



# Abnaki District Eagle Coach & Advisor/Mentor Training

**March 2025** 

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Good evening, everyone. Welcome to RoundTable's Eagle Coach and Advisor Training. Thank you, Dale for the opportunity to present tonight.

Are any of you currently acting as Eagle Coaches or Advisors? Anyone thinking of doing this in the future?

There should be time for questions and discussion during the presentation, so please ask questions and offer your comments as we go along. If you wish to have a copy of tonight's presentation sent to you, including my notes, please print your name, email address, and Unit number on the clipboard before you leave.

A substantial amount of an Eagle advisor's time is spent helping Scouts select, plan, and execute their Service Projects. So, let's begin with a look at the Service Project and why Scouting America requires it.

## Why an Eagle Scout Service Project?

- ◆ To provide Eagle candidates an opportunity to bring together and apply the skills and knowledge gained throughout their Scouting journey.
- ★ To develop and showcase leadership skills by organizing others in carrying out the project.
- ★ To execute a meaningful service project that benefits their community.

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Service to a Scout's community is required for each rank in Scouting. Up through the Life rank, a Scout gives their time and energies to projects that <u>others</u> have organized and led. The rank of Eagle is the highest rank in the organization, so for this rank, the Scout is required to pick their own project, plan it, obtain the necessary materials and resources, recruit and organize workers to carry it out, and oversee it to its conclusion. The Eagle Service Project is a chance to use skills and knowledge a Scout has learned as he or she advanced through lower ranks and earned their merit badges.

If a Scout's leadership skills were not developed by serving in leadership roles within the Troop or in other organizations, the Eagle Project will provide an opportunity to learn those skills, or to hone them if the Scout has already had experience leading others.

Do A Good Turn Daily is the Scout Slogan- The Eagle Service Project is a larger form of a Good Turn, done for the betterment of the Scout's community- however community is defined.

## **Eagle Scout Requirement 5**

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.

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Let's take a look at Eagle Requirement Number 5 in detail. (read it)

"While a Life Scout..." Work on the project, including its planning, starts <u>after</u> the Life Scout board of review. That's not to say that younger Scouts can't start thinking about or discussing with their leaders what would be a good Eagle Service Project.

"Plan and Develop" Planning and development requires forethought, effort, and time. An essential part of the project, it should be done in detail once the project proposal is approved. Sometimes more time is spent planning a project than is needed to execute it.

"Give Leadership to Others" A key aim of the Eagle Service Project is for the Scout to lead others. It is not about "what I can do." Rather, It is about "what I can get others to do."

"Helpful to any religious institution, school, or your community." The definition of "community" can be as broad or as narrow as a Scout wishes. Community can refer to the Scout's school, religious institution, hometown, local area, or even their state. If a Scout wants to put their project to work for the community of the world, they may do so.

## Four Tests for an Acceptable Project

- **★** Appropriate project and beneficiary.
- **★** More than two other people are needed.
- ★ It can be done safely.
- **★** The Scout has the ability and resources to carry it out.

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There are four criteria that the Abnaki Eagle Board uses when reviewing a project proposal for approval.

Appropriateness of both project and beneficiary: Scouting America has specific guidelines on what an Eagle Service Project can and cannot be:

- The project cannot be a fund-raiser for another organization, regardless of the merits of the group or cause. Raising money for organizations like the Red Cross, the American Cancer Society, or relief agencies, can't be an Eagle Service Project.
- The project can't benefit Scouting America. It cannot be a project for a local Unit, Scout camp, or any other entity associated with Scouting America.
- The project cannot be strictly maintenance. Work that a beneficiary would normally do, such as painting a room, trimming hedges, or repairing a fence are not acceptable as an Eagle Project. While some maintenance activities are acceptable as <u>part</u> of a project, it cannot stand on its own.
- The beneficiary should not be an individual or a for-profit entity. However, there
  are exceptions to this and each case must be individually assessed. For example,
  a project at a for-profit assisted living facility might be OK depending upon how
  integrated the facility is with the town, and how the project would benefit its
  residents. Projects that benefit an individual could also be considered. If the

project is for a trail system that is on privately owned land used by the public, the project might be acceptable.

"Give leadership to others" means at least two other people must assist the candidate on the project. The Eagle Service Project is to showcase a Scout's leadership ability. It must be of a size or complexity that requires the Scout to organize and direct two or more other people to accomplish it. Also, only one Scout can claim the project as their own.

Safety: Eagle Scout service projects are official Scouting activities, and are subject to Scouting America's policies and procedures including youth protection and two-deep leadership. Safety issues of the project need to be identified in the project proposal and addressed in the project's plan following its approval.

Resources and Ability: The candidate is responsible for planning the detailed steps of their project, obtaining the necessary materials, workers, and finances, and coordinating the work. Its scope and complexity must be commensurate with the abilities of the candidate to carry it out. The project should be one that the Scout has a reasonable chance to accomplish successfully.

An unwritten but important test is the Scout's ownership of the project. Did he or she devise the project proposal, or copy it from someone? Does the Scout know what is in their Proposal, and does its content match what the candidate is explaining?

Projects must be approved by the candidate's Scoutmaster and Unit Committee before they can come before the Eagle Board for approval. Scoutmasters and Unit Committee Representatives designated to approve Eagle Projects should use these same criteria when reviewing Proposals. The Scout's presentation of the proposal to these individuals at the unit level will be a practice-run for their presentation to the Eagle Board.

## Official Sources for Project Guidance

Current editions of:

- ★ Guide to Advancement
- **★** Eagle Scout Service Project Workbook
- **★** Guide to Safe Scouting
- ★ SAFE Project Tool Use



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These are the official sources for help and guidance on Eagle Service Projects.

Anyone advising Life Scouts on the path to Eagle, be they called advisors, mentors or coaches, must abide by the policies and procedures outlined in these official resources. All must be familiar with their contents and make sure that they are using current editions.

In the Guide to Advancement, section 2 defines advancement, section 8 explains policies and procedures for boards of review, and section 9 covers the policies and procedures regarding the Eagle Scout service project. These sections are important. All advisors, mentors, and coaches need to <u>study</u> them, not just read them.

The same goes for the Eagle Scout Service Project Workbook, the Guide to Safe Scouting, and the SAFE Project Tool Use document. All are available on Scouting America's web page.

## What Am I, an Eagle Advisor or a Coach?

- ★ What is an Advisor or Mentor?
- ★ What is a Service Project Coach?

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So, what are you? An Eagle Advisor or a Coach? The terms Eagle advisor, mentor, and Coach have for many years been used interchangeably, and their roles have become synonymous. Surprise! These titles are not technically interchangeable, and the roles they play have significant differences.

The position of Eagle advisor or mentor is not an "official" position. The advisor/mentor is generally a registered adult, usually from a Scout unit, who assists a Life Scout throughout the entire process of earning the Eagle rank. The advisor/mentor is there to assist in the selection of a suitable Service Project and preparation of the Project Proposal, through the planning phase of the Project, and is there on an ongoing basis as the Scout carries out the Project and prepares the Project Report. The advisor/mentor may also assist the Scout as they complete their other Eagle rank requirements. They may be chosen by the Scout after consultation with the Scoutmaster, or simply assigned by the Scoutmaster.

An Eagle Service Project Coach, however, is a formal position defined by Scouting America. It requires a specific application form be submitted to the Council or District for approval. A Coach must be a registered adult who holds another regular position in Scouting. They are appointed after the Service Project is approved by the Eagle Board, and are appointed to the Scout by the Board.

The roles and responsibilities of these two are quite different.

## The Role of the Service Project Coach - Different from the Life to Eagle Mentor or Advisor

	Life to Eagle Mentor or Advisor	Eagle Scout Service Project Coach
Term:	Entire Life to Eagle process	From project proposal approval through project report
Focus:	Successful achievement of the Eagle Scout rank.	Successful completion of the service project.
Appointment	Usually by the unit	By the district
Relationship:	Long-term	Short-term
Approach:	Coaching and mentoring throughout the process	Coaching and consulting on the project only

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This chart shows those differences.

As mentioned, a Service Project Coach does not work with a Scout until their project proposal has been approved. Their role is that of a Project Management Consultant who offers suggestions and advice on the planning and execution of a Project. They are subject matter experts on the process and standards of service projects. Their service to the Scout ends at the completion of the Project Report.

They act in an advisory capacity, using positive adult association, logic, and common sense to help the Scout optimize their project plan and its execution. They help the Scout see that if their plan is not sufficiently developed, the project could fail. They review the plan with the Scout, discuss its strengths, weaknesses, and risks, and suggest improvements, if necessary. They encourage Scouts to make wise decisions and follow logical processes as they execute their Project Plans. They do not have authority to dictate changes to the plan, withdraw proposal approval, or take any other directive action. Final decisions regarding the Project Plan are made by the Scout and the beneficiary only.

Coaches are <u>not</u> day-to-day mentors. A Coach does not replace the day-to-day support of unit leaders and advisors. For those who want to know more, Section 9.0.2.9 of the *Guide* 

to Advancement contains information on the duties and responsibilities of an Eagle Scout Service Project Coach.

That said, the fact is, our Council does not make a distinction between Eagle Service Project Coaches and Life to Eagle advisors and mentors. They don't even use the Application form to designate them. So for the remainder of this Training, we will abandon the distinction between these titles and roles, and use the terms interchangeably.

IMPORTANT: Sometimes, a "coach" is selected who is not registered, such as a family friend who runs a landscaping business when a project involves landscaping. That's fine, but the key thing everyone needs to remember is that Youth Protection must be followed at all times, including all interactions with the project "coach" and beneficiary.

## So What Do We Really Need to Know?

- ★ Eagle Project and Rank Application Timeline
- **★** Eagle Scout Service Project Workbook
- Fundraising
- Project Gotchas
- ◆ The Infamous 18<sup>th</sup> Birthday
- ★ The Board of Review

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So what does an Eagle advisor/mentor/coach really need to know about the process that Scouts follow to get through their service projects?

For the remainder of this training, we'll examine the major topics of a Life Scout's path to Eagle- the timeline of activities involved, the Service Project Workbook, Fundraising, pitfalls to watch out for, the end time for Scouts to achieve the rank, and the Board of Review.

## **Eagle Project and Rank Application Timeline**

- ★ A project is selected. Fill out the Workbook Proposal section. Get approvals from the Beneficiary, Scoutmaster, and Unit Committee Representative.
- **★** Contact Abnaki Eagle Board Chair for an appointment at the Eagle Board.
- ★ If Approved by Eagle Board, proceed with the Project Plan and execution of the Project. Otherwise, update proposal to address deficiencies and seek final approval. When complete, fill out the Project Report.
- ◆ Complete all Eagle rank requirements prior to 18<sup>th</sup> birthday. Submit Eagle Rank Application to Council via web.
- ◆ Abnaki Eagle Board Chair will schedule a Board of Review after Rank Application is verified by Council staff.

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The Scout begins by exploring possible Eagle Projects, and consults with Unit Leader(s) regarding selection of an Advisor. It is recommended that the Scout have a second project idea in mind in case the first project does not pass muster as acceptable. Also, some approved projects become undoable due to beneficiary changes or to changing circumstances, and a different project has to be selected. It is for this reason that the Proposal section of the Workbook does not require a great deal of detail. How many 2x4s, pounds of nails, or bags of cement doesn't need to be known at the Proposal phase, but the Scout must have enough of the plan and design worked out to get a reasonable estimate of the cost of the project.

Once a project is selected, the Scout fills out the Proposal Section of the Workbook, and presents the Proposal to their Scoutmaster and Unit Committee Representative for their approvals. The Scout needs sign off from the Unit Leader, the Unit Committee Representative, and the project's Beneficiary before they can present the proposal to the Eagle Board.

The Scout then contacts the Eagle Board Chair to schedule their Proposal for Board review

and approval. The Scout should bring three hard copies of the Proposal Section of the Workbook with them to the Eagle Board. They should be accompanied by an adult leader from their unit and/or their advisor. The Board will question the Scout about their proposal, discuss various aspects of it with them, and make suggestions or point out items of which the Scout should be aware. The Board may provide a full or partial approval- Partial if any deficiency is found, and the Scout is instructed what to provide the Eagle Board Chair to get full approval. Full approval allows the Scout to immediately start detailed planning and execution of the project. If the proposal is rejected, the Scout will be informed why and allowed to return at a future date with a revised proposal. A Board liaison contact (for changes & questions) is appointed at this time.

The Scout should then fill out the Project Plan section of the Workbook and get it reviewed by their Scoutmaster and Advisor. If fundraising is necessary, a Fund Raising Application must be submitted to the Eagle Board and approved. The Scout can then do whatever fundraising is needed and the project can be executed. When the project is complete, acceptance by the beneficiary must be obtained and the Project Report section of the Workbook filled out.

Once the Scout has completed all requirements for the rank of Eagle (service time, merit badges, Scoutmaster Conference) he/she fills out the Eagle Rank Application and submits it electronically to the Council (https://nhscouting.org/advancement/eagle-scout/submit-eagle-application/), along with their completed Workbook, their Life statement, and photos or scans of any signature pages as necessary. Council staff validates the Application and forwards it electronically to the Eagle Board Chair.

The Board Chair then contacts the Candidate to schedule a Board of Review. No Board of Review can be scheduled until the Board Chair has the Scout's verified Rank Application in hand from the Council.

## **Eagle Scout Service Project Workbook**

- ★ Use it including the Project Plan Section
- ★ Fillable Form
- ★ How to Handle Signatures
- ★ Handling Photos, Diagrams, other Items

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We've mentioned the Workbook in previous slides- let's talk a bit about it.

The Eagle Service Project Workbook <u>must be used</u>. It is a fillable PDF form file, and is downloadable from either the Scouting America or Scouting America New Hampshire websites. Its three sections, Proposal, Project Plan, and Project Report, together document the Scout's project from concept to finished product. The Scout should review the entire Workbook before doing anything to become familiar with the information they will need when filling out its various sections. The Scout should use the most up-to-date version of the Workbook.

The Contact Info page is important to get filled out as completely as possible. Information from that is used by the Eagle Board Chair to communicate with the Scout and his/her leaders and advisor/coach. {The sections generating the most questions are the Council Service Center, Council or District Project Approval Representative, and the Project Coach. The Council Service Center contact would be Member Care Center, 1500 Bodwell Rd, Manchester, email of <a href="mailto:support@nhscouting.org">support@nhscouting.org</a>, and phone of 603-625-6431. The Council or District Project Approval Rep would be the Abnaki Eagle Board Chair. For Project Coach, the Scout should put in the name of the person who is acting as their advisor/mentor or coach on the project.}

It is highly preferred that the Scout fill out the PDF Workbook electronically, rather than printing out the document and hand-writing each box. Scouts should take pride in their workmanship when attaining the highest rank in Scouting, and that includes filling out the Workbook.

As advisors, please stress that the Scout should take time to carefully fill out the Project Plan section. It has segments that break down not only materials needed, but also the steps needed and the people and resources needed for each step. The more time spent thinking and working out the order and needs of each step of a project will save time and confusion at work sessions. A special note for any project requiring the construction of something: If at all possible, the Scout should have or develop drawings and schematics of whatever is to be built, so that a complete list of materials and their sizes can be obtained before work begins. The design should be reviewed by someone with experience in construction or woodworking, etc. to be sure the design is sound. The completed Plan should be reviewed with the Scoutmaster or advisor/coach to be sure it has sufficient detail, and that contingency and safety plans have been thought through.

Signatures on electronic forms are a pain. The file could be sent around electronically to get electronic signatures, assuming everyone has the capability to add digital signatures. Or the Scout can simply print out the two signature pages (one in the Proposal section and one in the Report section) and get wet ink signatures on them. Because the Workbook has to be submitted by the Scout when he or she submits their Eagle Rank Application, and Council has to see the signatures in the Workbook to verify the Rank Application, any such wet signature page must be scanned or photo'd and submitted along with the Workbook PDF file. If signatures cannot be obtained in person, they can be done by email, in which case an image of the email must also be submitted with the Workbook.

The Eagle Board likes photos that document the steps involved in accomplishing projects. "Before" pictures are expected as well. The Workbook does not provide places for photos, so they have to be handled separately along with any other documents like plans, diagrams, maps, time sheets, receipts, thank you notes to donors, etc. that help tell the story of the project. These are NOT needed for the Rank Application submission, but they should be included with the Workbook when the Scout comes to their Board of Review. These extra documents and photographs can either be copied and included at the back of the Workbook or scanned into a Word or PDF file that can be printed and added to the back of the Workbook.

## **Fundraising**

- ★ Beneficiary, Family, Unit, Sponsoring Organization
- ◆ Donation of Materials and Supplies
- ★ Fund Raising Application
- ◆ No Crowd Sourcing of Funds
- ★ What Type of Fundraising Is Allowed?

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Fundraising is not a requirement of an Eagle Service Project. In fact, there is no requirement that a Service Project even have a cost. But very few projects have no cost at all. So where do the funds come from, and what type of fundraising is allowed?

Typically, beneficiaries provide some of the funding required for Eagle Service Projects. They may not have time or staff to do the work themselves, but they often have funds available for materials and supplies. Funds can also be provided by a Scout's family, his or her Unit, or the Unit's Sponsoring Organization.

Materials are quite often donated by local businesses. Local lumber yards often provide materials free, at cost, or at a discount for Eagle projects. Many local hardware stores will also provide some of the materials needed. Local restaurants will sometimes donate food items for work sessions. Big box stores typically have a budgeted amount available for their local managers to donate to projects like these. They may provide gift cards or offer a discount on purchases. The Scout should wear their uniform when asking businesses for donations of materials or discounts.

**IMPORTANT:** When asking for material donations for a project, the Scout MUST indicate that the donation is on behalf of the beneficiary, and not the Scout or unit. All donors must know who the beneficiary of the Eagle Project is. If a receipt is requested, it can only be

provided by the beneficiary, not the Scout. If the Scout uses mailings or fliers to solicit materials, those fliers and mailings must now be <u>approved in advance</u> by the Eagle Board. They must be very clear that the donation is for an Eagle Project on behalf of the beneficiary, and not for the Scout or their unit.

A Fund Raising Application is included in the Project Workbook. It details limits on fundraising activities, and must now be filed by anyone who needs to raise money from a source other than those on the top line: the beneficiary, the Scout's family, Scouting unit, or the unit's sponsoring organization. The Application must be approved before the Scout can do any fundraising. There are no exceptions. I Repeat: A Scout can NOT solicit money from anyone other than those on the top line. However, a Scout can accept <u>unsolicited</u> monies from anyone. They just cannot directly ask for it. Thus, crowd-sourcing is banned by Scouting America New Hampshire- no web-based funding is allowed.

So What is allowed? Any fundraising activity that is in keeping with the Scout Oath and Scout Law that is permitted by local authorities is generally allowed. Suppers, breakfasts, car washes, lawn raking or mowing services, dog-walking, etc. are all acceptable. Items sold must be in keeping with the Scout Oath and Law, and should be of a value that the buyer would have purchased anyway. No raffles or games of chance are allowed.

The value of all materials donated to a project should be included in the amount reported as raised for the project. A report is made each quarter of funds raised and spent for Eagle Projects, and this is tallied across the country each year by Scouting America and reported to Congress to document part of the service that Scouting provides our communities.

## **Project Gotchas**

- Communication with the Beneficiary
- ★ Youth Protection
- ◆ Guide to Safe Scouting & SAFE Project Tool Use
- Building Permits
- Dig Safe
- ★ Track All Time
- ★ Take Notes
- ★ Changes to the Project
- ♦ What Do You Mean You Won't Accept the Project?

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Communication with the beneficiary is critical to the success of even the simplest of projects. Both parties must be in agreement with what each other will provide and expect. Details about scope, design, location, financing, scheduling, delivery of materials, availability of services (like electricity or water, restrooms, etc.), access to the site, and even the number of workers should be agreed upon. Changes in schedule or conditions must be shared. Constant communication with beneficiary and workers is the key to a successful project.

Youth Protection is critical. It must be followed at every work session and meeting involving the project. That includes meetings with the beneficiary, vendors, and the Scout's advisor. If any <u>female</u> youth attends a work session, a Registered female adult leader must also be present. There are no exceptions. Two-deep leadership must be followed at all times. If the proper number of required leaders is not present, the work session cannot take place. This has to be taken into account by the Scout when planning the work sessions and any transportation needed for the project.

The Guide to Safe Scouting, the SAFE Project Tool flier, and SAFE Service Project Planning Checklist should all be referenced and adhered to throughout the project. Safety at the work sessions is ultimately the responsibility of the adult leaders of the Scout's unit. However, the Scout must be aware of safety issues at the work sessions as well, and

instruct the participants accordingly. Things like eye protection, hearing protection, work gloves, if chain saws are to be used, proper protective gear must be worn, etc. The SAFE Project Tool flier has a chart of age-appropriate tool use that must be followed. Restrictions like no Scout is allowed on a ladder higher than four feet may have an impact on how work is done.

Building permits if needed must be taken out by the beneficiary. The Scout should determine if a permit is necessary prior to beginning the project.

Before a shovel is put in the ground, Dig Safe should be called.

All time spent by every person involved with the project should be recorded, including the time spent developing the proposal. The Project Report requires a tally of time spent broken out into categories of workers.

Take notes about what worked and what didn't, what went well, and what did not. The Project Report will ask these questions, and the Scout should be prepared with notes to answer them.

Changes to the project should be carefully noted. If they are significant, they must be reported to the Eagle Board's liaison for a discussion on their impact on the Scout's ability to complete the project. Changes in paint color or the location of an item don't have to be reported, but a significant change in scope or cost should be, as it could affect the Scouts ability to complete the project with the resources and time they have left.

What if the Beneficiary refuses to sign off on the project? If the project was built as proposed, or as revised and reported to the Eagle Board, and was done so in good faith, the Board will accept the project as complete even without the beneficiary's signature.

## The Infamous 18th Birthday

- ★ All Eagle Rank Requirements must be Completed before the Scout's 18<sup>th</sup> Birthday
  - ★ Merit Badges
  - Service Time
  - Service Project completed and signed off
  - ★ Scoutmaster Conference
- What can wait until after?
- ★ Extensions Hard to Get!

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All requirements of the rank of Eagle: merit badges, Service time, service project, and the Scoutmaster Conference, must be completed prior to the Scout's 18<sup>th</sup> birthday. That means by midnight of the day before.

What can wait until after the 18th birthday?

The Workbook Project Report does not need to be completed, <u>but the project must have been signed off and accepted by the beneficiary</u>.

The Scout does not need to have their Board of Review or even their Eagle Rank Application filed with Council.

Extensions are only granted for significant reasons. Procrastination or poor time management by the Scout are not significant reasons. Natural disasters that affect the beneficiary or the Scout's family, sickness or injury of the Scout or the Scout's instructors/leaders that prevented him/her from completing requirements, and actions by others that delayed the Scout's completing requirements caused by no actions of the Scout are all examples. Extensions are very hard to justify, though we have had a few in Abnaki.

## **Eagle Board of Review**

- What to bring
  - ★ Three copies of the complete Workbook
  - ♣ Photos and other Items pertaining to the project
  - ★ Adult leader and/or advisor
  - ★ Family
  - ★ Scout Handbook
- ★ What to Expect

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Finally, we come to the Board of Review.

The Scout should be in complete uniform and bring three printed copies of their completed Workbook along with whatever items they wish to share when meeting with the Board. They should be accompanied by an Adult leader from their unit and/or their advisor. If they wish to bring family members, they can. Family members are not allowed in a Board of Review except in certain circumstances such as for a Scout with disabilities or special needs. However, family members are usually invited in at the conclusion of a successful Board to hear the Board's decision. If the Scout wishes to have their Handbook signed for the Rank of Eagle, regardless of the its condition, they should bring it along as well.

The Scout will get back two of the document sets after the Board of Review. One can be kept by the Unit for their records or as an example of an Eagle Project for future Star and Life Scouts.

What is the BOR like?

The Board takes a few minutes to review the Scout's Workbook, Life Statement, and Rank Application before the Scout is introduced to the Board by their leader or advisor. The

Scout is asked to do an opening of their choice, and the Board then discusses the service project in detail with the Scout. Questions about the candidate's journey in Scouting typically follow. Topics may include their advancement and experiences with their unit(s), their successes, and future plans.

The Board of Review is <u>not</u> intended to intimidate the Scout or to test their memory of any subject.

No youth are allowed as observers.



That concludes tonight's training session. Are there any final questions or comments?

Thank you for your time tonight. As always, I am available to answer any questions that you as leaders may have about the Eagle process. Simply email me or call. If I don't have the answer, I will get it for you.

Good night and safe travel.



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Thank You!

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