



***Troop 201  
Eagle Scout  
Assistance  
Guide***

***[www.Troop201.org](http://www.Troop201.org)***

Dear Scout and Parents,

We have taken a unique opportunity to provide you with guidance on your quest to Scouting's Highest Award, the Eagle Scout Award.

Please take time to review this packet prior to the start of your Eagle Scout Project or discussions with anyone regarding Eagle Scout application procedures.

The information in this guide will answer most or all of your questions. Feel free to contact anyone below and we will be happy to answer your questions.

*Ken Fox*  
Scoutmaster

*Brad Paton*  
Committee Chairman

*Mark Duncan*  
Advancement Chairman



**TROOP 201**  
**BOY SCOUTS OF AMERICA**  
**Advancement Procedures for the Eagle Scout Award**

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## I. Completion of Merit Badges

A. As a Life Scout you should have earned a minimum of seven required and four optional merit badges.

B. For the rank of Eagle Scout, you will need a total of twelve required and nine optional merit badges, including the following merit badges.

1. First Aid
2. Citizenship in the Community
3. Citizenship in the Nation
4. Citizenship in the World
5. Communications
6. Personal Fitness
7. Emergency Preparedness OR Lifesaving
8. Environmental Science
9. Personal Management
10. Swimming OR Hiking OR Cycling
11. Camping
12. Family Life

## II. Position of Leadership

A. While a Life Scout, serve actively for a period of 6 months in one or more of the following positions of responsibility:

Boy Scout troop	Boy Scout troop	Venturing crew
Junior Assistant	Troop Guide	President
Scoutmaster	Den Chief	Vice President
Senior Patrol Leader	Scribe	Secretary
Assistant Senior Patrol	Librarian	Treasurer
Leader	Historian	
Quartermaster	Chaplain Aide	
Instructor		
Patrol leader		

### III. The Advancement Chairman

- A. All Life Scouts, a unit leader and a parent will attend a meeting with the Troop Committee Advancement Chairman when they are ready to select an Eagle Project.
- B. This session is designed to review and explain the Eagle Application, the Eagle Service Project, and the procedures you should follow as you apply for the rank of Eagle Scout.
- C. The Chairman will do the following:
  - 1. Review your remaining requirements to make sure you are within Troop guidelines
  - 2. Verify you are currently serving in a position of leadership suitable for an Eagle Scout candidate
  - 3. Confirm you are currently doing your best to support the Troop and its programs
  - 4. Review the current backlog of potential Eagle Projects with you and your parents. Explain the basics of the projects and help you select a project you will enjoy doing

### IV. Selecting an Eagle Scout Service Project

- A. While a Life Scout, a Scout must plan, develop, and give leadership to others in a service project to any religious institution, school, or community.
- B. As a demonstration of leadership, the Scout must plan the work, organize the personnel needed, and direct the project to its completion.
- C. The Eagle service project is an individual matter; therefore, two Eagle candidates may not receive credit for the same project.
- D. Eagle Scout leadership service projects involving council property or other BSA activities are not acceptable for an Eagle service project. The service project also may not be performed for a business, be of a commercial nature, or be a fund-raiser.
- E. It is permissible for the Eagle candidate to have a fund-raiser to raise money for the project, but the project itself cannot be the fund-raiser.
- F. Routine labor, or a job or service normally rendered, should not be considered. An Eagle service project should be of significant magnitude to be special and should represent the candidate's best possible effort.
- G. A project in which the benefiting organization has developed the plan, provided the material, and need only the Scouts to perform the labor is considered routine labor.
- H. A project in which the benefiting organization conducts annually, scheduled on the calendar, which would be done even if not an Eagle Project, would be services normally rendered.
- I. Choose a project and meet with the designated representative for that organization to review the requirements of the project. Complete any design requirements and have them signed off by the organization representative.
- J. The Scout must do some thinking on his own. It is his responsibility to plan the project. In order to accomplish that, he must develop the plan, which shows his ability to organize. The project does not have to be original; but the Eagle candidate must plan the details, organize the work, recruit the workforce, and direct the project to a successful completion.

- K. Have a Scoutmaster Conference to review the project requirements and sign off on it, as well as his expectations of you as you continue toward Eagle.
- L. The scout must submit his proposed project idea and secure the approval of the Troop Committee Chairman.
- M. Once those signatures have been obtained, the Scout should schedule a meeting with the District Advancement Chairman, to make sure that the project meets the stated standards for Eagle Scout leadership service projects before the work is started.
- N. This pre-approval of the project does not mean that the Board of Review will accept the way the project was carried out.
- O. Examples of Eagle Service Projects, and agencies needing service are outlined in the some of the web sites listed under Helpful Internet Links.

## V. Eagle Project Progression

- A. **Step 1** – Fill in page 1 of the Eagle Project Workbook and read pages 2 – 4 before you start.
- B. **Step 2** – Fill in page 5 by giving a brief description of the project, the organization that will benefit, and how it will benefit them. Discuss the basic project idea with the Scoutmaster and record the date this conference was held.
- C. **Step 3** – Make an appointment with the representative of the organization you will be working with to review the project outline. Make sure your project ideas conform to the wishes and requirements of the group for which the project is undertaken. Record the name, title, phone number and date on page 5 of your workbook. The Scoutmaster or troop committee may need to contact this person if questions arise during the approval process for the project.
- D. **Step 4** – Develop your "Project Details" with "before" photographs (if necessary) to help present your concept of what the project will accomplish. Meet again with the benefiting organization to receive approval to begin the project.
- E. **Step 5** – Present your project to your Scoutmaster and Troop Committee Chairman for review, approval, and sign-off to begin.
- F. **Step 6** – Once you have the signatures of the benefiting organization, Unit Leader, and Committee Chairman, contact the District Advancement Chairman (Don Lommler) to set up an appointment to obtain district approval for the project. You will be required to present your project in person and explain the process you expect to undergo to complete it. Once you have all of the approval signatures, you may start work on your project.
- G. **Step 7** – Carry out your project, keeping records of what was done and who assisted you as you progress. Take lots of "action" shots of people assisting you with the project. These will be used with your "before" and "after" pictures to create a photo album of your project when you are done.
- H. **Step 8** – Complete your project to the satisfaction of your Scoutmaster and the benefiting organization. Your project workbook will need to be signed by you, your Unit Leader, and the representative of the organization you were working for.
- I. **Step 9** – Prepare your final write-up with any "after" photographs for your Eagle Scout Board of Review. Answer the following questions: In what way did you demonstrate

leadership of others? Give examples of how you directed the project, rather than doing the work yourself or having your parents direct the work. In addition, the other questions that will require answers to determine the manner in which the project was carried out should already be in your Eagle Project Workbook on pages 5 and 8. Final approval of the manner in which your project was carried out rests with your Eagle Board of Review. The more questions you answer, the easier it will be for the Board to reach a favorable conclusion.

**J. Step 10-** Provide a computer printed log of hours worked by each individual scout and unit leader so that the proper credit is giving to their Scout Service hours in Troopmaster. The project is not complete until the Scoutmaster and the Unit Advancement Chairman have this hourly project summary.

REMEMBER, A GREAT EAGLE SCOUT PROJECT IS YOUR LEGACY!

**K Step 11** – Arrange for a Scoutmaster Conference to review your Eagle Scout application and Project Workbook. Together, you will review everything that will be turned in to the Greater Cleveland Council to make sure the packet is in order and nothing is missing. After the Scoutmaster Conference, you must obtain the signature of the Troop Committee Chairman as well.

**L Step 12** – Your packet is now ready to send to the Greater Cleveland Council for review. Within three to four weeks, you should get a call to attend your Eagle Scout Board of Review. You will attend this in full Class “A” uniform, including your Order of the Arrow sash if you have one.

## VI. Completing the Eagle Scout Service Project

**A.** Once your project has been approved, you should begin a log of all of the service hours you and everyone assisting you puts into the project. **This includes all of the planning hours you spend with your advisor (or parents), as well as meetings with the organization you are working with, city, Shade Tree Commission, or Backyard Preserve meetings to present your ideas for the project.**

**B.** Log each day you work on the project, a brief summary of what was accomplished; who worked that day, and how many hours did each person work. This includes your hours, all Scouts from the troop, as well as any family members or friends who assisted you.

**C.** One of the requirements for an Eagle Project is that the Scout seeks contributions of money, materials, or time from local businesses to complete the project. You should not depend on the city or organization you are supporting to provide all of the financial or material support for the project. You will need to write, call, or visit in person any business that could provide the materials you need. As a last resort, you may ask the organization you are working with if they have any funds available for the project, but that should be your last course of action.

**D.** Since this is your Eagle Project, you are expected to be more of a supervisor than a participant. You are to demonstrate your leadership abilities in coordinating the completion of your desired project. You, and not your parents, or other adults, need to determine what needs to be done and schedule people to help meet your goals. Sometimes, due to the necessity of having adults work on the project due to safety concerns, (power tools) it is possible for the adult volunteers to “take over” and direct the work. The Scout needs to be the foreman regardless of the age of the help.

E. Another of the major objectives of this process is to get as many of the younger Scouts in the troop as possible involved in the project. There may be aspects of the project they cannot help with, but you need to get more than your family and immediate friends involved.

F. Continue to log all of the hours spent until you feel you have met the objectives of the project. At that time, schedule to meet with the organization representative you worked with at the beginning to define the project. Have them review the results of your work and sign off on the project if they feel you are done.

G. Total time involved must be considered and should represent the Scout's best possible effort. The number of hours is not stipulated since there are a wide variety of project subjects.

H. The level of service depends on the Scout, the type of project, the amount of planning time, the number of people working on it; and therefore it is hard to establish a set number of hours. However, the goal of the project should be 120 – 150 hours, including planning time. This is done to ensure the time devoted is worthy of an Eagle Project and that the Scout understands what he is committing to.

I. An Eagle Scout Leadership Service Project Workbook (BSA pub # 18-927A 1999) is provided to help guide you as you plan and develop your project. The information from this workbook should be included in your formal Eagle Project Report.

J. Your Eagle Report is a formal write up describing your project in detail, the planning process, how the project developed, and the leadership you used in completing the project. The report should include details on the following:

1. What did the project involve?
2. How did it benefit others?
3. Who from the group you were working for provided guidance?
4. Who helped carry out the project?
5. What materials were used, where did you get them from, and how were they acquired?

## VII. Letters of Recommendation

A. The Eagle candidate must provide references from individuals who know him. Letters of recommendation should be requested immediately and the instruction letter with the return envelope should be hand delivered to the persons listed on the Eagle Application.

B. If you are of Eagle quality, this requirement will not be difficult because you'll have so many people to list, you won't know which ones to use. Simply list people who know you well. Try to get a varied selection- meaning select people from different areas of your life.

- C. You will need a minimum of **five** letters of recommendation, including one from:
1. your parents / guardians,
  2. your religious advisor,
  3. a current school teacher / counselor / coach,
  4. an employer (if applicable), and
  5. your current unit leader
- D. Letters may also be submitted by other references listed on the Eagle application. A letter from the representative of the group benefiting from the Service Project is recommended but not required.
- E. If you do not have an employer, it is permissible to put a line through that title and use the space to list another reference.
- F. Since a Scout is reverent, you should have a religious reference.
- G. Scouts who are home-schooled that don't know what to do with the "Educational" line should think about other educational sources: music lessons; a sports coach; etc. Someone who has had a major role in one of your educational pursuits
- H. The letters should be current and not more than two months old. A sample Letter of Recommendation "request form" is provided in this Eagle Assistance Guide.

## VIII. Putting The Packet Together

- A. After you have completed your required and optional merit badges, and your Eagle Scout Leadership Service Project Report, you will need to fill out an Eagle Application.
- B. Before filling out your application, check with your unit leader to make sure that your dates for advancement, merit badges, and positions of responsibility are all correct and follow the proper order.
- C. Your unit must provide you with copies of your advancement reports or a copy of your Scout record. Use the dates from these reports to fill out your Eagle Scout Worksheet. The Worksheet will help you organize your dates in their proper order before you fill out your application.
- D. Typed applications are neater and more desirable. Do not abbreviate words when filling out your application.
- E. Your Eagle Packet should be put together in a compact binder in the following order:
1. Your Eagle Scout Application
  2. Your statement for Requirement #6
  3. Your five Letters of Recommendation
  4. Your Eagle Scout Leadership Service Project Workbook
  5. Your formal written Eagle Project Report (with before and after photos)
  6. Copies of your Unit Advancement Reports or Scout Record

## IX. The Completed Packet

- A. As an Eagle Candidate, it is your responsibility, after everything is complete and has been approved and signed by your Unit Leader and Troop Committee Chairman, to submit your packet to the District Advancement Committee Chairman.
- B. The District Advancement Committee will check your Eagle Packet and advise if any changes are necessary. Once it has preliminary approval, they will forward it to the Council Registrar.
- C. The Council Registrar will review your Eagle Packet and verify advancement information and registration.
- D. After the Council Registrar has approved the Eagle Packet, your District Advancement Committee will contact you, and a Board of Review will be scheduled.
- E. After the Board of Review, the Eagle Application is returned to the Council Registrar for Certification.
- F. It is then sent to BSA National Headquarters in Irving, Texas for final approval.

## X. Important Considerations

- A. All of the following steps must be completed after the Scout attains the rank of Life and prior to his 18<sup>th</sup> birthday:
  - 1. Obtain an Eagle Leadership Service Project Workbook from your Scoutmaster.
  - 2. Develop a potential project idea and discuss it with your Scoutmaster to see if the idea is within the scope of an Eagle project.
  - 3. Contact the organization for which you wish to do the project and set up a meeting to discuss your idea and how you plan to carry it out. This may involve several sessions with various groups within the organization! Make a rough outline of the project in as much detail as needed to ensure that you and the group benefiting from the project understand what the purpose and scope of the project is. If you will be building something, it might be a good idea to make a smaller scale model of what the finished product will look like.
  - 4. Develop a plan in as much detail as possible to present it and obtain approval from the benefiting organization representative, your Scoutmaster, and the Troop Committee Chairman to start the project. Make sure you can answer the following questions:
    - a) Who will benefit from this project?
    - b) How will they benefit?
    - c) What representative from the group you will be working for needs to be contacted for guidance in the planning of the project?
    - d) How many people will be recruited and how long do you think it will take to complete the project as it has been designed? Schedule time for carrying out the project and make sure the people you need are there to help you.

e) What materials are needed for the project? This includes tools, as well as other building materials. Describe the present condition, the method you will use to complete the project, and what it will look like when you are done.

5. Make an appointment to present your project concept to the District Advancement Chairman. No work can be started on the project prior to receiving this approval. The Eagle candidate himself must submit his project in person for approval.

6. Start the project by securing the required materials and arranging for people to assist you.

7. Carry out the project. Keep a record of how much time you and your helpers spend, materials used, and any cost. If your original project plans change at any time, be sure you document what changes were made and the reasons for the changes. Photographs of the project as it progresses will be of benefit in the final write-up and the project book you give to the troop. Photographs of the completed project along with the "before" photographs will help present a clearer understanding of your efforts.

8. Complete a Project Report. The report should include a complete record of the steps used in planning, organizing, and completing the work. It should include any meetings you attended with the city to present your ideas as well. It should show you have an understanding of your efforts and the benefit the project provided.

9. Present your completed project report and photographs to the benefiting organization representative for confirmation that the project was completed.

B. It is suggested that the Scout review the outcome of the project with the benefiting organizational representative and obtain confirmation that the project was carried out to their satisfaction prior to reviewing the outcome with the Scoutmaster. The Scoutmaster will verify and sign off on the project as being completed.

## XI. PREPARING FOR YOUR EAGLE SCOUT BOARD OF REVIEW

Be Prepared!  
Be At Your Very Best!  
Have Confidence And Believe In Yourself!  
With Great Potential Comes Great Responsibility!

Before you go to your Eagle Scout Board of Review, make sure you know the Scout Oath, Law, Slogan, Motto, and the Outdoor Code. The Board will ask you to recite them. They might even ask you to explain the meaning of various parts of the Scout Oath and Law. By now you have been in Scouting long enough you should know these. However, under pressure your mind could go blank. Practice reciting the Scout Oath, Law, Slogan, Motto, and Outdoor Code to yourself prior to the Board of Review to make sure they are fresh in your mind. Remember these important elements which form the foundation of Scouting.

For most scouts, the Eagle Scout Board of Review is not like any other previous Boards of Review. The Eagle Scout Board of Review is commonly relaxed and laid back. There is no reason to prove yourself to the Board of Review members. Most of the Board of Review members have seen you advance through the ranks and have already seen what you can do. The Board will ask about your family, hobbies, interests, and goals in order to get to know you. Know what your merit badge patches are. The Board might ask you to remove your sash and it will be reviewed. There is no set of questions that an Eagle Scout candidate should be asked. However, the Board should be assured of the your participation in the program. This is the highest award that you may achieve, and consequently, a thorough discussion of your successes and experiences in scouting will be considered. The principal question that the Board will want answered is, do you understand what it means to be an Eagle Scout and will you be able to handle the responsibility that comes along with being one? There is no right or wrong answer to this question, so answer based on what you believe. The most important thing to remember is to remain calm and your Board of Review will go well. Do not hesitate to take a few seconds to think about the question before you answer.

So how do you prepare?

Get a good night's sleep the night before. Put some time between your busy day and the Board of Review. Two hours to change and eat calmly would be ideal. Get your blood sugar up. If you must come from school, practice, or whatever, pack some fruit or a health bar. Eat it and drink some water at least 20 minutes before the Board of Review. Plan a rest stop somewhere before your Board of Review. This is your Board of Review, so do not let the schedules of others force you to come from sports practice or other busy commitments if you can help it.

***If your full class A uniform is improper in any way, you will not get a review that session!***

Spend some time on your uniform in the days before the Board of Review, so you are not rushing at the last minute.

- ❖ Have your uniform cleaned and pressed (including your neckerchief).
- ❖ Make sure there are no patches located incorrectly; no patches for positions you do not currently hold; temporary patches are in the right location.
- ❖ Do not wear your Order of the Arrow sash.
- ❖ Merit Badge sash is to be worn only over the right shoulder.
- ❖ Neckerchief centered and not backwards; proper slide.
- ❖ Buttons on your shirt and pants are buttoned; no missing buttons.
- ❖ Shoes are polished.

You want the Board members to see your commitment to Scouting, and your appearance is the first clear indication of that. Being in full uniform shows respect for Scouting and shows you are serious about becoming an Eagle Scout.

Finally, ask yourself why you want to become an Eagle Scout. Do it often in the days before the Board of Review, and let your answers carry your thoughts away. See what they show you about your relationship to the Scout Oath and Law, what is really important in your life and how being an Eagle Scout relates to any or all that. Have fun with it and be prepared to share what you discover with the Board. We hope you will discover a little about yourself and you like what you discover.

Look forward to the day that you wear an Eagle on your uniform. But also, wear an Eagle in your heart that counts the most. In your heart is your true self, if Scouting touches you at all, it touches you there. Wear your award with humility, ever mindful that the Eagle Scout is looked up to as an example. May the Scout Oath and the Scout Law be your guide for tomorrow and onward.

## XII. The Eagle Scout Board of Review

- A. Your Eagle Scout Board of Review will be arranged by the District Advancement Committee, along with the Troop Advancement Chairman, and consist of three to six members.
- B. The Scoutmaster may attend, but he cannot participate in the Eagle Board of Review.
- C. A member of the District Advancement Committee will Chair the Board of Review.
- D. The decision of the Board must be unanimous.
- E. The Scoutmaster will brief the Scout in advance so he will be fully and neatly uniformed and prepared.
- F. The Board of Review will address the subjects of Scouting Spirit, completion of the Eagle Scout Leadership Service Project, and tenure in position of responsibility. The Board will also review the packet and make sure the project was successfully carried out.
- G. The Board of Review will not re-examine the Scout on merit badges, but may inquire which of those earned was most helpful, enjoyable, challenging, etc., as a way to help the Scout feel at ease.
- H. Although the project must be approved before work is begun, the Board of Review must determine if the project was successfully carried out. The following questions should be considered:
  - 1. Did the candidate demonstrate leadership of others?
  - 2. Did he indeed direct the project rather than do all of the work himself?
  - 3. Was the project of real value to the religious institution, school, or community group?
  - 4. Who from the group who benefited from the project may be contacted to verify the value of the project?
  - 5. Did the project follow the plan, or were there modifications required to bring it to successful completion?
- I. If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank.
- J. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period.
- K. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement.
- L. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.

M. Award recognition materials (Eagle Badge etc.) will not be provided to units by the Council until the National Council approves the award in writing and it is returned to the Greater Cleveland Council.

N. Units cannot schedule Eagle Courts of Honor until the Greater Cleveland Council receives approval from the National Council.

### XIII. The Eagle Court of Honor

A. **10 Weeks Prior:**

1. Confirm location, date, and time with the school and all families
2. Finalize Scout name to appear on the invitations, Troop Eagle Banner, and Eagle Roll of Honor
3. Buy invitations / envelopes
4. Buy program covers

B. **8 Weeks Prior:**

1. Determine number of invitations required for each of the families
2. Prepare dignitary letters
3. Print address labels for dignitary letters
4. Print address labels for Troop Eagle Scouts

C. **7 Weeks Prior:**

1. Invitations printed and provided to Scout families
2. Invitations mailed to Honorable Guests and Dignitaries
3. Invitations mailed to Troop Eagle Scouts

D. **6 Weeks Prior:**

1. Provide family photos for Eagle slide show
2. Provide music for Eagle slide show
3. Provide troop photos for Eagle slide show
4. Contact City about Town Square sign
5. Provide biographical data for Eagle Citation

E. **5 Weeks Prior:**

1. Prepare Eagle citations

F. **4 Weeks Prior:**

1. Determine Eagle Scout presenters
2. Review / approve Eagle citation
3. Proclamations for the Mayor's Office
4. Press release for local newspaper submitted
5. Add names to the troop Eagle banner / Eagle Honor Roll

G. **3 Weeks Prior:**

1. Eagle photos taken for program and local newspaper
2. Finalize Eagle Court of Honor ceremony / program
3. Create room banner with Eagle names
4. Contact bugler / Honor Guard / musical performers (singers / bagpipes)
5. Order cake(s)

H. **2 Weeks Prior:**

1. Print / collate Court of Honor program
2. Scouts completed Eagle Project display books
3. Complete Eagle slide show

I. **1 Week Prior:**

1. Purchase Eagle Scout neckerchief and award
2. Assign roles for Court of Honor
3. Rehearse program / finalize program assignments
4. Pick up cake(s) and decorations
5. Update Nights of Camping log
6. Compile honor packets from dignitaries

## XIV. Points of Contact

### **Greater Cleveland Council**

Greater Cleveland Council  
2241 Waveland Avenue  
Cleveland, OH 44115  
Telephone (216) 861-6060

### **District Advancement Chairman – Quarrylands District**

Don Lommler  
26524 Waterbury Circle  
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### **Scoutmaster – Troop 201**

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## XV. Helpful Internet Links

A. Boy Scouts of America

<http://www.scouting.org/>

B. Greater Cleveland Council

<http://www.gccbsa.org/>

C. Eagle Scout Rank Requirements

<http://www.usscouts.org/advance/boyscout/bsrank7.html>

D. Eagle Project Planning Guide

<http://www.flash.net/~smithrc/eagleprj.htm>

E. Eagle Scout Project Ideas

<http://www.usscouts.org/advance/boyscout/ServiceProjects.htm>

<http://www.bsa-gnyc.org/member/projects.htm>

<http://www.gslc-bsa.org/bs/advancement/eagleproject.htm>

<http://www.macscouter.com/>

<http://usscouts.org/usscouts/eagle.asp>