

**BSA SWEETWATER DISTRICT APPROVAL
PROCESS FOR THE EAGLE SCOUT SERVICE
PROJECT**

As part of demonstrating Leadership, the Eagle Candidate must allow himself ample time for his proposal to be approved and see his project to completion. The approval process will usually take several days to a few weeks. It is not uncommon for the approval process to range into a period of several months depending on the nature of the project or the efforts of the Scout. The proposal, even though it has passed through the unit and the benefiting organization, does not always receive approval by the District the first time it is reviewed. The project and final write up must be completed prior to his 18th Birthday.

On page 10 of the Eagle Scout Leadership Service Project Workbook is the "Approval Signatures for Project Plan" page. The following signatures are required:

1. "Religious institution, school, or community representative" - This person should be the one at the organization where the project is to be completed. This person should have the authority to approve the project as it is written in the proposal.
2. "Scoutmaster/Coach/Advisor" - If the scout belongs to a BSA Troop this signature must be his Scoutmaster. Coach and Advisor are for Venture Crews, Sea Ships, etc.
3. "Unit committee member" - The person signing here should be a currently registered member of the unit to which the scout belongs. This is a member of committee, not an Assistant Scoutmaster and does not have to be the committee chairman.
4. "Council or district advancement committee member" - Sweetwater District will have a designated representative sign here as noted in the following process.

Signatures 1-3 above must be secured prior to the scout turning in his project to District. Once those signatures are on page 10, the scout must contact the Eagle Project Proposal Coordinator. It is strongly suggested that the proposals be submitted electronically. If this is not possible then alternative means will be arranged. The entire Eagle Scout Leadership Service Project Workbook proposal must be submitted to the Eagle Project Proposal Coordinator. If necessary, "Before" pictures and or diagrams, etc may be sent in a separate file. You should review the Sweetwater Website at: <http://www.sweetwater-bsa.org/> for up-to-date contact information.

Once the project is submitted to the District, a team of designated District trained volunteers review the project. If the District team finds that the proposal is missing information or is not consistent with the BSA and NEGA Guidelines for an Eagle project then they will notify the Scout with a list of points that the project should address.

The scout should address **ALL OF THESE POINTS** prior to resubmitting his proposal. The revisions should not be treated as an addendum to the project write-up, but should be included within the revised write-up. If the Scout follows thru with the request thoroughly, this is the only revision that will be required.

When the District Advancement volunteer team has approved the proposal, they will notify the scout that his project has been approved via Email and the Scout will be able to start his project at that time, but not before. The actual approval signature for the District will be applied at the time that the Scout's paperwork is being processed for his Eagle Board of Review and the Scout must make sure that he has printed the approval Email from the District and includes it with his initial project write up. The Email should be inserted in the workbook directly adjacent to the approval signatures page that has the other three signatures (signatures 1-3 as noted previously) in place.

No Conditional Approvals will be granted!

No work may begin until ALL APPROVALS are secured.

November 2009

Sweetwater Advancement Committee