



2024 CBD LIFE TO EAGLE SEMINAR



THE EAGLE SCOUT SERVICE PROJECT





WHAT IS THE PURPOSE OF AN EAGLE PROJECT?





Is it to ...

- **Help a Deserving Organization**
- **Gain Useful Skills**
- **Accomplish Something Important**
- **DEMONSTRATE LEADERSHIP**





Requirement #5

A Scout Must:

Plan, Develop, and Give Leadership to others in a Service Project.

The Project Must be Helpful for a:

- **Religious Institution**
- **School**
- **Community Organization**





Requirement #5

- **Scouts must use the BSA Eagle Scout Service Project Workbook.**
- **The Project Proposal must be approved before any work is started.**





How to start?

- **Project Ideas:**
 - Build, Improve or Install something.
 - Organize a Drive or Community Effort.
 - The CBD Life to Eagle Guide (on your seminar CD) has many project ideas.
- **Benefiting Organizations:**
 - Find Organizations that have sponsored Eagle Projects.
 - Ask what they need done.





Looking for a Project?

- **Think about your interests and passions.**
- **Is there a skill you want to learn?**
- **Consider your school, your church, your community, local parks ...**
- **Talk to your Eagle Advisor and Scoutmaster.**
- **Ask other Eagles!**





Acceptable Projects:

- **Require planning, development, demonstration of leadership.**
- **Are feasible – Not too small, not too big.**
- **Are safe for workers and the public.**
- **Are beneficial and have a Project Beneficiary (religious, educational or community organization).**





Unacceptable Projects:

- **Pre-planned by the beneficiary, organized or lead by others.**
- **Routine labor or maintenance.**
- **Benefit BSA organizations or for-profit businesses.**
- **Primarily fundraisers.**
- **Lack required approvals.**





Obstacles to Success

- **Procrastination**
- **Pessimism/Optimism**
- **Confusion**
- **Distractions**
- **No schedule or timeline**
- **No follow through**
- **Failure to communicate**





The Project Workbook

Publication No. 512-927 February 2023



Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA

Eagle Scout candidate's full legal name

Please give a name to your project

February 2023

Meeting Eagle Scout Requirement 5

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America) A project proposal must be approved by the organization benefitting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the Guide to Advancement, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions and Other Considerations

There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.

- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.





The Workbook

Publication No. 512-927 February 2023

Fillable form in PDF format

Download current file:
www.scouting.org/resources/forms/

**Read the
entire workbook**

**Enter information using
a computer if possible**

Placement

provide after approval of a
at if a plan is not sufficiently
strengths, weaknesses, and
n. Instead, coaches must use

the BSA method of positive adult association, logic, and common sense to help the candidate make the right decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to

nd may
Guide to
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late for
or time

ool, or
. This is
meets
These

elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome
acceptable to the beneficiary.

There may be instances where upon its completion, the unit leader or project beneficiary chooses not to approve a project. One
of the project was insufficient. The candidate may
choose to meet these requests, or he may decide
his Eagle Scout Rank Application and submit his
should he request it. If it is thought a unit board
ces may be initiated according to the Guide to

Guide to Advancement, topic 9.0.2.14)

be subject to Boy Scouts of America policies and
as such with regard to policies, procedures, and
h and safety of those working on Eagle projects
it is a unit activity, unit leadership has the same
activity. The unit leader or unit committee should
safe execution, but it must be understood that

minors cannot and must not be held responsible for safety concerns. As with any Scouting activity, the Guide to Safe Scouting
applies. The "Sweet 16 of BSA Safety" must also be consulted as a planning tool. It can be found at: www.scouting.org/scoutsources/healthandsafety/sweet16.aspx. The Guide to Safe Scouting may be accessed at www.scouting.org/scoutsources/

topic 9.0.2.15)

insurance coverage for official Scouting activities.
participating in a Scouting activity are provided
ty to participate in the BSA accident and sickness
m Scouting activities. If councils do not purchase
might provide insurance, but this must not be
limited to registered youth and adults and those

Eagle Scout candidate's full legal

Please give a name to your project

Eagle Scout Service Project Workbook No. 512-927
May 2014





Service Project Process



Eagle Scout Service Project Workbook

BOY SCOUTS OF AMERICA

Eagle Scout candidate's full legal name _____

Please give a name to your project _____

Eagle Scout Service Project Workbook No. 512-927
May 2014

Eagle Scout Service Project Proposal

BOY SCOUTS OF AMERICA

Eagle Scout candidate's full legal name _____

Eagle Scout Service Project Name _____

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school or civic community. The project must benefit an organization other than the Scouters. A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Propose

Eagle Scout Service Project Final Plan

BOY SCOUTS OF AMERICA

Eagle Scout candidate's name _____

Eagle Scout Service Project Name _____

Planned start date _____ Planned completion date _____

Eagle Scout Requirement 5 says you must "plan" and "develop" your service project. Though this final plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should save this final plan with you for your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the completion of your project.

A final plan is developed and considered by your unit, and then before submission, you must have your unit leader and unit committee approve it. The council or district representative will approve your project plan. It is important to have your project plan approved by the council or district before you start. A project plan is developed and approved by your unit leader, unit committee, and council or district. This can also improve your chance of getting the Eagle Scout board of review.

You should also show your final plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Be sure to save the final plan with you when submitting the report and approve a final project plan. Be sure to mark "Following the Eagle Scout Service Project" at the end of this workbook.

Plan

Eagle Scout Service Project Report

BOY SCOUTS OF AMERICA

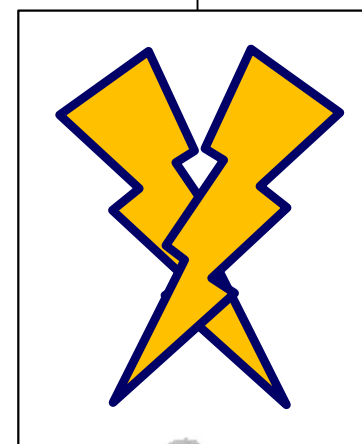
Eagle Scout candidate's name _____

Eagle Scout Service Project Name _____

Project start date _____ Project completion date _____

This report is to be completed after your service project has been completed. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

Report



Do it





Clarifying Expectations

Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with you, the Eagle Scout candidate, and your parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, you and your parents or guardians should consult the Guide to Advancement, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The Guide may be accessed at www.scouting.org/advancement.

The current Guide to Advancement, No. 33088, along with the Scouts BSA Requirements book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The Guide to Advancement and Scouts BSA Requirements book are available in Scout shops or on www.scoutshop.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on www.scoutshop.org is an Eagle Project plaque to place at your project location at the completion of the project (<https://www.scoutshop.org/catalog/product/view/id/6831>).

What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. The candidate's parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the Guide to Advancement, topic 9.0.2.1.

1. Questioning and probing for their understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. Scouts will be allowed, if they choose, to have a parent, unit leader, or other adult present as an observer at any time while they are discussing their proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the Eagle Scout Service Project Workbook.
3. If requested by the Scout or the Scout's parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. Candidates who believe they have been mistreated or their proposal wrongfully rejected, will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

*An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.

Page 4

Important "Message to Scouts and Parents or Guardians"

Clarifies what Scouts are expected to do & what Scouts should expect from Adult Leaders

Page 4





Notes on Risk Management

(Page 5)

- **Eagle Projects are Scout activities subject to normal BSA policies and procedures.**
- **Units must ensure that projects are conducted safely. BSA policies for Youth Protection and Two-Deep Leadership must be followed.**
- **See the “*Guide to Safe Scouting*” for more information.**





Track Your Time!

- **All time spent on your project should be tracked and reported!**
- **Use a notebook or computer spreadsheet as a project diary. Record:**
 - **Date, what you did and time spent in hours and minutes**
- **Include:**
 - **Time spent on research, discussions, phone calls, Workbook entries.**
 - **Time preparing for and conducting the project.**
 - **Time of others who help you.**
- **It all counts as project time.**



PROJECT PROPOSAL



The image shows a project proposal form for Eagle Scouts. At the top right is the Eagle Scout emblem, which features an eagle with wings spread, perched on a shield with a red, white, and blue design, and a banner above it that says 'BE PREPARED'. Below the emblem is a stylized illustration of a mountain range with a sun rising behind the peaks. A large, light green, curved shape resembling a path or a ribbon flows from the bottom left towards the right side of the form. In the bottom left corner of the form, there is a small illustration of a camp scene with a tent, a campfire, and a person sitting on a log.

Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Please give a name to your project

Eagle Scout Service Project Workbook No. 2021ax
January 2021





Proposal Page A

Instructions for Completing Proposal

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to carry out.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Proposal Page A

Read Carefully

Note the Five Tests of an Acceptable Project

1. The project must require planning, development & leadership and will have a beneficial impact.
2. Project is feasible.
3. Possible safety issues will be addressed.
4. Additional planning will be done.
5. The proposed schedule is reasonable.





Proposal Page A

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Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Proposal Page A

Read the guidance for working with Project Beneficiaries

The Proposal is a First Step.

Preparing your Project Plan is the Next Step

No project work permitted until your Proposal is approved





Proposal Page B

Contact Information



Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name:	Birth date:		
Email Address:	BSA PID number:		
Address:	City:	State:	Zip:
Preferred telephone(s):	Life Board of Review date:		

Current Unit Information

Check One:	
Name of District:	

Unit Leader

Name:	
Address:	
Email Address:	

Unit Committee

Name:	
Address:	
Email Address:	

Unit Advancement Coordinator

(If your unit has one)

Name:	Preferred telephone(s):
Address:	City: State: Zip:
Email Address:	

Project Beneficiary

(Name of religious institution, school or community)

Name:	Preferred telephone(s):
Address:	City: State: Zip:
Email Address:	

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name:	Preferred telephone(s):
Address:	City: State: Zip:
Email Address:	

Your Council Service Center

Contact Name:	Preferred telephone(s):
Address:	City: State: Zip:

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name:	Preferred telephone(s):
Address:	City: State: Zip:
Email Address:	

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred telephone(s):
Address:	City: State: Zip:
Email Address:	

Information you will need as you develop your project.

- Your Info
- Unit Info
- Unit Leader
- Committee Chair
- Advancement Coordinator
- Project Beneficiary
- Beneficiary Rep.
- Council Service Center
- District Eagle Rep.
- Project Coach/Advisor





Proposal Page C

Project Description and Benefit

Briefly describe your project

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

When do you plan to begin carrying out your project?

When do you think your project will be completed?

Proposal Page C

**Project Description –
What do you want to do?**

**Add Pictures, Drawings,
Diagrams etc. (as
separate document)**

**Describe Problem to be
Solved &
Proposed Benefits**

Start and End Dates





Photographs

Photos are a great way to document your project.

- **Proposal photos show conditions before the project is done.**
- **Assign someone to take photos of the project in progress.**
- **Take photos after the project is complete.**
- **Captions are very helpful!**





Proposal Page D

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

What do you think will be most difficult about leading them?

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Proposal Page D

**Giving Leadership –
Describe Work Crew and
Challenges**

**Materials –
List the major materials
needed to accomplish
your project**

**Supplies Needed –
Supplies include
refreshments and other
items that will be
consumed**





Proposal Page E

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

List the tools needed

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

Describe Other Needs
(parking, printing, other
services)

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Do you need Permits or
Permissions?





Fundraising & Contributions

- The project purpose may not be to raise funds (money).
- Projects may collect donations of things for a charitable purpose.
- Fundraising is permitted to support your Eagle Project.
- No approvals required to raise less than \$500.
- There is no limit on contributions from:
 - The beneficiary
 - The Scout's family or relatives
 - The Scout's unit or chartered organization
 - Parents or members of the Scout's unit





Proposal Page F

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below
(include sales tax if applicable)

Materials:
Supplies:
Tools:
Other:
Total Costs:

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

Prelim Cost Estimate
(and Fundraising)

Project Phases -
Describe all preparatory
activities

Logistics
(Transportation and
coordination)





Proposal Page G

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns of which you and your helpers should be aware.
Read the "Age Guidelines for Tool Usage" at Scouting.org

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

Proposal Page G

Safety Issues –

Describe possible dangers for participants and others.

- Describe precautions and how risks will be avoided.
- Review policies for safe tool use.

Additional Planning –

Detailed lists, drawings and other information you need to prepare.





Proposal Page H

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits:
Make sure you save a copy if any signatures was be inserted correctly.

Candidate's Promise*		<i>Sign below before you seek the other approvals for your proposal.</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary.			
Signed _____		Date _____	
* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.			
Unit Leader Approval*		Unit Committee Approval*	
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.		This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.	
Signed _____		Signed _____	
Name (Printed) _____		Name (Printed) _____	
Beneficiary Approval*		Council or District Approval	
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.		I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.	
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."			
Yes _____ No _____			
Signed _____		Signed _____	
Name (Printed) _____		Name (Printed) _____	
* While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.			

Candidate's Promise and Signature

Approval Signatures:

- Unit Leader
- Unit Committee
- Beneficiary
- District Eagle Rep.

Proposal Page H

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits:
Make sure you save a copy if any signatures was be inserted correctly.

Candidate's Promise*		<i>Sign below before you seek the other approvals for your proposal.</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary.			
Signed _____		Date _____	
* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.			
Unit Leader Approval*		Unit Committee Approval*	
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.		This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.	
Signed _____		Signed _____	
Name (Printed) _____		Name (Printed) _____	
Beneficiary Approval*		Council or District Approval	
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.		I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.	
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."			
Yes _____ No _____			
Signed _____		Signed _____	
Name (Printed) _____		Name (Printed) _____	
* While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.			

Proposal Page H





Proposal Page H

Candidate's Promise

"On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary."

Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.





Proposal Page H

Approvals

Unit Leader Approval* I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him. Signed _____ Date _____ Name (Printed) _____	Unit Committee Approval* This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal. Signed _____ Date _____ Name (Printed) _____
Beneficiary Approval* This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required. <i>Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Signed _____ Date _____ Name (Printed) _____	Council or District Approval I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 93088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach who has been designated for him. Signed _____ Date _____ Name (Printed) _____

**While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*

Last





Proposal Page H Approvals

Name (Printed)	Name
Beneficiary Approval*	Coun
<p>This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.</p> <p><i>Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</i></p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>I have service my ho the po I appr final p who H</p>
Signed	Date
Name (Printed)	Name

Important





Information for Project Beneficiaries

Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary. The support you are making available to an Eagle Scout candidate. Support from community organizations—just as important as Scouting's contributions are to the community and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "...to help other people at all times." Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by demonstrating Scouting values in their daily lives. One of the rank requirements is to *plan, execute, and complete a service project helpful to any religious institution, school, or community*. Through this project, they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building structures, such as birdhouses, benches, or picnic tables. Others involve maintenance work, such as cleaning up a park or clearing brush. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What the project will provide to your organization. In choosing a project, remember that the Scout's skills are limited. Perhaps limited skills can accomplish under the leadership of your Eagle Scout. If the Scout is not qualified, he must be the one to lead the project. It is important you work with the Scout's leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life (e.g., mowing a lawn), is not normally appropriate. However, if project scale and impact are significant, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though a project that provides a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. This is quick and easy, but be sure you have discussed and considered all aspects of the project. Gain a clear understanding of your expectations and limitations. Keep in mind his final, comprehensive plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take a year or more. Working toward the Eagle rank are typically busy, so scheduling flexibility may be limited. You may have several approvals, besides yours, before final planning occurs and work begins. The project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Final Plans

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Final Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

Permits and Authorizations

For projects requiring permits, etc., your Scout needs to know about them for his planning. However, you are responsible for all permitting. This is not a duty for the Scout. If your Scout has signed any contracts, you are responsible to locate, mark, and protect underground utilities as necessary. Your Scout's committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

Funding the Project

For projects requiring fundraising, donations of any money, materials, or services must be preapproved by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. Make it clear to donors or fundraising event participants that the money is being raised for a specific project, and that the beneficiary will retain any leftover funds. If receipts are needed, your Scout should provide them. If your organization is not allowed to retain leftover funds, you should designate a person to turn them over to your Scout's unit.

Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, but your organization should also provide someone available. The Scout, however, must provide the leadership without adult interference.

During the project, the Scout will identify potential hazards and risks and outline strategies to handle emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout. They may be taken. If necessary, you may stop work on the project until concerns are resolved.

When the project is completed, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

An accomplishment a Scout will always remember. Your reward will be a helpful knowledge you have contributed to a young man's growth.

This project is also available for download at: <http://www.scouting.org/advancement>.

Project Restrictions and Limitations

Approving Project Proposal and Scheduling

Approving the Project Plan

Supervision and Safety

Project Completion and Approval





Fundraising Application Pages A & B

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page 8." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			
Check One:			
Name of:			

Project

Name:	Unit:
Address:	
Email Address:	

Project

Name:	Beneficiary:
Address:	
Email Address:	

Describe how

Form must be completed if more than \$500 is to be raised from "outside" sources.

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?

If people or companies are asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?*

--

*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? If so, by whom?

Contract details:

--

Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary	Unit Leader	Authorized Council Approval*
Signature	Signature	Signature
Date	Date	Date

Fundraising Application Page A

Procedures and Limitations on Eagle Scout Service Project Fundraising

Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants,

*This application is for the organization, money, materials, or other needs to retain any of the items.

If the standard

1. Eagle Scout Service Project Fundraising is primarily for the benefit of the community and other approved projects. The candidate must be approved by the council.
2. It must be approved by the council. The candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."

Fundraising Application Page B



PROJECT PLAN



Eagle Scout Service Project Plan



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Eagle Scout Service Project Name

Planned start date

Planned completion date

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then review it with the designated project coach before carrying out the project. The council or district representative who approved your project may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out the project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.





The Workbook States:

“A Scout who is prepared will complete the project plan, and then review it with the designated project coach before carrying out the project.”

“This can also improve your chances of passing the Eagle Scout board of review.”





Mike Tyson once said...

“Everyone has a plan until they get punched in the mouth...”

Unexpected things often happen during an Eagle project. A thorough Project Plan will anticipate difficulties and provide contingency options.





The Five Ps of Project Planning:

Proper **P**lanning **P**revents **P**itiful **P**erformance

- What could go wrong? How will you make sure it doesn't happen?
- Document who will do what – step by step.
- Provide sufficient detail so that:
 - You and your beneficiary clearly understand what will be done.
 - Your work crew knows what to do.
 - Your project will be successful.





Project Plan Page A



Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your project?

Completed following Proposal Approval

Project Description and Benefit - Changes from the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Present Condition or Situation *Include "before" photographs to show the board of review as attachments. Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.*

What comments and suggestions were offered during your proposal review?

Project Description and Benefits –
Have you made any changes?

If so, explain their impact

Describe the Present Conditions or Situation -
What will be changed by the project?





Project Plan Page B

Project Phases

You may have more than ten phases, or fewer, as needed.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase. If you have more than 10 phases, attach a separate page with your continued phase list.

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

--

Attachments

If you are unable to attach items within this workbook, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate.

Permits and Permissions

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

--

* Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.

Project Plan Page B

Project Phases –
List every activity to be
done before, during and
after your project.

Work Processes –
Describe in detail each
preparatory activity, step
by step.

Attachments
(Lists, diagrams, maps,
drawings, photos, project
documents, etc.)

Permits and Permissions





Project Plan Page C



Materials List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4x8", B-C interior grade	3	20.00	60.00	ABC Hardware Donation
---------	--------------------------------	---	-------	-------	-----------------------

Item	Description	Quantity	Unit Cost	Total Cost	Source

Total cost of materials:

Supplies List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plastic tarp	9' x 12', 2mil thick	2	4.00	8.00	ABC Hardware
--------------	----------------------	---	------	------	--------------

Item	Description	Quantity	Unit Cost	Total Cost	Source

Total cost of supplies:

Tools

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate or use it. See example.

Circular power saw*	1	0.00	0.00	Mr. Smith	Mr. Smith
---------------------	---	------	------	-----------	-----------

Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?

Total cost of tools:

Other Needs

List each item, description, quantity, unit cost, total cost, and source. For donated items, show value in cost columns. See example.

Printing	Marketing brochure	2000	0.01	20.00	ABC Hardware
----------	--------------------	------	------	-------	--------------

Item	Description	Quantity	Unit Cost	Total Cost	Source

Total cost of other needs:

Materials
Itemized with costs and provider

Supplies
Itemized with costs and provider

Tools
Itemized with costs, provider & operator

Other Needs
Items or conditions





Project Plan Page D



Expenses

Item	Projected Cost
Total materials (from above)	
Total supplies (from above)	
Total tools (from above)	
Total other (from above)	
Total cost	

Revenue

Total to be raised: \$

Contribution from beneficiary: \$

Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.

Giving Leadership

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth
Job to Be Done	Skills Needed (if any)	Adult or Youth	Helpers Needed	Helpers So Far

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

Expenses & Revenue – Totals by type

Giving Leadership

- Staffing by task - Who will do what?
- Describe your “Leadership Team”
- Your “Training Plan”
- Your “Communication Plan”

Logistics

- Transporting workers
- Transporting and staging materials





Project Plan Page E



How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

How long will your helpers be working each day? (Recommend no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?

Safety

Will a first aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?

How do you plan to communicate these safety issues and hazards to your helpers?

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

When will you hold a safety briefing? Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

Project Plan Page E

Logistics

- Tool use and safety
- Work Schedules
- Food and restrooms

Safety

- Potential hazards and proposed mitigation
- Safety communication
- Safety equipment
- Safety briefings
- Emergency access





Project Plan Page E



Contingency Plans

What would cause postponement or cancellation of the project? What will you do should this happen?

Comments From Your Project Coach About Your Project Plan

A project coach's comments can be extremely helpful in assuring your project is successful.

Contingency Plans –
Anticipate potential problems and describe your response.

Show your draft Plan to your Eagle Advisor or Project Coach. Record their comments.





Beneficiary Review

The Workbook states:

“You should ... show your project plan to your beneficiary prior to carrying out your project.”

“Remember, the project beneficiary has the authority to require and approve a project plan.”





Project Changes

- Many projects require **some** changes from the approved Proposal.
- Changes could include improvements.
- If a **major** change is necessary, notify the Proposal approvers. **Re-approval** may be necessary.



PROJECT REPORT



Eagle Scout Service Project Report



Eagle Scout candidate's full legal name

Eagle Scout Service Project Name

Project start date Project completion date

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.





Project Leadership

- The Eagle candidate must be the **project leader**.
- Others must be involved so you can demonstrate leadership.
- Don't permit **adults** to hijack your project. They should direct their suggestions to you for consideration.





Completing The Project

- Complete the Project Report ASAP – while your memory is fresh.
- The Beneficiary must **agree** that the work is complete.
- The **completion date** (when the work was finished) will be entered on your Eagle Scout Rank Application.





Project Report Page A

**Project Execution:**

Once planning was completed, when did the work begin?

When was it finished?

Project Description

Please provide a brief description of your project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

Observations

What went well?

What was challenging?

Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

Project Report Page A

Project Execution Date(s)

Project Description

- What actually was accomplished?
- Describe planning done after your Proposal was approved.

Observations

- What went well?
- What challenges were encountered?

Describe Changes

Were the impacts positive, negative, or neutral?





Project Report Page B



Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked
The Eagle Scout Candidate	1	
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
Grand Total of Hours (enter here and on your Eagle Scout Rank Application)		

*There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project. If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

Project Report Page B

Describe your leadership actions

- What was difficult?
- What was rewarding?
- What did you learn?

Materials, Supplies, & Tools

Too much? Too little?

Project Data:

- Number of workers
- Hours worked





Project Report Page C



Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

--

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

--

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

--

How were the donors thanked?

--

Photos and Other Documentation

If you have them, submit photographs taken before, during and after project completion on a separate document. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Candidate's Promise

Sign below before you seek the other approvals.

On my honor, I was the leader of my Eagle Scout service project and executed it as reported here

Signature	Date

Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name:	Unit leader name:
Signature	Signature
Date	Date

Project Report Page C

Funding

- Funds and materials collected
- Sufficient?
- Excess?
- Acknowledgments?

Attach Photos and Other Project Documents

Candidate's Promise

Completion Approvals

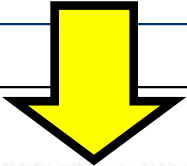
- Beneficiary
- Unit Leader





Project Report Page C

Scout



Candidate's Promise Sign below before you seek the other approvals.

On my honor, I was the leader of my Eagle Scout service project and executed it as reported here

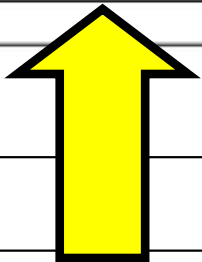
Signature	Date

Sign and date before you seek other approvals.

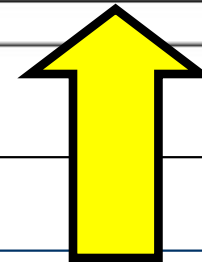
Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name:		Unit leader name:	
Signature	Date	Signature	Date



Beneficiary



Unit Leader





Final Project Approval

- **Your Eagle Board of Review will decide whether your project was completed properly.**
- **Be prepared to discuss:**
 - **How you demonstrated leadership.**
 - **How you directed others to accomplish the work.**
 - **What benefits were achieved.**
 - **What changes were necessary and why.**





Questions?

