

# Eagle Scout Service Project Guide

## Trailhead District Advancement Committee

### Life to Eagle Timeline & Checklist

- Become a Life Scout.** When you do, you will be given the “Eagle Scout Leadership Service Project Workbook” and “Eagle Scout Rank Application”. Make copies of the Workbook and the Application as your working copies; **DO NOT** use originals until you are ready to turn them in.
- Contact your Troop Advancement Chairman** about requirements you must fulfill towards Eagle.
- Work towards completing merit badges and position of responsibility** (about 6 to 9 months).
- Maintain active participation in all troop activities** (at least 55% of all activities).
- Plan and discuss an Eagle Scout Project with your Troop Eagle Scout Advisor** (will average 6 to 9 months to complete). Refer to this Eagle Scout Service Project Guide.
- Complete the write-up of the Initial Project Proposal on the Workbook.**
- Obtain signatures of the Project Benefactor & Committee Chairman on the original Workbook.**
- Have your Troop Eagle Scout Advisor check your Project Proposal write-up and sign it.**
- Personally present your Project Plan to the District Committee at Roundtable\*\*.**
- Carry out your Eagle Project, after it is approved by the District Committee.**
- Request three (3) Reference letters at least 8 weeks before completion of project.**
- Complete the Final Write-up of your Eagle Project using the Workbook.**
- Obtain the signature of the Project Benefactor on the Workbook again.**

- ❑ Have your Troop Eagle Scout Advisor check & sign your write-up.
- ❑ Have your Troop Advancement Chairman check & approve your Eagle Scout Rank Application.
- ❑ Obtain the Troop Committee Chairman's signature on the Application
- ❑ Schedule a Scoutmaster's Conference at least 2 weeks before you plan to present your final project write up to the District Committee at the Roundtable\*\*
- ❑ Have the Scoutmaster write your letter of reference and sign your Eagle application.
- ❑ Turn in your completed Project Write-up, Reference Letters, & Application to the Troop Eagle Scout Advisor for submission at the District Roundtable\*\*.
- ❑ If all is in order, you will have your Eagle Scout Board of Review 2 weeks later (always on the third Thursday of the month).
- ❑ Full Class "A" Uniform required for Eagle Scout Boards of Review. Please bring your Scout Handbook to the Board as well. (Coat & Tie acceptable for Venture Crew members)

**\*\* DISTRICT ROUNDTABLES Take Place the 1<sup>st</sup> Thursday of Every Month 7:00pm Except July (for Project Approval).**

## Choosing a Project

The Eagle Project is intended to provide the life scout an opportunity to develop skills in planning, directing and leading other people. The primary emphasis is on demonstrating leadership and providing service to a worthy institution other than the Boy Scouts. See the first four (4) pages of the Eagle Scout Service Leadership Project Workbook for all requirements. You should look for a project idea that is original, truly valuable, and a challenge to you. Your project may include members of your troop or other troops, or may be done entirely by non-Scouts, if you choose. You should not spend much time planning a project until you have talked the idea over with your Troop Eagle Scout Advisor to insure that it is a valid project idea. You may choose to build something, do service for someone, present a program to a group, or correct a problem area for the benefit of an authorized organization. Authorized organizations should be of "not-for-profit" status. Note: A fundraiser cannot be used as an Eagle Project (fundraising is permitted only for securing materials or supplies needed to carry out your project).

Some examples of approved projects are listed below:

Recording books on tape for the benefit of young children who are unable to read.

Landscaping school grounds, including shrubs, ground cover, and edging.

Constructed a porch swing and glider then painting and planting around the porch for a community boys' home.

Converting and decorating an unfinished basement area into a reading room for a Synagogue.

Constructed a storage building for a children's safe house.

\*\* Collecting used eyeglasses for the Lions Club program for the needy in poor countries.

\*\* Planning, organizing and conducting a food or clothing drive to benefit the needy in the community.

\*\* **Collection drives MUST** have some unique characteristic that demonstrates your leadership.

## Initial Planning & Project Write-up

After you have discussed possible project ideas with your Troop Eagle Scout Advisor and chosen the right one for you, it is time to begin the detail planning and initial write-up, which will be submitted to the District Advancement Committee for approval. Remember that you cannot begin actual work on the project until the District Advancement Committee approves it. Get a current copy of the Eagle Scout Leadership Service Project Workbook from the council office or from your Troop to use in preparing your plan. This is the official booklet, which is submitted to the District Advancement Committee for approval. Read everything in it before beginning to write up your plan. You should also receive an insert from the Heart of America Council with important information and an original Eagle Scout Rank Application. This insert includes further instructions on completing your Eagle Scout Service Project, details on completing your Eagle Scout Rank Application and four (4) blank requests for letters of reference required by the District Committee.

## Important

**You are required to use the pages in the Eagle Scout Leadership Service Project Workbook for your write up.** If you use pages from ANY website, they must be identical to the ones in your project workbook or they will not be approved. If you use the Microsoft Word copy of the Workbook, as you edit and add text, be sure that you do not change the appearance of the original page. Attach additional pages as needed. Make several copies of each page of the workbook to use in case you make mistakes. Remember, however, that **signatures may not be photocopied**, so make sure that you are completely finished with the page before it is signed. **Your write up must be typed.** Use a word processor to make it easier to make corrections and to perform a re-write if necessary. It is easier to paste your word processor printing onto the workbook pages than to try to line up printing directly onto the forms.

By making a photocopy of the pasted pages it looks like you typed directly on the form. Obtain a three ring binder for your project documents. It is easier to organize your pages and it looks better if you use Poly-Vue sheet protectors in your binder. Be sure to include every page of the Eagle Scout Leadership Service Project Workbook in your binder, even the facing page and the instruction pages that you do no writing on. Also be sure to fill in all the blanks (your name address etc. and your scoutmasters name, address, etc.- use word processor) on the Service Project Workbook facing page.

**Take pictures of each phase of your project**, in the planning phase you will have photos of the proposed work site or structure to be improved, include them in your write up. Be sure that the photos are clearly labeled, explaining what is depicted in each photo. Your initial project write up should tell someone else everything they would need to know to carry out your project without you. You should include the following information as shown in the workbook.

## Project Description

Describe what you plan to build or what you plan to do for your project. This should not include any details, those will come later. Describe briefly how you are going to carry out the project, where you are going to do the project and for whom you are doing the project. This description should be limited to the space provided in the workbook.

### **What Group Will It Benefit**

Fill in the blanks appropriately. Name the group or organization that will benefit from your project.

### **My Project Will Be Of Benefit To The Group Because**

One paragraph to explain how your project will benefit the organization or group you plan to help. Do not describe the project again; just focus on the benefit of the project. This description should be limited to the space provided in the workbook.

Record the name, title, and date of discussion with and telephone number of the person representing the organization for which the project will be carried out.

## Project Details

Make sure you adequately and in detail, address the following topics using a separate heading to begin each topic.

### Present Condition

Describe the present condition of the location or place where you are going to perform your project. It is highly advisable to include photos and/or drawings when possible (be sure to label the photos or drawings). If your program is a drive or a service program, explain the present condition or circumstances of the people your project will benefit.

### The Method

Describe in detail exactly how you will plan, organize and perform your project. The plan should include all details needed by someone else to carryout the project as though you were not present. Detail is the key word. Divide your project into parts or phases where possible. Examples: Planning phase, Phase One - Purchasing of Materials, Phase Two - Recruiting Volunteers, Phase Three - First Work Day, etc.). Explain each phase in detail and include in your description exactly how you are going to **demonstrate leadership** and planning in each phase of your project. Examples - "I will recruit my helpers from my Troop and my Church" - "I will have my volunteers meet at the school." - "I will instruct my volunteers to do this..." Etc.).

Do not make any statements that indicate that you will personally do any of the work – you are to plan, organize and lead others to perform the actual work. Since there is limited space in the workbook, you may attach extra pages with the details. Be sure to add: "(Continued on following pages)" to the bottom of the page.

Include in the write-up of each phase of your project the following:

How you will assign duties and give instructions on how you want each task done.

How you will supervise your volunteers in each phase of your project.

Details of each task that you plan to complete during each phase of the project.

Where you plan to have your volunteers meet. Will they have to be transported to the project site? If so, how and by whom?

That you will give safety instructions to your volunteers (when applicable) for each project phase.

If your project is to build something, you will need detailed plans or drawings. These plans should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn.

## Materials

List all the tools, equipment, and materials to be used in your project. Give specific dimensions and quantities of materials. Even if materials are donated, you must have an estimated cost of materials. Remember detail is the key. Also list the cost of the materials (estimate if you do not know the exact cost). Below is an example:

<u>TOOLS</u>	<u>COST</u>
3 Hammers	\$35.00 (Loaned)
Circular saw (adult to operate.)	\$95.00 (Loaned)
3 Shovels	\$55.00 (Loaned)
Wheelbarrow	\$60.00 (My Dads)
6 Paint brushes	\$22.00
First Aid Kit	\$40.00 (My Family's)

<u>MATERIALS</u>	<u>COST</u>
5 lbs. Of 1 inch nails	\$11.00
(8) 8 ft 2x 4s	\$48.00
(9) 8 ft 4x4s	\$54.00
2 Gallons of white latex paint	\$24.00
<b>Total Cost</b>	<b>\$159.00</b>

## Financial Plan

**Important:** Explain who is donating tools or materials and how you intend to finance the project. Describe in detail where all funds are coming from for the project – it is not advisable for you to use your money in the project.

## Project Helpers

List by name as many of your helpers as you can and what they will do to assist you. It is not necessary to list scouts by name at this time. Explain where you are going to recruit (Troop, Church, Friends, etc.).

Example:

Joe Smith – Father, Will provide transportation.

Greg Kent – Eagle Advisor, Will provide guidance for project paperwork.

Tom Adams – Church Pastor, Will provide space to build picnic tables.

John James - Payless Cashways, Will donate materials for project.

Five Scouts – Troop 10, will build picnic tables.

## Time Schedule and Estimated Hours

A good schedule shows when everything is done and in what order each step happens. It should include the number of helpers needed for each phase of the project. You must make your best estimate of how long tasks will take and in what order they will be done.

**Example:** “I will start this project within one week after it is approved and plan to complete it in two to three weeks.”

<u>Project Phase</u>	<u>Number of People</u>	<u>Hours per Person</u>	<u>Total Hours</u>
<b>Planning and Write Up</b>			16
<b>Phase One</b>			
Purchasing supplies	2	2	4
Making flyer	1	2	2
Printing flyers	1	1	1
Stapling flyers to bags	8	1	8
		Phase One Total Hours	15
<b>Phase Two</b>			
Passing out bags	16	2	32
		Phase Two Total Hours	32
<b>Phase Three</b>			
Picking up bags	16	3	48
Sorting and packing	16	1	16
		Phase Three Total Hours	64
			<b><u>Total Estimated Project Hours = 127</u></b>

Although there is no stated minimum number of hours for a project, it is recommended that you plan to develop a project that will involve 100 or more total hours.

### **Safety**

Describe any safety hazards you might face and explain how you will ensure the safety of those carrying out the project. Remember to include the buddy system and Adult supervision (two deep) in your planning. Also, remember that an adult must operate power tools (except for powered screwdrivers). When helpers are transported in vehicles the drivers must be 21 years or older and each passenger must have a seat belt. Plan to have a First Aid Kit available and include this in your write-up.

### **Leadership**

**This section is very important.** Explain in detail how you are going to exercise and demonstrate your leadership in carrying out your project. Your primary responsibility is to plan, organize, direct and lead others. Be specific (Examples: “I plan to recruit my helpers from my Troop and my Church.” “I will direct my volunteers to meet at the school and I will organize them to...” “I will instruct my volunteers to do... and will lead them in the first phase of the project to...” “I will demonstrate to my volunteers how I want the picnic table built and then lead them to complete the tables.” Etc.). It is OK to repeat specifics that you have already used in the “Methods” section of your write up.

# Initial Project Approval

There are several approvals required for your project along the way. The first is the approval from your Scoutmaster or Eagle Advisor that your idea will qualify as a valid project. You need this before spending much time writing up the detailed plan. After your Troop Eagle Scout Advisor has helped you get the written plan in order and ready to submit, you will then need several signatures in the Eagle Scout Leadership Service Project Workbook. The first is the signature of the representative from the organization you are doing the project for. Next, your Scoutmaster or Eagle Scout Advisor signs; followed by the Troop Committee Chairman. The project is now ready to turn in to the District Advancement Committee for approval to proceed. **You will be required to attend the District Roundtable Meeting, which is held the first Thursday of every month at 7:00 p.m., to present your project to the District Advancement Committee. If you are not present at the District Roundtable Meeting your project will not be submitted for you.** Note: you should keep a photocopy of the project, exactly as it is turned in to the District, in case it is lost during the approval process.

The following is the actual checklist that is used by the District reviewer to determine if your project will be approved or not. If you **cannot** answer **YES** to all of these questions (except #20) your project **will not be approved**.

1. Candidate is utilizing Eagle Scout Leadership Service Project Workbook No. 18-927A, B, C or D?
2. Description of project is clear and understandable?
3. Detail of project leadership is clear and understandable?
4. Beneficiary is a not-for-profit organization (can't be BSA)?
5. Project is clearly defined as to how it will help others?
6. Project is not a fundraiser. (Fund raising may be done to acquire materials for the (project)?
7. There is a listing of materials and supplies (if appropriate)?
8. There is a listing of cost of materials and supplies (if appropriate)?
9. Candidate details who is paying for or donating materials (if appropriate)?
10. Candidate is actually planning project himself, he is not just following the instructions of others? (Blood Drives, Donor Awareness, Food Drives, Clothing Drives etc.)
11. Project is greater in scope than a typical Star or Life Project?
12. Project is an individual one (No two Eagle candidates are working on the same project at the same time)?
13. Are there adequate labeled photographs to represent the project (if appropriate)?
14. Estimated project hours are adequate enough to demonstrate leadership?
15. Size of work force is adequate enough to demonstrate leadership?
16. Are scouts being properly supervised by adults when using hazardous tools, materials or equipment such as power tools? (No chainsaws or log splitters allowed)?
17. All blanks on pages 1, 5 & 6 of workbook are filled out (2 & 3 on old form)?
18. Beneficiary approval and unit signatures?
19. Has candidate considered all health and safety factors (if digging , pipes, cables, etc.)?
20. Has the project been started prior to this review?

It is very important that you do not DO any of the project, except planning, until the District Committee has signed it. Once they have approved the project plan, your Scoutmaster or Eagle Scout Advisor will return it to you. You will receive a signed approval form. **It is important that you keep this form in your binder, as this is your proof that your project was approved.** NOW you can begin to DO the project!

## COMPLETING YOUR PROJECT

### Carrying Out The Project

As you carry out your project keep detailed notes on everything that is done. Keep detailed lists of everything done, who did the work, and how much time you and each of your helpers spent on each phase of your project. Take pictures of each phase of the project. Detailed notes will greatly aid you in the write-up of your project.

After the actual work on the project is completed, you are ready for the last phase of your project - the final report. This is the section where you describe what actually happened as you carried out the plan. This information is entered in the last section of the Eagle Scout Leadership Service Project Workbook, following the Initial Planning section that was approved by the District. **After your Project is completed, try to include in your binder a letter of acknowledgement from the organization or group for whom you performed your project.**

Include a detailed description of your project in chronological order. Include all the dates that you and your helpers worked on your project. Describe in detail what was done during each phase of the project and who and how many helpers participated in each phase. Remember to describe very specifically how you displayed leadership during each day or during each phase of your project.

### **Include in the write-up of each phase of your project the following:**

Summarize in detail how you demonstrated leadership in each phase of the project.

Where you had your volunteers meet. Were they transported to the project site? If so, how?

How you gave safety instructions to your volunteers (when applicable) for each project phase.

How you assigned duties and gave instructions on how you wanted each task done.

How you supervised your volunteers in each phase of your project.

Details of each task that you completed during each phase of the project.

Materials and equipment used in each phase and cost of material used.

It is OK to repeat specifics that you have already used in your write up. If your project is a food or clothing drive be sure to include the results of the drive (i.e. how many pounds of food, how many bags of clothing where collected). After your Project is completed, try to obtain a letter of acknowledgement from the organization or group for whom you performed your project.

### Hours You Spend Working on Project

Complete this portion of the workbook with the total number of hours **YOU** spent planning and carrying out the project.

## Hours Spent by Scouts, Ventures, or other Individuals

List all of your helpers and describe what they did, and how many hours they worked on each day of the project. Be sure to include the date. Below is an example:

<u>Name</u>	<u>Description</u>	<u>Date</u>	<u>Hours</u>
Jonathan Badeen	Discussing Project	September 16, 1995	0.75
Louis Badeen	Discussing Project	September 16, 1995	0.25
Jonathan Badeen	Write Up	September 16, 1995	1.5
Jonathan Badeen	Planning	September 16, 1995	1.5
Jonathan Badeen	Planning	September 29, 1995	3
Jonathan Badeen	Designing Flyer	October 6, 1995	2.5
Andy Wilson	Designing Flyer	October 6, 1995	0.25
Jonathan Badeen	Buying Supplies	October 7, 1995	1
Jonathan Badeen	Copying	October 10, 1995	0.5
Jonathan Badeen	Stapling	October 11, 1995	5
Mary Badeen	Stapling	October 11, 1995	5
Aaron Jacobs	Stapling	October 11, 1995	5
Jonathan Badeen	Calling	October 13&14, 1995	2
Louis Badeen	Passing Out Flyer	October 14, 1995	5
Jonathan Badeen	Passing Out Flyer	October 14, 1995	5
Kathryn Butter	Passing Out Flyer	October 14, 1995	5
Scott Spal	Passing Out Flyer	October 14, 1995	5
Adam Clayton	Passing Out Flyer	October 14, 1995	5
Missy Roads	Passing Out Flyer	October 14, 1995	5
Jonathan Badeen	Calling	October 14, 1995	2
Jonathan Badeen	Making Maps	October 18, 1995	1
Jonathan Badeen	Picking Up	October 18, 1995	5
Louis Badeen	Picking Up	October 18, 1995	5
Mike Badeen	Picking Up	October 18, 1995	5
Kyle Wilson	Picking Up	October 18, 1995	5
Scott Mais	Picking Up	October 18, 1995	5
Mike Spal	Picking Up	October 18, 1995	5
Matt Ku	Picking Up	October 18, 1995	5
Tim Constance	Picking Up	October 18, 1995	5
Justin Lasater	Picking Up	October 18, 1995	5
Rudd Hetrick	Picking Up	October 18, 1995	5
Todd Hetrick	Picking Up	October 18, 1995	5
Anita Madelin	Picking Up	October 18, 1995	5
Kerri Griffith	Picking Up	October 18, 1995	5
Jonathan Badeen	Extra Pick Up	October 19, 1995	1
Louis Badeen	Extra Pick Up	October 19, 1995	1
Jonathan Badeen	Write Up	October 22, 1995	2.5
Jonathan Badeen	Write Up	October 26, 1995	2

**Total Hours Others Worked = 132.75**

**Grand Total (hours you worked plus hours others worked) = 162.75**

## Materials Required to Complete the Project

List all the supplies and materials actually used in the project. Be sure to include the costs of the materials. Also, explain how you paid for the materials used. Below is an example:

### Materials Used To Complete Project

<u>Type</u>	<u>Costs</u>
Staplers (6)	\$25.95
	(Donated)
Paper (1000 Sheets and copying charges)	\$59.39
Rubber Bands (1000)	\$2.04
Plastic Bags (2000)	\$52.25
Barrels (4)	\$100.00
	(Donated)
Trash Bags (35)	\$6.50
Staples(2000)	\$3.00
Gas (30 gallons)	\$33.00
Lunch for volunteers	\$25.00
	<b><u>Total Costs</u></b>
	\$307.13

## Financial Plan

Explain how you paid for materials (it is not advisable to use your own money), if items were donated list names of those who donated.

## Changes

Most projects do not proceed exactly as planned, making it necessary to make some changes in your original plans. List all the changes that you had to make while carrying out your project. Give the reason for each change.

## Photographs

Take pictures of each phase of your project (as well as before and after pictures) and include them in your final write up. **Be sure that the photos are clearly labeled**, explaining what is depicted in each photo.

## Approval for Completed Project

Record the start date and the completion date of the project. Next, your signature and date are required. Then the signature of the Scoutmaster or Eagle Advisor. Lastly, you must have the representative of the organization you performed the project for review the project, sign and date it.

## Turning In Your Project And Eagle Application

If you have completed all of the Eagle merit badges and requirements you are now ready to complete your Eagle Scout Rank Application and submit it along with your finished Project and Eagle Appraisal letters to the District Advancement Committee. You should keep a photocopy of all documents, exactly as they are turned in to district, in case they are lost during the approval process.

## **The Eagle Scout Rank Application**

Carefully and neatly print all the required information on the Eagle Scout Rank Application form. Fill in ALL blank spaces that pertain to you, DO NOT use ditto marks. If you are not sure – ASK, if it is not done correctly you must fill it out again. Be sure all your information and dates are correct, as the District will verify these in detail. **DO NOT use any abbreviations.** Check to see that you have listed **four (4)** Eagle required merit badges and **two (2)** elective merit badges with dates prior to the date of Star Scout Rank. In addition, check to see that you have listed seven **(7)** Eagle required merit badges and **four (4)** elective merit badges with dates prior to the date of your Life Scout board of review. Also, be sure that your leadership position and dates are correct. It is a good idea to make a copy of the Eagle Application and practice filling it out before completing the Official Form. Ask the Troop Advancement Chairman for this information. Also, note that to **satisfy requirement 6, you must write a paper** on your ambitions, life purposes and past accomplishments. This may be ½ to 1-½ pages in length. Before having your Scoutmaster's Conference, you must have the Troop Advancement Chairman check and approve the accuracy of your Eagle Scout Rank Application.

## **Scoutmasters Conference**

It is now time to schedule your Scoutmasters conference. Your Scoutmaster then signs and dates your Eagle Application in the appropriate space. You then need the Troop Committee Chairman's signature on the Eagle application.

## **Eagle Appraisal Letters**

**All the Eagle Appraisal Letters must be submitted with your Final Project Write Up and Eagle Application.** Therefore, do not wait until the last month to give your appraisal forms to the appropriate persons. They need time to write the letters and return them to the Eagle Advisor by mail. You should begin this process at least two months before your anticipated turn in time. Be sure to prepare an envelope for each letter with the name and address of your Eagle Advisor and include on the front lower left corner the words "Eagle Appraisal" and "your name" so that it will not need to be opened prior to your Board of Review.

When all of the above is completed turn everything in to your Eagle Advisor, who will submit them to the District Advancement Committee. If all of your paperwork is in order, you will be rewarded with YOUR Eagle Scout Board of Review.

## **EAGLE SCOUT BOARD OF REVIEW**

**Full Class "A" Uniform (with MB sash) required for Eagle Scout Boards of Review. Please bring your Scout Handbook to the Board as well. (Coat & Tie acceptable for Venture Crew members)**