


SWEETWATER DISTRICT APPROVAL PROCESS, EAGLE SCOUT SERVICE PROJECT

The Eagle Scout Service Project (ESSP) workbook is posted on the Sweetwater District Website [<http://www.sweetwater-bsa.org/>]; under the Eagle Scout section, click on the Eagle Scout tab which is on the left hand side of the Home Page. The workbook is in PDF format; you can type your information directly to the document and save your work.

 Eagle Scout Project Workbook* UPDATED 10/15 *This is the only Eagle Scout Workbook accepted!

ESSP Contact Information Page:

You begin by filling out the page titled *Contact Information* and the section of the Workbook titled *Eagle Scout Service Project Proposal*. Please see the following information to assist you in completing this section.

- **Unit Advancement Coordinator:----- For units without a Unit Advancement Coordinator.**
If your unit does not have a Unit Advancement Coordinator, you only have to put NA in the space asking for name, nothing will be required for the other spaces.
- **Council Service Center:----- Fill in the spaces as follows:**
NEGA Lawrenceville Service Center, 203 Swanson Drive, Lawrenceville, GA 30043
Phone #: (770) 962-2105, Email address:vmonroe@bsamail.org
- **Council or District Project Approval Representative:-----Fill in the spaces as follows:**
Ray Lampros, 741 Yorkshire Place, Lilburn, GA 30047
Phone #: (678) 618-9027, Email address:ray.lampros.essp@gmail.com
- **Project Coach: ----- Who is eligible for this role?**
Your Project Coach must be a registered leader of the BSA, be of at least 21 years of age, and be currently trained in Youth Protection. He/She will be a registered leader from your unit. Per the decision of the Council Advancement Committee, the Project Coach WILL NOT be a Council or District leader, unless there are exceptional circumstances. Fill in all of the information for the project Coach in the spaces provided in the workbook.

Fundraising Application Page:“When do you need to fill this out?”

Under the current guidelines, you will NOT need to fill out the *Fundraising Application* if the funding for your project is from “YOURSELF, YOUR FAMILY, YOUR UNIT’S MEMBERS, LEADERS, OR PARENTS, OR, MEMBERS OF THE PROJECT BENEFICIARY.” If you go outside of those guidelines, (i.e. friends, local businesses, Lowes or Home Depot), you WILL need to submit a fundraising application. You will also need to attach a separate sheet to the application listing each and every name of the people that you intend to contact. If they are not on the approved list, and they donate, you are not to accept their gift. That is the current Northeast Georgia Council’s rule. Please note: Lowes and Home Depot ONLY offer a small discount on the materials purchased for the project. They Do Not Donate Materials or Funds!!!

Submitting you ESSP Proposal for District Approval:

Email the PDF file of the Eagle Scout Service Project Workbook and your signature page(s) to Ray Lampros (ray.lampros.essp@gmail.com). Mr. Lampros will confirm that ALL of the information required is included; he will then forward your proposal to a review team. The

review process may take up to 30 days, depending on the volume of applications in the system. Typically, the review team will respond within a week or two.

If Mr. Lampros confirms that you will be using a fundraiser to fund your project, and all of the required information is properly filled out, he will forward your application on to the Council for approval.

(Please Note: All sections of the application must be filled out. If a particular section requests information which does not pertain to your project, make sure you put NA (not applicable) in the blank.)

**DO NOT SEND THE APPLICATION,
UNLESS YOU HAVE ATTACHED THE REQUIRED SIGNATURES!**

Make sure you include the page with the signed candidate's promise and approval signatures of the unit leader, the unit committee, and the beneficiary. If you do not have the capability to send this page to Mr. Lampros with the signatures in place, contact Mr. Lampros to discuss your situation.

ESSP Workbook Tips & Pointers:

Use the workbook to your advantage; it will guide you through the entire process of planning and executing your Eagle Scout Service Project. Work with and listen to the advice of your unit leaders and your project coach. Use these resources and you will be successful!

➤ **Additional Resources**

- Service Project Planning Guidelines:
<http://www.scouting.org/filestore/healthsafety/pdf/680-027.pdf>
- Age Guidelines for Tool Use and Work at Elevations or Excavations:
<http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf>

➤ **Meeting the Five Tests of an Acceptable Eagle Scout Service Project**

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

