

Now that your project is done:

- Prepare four or five letters of recommendation with stamped, addressed envelopes. The letter is in the folder of documents and should be printed out. The envelopes need to be addressed to: **Stuart Safford 4804 Camelot St. Rockville, MD 20853** and need to have the note **Eagle Recommendation for: (your name)** on the bottom left corner of the envelope. Note: The NCAC asks for five recommendation letters, but only three are necessary. Try to make one from school, one from your church, and one from work or an employer. Family friends and coaches are also good people to ask. The only limitation is that recommendations can not come from members of the troop and must come from adults.
- Give out the letters of recommendation. Actually talk with each recommendor. Stress that you need these in a timely manner (within a week or ten days).
- Request a letter from your project advisor on company letterhead saying that the project is completed to their satisfaction.
- Download the Eagle Application and project workbook (These are included in the folder of documents) and open them with Adobe Acrobat. These are fillable pdf files and you can begin entering your personal information and writing up your project. You should already have the project workbook from when you wrote up your proposal. Use a former scout's Eagle write-up as a template. Do it in the same order and in comparable detail and you will be fine.
- Request an advancement report from Mr. Owen (geoff.owen27@gmail.com)
- When the project workbook is completely filled out (including your merit badge cards and your advancement report from Mr. Owen, email it to Mr. Kurtz for review (vgkurtz@gmail.com). He will make comments and you need to edit your report. If Mr. Kurtz is unavailable, email it to Mr. Safford (stuart_w_safford@mcpsmd.org).
- Get your project advisor's signature
- Get Mr. Boniface's signature
- Get Mr. Safford's signature. You need to set aside about half an hour for this. We need to have a Scoutmaster Conference. Bring your book. We will talk about your time in scouting, what you will do after Eagle, and what your board of review will be like.
- Make an appointment with Mr. McNiece (LCMcNiece@gmail.com)
- Before your appointment with Mr. McNiece pick up your recommendation letters from Mr. Safford. They go in your binder unopened.
- After your meeting with Mr. McNiece, take your original binder to the council office on Cedar Lane and Rockville Pike. (9190 Rockville Pike, Bethesda, MD 20814-389). They will check over the advancement report and your application. When they approve it, you are ready for your board of review. You then take the binder back to Mr. McNiece and he will take it to the board of review.