**Instructions for Scout and Units:**

**Shawnee Trails District Eagle Scout Service Project Proposal Approval**

Please follow these steps to get your Eagle Scout Service Project approved by the district.

1. Scan the Proposal section of the service project workbook. If the workbook is handwritten scan the Proposal section of the service project workbook including the signed signature page into PDF format. If the workbook is on your computer and is typed, then just scan in the signature page and send the pdf workbook and the scanned signature page. PLEASE DO NOT SEND A LINK TO THE WORKBOOK.
2. If the scout is fundraising, please scan that signed page too.
3. Send the PDF files to: Rick Thomann **and** Marshall Hollingsworth, *District Eagle Coordinators at:* [rickthomann@gmail.com](mailto:rickthomann@gmail.com) [servingbeaver@gmail.com](mailto:servingbeaver@gmail.com)
   1. Include your name and unit number in the body of the email.
   2. Make sure to copy your parents and unit leader (as required by the Guide to Safe Scouting). This also lets them know where you are on your project.
4. A member of the District Advancement Committee will review your project proposal. If they have any questions, they will reply to you and all others on the email.
5. Once the project is approved, the committee member will reply to all on the email with two signed documents. Those documents are the signed copy of the Signature Page from the workbook, and PDF copy of the Shawnee Trail Eagle Service Project Approval Checklist. Please put both documents in your Eagle Scout Project binder.

**Shawnee Trails District Eagle Scout Final Application Turn In**

Please follow these steps to turn in your Application and Project Workbook to request a Board of Review from the district.

1. Scan the service project workbook. If the workbook is handwritten scan the Proposal, Plan and Report section of the service project workbook including the signed signature page into PDF format. If the workbook is on your computer and is typed, then just scan in the both signature pages and send the pdf workbook and the scanned signature pages. PLEASE DO NOT SEND A LINK TO THE WORKBOOK.
2. Scan the Initial project proposal approval checklist signed by the district representative.
3. Scan the Eagle Application and the Statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service into PDF format.
4. Send the PDF files to: Rick Thomann **and** Marshall Hollingsworth, *District Eagle Coordinators at:* [rickthomann@gmail.com](mailto:rickthomann@gmail.com) [servingbeaver@gmail.com](mailto:servingbeaver@gmail.com)
   1. Include your name and unit number in the body of the email.
   2. Make sure to copy your parents and unit leader (as required by the Guide to Safe Scouting).
5. A member of the District Advancement Committee will review Project Report and Application. If they have any questions, they will reply to you and all others on the email.
6. The applications will be emailed by the district to HOAC Office to be verified and approved. It then will be emailed back to the sender.
7. When the application has been approved the board of review will be scheduled and a District Chairmen will be assigned.
8. An email will go out to the scout, parents, and unit leaders informing them of the scheduled date and time. If the scout is unable to attend the board of review at the schedule time, the scout will need to arrange a different time with the assigned chairman.
9. All Letters of Recommendations must be emailed by the Unit Leader or the author of the letter to Rick Thomann **and** Marshall Hollingsworth, *District Eagle Coordinators at:* [rickthomann@gmail.com](mailto:rickthomann@gmail.com) [servingbeaver@gmail.com](mailto:servingbeaver@gmail.com)

(DO NOT SEND A COPY TO THE SCOUT)

1. No paper copies will be accepted. Having electronic copies will make doing the video board of review easier.