



**APALACHEE DISTRICT  
ADVANCEMENT COMMITTEE  
NE GEORGIA COUNCIL, B.S.A.**

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Tom Young  
District Boy Scout Advancement Chairman

Doug Beard  
District Advancement Chairman

**TO: ALL Unit Leaders & Life Scouts**

FROM: Tom Young, Boy Scout Advancement Chairman

SUBJECT: EAGLE SCOUT SERVICE PROJECT APPROVALS

This memo serves as notice regarding the “official” procedures in Apalachee District for submitting proposed Eagle Scout Service Projects for approval. Please share this letter with all scouts, committee members, and parents.

**Submitting proposed Eagle Scout Service Projects for Approval**

The District Advancement Committee must approve all proposed Eagle Scout Service Projects before the actual work on the project can begin.

1. The scout **must** use the Eagle Scout Leadership Service Project Workbook or the template from the web site when preparing the proposal. A copy of the workbook and template can be obtained at the Scout Office or downloaded from the Northeast Georgia Council website at [www.nega-bsa.org](http://www.nega-bsa.org). Go to the Boy scouts section and then the area for Eagle Scouts.
2. A representative of the benefiting organization, the unit leader and the unit committee **must approve and sign** the proposal **before** the advancement committee can review the proposal.
3. Upon completion of item # 2 above contact Tom Young by e-mail at [eagleprojects@apalachee-bsa.org](mailto:eagleprojects@apalachee-bsa.org) to schedule a review of your proposal at the next available review date. - Proposed Eagle Scout Service Projects in Apalachee District will be reviewed monthly. These reviews will be held on the same day as the scheduled Eagle Scout Board of Review dates. (Check the published District calendar for the dates).
4. The scout will be given a time for his review and should bring a clearly identified original and four copies of the Proposed Eagle Scout Service Project.
5. A member of the District Advancement Committee will meet you to take the original and all copies to the committee for review. Reviews typically only last 15 minutes and the scout should stay on site to answer or clarify any questions or concerns.
6. After the review the scout will be given an immediate answer as to the committee’s decision. Official written confirmation of the committee’s decision will also be given to the scout at that time. The original and three copies of the proposal will be returned to the scout as well. One copy of the proposal will be retained for the district files.



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**In approving a project, the Advancement Committee expects the scout to complete all of the proposed work as a minimum requirement. Tom Young, or Ed Wiley must approve any significant changes. Failure to receive approval of substantial changes may cause the project to be unacceptable by the Eagle Scout Board of Review.**

**\*\*\*To schedule your project review:**

Scouts should contact me, Tom Young, via e-mail, [eagleprojects@apalachee-bsa.org](mailto:eagleprojects@apalachee-bsa.org). If you do not have internet access you may call me; Tom Young (770) 237-8363.

Cut-off for an appointment is one week prior to review date to allow me to get you a confirmed time and arrange to have enough committee members present.

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Helpful hint: 95% of all project proposals that get turned down or require a resubmit are due to lack of details. Write your project in such a way that you could hand it off to someone and they could complete your project with no other instructions.

Details, Details, Details (step by step plan of how the project will be done)

Include pictures

Itemize your material list

Provide a total value or cost of materials for project

A typed proposal is easier to read and more professional in appearance

If you have any questions, please call Tom Young at (770) 237-8363 or Doug Beard at (404) 290-3811

Yours in Scouting,

Tom Young	Boy Scout Advancement Chairman
Tom Boland	Eagle Board Chairman
Doug Beard	Advancement Committee Chairman
Joe McClendon	District Chairman