

This information can be found in the Sagtikos Dropbox in the Advancement folder.

Steps for Scouts & Troops to follow for the Sagtikos District Eagle Process

- 1> After completing the Life Rank and deciding to work on an Eagle project the scout can choose to work with an Eagle Coach, but it is not required. The Eagle coach may be part of the Troop, but they could also be someone outside the Troop. The requirement for an Eagle Coach is that they are familiar with the Eagle process and can guide the scout along the journey.
- 2> The Sagtikos Advancement Team does offer training to people and groups that are interested in Eagle Coach training. Currently there is no formal training set up for Eagle Coach, but if a need was determined, a class could be set up. This can also be done for an individual Troop, if they feel the need for it. An adult leader of the Troop should reach out to the Sagtikos Advancement Chair, currently Debbie Falcon to discuss. Debbie's email is dhh713@verizon.net and her cell is (631) 553-9815 – texts instead of calls preferred as she works during the day.
- 3> The scout would then look for potential project and a beneficiary for the project.
- 4> It is the Eagle candidate's responsibility to download the most current version – currently February 2023 - of the Eagle Scout Service Project Workbook from the following link –
<https://www.scouting.org/wp-content/uploads/2023/01/EagleProjectWorkbook2023a.pdf>
- 5> Eagle candidate then completes the written section of the proposal part of the workbook, discussing it with the Eagle Coach (if there is one).
- 6> The Eagle candidate should then get the beneficiary's, Scoutmaster's and Committee Chair's signatures on the last page of the proposal section of the workbook.
- 7> After all signatures are obtained, the Scoutmaster should direct the scout to scan and email the signed proposal to Sagtikos Advancement Chair, currently Debbie Falcon, at dhh713@verizon.net. The scout should include the following in the subject line: Eagle Scout Proposal for (Scout's name) (Troop number). The scout should write the email explaining that they have attached their proposal. The scout should include a phone number to be called by the Sagtikos District Advancement Team to discuss the project. The scout should include at least a parent on the email, but it is suggested that the scout include the Eagle Coach as well to keep everyone informed of the email being sent. **If there is a specific issue that the scout wants the Advancement Chair to be made aware of – ie. Time constraints because the scout will be turning 18 in a short time, it should be put in the body of the email.** The average time for a return call can be a week or more (depending on the time of the year), so please be patient. If you do not hear from someone after 2 weeks, please reach out, via email again.

**** If a scout is unable to send an email with the Eagle project proposal attached, the scout (with a parent included) can contact Mrs. Falcon by email, text or phone call to explain this. The scout must include all the following information - scout's name, Troop and contact phone number on the communication, so that the Advancement Team can reach out to discuss the Eagle project proposal and assign a District Approver.**
- 8> Mrs. Falcon or another Sagtikos District Advancement Team member will then contact the scout by phone (always make sure scout is aware that a parent or other adult must be present on the call for the conversation to happen) to discuss the project and assign the scout a District Approver –the person that the Eagle candidate will meet with to have their project approved.
- 9> Once a District Approver is assigned to the Eagle candidate, it is the scout's responsibility to initiate the phone call to the District Approver (again with a parent or other adult on the call). The District Approver and scout will agree on a place and time to meet. Some District Approvers would prefer to be contacted by email, The Sagtikos Advancement Team member that assigns the District Approver will inform the scout which way to contact their assigned District Approver.
- 10> It will be the Eagle candidate's responsibility to bring the original proposal and a copy, for the District Approver to keep, to the meeting. Once the project is approved and signed by the District Approver, the Eagle candidate will keep the original in a safe place because this document (exactly as approved – with no changes) will be required to be included (as is) in the final workbook submitted to Suffolk County Council after the project has been completed and all other requirements have been met.

- 11> Once the Eagle project proposal has been approved, the Eagle candidate will scan and email the signed Fundraising Application (found behind the plan section of the Eagle workbook) Mrs. Falcon at dhh713@verizon.net and Mrs. Brasile at SCC email at Norma.Brasile@scouting.org. The scout should include a parent, Eagle Coach (if applicable), a Troop adult leader and the District Approver on this email. The average time for the Fundraising Application to be approved is 2 weeks. If not received back after the 2 week period, please resend the email to all the same people as the original.
- 12> After both the Eagle project proposal & Fundraising Application has been approved by the Sagtikos District Advancement Team members, the Eagle candidate will be set to start the plan section of the Eagle workbook, plan dates for fundraising and the completion of the actual project.
- 13> Once the Eagle candidate has completed the Eagle project, they will be required to finish the report section of the Eagle workbook on a timely basis.
- 14> At this time it is also recommended that the Eagle candidate download and fill out the most current version (June 2022) of the Eagle Rank Application found at the following link – https://www.scouting.org/wp-content/uploads/2022/07/512-72822c-Eagle-Scout-Application_WEB.pdf
- 15> After completing the Eagle Project workbook and Eagle Rank Application, the Eagle candidate must get the beneficiary's signature (only on the completed Eagle workbook) and the Scoutmaster's and Committee Chair's signatures (on both the Eagle Project workbook and Eagle Rank Application).
- 16> Once the Eagle scout completes the Eagle Project packet, which should include a printed list of all the 21 merit badges listed on the Eagle Rank Application (obtained from the Eagle candidate's Troop Advancement Chair), a Life purpose letter and list of accomplishments; it is the Eagle candidates' job to bring the ORIGINAL and One COPY to the Suffolk County Council. The Eagle candidate should at least keep one copy for themselves at home.
- 17> The review by Suffolk County Council can take anywhere from 1 week to 8 weeks, depending on the time of year and the amount of completed workbooks from all 4 districts in the Suffolk County Council.
- 18> Once the review has been completed by SCC, then the Sagtikos District Advancement Chair will be informed that packet(s) are ready to be picked up from Council.
- 19> Once the packets have been picked up and reviewed by the Sagtikos District Advancement Chair, arrangements are made to get the packet(s) to the District Approver that was assigned to the Eagle candidate.
- 20> After receiving and reviewing the packet(s) the District Approver will contact the Troop Committee Chair (listed on the Route sheet provided by Council) to set up the Eagle Board of Review for the Eagle Candidate.
- 21> The Troop Committee Chair will then assemble an Eagle Board of Review committee that will have no fewer than 3 and no more than 6 members (including the District Approver). The Eagle Candidate should **not** be involved in the selecting of the EBOR committee. The committee should not include the Scoutmaster, any Assistant Scoutmasters from the Eagle Candidate's troop, or any family members of the Eagle candidate.
- 22> At the Eagle Board of Review, the District Approver will bring the completed Eagle packet.
- 23> The Troop Committee Chair (or designee if the Troop Committee Chair will not be present) is responsible to bring all the unopened letters of Recommendation and the **Advancement Report Form** to be completed.
- 24> After the successful completion of the Eagle Board of Review, the District Approver will seal the packet that will need to be returned (unopened) to the Suffolk County Council office within 7 days of the completed EBOR. It is the Eagle scout's, Eagle Scout's parents', or Troop's responsibility to get this to the Council office in a timely manner.
- 25> The Eagle Award will be received by Suffolk County Council and the Troop Committee Chair will be informed that it is ready for pickup. This process can take up to 8 weeks to be completed.

**** If any Eagle training is needed, by a Troop, please reach out to the Advancement Chair, to discuss. ****