



The Procedures to open the Eagle Scout Service Project Workbook

Must go to the National BSA website– www.scouting.org, search Eagle Scout Service Project Workbook. Once there, the following information will appear. It is important to follow the steps of right clicking on the workbook, and proceed with the next step of “Save links as on your computer to a file. Once you do that, re-open with Adobe Reader 9 or later. You should then will be able to open the workbook and fill it out. Remember you will not be able to email your workbook. Once you have filled it out, print it, then “save as” on your computer for future use.

How to Download the Eagle Scout Service Project Workbook

Note: Do not attempt to open this workbook in a browser (i.e. Internet Explorer, Google Chrome, Firefox, Safari, etc.) or in programs such as Nuance PDF Converter. The workbook was created in Adobe LiveCycle, which **must be saved to your computer and opened with Adobe Reader 9 or later**. This enables the user to take advantage of the enhancements of expandable text boxes and importing images.

Click one of the following, depending on the computer you are using:

[For PC users](#)

[For Mac user](#)

Eagle Scout Service Project Workbook Procedures

For PC Users

Note: Do not attempt to open this workbook in a browser (i.e. Internet Explorer, Google Chrome, Firefox, Safari, etc.) or in programs such as Nuance PDF Converter. The workbook was created in Adobe LiveCycle, which **must be saved to your computer and opened with Adobe Reader 9 or later**. This enables the user to take advantage of the enhancements of expandable text boxes and importing images.

From the Advancement Resources page:

Ensure you have [Adobe Reader 9 or later](#) 

Right click on this workbook link: [Eagle Scout Service Project Workbook, No. 512-927.](#) 

- Once the dialog box appears, click on “Save target [or link] as . . .”
- Another dialog box will appear for you to name your “save as” file and to choose where you would like to save it.
- Once you have saved the workbook to your computer, open Adobe Reader, **From within Adobe Reader**, click on "File," click on "Open," enter the saved file name, and then enter or click "Open."





Procedures for processing the Eagle Service Project Workbook & Eagle Application

All Eagle Project Workbooks & Eagle Application will be dropped off at the General Knox District Roundtable at St. Catherine of Siena Parish 1023 Parker Street Springfield MA. between the hours of 6:00pm until 7:00pm. on the first Monday of every month. If no Roundtables are scheduled due to weather, then you must contact Mr. Robert Perkins at 1-413-427-3535 to make arrangements.

STEP 1: For Eagle Service Project Review—Come in full uniform to the Roundtable to present your workbook to the Eagle Board Representative. This is just confirmation to make sure all signatures are placed in the right locations, after it is reviewed you will then be given a letter to appear before the Eagle Board for a Project Approval signature on that second Tuesday of that month. Once approved you can begin your Eagle Project.

STEP 2: When you have finished your Eagle Project Workbook Part 1, 2 and 3, make sure to have all the required signatures (the benefactor, and the unit leader and yours), along with any photos or diagrams in a 3 ring binder for presentation purposes.

STEP 3: Fill out the Eagle Application. Make sure that requirement #2 (Reference letters) has been finalized with your Eagle Coach Rep or Committee Chair or Advancement Chair . Any written references received should not go to the scout but should be handled by a representative from the troop and should be with the Completed Eagle Project book to be turned in for the Board of Review. The scout's written statement of their life ambitions and life purpose is to be attached to the application. The Scoutmasters Conference is held and dated on the application. The Scout, Unit Leader, and Committee Chair sign the application.

STEP 4: When you have finish Step 3, bring everything to the next General Knox District Roundtable for a review of the Eagle Service Project Workbook and Eagle Application along with the sealed reference letters to make sure all signatures are present. Once reviewed you will have permission to drop off just the Eagle Application at the Westfield Council Office 1 Arch Road Suite #5, Westfield MA. On the first Tuesday of that month prior to the Board of Review. Once the Registrar verifies all the information on the application and signs off on it, you will be sent a letter of notification to appear before the Eagle Board of Review on the Second Tuesday of that Month. Come in full uniform and Merit Badge Sash, along with a Unit Leader who will bring the Advancement Report Form to present to the Eagle Board of Review for signatures. Once your Review is finalized, it will be your Unit Leaders responsibility to bring the Eagle Application and Advancement Report Form to the Council Office in Westfield.

If the application is not dropped off by the first Tuesday of the month to the Scout office, the application will be held till the following Board.

There will be no Eagle Board of Review for the month of July.

All General Knox Eagle Board of Reviews will be held at the Springfield City Hall 2nd floor. With the exception of June, which will be held at St. Paul Lutheran Church, 181 Elm Street East Longmeadow.