**Iron Hill District Eagle Scout Project Proposal Process**

**(October 2020)**

The Iron Hill Eagle Board Chairperson is Dan White.  His contact information is:

Dan White

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**Workbook and Initial Email:**

Scouts should fill out the latest workbook version using the latest version of Adobe Acrobat Reader. Do NOT use your browser and its plug ins. Using the browser version may create problems when the document is saved because they are not all created the same.

**Note About Writing:**

When writing the letter of introduction, project description along with any supporting statements or documents it is important to use proper grammar and correct spelling. The project description should provide a clear understanding of the project. It must contain some details like: the present condition, what the need is, the benefit, sizes or dimensions. Before submitting have another person (mentor or other adult) read it. Can they understand what you intend to do, what questions do they have. Space is not limited in this section USE IT.

When the scout has obtained the required signatures (beneficiary/troop) and completed the required workbook sections, they email the ESB Chair with an introduction letter and a request to submit it. A secure drop box has been created for this purpose. Scouts will have access to it until the project is approved then it will be taken down.  Following is what the email should look like.

**Example:**

My name is (xxxxx) with Troop (xx) and some general information (age, school etc.) about you. I would like to submit my proposal for Eagle Scout Service Project. Please send me the pathway to upload my workbook and other required information. To maintain 2 deep leadership I will copy another troop representative (SM, mentor, or Advancement Chair) on all my emails to you.

**Eagle Scout Application Procedure:**

When the Scout has completed the project (includes completing the Workbook), all other Eagle Scout requirements and signatures, the scout completes the Eagle Scout Application. Everything previously sent to Carol Swank (Council Registrar) at the Wilmington office is still required. It should be emailed to her: [cswank@delmarvacouncil.org](https://connect.xfinity.com/appsuite/).  If the file is too large it should be broken into additional emails.

After the application and records are verified, the board chair will be notified. Gary Schiff ([iheagleboard@gmail.com](mailto:iheagleboard@gmail.com)) will continue to lead the ESBOR process and schedule them.  The Scout will be notified when the board is scheduled.