



# Eagle Project Q &A

Lake Minnetonka District  
Advancement Committee

The Lake Minnetonka District Advancement Committee often receives questions about the Eagle project process. Here are some of the most common questions and answers.

**Q: *How do I get a District Advancement Committee member assigned to a scout when he's ready to have his project proposal approved?***

**A:** After a scout's Eagle project proposal has been approved by the benefiting organization, unit leader and unit committee (and the scout has those three required signatures), the scout should send an email request to Mr. Bill Richmond, one of the District Advancement Committee co-chairs. His contact information is on the district website ([www.lakeminnetonkadistrict.org/lmd\\_207.htm](http://www.lakeminnetonkadistrict.org/lmd_207.htm)). Mr. Richmond will assign one of the district advancement committee members (a "district representative") to the scout. We try to make sure projects are distributed evenly to committee members and we want to track each scout through the project process, so it is important that all requests be handled in this manner.

**Q: *When a scout contacts Mr. Richmond, what should he include in the email request?***

**A:** The scout should let Mr. Richmond know that he has the other 3 signatures and is ready to meet with a district representative to get the fourth signature. Please include the project proposal pdf along with any sketches or pictures that might help the district representative better understand the scope of the project. The contact page is also helpful. Please include contact info for the Eagle Advisor/Coach.

**Q: *How long will it take before a district committee member contacts the scout?***

**A:** We attempt to line up a district representative as quickly as possible, but it can take up to a week before a district representative has been assigned and is able to send a return email to the scout. If the scout is in a rush to meet with a district representative, please indicate that in the email. If a week has gone by and the scout has not heard from a district representative yet, please let Mr. Richmond know, and cc Dave DeJonge, the other committee co-chair, and we will make sure someone contacts the scout quickly.

**Q: *When the district advancement committee member sets up a meeting with the scout, what happens at that meeting and who should be there?***

**A:** The district representative and the scout will set up a time and public place to meet. When possible, it's great to meet at the site of the project, but that's not always practical or even possible, so we often meet at public places like Starbucks or Caribou Coffee. Meetings typically last 30-60 minutes. The scout will present his project to the district rep, and the district rep will offer advice and provide direction. Parents, scoutmasters and Eagle Advisors/Coaches are encouraged to attend, but they are not required to join us. While the Committee encourages parents and unit leaders to attend the meeting, it's important for all interested adults to remember that the purpose of the meeting is to give *the Scout* the opportunity to present his project to the advancement committee representative.

**Q: *Do scouts have to use the official Eagle Scout Service Project Workbook?***

**A:** Yes! Scouts must use the official Eagle Scout Service Project Workbook as produced by the BSA. It can be found at [www.scouting.org/advancement](http://www.scouting.org/advancement). We also have a link on the district website.

**Q: *Must the project include some form of fundraising?***

**A:** No. Many of the projects we see are paid for by the benefiting organization, so the scout is not required to do any fundraising. When the project is not paid for by the benefiting organization, we prefer that the scout get as much of the project donated as possible and fundraise the rest, which provides the scout with experience working with adults and adds to the planning aspect of the project. The BSA, however, does not forbid families or troops from paying the cost of an Eagle project. A fundraising application is included in the project workbook and must be filled out unless the entire project is funded by the Scout, his family, his troop or its chartered organization, parents or scouts in his Troop, or the beneficiary.

**Q: *Where do I go to get donations?***

**A:** Many companies will donate supplies and material for Eagle projects. Home Depot, Loews and other DYI stores have donated supplies in the past, and many scouts have received donations from places like Cub Foods and fast food restaurants to cover meals and snacks. The scout should call ahead of time to set up a meeting with a manager, then show up in uniform and walk through the project with that manager, and ask if the company would be willing to donate to the project. Don't forget to send a thank you and a picture of the completed project once it's all finished.

**Q: *If an approved project must be amended, who determines if it is okay to do so?***

**A:** After the project proposal has been approved and the four signatures obtained, most projects change a bit as the scout works more closely with the benefiting organization to work out the details. Usually those changes are minor. If they are major, however, it is important for the scout to contact the district representative and explain the changes to make sure the project still qualifies as an Eagle project.

**Q: *Does the scout have to work with a troop's Eagle Advisor/Coach?***

**A:** Scouts are not required to work with an Eagle Advisor/Coach, but we highly recommend that each troop have an Eagle Advisor/Coach to work with scouts on their projects and the Life-to-Eagle process. If a troop does not have an Eagle Advisor/Coach, each district representative has been trained to take on that role, and we love helping scouts with their projects!

**Q: *Once the project has been completed, does the scout need to meet with his district representative to get a final sign-off?***

**A:** No. Once the project has been completed, the project is approved by the beneficiary and by the unit leader. They will each sign the project workbook on Project Report Page C, as will the scout himself. The district representative does not approve the completion of the project.