

To: Scoutmasters, Crew Leaders and Committee Chairs  
From: Platte Moring, Esq., Council Advancement Chairman  
Charles Chase, Eagle Scout Facilitator  
Subject: New Eagle Scout Project Workbook and Eagle Scout Application now on line



June 14, 2012

**Effective January 1, 2012 all Eagle Scout candidates must use the new workbook and Eagle Scout application.** They can be found at [www.minsitrails.com](http://www.minsitrails.com) then at the top of the page "Quick Links" and then "Trail to Eagle". Please take the time to download these items and become familiar with them. The application is similar to the former one. The workbook is completely updated as Eagle Scout Requirement 5 has changed. You will find that the workbook puts more emphasis on the paperwork than before. The questions are more specific and are designed to make the candidate think through the whole process. Both the workbook and the application may be filled out online. The workbook is a writeable PDF file while the application is a Microsoft Word file. **The Eagle application must be printed back to back and in color. Neither application works with a MAC!**

**All Eagle Scout candidates, who are currently working on their projects, should continue to use the workbook that they have,** as long as they have the necessary four (4) signatures in their workbook dated before January 1, 2012, they may use that workbook for the duration of their project. If you/they have questions the person to contact is on page 8 of "Eagle Award Candidates Guidelines." The former workbook is no longer available.

BSA standards found on page 3 of the new workbook advise "Only the Official Workbook May Be Used". It must maintain the same appearance with nothing changed, added or deleted." We recommend you **only use** the Minsi Trails web site to stay on top of having the correct information for your Eagle Candidates.

**As before, the Scout cannot start his project until he has received the four (4) necessary signatures in his workbook.** They are from: **1)** the Organization benefiting from the project, **2)** the Scoutmaster/Venture Leader, **3)** the Committee Chair or the designated Troop/Crew person and **4)** from your District. The Eagle Scout candidate must receive the other three signatures before contacting the District. After receiving all four signatures, the Scout may then begin the actual work portion of his project, provided he doesn't need to raise funds.

**You will also note in reading the materials there is a major change in the "Eagle Scout Service Project Fundraising Application"** that is found on page 17 of the project book. The traditional Unit Money Earning Application may **NOT** be used for Eagle Service Projects. Applying for funds from Teen Works will now require a fundraising application be filled out. **Scouts cannot apply for any funding until they receive all three (3) approvals on the form. If they need to raise funds for the project we encourage them to bring the fundraising application to the project review meeting. They must have approval of the executive from their district prior to contacting anyone for money or supplies.**

**Another change is in regards to the handling of the Eagle Scout reference letters.** According to the BSA, under no circumstances is the Scout or the unit to be involved in securing or delivering reference letters. This is a major change from the past. **As before, the Eagle Scout candidate must list references on his application, with a complete address, and he must give a current e-mail address or mark the form "N/A" if a person does not have an e-mail address.** From there the Council will contact the references and secure a letter from them that will go to the District Eagle Board of Review Coordinator. These letters will only be seen by the District members on the Eagle Board of Review and will be returned to Council for shredding after the BOR (BSA policy). Scouts need to contact each individual he listed on his application for two purposes. The first is to advise the person that he named them as a reference, and the second is to inform that person that he/she will be contacted by the Council, via e-mail or mail, for a reference letter.

**The "Eagle Award Candidate Procedures" information packet found on the website has been up-dated to reflect the above changes.** Information provided includes: "Eagle Candidate Leadership Service Project, Eagle Candidate Guidelines, **Eagle Candidate Application Checklist** and Eagle Candidate Contact Information." **Note the "Eagle Candidate Contact Information" sheet has the complete information the Eagle candidate will need to complete his project booklet.**