

Eagle Scout Donation Letter Instructions

When preparing for your Eagle Project you will need to consider how you are best going to fund your project. This can be best done through fundraising (which includes donations). Prior to collecting any funds for your project ensure that the *Project Fundraising Application* is completed (found in the Project Plan section of the Eagle Scout Service Project Workbook).

- 1) Fundraising for an Eagle Scout service project shall *not be required* of any candidate. Whether or not fundraising takes place is the Scout's decision based on project needs. The BSA prefers, in fact, that Scouts choose projects that can be done at little or no cost. Fundraising—especially on a larger scale—has tax, accounting, and other legal implications, in which minors should not be involved. Thus, if fundraising is to take place, it is best that it be kept simple.
- 2) Projects may not be fundraisers. In other words, the candidate must not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials and otherwise facilitating a project. Fundraising must be approved by the local council except for contributions from the beneficiary, the candidate, the chartered organization, and the candidate's parents, guardians, or relatives, as well as the unit or individuals in the unit.
- 3) When seeking donations from local business a Donation Letter is highly encouraged. This letter quickly assists your communication with the business and provides enhancing information and potential record documentation for the supporting business. This letter should not replace your person-to-person communication requesting donation support. This letter should assist you and be prepared to leave a copy of your letter with each business you talk with.
 - a. Your donation should include (but is not limited to):
 - i. Identifying information (Your name and Unit)
 - ii. Brief description of your project
 - iii. Identification of who your project will benefit
 - iv. Your contact information
 - v. (Optional) Chartering Organization Tax EIN # (this can be provided in the donation letter or with a donation receipt
(this information is helpful for the donating organization. Their donation can be a tax deduction if they have the supporting information. In this case it is the Tax EIN number for a 501C3 organization. Talk with you Troop leadership to see if they have this information))
 - b. You can specify what materials, items, supplies you need, however, sometimes being vague is a better option. Some businesses are authorized to donate gift cards for the store. Receiving a gift card allows you to then purchase the exact item you need. If you ask for specific items and the business is not allowed to donate those items, then you will run the risk of not being able to receive any support. This is your choice here.



FORMAT

<DATE>

My name is <Scout's Name> and I am a Life Scout from Scouts BSA Troop #####, in <city>. I am currently planning my Eagle Scout Service Project and I am seeking donations to assist me with successful execution of my Eagle Scout Project.

My Eagle Project is (provide a brief description of your project; Identify the Organization benefiting; a estimate time you plan to conduct your work; and the end state of the project). Any feasible donation you can assist me with is appreciated and will help me reach my goal and complete this project.

(OPTIONAL)

My unit is chartered by (name of Chartering Organization) and our tax EIN number is: #####

I am very grateful your time and assistance with helping make this Eagle Project a success..
Thank You.

Sincerely,

Scouts Name
Eagle Scout Candidate – Troop #####
<city>
<email>
<phone>

FORMAT



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EXAMPLE

1 January 2022

My name is Kevin Bolke and I am a Life Scout from Scouts BSA Troop 228 in Colorado Springs. I am currently planning my Eagle Scout Service Project and I am seeking donations to assist me with successful execution of my Eagle Scout Project. Are you able to provide support?

My Eagle Project is in support of Vista Ridge High School where I will be building a concrete pedestal mount at the front of the school as a base for a school mascot statue. Additionally, I will be building several benches that will be placed out front of the schools' main doors. My intent is to conduct this project in mid March and should take me two weekends to fully complete.

Any feasible donation you can assist me with is appreciated and will help me reach my goal and complete this project.

If you would like any further details about my project please let me know, as I would be glad to answer any questions.

My unit is chartered by Banning Lewis Preparatory Academy, and our tax EIN number is: #####

I am very grateful your time and assistance with helping make this Eagle Project a success.
Thank You.

Sincerely,

Kevin Bolke
Eagle Scout Candidate – Troop 228
Colorado Springs
bolkekg@yahoo.com
719-510-0392

EXAMPLE