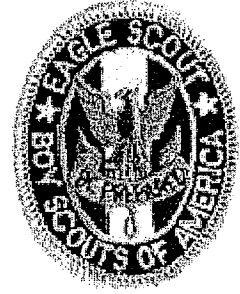


Thomas G. Handler  
Eagle Scout Advancement  
Potawatomi District  
Northeast Illinois Council, No. 129  
Boy Scouts of America  
8251 N. Olcott Ave  
Niles, Illinois 60714-2925  
1-847-983-4843  
Neorrt2000@aol.com



September, 2006

### Kickoff Eagle Scout Candidate Information

Scoutmaster  
Advancement Chairman

Eagle Scout candidate project approvals will continue to be handled by Thomas G. Handler, with the continued assistance of Michael J. Schaeffer, Sr. and Jerome M. Bobis.

Submission of the initial Review Process is as follows:

- The project must be completed in it's entirety, including all signatures and letters of authorization under separate cover, as outlined in the Eagle Scout Leadership Service Project Workbook (Form No. 18-9270). The council web site will provide ample information regarding instruction process: **NEIC.org**
- The Eagle Project must look professional. The test of a sound completed Eagle Project is: "Can the project be fully carried out by another scout in the same manner as presented".
- The project must be delivered, in person, to Thomas G. Handler, located at 8251 North Olcott Avenue, Niles, Illinois, two (2) weeks prior to each scheduled Round Table Meeting, and six (6) months prior to the candidates 18<sup>th</sup> Birthday. Thomas G. Handler can be reached at **847-983-4843**, or by E-mail at: **Neorrt2000@aol.com**
- Subsequent to the initial submission process, a member of the Eagle Advancement Committee will contact the scout to discuss the project in it's entirety, along with a written critique for record keeping purposes.
- All discussions will take place at 7:00 PM on the second Thursday of each month, (the evening of the scheduled Round Table Meeting), beginning in September through May. Reviews during June through August will be scheduled on an individual basis, for a September approval. The projects will be critiqued in the order received.
- All Round Table Meetings are held at The Church of Jesus Christ of Latter Day Saints at Lake Avenue and Locust Street, in Wilmette.

Remember, the candidate is expected to read all the information in the Life to Eagle packet presented by the unit upon his Life Scout advancement, and each unit is expected to have a copy of the Council's Advancement Committee's Eagle Scout Project Guidelines, and a dedicated Eagle Advisor to assist the scout in the preparation process.

Additionally, remember the Eagle Scout Candidate may not begin working on his project until the review process is completed and signed – off by a member of the Eagle Scout Advancement Committee, comprising Thomas G. Handler, Michael J. Schaeffer, Sr., and Jerome M. Bobis.

Subsequent to Project Completion, the following must be completed in sequential order and/or take place:

- Completion of the Life's Ambition Statement.
- Request Letters of Recommendation utilizing the pre-addressed envelopes (do not forget to write your name on the top left corner of the envelope).
- Schedule a Scoutmasters Conference (Scoutmaster Conferences must not take place prior to Eagle Project Completion).
- Complete the Eagle Application form, in it's entirety, and present (or mail) directly to NEIC, attention Sandy Rhodes.
- Send thee (3) copies of the Eagle Project, in it's entirety, including the Life's Ambition Statement, to Mr. George Sullivan, Jr., at 1040 Locust Street, Wilmette, Illinois. George can be contacted at 847-251-2266, or by cell at 847-848-0504.
- Upon review of the above, Mr. George Sullivan will contact the scout to schedule an Eagle Board of Review.
- **The completed Eagle Scout Application must be turned into the Council office prior to the candidate's 18<sup>th</sup> birthday. NO EXCEPTIONS WILL BE PERMITTED.**

If you have any questions regarding the above process, please do not hesitate to one of the Eagle Scout Advancement Committee members below.

### **POTAWATOMI DISTRICT**

Eagle Board of Review

George Sullivan, Jr.

1040 Locust Road  
Wilmette, IL 60091

H: (847) 251-2266

C: (847) 848-0504

[sullivangp@sbcglobal.net](mailto:sullivangp@sbcglobal.net)

Thomas G. Handler

8251 Olcott Ave.  
Niles, IL 60714

H: (847) 983-4843

C: (847) 833-1680

[neorrt2000@aol.com](mailto:neorrt2000@aol.com)

Michael J. Schaeffer, Sr.

1712 Highland Terrace  
Glenview, IL 60025

H: (847) 998-1619

[Mike\\_Schaeffer@cushwake.com](mailto:Mike_Schaeffer@cushwake.com)

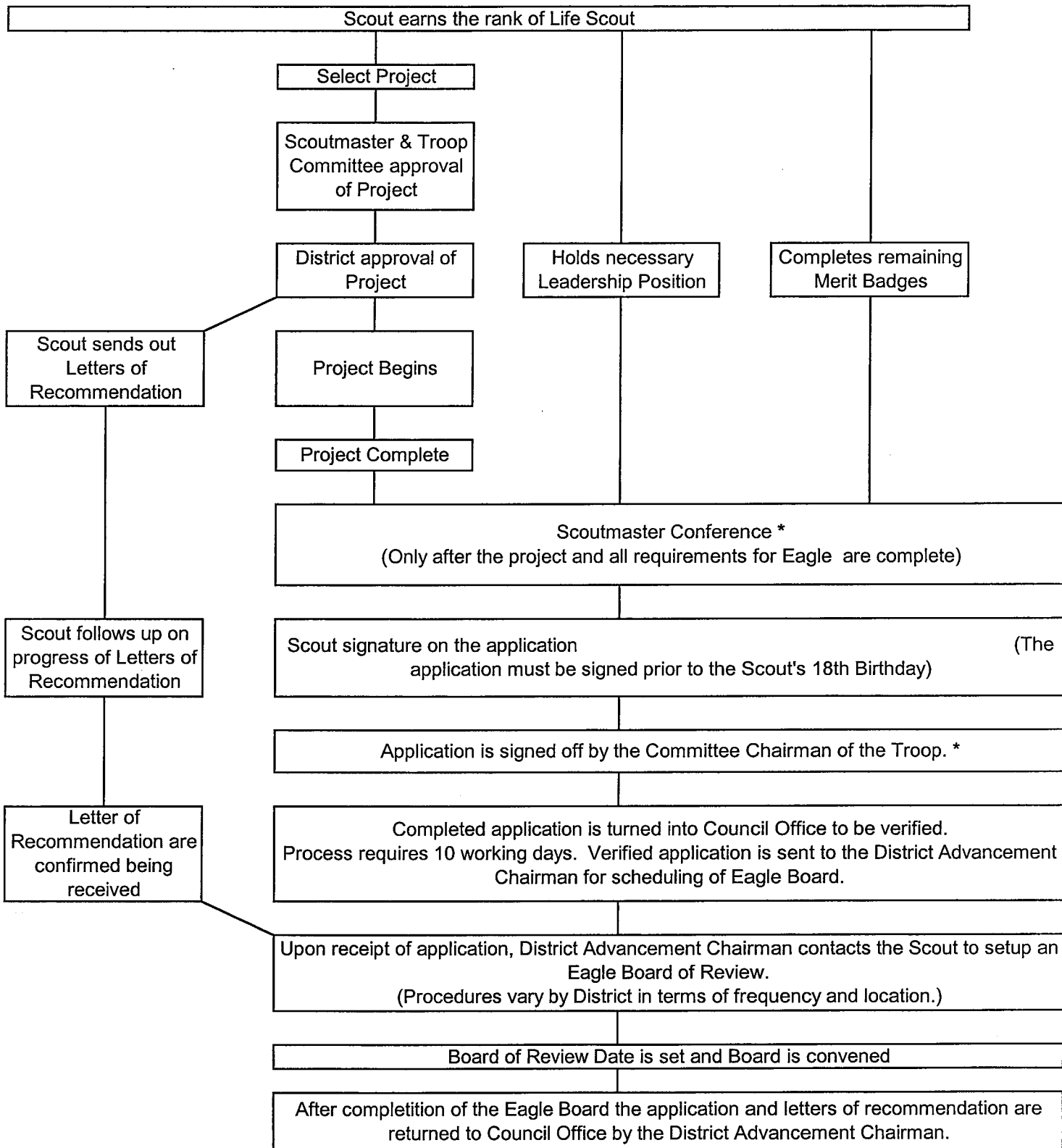
Jerome M. Bobis

840 Meadowlark Lane  
Glenview, IL 60025

H: (847) 729-5339

[JBobis@aol.com](mailto:JBobis@aol.com)

# Life to Eagle Process



\* Should the Scoutmaster or Committee Chairman not support the Scout for the rank of Eagle, they must provide a letter to the Scout within ten days of the conference stating their concerns. The Scout attaches a copy of those letters to the application and may continue to apply for Eagle. The application is not signed or dated by the Scoutmaster or Committee Chairman.

**BOY SCOUT DISTRICT ADVANCEMENT CHAIRMAN**

**COUNCIL ADVANCEMENT CHAIRMAN**

Hal Gilpin  
3 Huntington Court  
Mundelein, Illinois 60060  
H: (847) 362-2546  
[Gilpinh@aol.com](mailto:Gilpinh@aol.com)

**STAFF ADVISOR**

Jim Neubaum  
2745 Skokie Valley Road  
Highland Park, Illinois 60035  
W: (847) 433-1813 Ext. 612  
[jneubaum@neic.org](mailto:jneubaum@neic.org)

**NORTH STAR DISTRICT**

Mrs. Pat Lample  
4475 Cornell Avenue  
Gurnee, IL 60031-5826  
H: (847) 662-7112

**NORTH STAR ASSISTANT CHAIRMEN**

Mrs. Patty Chojnacki  
36394 N. Douglas Terr  
Gurnee, IL 60031-3268  
H: (847) 356-3268

John Leslie  
4118 Grand Avenue  
Gurnee, IL 60031-2706  
H: (847) 623-6691

**APTAKISIC DISTRICT**

Richard J. Bernett  
775 Bluff Street  
Glencoe, Illinois 60022  
H: (847) 835-5066

**POTAWATOMI DISTRICT**

George P. Sullivan Jr.  
1040 Locust Road  
Wilmette, Illinois 60091  
H: (847) 251-2266  
C: (847) 848-0504  
[sullivangp@sbcglobal.net](mailto:sullivangp@sbcglobal.net)

**Vice Chairman**

Tana Hitch  
23 Landmark  
Northfield, Illinois 60093  
H: (847) 4460522

**(POTAWATOMI DISTRICT PROJECTS NEED TO BE APPROVED BY MR. TOM HANDLER)**

Tom Handler  
8251 Olcott  
Niles, IL 60714  
H: (847) 983-4843  
[Neortt2000@aol.com](mailto:Neortt2000@aol.com)

Michael J. Schaeffer, Sr.  
1712 Highland Terrace  
Glenview, Illinois  
H: (847) 998-1619  
[Mike\\_Schaeffer@Cushwake.com](mailto:Mike_Schaeffer@Cushwake.com)

**NORTHEAST ILLINOIS COUNCIL – ADVANCEMENT COMMITTEE**  
**EAGLE SCOUT PROJECT GUIDELINES**

**OBJECTIVES**

The primary objective of this document is to provide guidelines to Eagle Scout candidates, their units and their parents for use when planning an Eagle Scout service project. An additional objective is to publish guidelines that will be used throughout the council, ensuring that all units will use uniform guidelines for evaluating and approving Eagle Scout service projects.

**THE REQUIREMENT**

Requirement 5 for Eagle Scout is as follows:

*"While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project idea must be approved by your Scoutmaster and troop committee and approved by the council or district before you start. You must use the Life to Eagle Packet, BSA publication No. 18-927, in meeting this requirement."*

The National BSA Advancement Policies and Procedures handbook adds the following:

*"The Eagle Scout service project provides the opportunity for the Eagle Scout candidate to demonstrate the leadership skills he has learned in Scouting. He does the project outside the sphere of Scouting.*

*As a demonstration of leadership, the Scout must plan the work, organize the personnel needed, and direct the project to its completion.*

*Service to others is important. Work involving council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, or be of a commercial nature, or be a fund-raiser."*

**IMPORTANT POINTS**

The council advancement committee will use the following key factors when evaluating projects:

- The scout must plan, develop, and carry out the project *himself*.
- The scout must demonstrably give leadership to others.
- The project must be achievable.
- The results of the project must be measurable.
- The health & safety of all project participants must be assured.

**Other points:**

- Family members should not make up a large percentage of the volunteer labor hours.
- Paid professionals are not "volunteer labor". This includes blood bank employees, park or municipal employees, and employees at a school or other organization whose participation in the project is part of their normal job function.
- Participation by other scouts is highly desirable but not required.

**Project Results**

It is critical that the results of an Eagle project be measurable. This will allow the committee or board of review to determine that the project was successfully carried out.

This is especially important for projects that gather various materials, i.e., coat drives, school supply drives, etc. These projects should have a specific goal for the amount of material to be gathered. This will allow the board of review to objectively evaluate the project and the leadership skills of the scout. *It will be difficult for a scout to convince a board of review that the project was successful if the material goal is not met.*

**Project Funding**

All funds required for the project must be raised by the scout, except for minor consumables, refreshments, and transportation. *It is not acceptable for the scout or the scout's family to pay for the materials required for a project.*

A budget plan must be included when the scout presents his project for approval.

**Annual Events**

Acting as the chairperson of an annual event is not an acceptable project – if the event would have taken place without the scout's participation, the project is not acceptable.

**Food Drives**

The Boy Scouts of America annually performs a nationwide good turn, "Scouting for Food". To avoid competition with this event and confusion in the community, food drives are not allowed as Eagle Scout projects.

**Contingency Planning**

Murphy's Law, "Anything that can go wrong, will go wrong," applies to all Eagle Scout projects! A good project plan should deal with actions to be taken in the event that the project doesn't go exactly as planned. Alternate dates should be included for all outdoor activities in case of inclement weather.

## **HEALTH & SAFETY**

BSA regulations governing the use of woods tools (saws & axes), power tools, fire, and the transportation of youth participants must be followed. Other important issues include proper eye & ear protection and exposure to hazardous materials. A first aid kit should be on hand where appropriate.

Adequate precautions must be taken to guard against weather-related health risks such as dehydration and hypothermia.

## **PROJECT PAPERWORK**

As stated in the requirement, the Life to Eagle Packet, BSA publication No. 18-927 must be used when presenting the project for approval as well as during the Eagle Scout board of review. The entire document, with the original signature pages, must be presented. Additional information is always welcome, and can be presented in any convenient format.

Although typing the paperwork is not required, please make sure that all documentation is clearly legible. Photographs are a great way to document a project!

## **PROJECT CHANGES**

Major changes in the project objectives or project scope must be approved in advance by the district advancement chairman. A quick phone call can avoid a future problem!

## **GUIDELINES**

The advancement committee will use the following guidelines when evaluating projects. These are guidelines, not strict requirements. Any questions should be directed to your district advancement chairman.

The purpose of these guidelines is to ensure that all candidates have clearly addressed all aspects of the requirement.

### **Project Size & Scope**

The Eagle Scout service project must represent a significant effort. As a rule-of-thumb, the planning and execution of an Eagle project should require at least 100 man-hours of effort. A majority (more than half) of these hours must be performed by volunteers who are recruited and led by the scout. The purpose of this guideline is to make sure that the scout is able to demonstrate his leadership abilities while carrying out the project.

An Eagle Scout project should be achievable — the size & scope of the project should not exceed what a teenager can reasonably be expected to plan and carry out!

### **Volunteer Labor**

A majority of the work (more than half) performed on the project should be done by volunteers who are recruited and led by the scout. This allows the scout to exercise (and improve) his leadership skills. *If the scout will be doing more than half of the total work, the project is not acceptable!*

## **Eagle Project Check List And Common Mistakes**

Use Proper Approved Form

All Signature Blocks Need To Be Included

Use Microsoft Office For Write Up With Headings And Page Numbers

Project Must Be Measurable

Assess All Risks And Safety Factors

Use Of Charts And Diagrams

All Donations Need To Be Clearly Presented And Identified

Minimum Of 100 Total Man Hours Must Be Carried Out (Includes Planning Time Of Project)

Signed Letter By Authorized Personnel Verifying Eagle Project Description

Signed Letters By Authorized Personnel Verifying All Sources Of Execution (i.e. Schools, Businesses, etc)

All Eagle Projects Need To Be Handed Two Weeks Before Each Meeting (Tom Handler 847-983-4843)

Common Mistakes

- Missing Signatures
- Missing Page Numbers
- Project No Adequately Described
- Benefiting Group Not Clearly Identified
- Missing Sample Letters For Volunteers Or Verification For Access
- Long Winded Written Projects (Be Concise)
- Lack Of Safety Precautions Taken
- Identifying Nearest Hospital
- Who Is Responsible For Providing Supplies (What Is Plan B)
- Weak Transportation Process/Organization Write-Up To And From Project
- Inadequate Project Material List ( Lack Of Description, Quantity Needed, and Source)
- Address Source Of Funds For Materials Used
- Time Table Or Time Schedule Missing (Need To State Approximate Hours Of Each Task)
- Diagrams And/Or Drawings With Dimensions And Materials Used For All Building Type Eagle Projects

- Lack Of Due Diligence By Scout In Sourcing Professional Assistance/Advise With Difficult Project.
- What Is Plan B If Weather Does Not Permit On Scheduled Day Of Project.
- Missing Letters Of Verification (Schools, Businesses, etc.)
- Fund Raisers Can Not Incorporate The Majority Of The Total Time Of The Project.
- Stay Away From Repeat Projects (Two Years Minimum)
- Family Members Should Not Make Up A Large Percentage Of The Volunteer Labor Hours
- Paid Professionals Are Not Volunteers. This Includes Blood Bank Employees, Park Or Municipal Employees, and Employees At A School Or Other Organization.
- All Funds Required For The Project Must Be Raised By The Scout. It Is Not Expectable For A Scout Or The Scout's Family To Pay For The Materials Required For A Project.
- Food Drives Are Not Permitted And/Or Allowed As Eagle Scout Projects.
- Lack Of Contingency Planning (Murphy's Law Prevails: Alternate Dates Should be Included For All Outdoor Activities)
- The Scout Must **PLAN** (The Details) **DEVELOP** The Project (Organize The Work And Recruit The Manpower) And **GIVE LEADERSHIP** To Others (Direct The Actual Carrying Out Of The Project).

Your Eagle Project Should Look Professional. Remember, Your Project Is A Reflection Of You As A Scout. Finally, The Test Of A Sound Completed Eagle Project Is: "Can Your Project Be Fully Carried Out By Other Scout In The Same Manner As Presented"