

# Boy Scouts of America, Keystone Area Council

May 2006 (revised October 2009)

## Eagle Scout Leadership Service Project Planning Guide

**Walt Pomeroy**

Adventure District Advancement Committee, Keystone Area Council

5 Foxfield Ct., Mechanicsburg, PA 17050

phone (717) 766-3786

[walterpomeroy@comcast.net](mailto:walterpomeroy@comcast.net)

**Attention Life Scouts** - If you are beginning to plan your Eagle Scout Service Project, you **NEED** to read this guide. Internet web sites may give you project ideas (or outdated information), but this guide tells you **HOW TO PLAN** your project, write up your proposal, carry out the work, and prepare the final report as required by the Adventure District Advancement Committee of the Keystone Area Council. Their representative and your Scout leaders will use this guide as the measure for approval of your project. *Plan ahead – the average time for scouts to complete their project from beginning to end is **SIX MONTHS**.* Read on.

### Introduction

The hardest part of your Eagle Leadership Service Project is getting started because you are not completely sure what is expected. This document has been prepared to provide you guidance in choosing, planning, and finishing your project. Nothing stated herein overrides the higher authority of the district, council, or national, but is a compilation of information to help you do your project. If at any time you do not understand what is expected or do not know what to do, ask a troop leader for help.

As you begin to write your project and assemble maps, pictures and other materials, put them all in a 3-ring notebook. Bring this to your Troop leader and organizational contact whenever you meet with them. Also bring it with you when you meet with the Adventure District Advancement Committee contact person who reviews Eagle Projects for your Troop. Using a 3-ring binder will always assure you have everything for your project in one place

**The Eagle Project will require a lot of time to complete, anywhere from 3 to 6 months.** Since you do not have to complete all 21 Eagle merit badges before beginning your project, you should choose a period when you can most afford to put in the time. For example, summer would be a better time than just before Christmas. Remember, you must work within your helpers' schedules, not just your own. For the leaders and your own sake, *please begin your project at least 6 months before your 18th birthday.* All Eagle requirements must be completed, and that includes the project, the final write-up and your Scoutmaster Conference **before you are 18** (BSA allows NO exceptions). Plan ahead! However, you must plan and execute your project while a Life Scout, so do not start too early. You are considered a Life Scout the day you successfully complete your Life Board of Review.

**WEB SITE FOR Life to Eagle Information:** The best website to use for all Life to Eagle information, questions and downloads of your Eagle Project Workbook is the **National Eagle Scout Association** website: [www.nesa.org](http://www.nesa.org). There is plenty of Eagle Scout information on the internet, but much is out dated. Use the NESAs website for accurate information.

### Choosing A Project

Your Eagle Project must demonstrate leadership of others and provide service to a worthy institution other than the Boy Scouts. This may be a religious institution, school, non-profit organization, or your community. See the first page of the Eagle Scout Leadership Service Project Workbook for all requirements and limitations. You should try to choose a project idea that is valuable to the community and a challenge to you. It does not have to be an original idea, but you must do all of the planning for your project. It cannot be someone else's plan. The project may not be routine labor (like cutting the grass at the church). It may not benefit the BSA, any Scout property or any private business or individual. Fundraising is only permitted to obtain money to pay for materials you need for your project. The project may not be a fund-raiser in itself. Your project may involve members of your or other Scout units, family and friends or may be done entirely by non-Scouts, if you choose. Remember you are the leader of the work team you assemble, not your favorite uncle or friend!

While it is nice to do projects for your Troop's sponsoring organization, it is not at all required. Project ideas can be found in many places: in the newspaper, at your church, at your school, or from community organizations. Let the word out that you are looking for project ideas and see what input you get. As you look around for ideas, write down several which interest you. You should not spend much time actually planning a project until you have talked the idea over with your Scoutmaster or other leader to insure that it is a valid idea. While not required, it is a good idea to get a troop leader (other than your Scoutmaster) to serve as your project advisor. This leader can help you choose a project, help you determine what needs to be done in planning it, and help you get the write-up ready to go to the district for approval. Always take detailed notes when talking to your advisor -- you cannot remember things nearly as well as you can read them from your notes later. Your advisor may not want to tell you the same thing again and again.

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. There are many Internet web sites devoted to Eagle Project ideas. Use an Internet search engine like *Google*, *Yahoo*, *DogPile*, *Excite*, or *Metacrawler* to search for "Eagle Scout Project" ideas. As a test to your leadership abilities, the Keystone Area Council **will not** approve a project that is just a used clothing drive, a used book drive or a similar "collection drive" unless it is part of a larger project you organize.

### **Initial Planning & Project Write-up**

After you have talked over possible project ideas with your troop leaders and have chosen the right one for you, it is time to contact the community organization to see if your idea fits with their needs. If it does, write up a 1-2 paragraph description and secure the organizational representative's signature.

Keep a time and date log of all your work and your meetings with anyone else. This must be included in your 3 ring Project notebook.

Then, you can begin the detail planning and write-up, which will be submitted to your Scoutmaster, a representative of your Troop Committee and then to the district advancement committee representative for approval. At each review level, expect suggested changes and edits. You cannot begin actual work on the project until the district advancement committee representative finally approves it, but there is a lot of planning to be done before you get that far.

Get a current copy of the Life to Eagle Packet, which includes the Eagle Scout Leadership Service Project Workbook (BSA 18-927D), from the council office or from one of your troop leaders to use in preparing your plan. This is the official booklet for your reference. The internet version of the booklet can be found at: ([www.nesa.org/trail/manual.html](http://www.nesa.org/trail/manual.html) click on the "RTF" version so you can type in it). This electronic version is what must be submitted to the Adventure District Advancement Committee member for approval. It includes the official BSA requirements that must be met and the outline for your writing. The Planning Guide you are reading just provides additional information to help you meet those requirements. Read everything in it before beginning to write up your plan. You are encouraged to use the *RTF* electronic version of the workbook. Either the *pdf* (Acrobat Reader) or *RTF* (Rich Text Format) versions of the Eagle Scout Leadership Service Project Workbook are available for downloading from the National BSA website. The RTF version may be opened using various word processing software, including Microsoft Word. The *pdf* version may only be printed, but not directly edited on your computer.

Use a three-ring notebook for a complete copy of your project write up. Include maps, photos and drawings in this Notebook. Keep a printout in it of your most recent write-up of your project. Take it with you to all of your discussions and meetings with anyone about your project. It is your written documentation of everything related to your project. Eventually, you will bring it with you to your Eagle Scout Board of Review.

Once the project plan is typed on a computer in the RTF version or on a typewriter in the pdf version the Pages should be placed in plastic sheet protectors and organized in a three ring binder. While this is not an English paper, you should use your best grammar. The plan should tell someone else everything they would need to know to carryout your project without you present. Include appropriate photographs, drawings, maps, and plans you have created. You should include the following information as shown in the workbook.

**Hint:** Work your way through each section as titled in the downloaded manual and discuss each topic as it relates to your project. Leave out the headings that do not apply to your project. Add others that do apply. Keep track of all your planning and writing time – it counts in your total project work hours.

### **Project Description**

Briefly (approximately one to two paragraphs) describe the project. This should not include any details, as those will come later. Address this section as though you were telling a friend what you were going to do. Think of this as an executive summary of the overall project. All of the details will be covered later.

## **Who Will Benefit**

Name the group or organization that will benefit from your project, where they are located and how your project will benefit them. Remember, the project cannot benefit the Boy Scouts (except in the most indirect way). Do not describe the project again, just focus on the benefit of the project. You should also work with an official of the institution in planning the project. See the section below for some hints on working with an agency.

***Hint for Coordination with Agency:*** Discuss your coordination with the agency that is benefiting from your project. Be sure to include the name, position within the agency (e.g. Personnel Director, Community Relations Coordinator, etc.), and phone number of your point of contact. Use proper titles (e.g. Mr., Mrs., Dr., Chief, etc.) when referring to adults. Discuss your coordination meetings with the agency to include dates you have met or talked on the phone, who was present, and exactly what they agreed to provide to you and what you agreed to do for them. *You should also obtain a letter from the agency authorizing you to conduct your project.* Do not get into a position of saying, "I talked to some lady a few weeks ago." Whenever you call the agency again, be able to ask for your contact by name. Finances are of particular interest. Be sure both you and the agency understand all financial obligations, and preferably stated in writing. Are they going to "fund your project" or "pay up to \$100 toward your expenses"? No one should try to cheat you, but a misunderstanding can create hard feelings or cost you more than you had planned.

Another area where you should ensure complete understanding is in the materials to be provided. When an agency says they will provide building materials, make sure you both understand exactly what is to be provided (see the materials section below). Find out if the agency will deliver the materials to your work site or if you must pick them up. If you are going to have to go get materials, find out exactly where (i.e. address) and the name and phone number of the person you need to talk to when you get there. Do you need to call ahead and setup an appointment to pickup the materials? Dealing with government agencies can be particularly frustrating if you do not ensure both parties understand all details. Making assumptions is dangerous!

## **Planning Details**

This is the heart of the project plan and the area that will require the most work. **The plan should include all details needed by someone else to carryout the project as though you were not around.** The plan will include the sections discussed below, if appropriate. All sections are not applicable to all projects, so may be omitted if not needed.

## **Present Condition**

Describe the current condition or situation that you are going to change. Do not repeat the benefit of the project, but focus on creating a word picture of how things are now. This is a good place to include pictures (either photographs or drawings) of the project area. Remember, the District Advancement Committee does not know what your church or school or park looks like so they cannot understand why your project is important unless you show and tell them.

Include a section on safety at your work site that includes an appropriate first aid kit (and how it will be reviewed in advance for adequacy), cell phones on site, restroom facilities, water and rest breaks, proper clothing and footwear (only closed toe shoes or boots) and how you will speak to these concerns at the beginning of any work day to your volunteer workers. Include driving directions to the closest hospital and provide copies of any drivers at your site. Remember poison ivy concerns if you are working in the woods.

## **Plans / Drawings / Designs / Photos**

If your project is to build something, you will need detail plans or drawings. These are like blue prints and should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn. Plans or drawings are usually done on graph paper that has guidelines, but blank paper is acceptable as long as you are neat. Photographs may also be of value here for some projects. If you have made a design (e.g. emblem, logo, etc.) include it in this section. All plans, drawings, or figures should be labeled with a Figure Number and a Title (e.g. "Figure 1, Playground looking east"). Refer to them in the appropriate sections of the text. You can draw or write on photographs using a Sanford Sharpie ultra fine point pen and the ink will not smear once it is dry.

## **Materials**

**Materials are those things that become part of the finished product.** Examples are lumber, paint, nails, concrete, etc. This is truly a shopping list, so include material specifications (exact size, quality, brand, finish, etc.), number of each item, and cost. Don't just say "lumber". You need to describe exactly what pieces of lumber. If items are to be donated, state so. This section is best presented in the form of a separate list or table attached to extra pages in the workbook. Tables should include a Table Number and Title (e.g. "Table 1, Materials & Supplies") and be referred to in the appropriate section of the text.

The Materials table layout may look something like this, with as many lines and columns as you need.

<b>Table 2 - Materials</b>					
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Source</b>
Plywood	3/4", 4' x 8' B-C interior grade	3 sheets	\$20.00	\$60.00	Home Depot - donation
Paint	Sherwin-Williams interior off-white (#1342), semi-gloss	2 gal	\$15.00	\$30.00	Sherwin-Williams - purchase
Total Cost	.	.	.	\$90.00	.

### **Supplies**

Supplies are those expendable things that do not become part of the finished product, but are used to complete it. Examples of supplies are sandpaper, trash bags, posters, gasoline, pens, markers, paper, paint rollers, drop cloths, etc. Provide a list of all supplies you will need and where you will get them. Since supplies cannot normally be reused, you need to either buy them or have them donated. You cannot 'borrow' something that you cannot return. You may choose to combine the materials and supplies into one list (see above); but label it as such.

### **Tools**

Tools are those items used to aid in making the work easier, or even make it possible to do at all. Tools are not used up and should be saved and used again and again. Examples of tools are hammers, shovels, tractors, or saws. Provide a list of all tools required to work the project. Don't take for granted that required equipment will just appear when you need it. Be very specific (e.g. number of hammers, type of shovels, type/size of paint brushes, etc.). Tell how those tools will be obtained. If you must purchase tools, include them in the financial plan. You should be able to borrow most tools from the people who are working on the project or from someone else. Try not to spend much money on tools since they are expensive but not part of the finished product. If you must buy tools, discuss what is going to be done with them after your project is complete. Are you going to keep them, give them to the troop or other organization, or maybe to the organization who is funding the project?

The Tools table layout may look something like this, with as many lines and columns as you need.

<b>Table 3 - Tools</b>		
<b>Tool</b>	<b>Quantity</b>	<b>Source</b>
Claw hammers	6 minimum	Workers to bring
Air Compressor	1	Mr. Adams' company will loan
Garden rakes	4 minimum	2 from church, 2 from Mr. Jones
Circular power saw (7 in)	1	My dad
Extension cord, grounded / 3 prong, 50' minimum	2	1 from Mr. Smith, 1 from church
Camera, 35mm automatic (to document work)	1	My mother
Cooler, 5 gallon (for drinks)	1	Scout Troop

## Schedule

A good schedule is a necessity for any successful project. It shows when everything is done and in what order each step happens. You must make your best estimate of how long tasks will take and in what order they will be done. Your schedule may be in the form of a Gantt Chart (bar chart), a calendar with tasks entered on the appropriate days, or just a list of tasks and the date when they will be done. Include project planning and approval on your schedule. No project follows the planned schedule exactly, but it helps make things happen logically. When you complete your project and do the final write-up, you will discuss how well the project followed the planned schedule and why you think it deviated from it.

## Step-by-step Instructions

In addition to the schedule that shows the dates when you think tasks will be worked, you will also need detailed instructions. These instructions should read like a recipe in a cookbook. These tell the workers exactly what to do. Include a list of every task you can think of, what order they will be done, and who will do them. Include the clean-up of the work site in your plan.

A sample detailed work day plan may look something like this:

8:00	My dad and I arrive at work site and begin preparation.
8:15	Workers and other leaders scheduled to arrive. Donuts and juice provided for workers as they arrive.
8:30	Brief 3 team leaders on their duties.
8:45	Get all workers together and tell them what we are going to do. Assign workers to one of 3 teams. Give safety speech, location of first aid kit, no goofing around, etc.
9:00	Team 1 begins clearing ground. Team 2 begins cutting lumber according to plans. Team 3 begins clearing brush and moving dirt to designated area.
10:00	Teams 1 & 2 begin constructing the thing-a-ma-gig according to plans.
10:30	Water, restroom and snack break
	etc., etc.
12:00	Lunch dropped into work site by Dominoes Pizza Airborne Store
12:45	Teams 1 & 2 construct the thing-a-ma-gig according to plans. Team 3 finishes moving all dirt and brush to the designated areas.
2:30	Restroom, water and snack break
3:00	Teams 1, 2, and 3 paint the thing-a-ma-jig with one coat (note: 2nd coat will be applied next week)
4:00	All workers begin cleanup and put trash bags in Mr. Haygood's truck.
4:30	All workers go home Mr. Haygood takes trash to dumpster

## Financial plan

Every project will cost something and you need to discuss those costs in your plan. Provide a list of all materials, tools, supplies, etc. with a cost of each. This information may be part of your list of materials/supplies. If items are loaned or donated, state so. Remember to include any fees (e.g. city dump fees) in your cost estimate.

Once you have determined how much the project is going to cost, you must find the money to pay for it. You may consider several sources for funding, including the organization for which you are doing the project, donations from others, from your allowance, a fundraising project you organize for the project or any other legitimate source. **While your project MAY NOT BE ONLY A FUNDRAISER**, you may conduct fundraising activities, if necessary, to finance the supplies and materials needed for your project. Obtaining the funds to do the project is your responsibility. Don't assume that someone will cover cost until you have asked them.

A major part in any project, whether for Scouts, church, community, or a business, is funding. If you cannot come up with all the money you need, look at reducing the cost to get within your budget. You may even find that the project is too expensive and you will have to choose another one. Sometimes the community organization for which you are doing your project will be able to pay for some or all of the project materials, discuss those details in full detail with their representative. You don't want any surprises! Some groups won't be able to provide any financial support at all. In that case, you will need to plan how to raise money or secure donated materials.

After the source of your funding is established, you should also consider how the money is to be handled. As money is brought in from fundraising activities, where will it be held for safe keeping? Exactly how will supplies and materials be

paid for? It is strongly suggested that you do not put your parents or yourself in the position of holding any substantial amount of money. Discuss this issue with the organization that is providing financial support. Consider letting the project's sponsoring organization's treasurer manage the funds. Your troop treasurer may also be willing to help and establish a special account for your project. Whatever you decide, ensure you have a complete paper trail for all financial transactions and include a summary in your final report. To some donors of money or materials, it will be important that they receive a tax-deduction for their gift. You need to work out those details with the sponsoring organization and how they can send the appropriate acknowledgement letter to the donor.

One last financial point to consider -- since your project must benefit a not-for-profit organization, see if the organization has an exemption from state sales taxes. If so, find out how to take advantage of this savings before you go to buy your materials. This may help you stay within your budget. If they are not tax exempt, then don't forget to include the sales tax in your budget plan.

### **Budget**

You need to prepare a simple budget that outlines your income and expenses. You can summarize items such as lumber if there is a more detailed listing of items and prices in your "materials" section. It might look like this:

<b>Income</b>	
Giant Cash Card	\$50
Wegmans Pizza Certificate	\$50
Car Wash	\$200
Pancake Breakfast	\$300
Organization Donation	\$500
Lowe's Discount value	\$100
Ritter's Hardware donated items	<u>\$75</u>
TOTAL	\$1,275

<b>Expenses</b>	
Pancake Breakfast supplies	\$150
Thing-a-ma-jig lumber	\$750
Nuts, bolts & widgets	\$100
Thing-a-ma-bobber	\$100
Cement	\$50
Garden supplies	<u>\$125</u>
TOTAL	\$1,275

### **Written /Printed Information**

If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy of those in the plan. These should be included as attachments to the workbook. These attachments should have a Figure Number and Title (e.g. "Figure 6, Sample handout to the troop") and be referenced in the appropriate section of the text.

### **Helpers/Workers**

Discuss who will be doing the work. You do not need to state names (which you most likely will not know yet), just the number of people, what organization they are part of, and what special skills will be required. For example, are you going to need a carpenter? However, if you can make a list of potential helpers (with their phone numbers) it will help you get volunteers later. Describe how you are going to organize the workers to get the work done efficiently. Will they be divided into teams and, if so, who will lead the teams? What tasks will each team be doing? How will you use adult leaders? Discuss how you will ensure the safety of the workers. Remember, you do not have to DO any or much of the physical work yourself; you are responsible for **LEADING** others in carrying out the project and ensuring that everything is done the way you want it. Describe how you will remind all workers of their commitments prior to the work day. What if they don't show up? Create a simple chart that shows how many workers (youth and adult) you need per day and how you will organize them into work teams if needed.

### **Adult Supervision**

Boy Scout policy requires at least two adult leaders be present at all times during any Scouting activity. At least one of them must have the 'Youth Protection' certification. It is your responsibility to ensure that this policy is followed. Don't assume that the right people will just 'be there'; arrange in advance for them to be there. You should state how you will ensure this in your plan. Without the proper adult supervision, you will not be able to work your project. It is better to have a minimum of 3 adults in case one needs to leave the site, you will still have two left on site.

## Work Site

Where will the work be done? If you are going to build something, are you going to build it at the location where it will be used or somewhere else then moved? How and when will it be moved? By whom? Remember, you must get permission to use any work site from the responsible person/owner. If the location where you are going to work requires special facilities or tools, state so. Think about how the weather will affect your work site.

## Transportation

Moving people, materials, supplies, tools to/from a work site will most likely be required. Discuss what needs to be moved, what vehicles you will need, where you will get those vehicles, and who will drive. BSA policy places limitations on drivers under 21 years old; ensure you are aware of these limits and work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion. NO ONE, child or adult, should ever ride in the bed of a moving truck under any circumstance! All of this is your responsibility. If you are arranging a car pool(s) from a central location (such as your Troop meeting site), describe it. If everyone will be responsible to get to the work site, create a map and driving directions from a common site such as your Troop meeting site.

**NOTE:** Although it is not required for plan approval, **you are required to have a properly administered BSA Local Tour Permit (#34426E) before work begins on your project.** You should seek the help of a unit leader to acquire the permit. You do not need a tour permit if your entire project is done at your Troop meeting site.

## Working the Project

Now that the hard part is over, you can begin the fun part -- working the project! If you have prepared a good plan (which you will have or it won't be approved by the district), all you have to do is follow the plan and make the project happen. Do what you said you were going to do. It is important that you keep very good notes about everything that is done. Keep lists of all work done, who does the work, and how much time they each spent. For your final report, you will need to discuss how well the plan worked and all areas where you were not able to follow the plan, so keep good track of this information as you go along. Assign someone to take pictures of each stage of the work. These will be included in the final report and will be a nice souvenir of an important milestone in your life. Keep track of all materials, supplies, tools, etc. used, paying particular attention to any differences from your original plan. Save all receipts.

## Leadership

A few years ago, the title of the Eagle Scout Service Project was changed to the Eagle Scout Leadership Service Project. As stated in the BSA Project Workbook, the real purpose of the Eagle Project is to give you an opportunity to "demonstrate leadership of others." This is not to say that service to the community is not important, just that leadership is equally important.

Eagle Scouts are considered leaders, both in Scouting and in their community. From the time you first joined Scouting, you have been receiving leadership training. Hopefully you have been a member of a "boy led troop." The Patrol Leaders Council (PLC), which is made up of the Senior Patrol Leader, Patrol Leaders, and several other youth leaders should have been leading your troop: planning the troop meetings and campouts. To reach the ranks of Star, Life, and Eagle you have served in several leadership positions in your troop and most likely served on the PLC. The Eagle Project is just another chance for you to lead others in accomplishing a significant goal for the benefit to your community. This time, you get to choose the activity that interests you.

So how do you "demonstrate leadership of others?" First, you need to establish yourself as the man in charge, the one who others look to for guidance. This means you must take the initiative to choose your project, coordinate it with the appropriate agency, and prepare the detail plan on how to accomplish the goal. Don't wait for others to do your job. This makes you the expert – the man with the answers. Others will come to you to learn what they need to do to complete their task.

The leader coordinates all the activities of others to make sure the final goal is reached. He considers everyone's talents and decides which tasks each member is given, and then makes sure they understand their assignment. The leader takes care of his team. He ensures they are safe and have sufficient food and water to remain healthy and productive. He makes sure they have the proper training and tools to do the job.

The leader is the problem solver. No matter how well a project is planned, there will be things that don't go according to plan. When problems arise, the project leader must consider all available information and make a decision on how to resolve that problem. If it is not safe or practical to force the project to follow the plan, he may need to revise the plan, or even redefine the final goals. It is ok if your project doesn't reach all the original goals, but you need to be able to explain why and how you solved the problem.

A good leader will consider advice and suggestions from others, but in the end, the leader must make the final decisions. A wise Scout would listen to his troop's adult leaders and parents because they have many years of experience to share. However, be careful that the well-meaning adults don't lead your project. Beware of a common problem that can easily hamper your chance to lead. During projects where an adult's technical skill is required, the adults often tend to take over the leadership role. Both you and your adult technical advisor should be very aware that YOU must lead the project. Your advisor should only give you guidance and suggestions, but he should not give direct instructions to your work crew. That would deny you your leadership opportunity.

**Hint:** You and your advisor should talk this over and agree on a signal which you will politely give him if you see him taking too much control of your workers (which is a very natural thing for adults to do). For example you may agree to say something like, "Mr. Coffman, would you like something to drink?". He would get the point and agree that he was thirsty and go "get a drink." No one else would know what you were doing, but later you and Mr. Coffman can laugh about how "thirsty" he was on that workday.

The leader gets the job done and keeps the group together. Getting the job done is fairly easy to understand. Keeping the group together means you help the group to enjoy the activity, feel appreciated for their efforts, and earn a sense of pride in the accomplishments of the group.

A leader continually encourages his workers and gives them positive feedback on what they do well. He helps his workers understand when they are doing something that does not help the group accomplish the goal and he gives them guidance on how to do the right thing. Often when workers aren't doing what the leader wants, it is because the leader did not do a very good job of explaining the task to them.

Leadership is a very rewarding activity. As the leader, you should feel a sense of pride for what your team accomplished under your guidance. A well-led activity is also rewarding for those who follow. In the end, the goal is reached and the team feels good about their collective accomplishment. The leadership skills you have learned in Scouting and demonstrated in completing your Eagle Project will serve you throughout your life.

### **SAFETY ON SITE**

You should include an introduction and outline to all safety procedures you will implement on the work site. Show everyone on site where the first aid kit will be kept. Describe how you will lead scouts in advance to check the first aid kit for appropriate contents and how missing items will be replaced. The outline of the safety speech you give at the beginning of each day must be included in your Project write-up. All workers must wear closed-toe shoes or boots, eye protection safety glasses or personal glasses and work gloves. Ear plugs must be provided if there will be noisy equipment used at the work site. You can provide them or ask each worker to provide their own. If you expect any youth or adult workers to have cell phones on the site, explain it. Check in advance to be sure there is cell service for all cell companies for which phones will be used. If you will use cell phones for communication between work teams, describe the process. Provide a list of cell phone numbers on site to all adult leaders and keep one with you at all times at the site.

### **Final Write-up**

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.

As with any project, it is important to review what was done and see what lessons were learned, as well as providing a historic record. In this case, **you also need to write a final report because your project is not complete without it!** You should use the project plan as a guide for preparing the final report. In the 'Carrying Out the Project' workbook section, briefly describe what was done and how you deviated from the plan. Go through each section of the plan and write a summary of the results versus the plan. For example, discuss if you had all of the materials you needed or if you had a lot left over. Summarize the actual costs, tools used (and tools needed that you did not have), or anything else of interest.

Provide a record of all the time worked by you and your volunteers. This can be done in a list or table showing names, dates, hours worked, and tasks performed by each volunteer. Since the objective of the project is to demonstrate leadership of others, you should discuss your leadership roll. Give examples of how you were able to lead the volunteers. Did you have any problem with getting them to come to work or to stay focused on the assigned tasks? Leading people is a difficult skill and you most likely learned something about this. The final reviewers want to read about what you learned about leading people.

Hopefully, you had someone take many photographs during each phase of the project. Include a section in your report for representative photographs. A photo of you presenting the finished product to the organization for which you did the work helps to show off the value of the project. Of course, the photographs should be labeled.

You will most likely require some advice from your project advisor before you are ready to turn the project in for final signatures. Consult with him often as you are completing the report. Once you and your Troop Leader advisor are happy with the result, it is time to get the final approval signatures.

**Hint:** While you are writing your final report, this would be a good time to write thank-you notes to those who donated materials or made other significant contributions for your project. Many companies have a budget for donations to organizations like Scouting and a small thank-you can help them understand the value of their donations and encourage them to continue helping future Eagles candidates. You aren't expected to write notes to all your volunteer workers, but some recognition at your next troop meeting would be appreciated.

### **Final Project Approvals**

After your project is completed, you should write up a brief "after report" of changes that occurred and why and how the implementation of the project went for you.

Only a couple of signatures are required on your final report, the most important of which is yours. If you are proud of your effort and pleased with the write-up, then sign it on the last page. You also need the signature of your Scoutmaster or project advisor. The representative of the institution benefiting from your project must also sign your workbook after you complete the work. While these are the only signatures required in order to submit it, the project's final approval will come during your Eagle Board of Review. You will submit the project (plan and final report) along with your completed Eagle Scout application to the District Advancement Committee through your Scoutmaster just prior to your Board of Review. Your project will be returned after the Board of Review.



# *The 12 Steps From Life to Eagle*

The following 12 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the local council, and the volunteers who are to conduct the board of review. Eagle candidates should share these steps with their unit leader so that they can fully understand the procedures that must be followed.

1. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference.
2. Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the council or district advancement committee. This workbook must be used in meeting this requirement.
3. It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate's 18th birthday. When all requirements except the board of review for the rank of Eagle, including the leadership service project, have been completed, the Eagle Scout Rank Application must be completed and sent to the council service center promptly. (Youth members with disabilities should meet with their unit leader regarding time extensions.)
4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.
5. When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee or its designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The council determines the method or methods to be used. The candidate should have contacted those individuals listed as references before including their names on the application. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center.
6. The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application.
7. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Leadership Service Project Workbook, and references will be returned from the council service center to the chairman of the Eagle board of review so that a board of review may be scheduled. Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review. Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.
8. The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership

service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.

9. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. **The decision must be unanimous.** If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is

to contact. (See "Appealing a Decision" in the *National BSA Policies and Procedures*, No. 33088D.)

10. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.
11. When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. This workbook and references are retained by the council. The workbook may be returned to the Scout after council approval. **Only the Eagle Scout Rank Application is forwarded to the national Eagle Scout Service.**
12. The Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.

# Keystone Area Council Adventure District Eagle Scout Project Approval Checklist

Scout's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Unit #: \_\_\_\_\_

District Reviewer: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Preliminary: These MUST be completed prior to beginning the District Project Review.

- Scout dressed in Class A uniform?
- Using Eagle Scout Service Project Workbook (#18-927) – PDF or RTF download acceptable
- Signature of representative of organization to benefit?
- Signature of Scoutmaster or Unit Eagle Coordinator?
- Signature of Unit Committee representative?

Project Description:

- Complete description of the project?
- Does the group to benefit qualify?
- Complete description of benefit provided to the group identified?

Planning Details:

- Complete description of the present conditions?
- Sufficient detail to allow someone else to carryout the project? (maps, drawings, pictures)
- Are the details organized?
- Do the details show an opportunity for the Scout to show leadership?
  
- Complete list of necessary materials? (breakdown of materials and amount of each needed)
- Where will the Scout secure the materials?
- How much will the materials cost?
- How will funding be secured to pay for the materials?
  
- Complete list of necessary tools and supplies?
- Where will the Scout secure the tools and supplies?
  
- List of the number of people needed and when? (schedule of personnel requirements based on project workload)
- Where does the Scout plan to get the people?
  
- Has the Scout set dates for working on the project and are these dates realistic?
- What are the contingency plans in case the dates don't work out?
  
- Has the Scout considered hazards involving the worksite, materials, tools, and weather?
- Availability of first aid supplies and access to emergency services?
- Who will supply food and water?
- Are restrooms and wash facilities available?
  
- Arrangements made for required two deep adult leadership? (at least one must be "Youth Protection" certified)
- Has the Scout planned for a BSA Local Tour Permit if the worksite is away from the Troop meeting site?

Action of the District Review:

- Project Approved (Date) \_\_\_\_\_