

How to Compile Your Eagle Scout Application For Submission to the Knox Trail Council Office

Keep detailed records of your project – start to finish – record what you did and when, every time you work on your project – including your planning. These will aid you in completing the final report for your project.

Your Eagle application submission to Knox Trail Council should consist of a three-ring binder containing the following completed documents in the order listed below. The use of tab dividers to separate the individual documents is recommended.

1. **Eagle Project Data Sheet** – this is the yellow form that was provided to you with your Letter of Approval of your Eagle Scout Service Project Proposal. This information is put into the Knox Trail Council's Compendium of Eagle Projects.
2. **Eagle Scout Application Form and Statement of Ambitions** – You must use the current version of the Form which is available for downloading at www.scouting.org (click on Youth, then click Boy Scout, then click Advancement, Awards, Recognition, then click Eagle Scout Project Workbook).

The **Statement of Ambitions** is the statement prepared by the applicant in response to Requirement 6, as specified on the second page of the Form. For further guidance, see the Council's guidance document entitled How to Complete Your Eagle Scout Application Form.

3. **Eagle Scout Service Project Workbook** – include all sections:
 - Contact Information – Pg. 6;
 - Eagle Scout Service Project Proposal – pgs. 7-10;
 - Eagle Scout Service project Fundraising Application (if applicable) – pg. 17;
 - Eagle Scout Service Project Final Plan – Pgs. 11 -16; and the
 - Eagle Scout Service project Report – Pgs. 19 – 20

Be sure to fill out everything that is applicable to your Project, together with all photographs, diagrams, maps, data, etc. used in completing the “*Workbook*”.

Note that pages 7 through 10 of the Workbook must be exactly as written when the Project Proposal was approved by the District Advancement Chair.

Make sure you sign the report as required on page 20 and have the Project Beneficiary and Unit Leader sign where indicated on page 20 as well.

4. **Letter of Approval** from your District Advancement Chair (Denis Fleming, John Fortini, EJ Dotts, Leslie Jacobs, or Ken Demars) This letter came with your approved proposal and is on Knox Trail Council letterhead.

Do the Report to the very best of your ability. Be very detailed in all information. You will want to be able to look at it 20 to 30 years from now with your son and be proud of your work.