

**Scouting America**  
Silicon Valley Monterey Bay Council

Dear Eagle Scout Applicant,

The Council and District Advancement Committees are here to support you while earning the rank of Eagle Scout. If you have any questions, or need assistance with your Eagle Scout Rank Application that cannot be provided by your unit leader or the Guide to Advancement, please contact the District Advancement Chairperson (DAC) for your district, listed below:

<b>Coyote Creek</b> <i>DAC</i>	<b>Mike Ivey</b> (408) 802-2101 Mivey74@gmail.com	<b>San Benito</b> <i>DAC</i>	<b>Mary Damm</b> (831) 801-5827 Marydamm@hotmail.com
<b>Loma Prieta</b> <i>DAC</i>	<b>Karen Dyck</b> (831) 359-8442 kd_designs@yahoo.com	<b>Santa Lucia</b> <i>DAC</i>	<b>Douglas Fouts</b> (831) 596-4492 n1dFouts@yahoo.com
<b>Pioneer</b> <i>DAC</i>	<b>Todd Hauschildt</b> (408) 887-2810 todd.hauschildt@outlook.com	<b>Santa Lucia</b> <i>South Monterey County Area</i>	<b>Douglas Fouts</b> (831) 596-4492 n1dFouts@yahoo.com
<b>Polaris</b> <i>DAC</i>	<b>Peter Peng</b> (408) 772-6908 Scouter.Peng@gmail.com	<b>Santa Lucia</b> <i>Monterey Peninsula Area</i>	<b>Michael Laredo</b> (831) 646-1502 michael@loredolaw.net
<b>Quicksilver</b> <i>DAC</i>	<b>Albert Catelani</b> (408) 650-0879 albertcatelani@aol.com	<b>Santa Lucia</b> <i>Salinas Area</i>	<b>Bud Harder</b> (831) 320 -2316 treelineconstruction@comcast.net

The following procedures are provided to help you successfully complete the requirements to reach the rank of Eagle Scout, including planning and carrying out your Eagle Scout Service Project and filling out your Eagle Scout Rank Application.

There are several resources available to you which include: The Guide to Advancement, Eagle Scout Rank Application, and Eagle Scout Service Project Workbook. The most recent versions can be found online at: Scouting.org. The Guide to Advancement; Section 9 goes over the application and service project. Additional resources can also be found at: SVMBC.org, going to the Resources menu, and clicking Eagle Scouts.

Please read through all the forms and instructions **before** you write on any form. Print neatly and legibly, as many people must read your application. All dates should be entered in **MM/DD/YY** format. The forms are available in fillable PDF format so you can easily type in your information.

1. All requirements through and including your Unit Leader Conference (Requirement #6), must be completed **prior to your EIGHTEENTH birthday**. The dates and signatures must reflect this.
  
2. To facilitate a prompt verification of your application at the Council Service Center. Include in your Eagle Advancement Kit:
  - The Eagle Scout Rank Application is fully filled out, properly signed and dated. Certification by applicant and unit approval signatures are required prior to Council verification.
  - Your statement of ambitions and life purpose and a list of leadership positions in school, church, or community organizations
  - **Optional, but highly recommended:** The “*Applicant’s Record*” section of the merit badge blue cards for the 21 merit badges entered to fulfill Requirement #3 on the Eagle Scout Rank Application. The blue cards should be in the order entered on your application. Plastic display sheets that hold 9 hobby collector cards are recommended. If any blue cards are missing, please contact your Unit Advancement Chairperson for the proper procedures to follow.
  - Your Eagle Scout Leadership Project Workbook: **all sections completed and signed – Proposal, Plan, and Report.**
  - Copy all forms and Blue Cards for your records before turning in the Eagle Advancement Kit.
  - The Eagle Advancement Kit can be submitted either in person or online.
    - i. **Submit online by going to:** <https://svmbc.org/resources/eaglescouts/>  
**Required for Districts: Coyote Creek, Pioneer, and Quicksilver**
    - ii. **Submit in person:** application paperwork should be submitted in the envelope in which you received this kit, or in a 9x12 envelope with the “Eagle Advancement Kit Tracking Sheet”, which can be downloaded from the web address above, affixed to the outside.
  
3. After your Eagle Scout Rank Application has been verified, your packet will be returned to your District Advancement Committee representative, who will work with you and your unit leaders to set up an Eagle Scout Board of Review.

Respectfully,

Laura Dzek  
Council Advancement Chair  
[Advancement@svmbc.org](mailto:Advancement@svmbc.org)

## **EAGLE SCOUT RANK ADVANCEMENT PROCEDURES**

### **Your Eagle Service Project**

Plan and carry out your Eagle Scout Service Project carefully. You must use the Eagle Scout Service Project Workbook, in planning, getting approvals, and in completing your project. Verify that all guidelines specified in the workbook will be met as you do your project. If you have a personal computer, the Eagle Scout Service Project Workbook, the Eagle Scout Rank Application, and these instructions are available on the Silicon Valley Monterey Bay Council website for printing. These materials may NOT be modified or edited and must be used AS IS. You may type your proposal directly into the writable PDF; however, you may not modify the titles and categories found in the workbook. If you have CAD drawings, sketches, or photographs that will not go into the PDF workbook you may add them as appendixes. You can find a link to the PDF version of the workbook on the council website below:

<https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>

#### **Note that:**

You can start planning your project once you reach Life rank. You do not need to wait until all your merit badges are earned before planning and executing your project. Plan early and do your project as soon as your planning permits and you have gotten all the necessary project approvals.

Planning, development, and leadership are key ingredients and must be demonstrated in completing the project. **You are the project PLANNER, BUDGETER, and MANAGER.**

The project must be of real value and of significant magnitude. While there are no pre-determined minimums for time, number of people, or effort used to complete the project, remember that you are a candidate for the highest rank that Scouting can award. Pick a project you will be proud of and do your very best!

Talk over your project ideas and proposal with your Unit Leader (Scoutmaster, Team Coach, or Crew Advisor). Get their counsel and guidance. Also talk to the people who will benefit from your project. Make sure they understand and agree with the project. Ask them to identify someone to represent their interests in the project. This representative is the person who will approve your project proposal, any changes to the project, and certify that the project was completed.

**Your project proposal must be approved before you start doing the work.** The “Project Proposal” section of the workbook must be completed to get that approval. Approval signatures should be recorded in the workbook and include: your unit leader (Scoutmaster), your unit committee, and the person representing the benefiting group. Only after you have those three signatures should you contact your District Advancement Committee representative for their approval. Only after all four approvals and signatures have been gathered should you fully develop your Project Plan. Most units have designated Eagle Advisors or Coaches, it is highly

recommended that you work with one of them to develop and review your Plan before you begin working on your project.

Use the workbook throughout your project to assist you in documenting and completing your project. Think about the information you need to include in your report and gather it as you work. Keep a good set of notes identifying who, where, when, what, how much, etc. Take photos before, during, and after the project.

Complete the Final Report in the Eagle Scout Service Project Workbook.

- The final report should be well done. It will be of prime importance at your Eagle Board of Review
- Use your workbook, planning materials, notes, and any other materials or photos to help you describe and sell your project to your Eagle Scout Board of Review.
- A sequence of photos of the project as it progresses, including you and all the volunteers working, is very helpful during your board of review. It will help the members of the board understand what you did, how you did it, and why you picked the project.

Once the project work is finished, get your final signatures in the “Approvals for Completed Project” section of the workbook. Make sure it is signed by your unit leader, person representing the benefiting organization, and don’t forget to sign it yourself. A signed letter/statement of acceptance of the project from the benefiting organization may substitute for their signature. In which case, a copy of the letter should be attached to the final report of your project.

### Your Eagle Scout Rank Application

- A link to the Eagle Scout Rank Application in on our Council Website at <https://www.svmc.org/resources/eaglescouts/>
- Please read all directions carefully before your start. **Print in ink (not pencil)** or type the information. Print neatly as many people must be able to read your application.
- All dates will be checked against the records available in the local Council Service Center.

### Sample Timeline

Packet is turned into the Council with all required information	1-day
Packet gets processed by Council Staff and is sent to the District Advancement Chair	Up to 1-week
District Advancement Chair works with the Unit Leaders to schedule a board of review, once the reference letters are received by the unit	Up to 1-month
Board of Review occurs	1-day
Paperwork is turned into the Council by designated person on the board of review	Up to 2-weeks
Application is entered in the system and sent to National for processing	Up to 1-week
Certificate comes in from National to the Council Office <i>*Note: the Council <u>does not</u> receive status updates during this process</i>	Can vary: Up to 6-12 weeks
Signed letters are collected, attached to the certificate, and designated unit advancement coordinator is contacted for pick-up	Up to 1-week