grammar. I expect you to spend at least as much time carefully preparing this document, as I will spend carefully reviewing it.
6. When discussing the need for volunteers you should specifically estimate the man hours required for the project and how many volunteers will be need to provide those man hours.
7. You will need to fill out the Fundraising Application Page A if you are requesting any donations of funds or materials from anyone other than the beneficiary, family or Troop or holding any general fundraising activities.
8. **I generally approve proposals once a week (usually on the weekend).** If I do not approve your proposal I will inform you by email and tell you what needs to occur. **It will be at least a week before I will review it again.** Plan accordingly for this one-week cycle time for reviews. This is important to remember if you are approaching your 18th birthday.
9. When you email me you should get an email response within 1-2 days. If not the you should email me again to confirm receipt of the document.

10. Once you have secured all the signatures on Proposal Page E (and Fundraising Application Page A, if relevant) including the District Reviewer (Jay Fox) you are then approved to actually begin your project.

Suggestions for Initiating Your Project and Completing the Eagle Workbook

1. **Give yourself plenty of time!** Designing a project and getting it approved by all signees is a time consuming process. You will need to learn to work at the pace of those who are helping you and they may also have many responsibilities and time commitments of which yours is just one.
2. **Communications.** This is one of the first lessons you need to learn – consider this like a “business proposal” or writing for a “grant” or a “college application”. You need to use appropriate, formal communication techniques not your typical peer group of communication. Whether it be email or voice you must be polite, formal and use appropriate introductions and salutations (i.e. “Dear Sir or Dear Mr./Mrs. Etc.; always end the written communication with a closing such as Respectfully, Sincerely, Yours in Scouting etc.). When you send an email if you do not get a reply in one or two days send again copying yourself to ensure it was sent. If you receive an email or voice message be sure to respond back so the person KNOWS you received the message. This sort of interaction can save you and your correspondent a lot of time rather than sitting around waiting for a response when perhaps the message was never delivered. This is your project, not your Scoutmaster’s or your parents’. It is expected that YOU conduct all the communications required. You are always welcomed to copy your parents and/or Scoutmaster on any correspondence.
3. **Read the Instructions.** As I said, this is a process with certain steps that must happen in a certain order. If you do not follow the correct order/procedure it will likely just take you longer to get your workbook in the right, acceptable format.
4. **Ask for Help.** A Scout is Helpful. There are many adults and youths with experience in this process. If you are not sure, just ask. Also, Mr. Fox is always available to offer advice and as said before sooner is better than later so that you do not have to re-do a lot of work. If you are not sure whether your project may be acceptable send a draft of your workbook to Mr. Fox to review.
5. **Expect Delays.** Remember, this is a process that involves a lot of different steps and people who are not necessarily ready or able to immediately respond to your needs. Plan ahead; work carefully on the application; ask questions and **See #1 ABOVE.**
6. **Workbook Format.** The preferred method (and by far the fastest) is electronic submission of the workbook to Mr. Fox using the fillable pdf workbook form. For the signatures you can either have signees use a digital signature or you can print that page, have them sign and then digitize the page and sent it to Mr. Fox for his review and signature. Mr. Fox WILL NOT sign if the workbook is not completely filled out (including fund raising if relevant) and if changes are made in the workbook as requested by Mr. Fox, new signature pages will be necessary (see #4....ask Mr. Fox for a pre-review of the workbook and project.).
7. **Welcome to the Real World.** As noted above, consider this one of your first exposures to a real world experience of conducting a project in the “adult” world. The whole project should be approached as if you were a professional working with professionals. This is YOUR project, not your Scoutmaster’s or your parents. Own it. If you do, you are going to gain tremendous experience and a competitive edge in terms of effectively working in

the "real world". This is yet another of the lifelong benefits of having become an Eagle Scout.

I wish you success with your Eagle Service Project and I am glad to assist you however I can.

Yours in Scouting,

A handwritten signature in black ink, appearing to read "Jay W. Fox", enclosed in a thin black rectangular border.

Jay W. Fox, Monticello District Eagle Scout Advancement Committee
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