

**STARTING, NAVIGATING, AND COMPLETING  
THE EAGLE SCOUT LEADERSHIP SERVICE PROJECT**



**PREPARED BY THE MANATEE DISTRICT ADVANCEMENT COMMITTEE FOR USE BY  
MANATEE LIFE SCOUTS AND THEIR UNITS, IN THEIR QUEST TO BECOME EAGLE  
SCOUTS**



## **SECTION I: FOREWORD**

Even if you earn your Eagle at 13 and remain in Scouting until you age out at 18, even if you return to Scouting as an adult and earn the BSA's highest honors, you will always consider your Eagle project to be the greatest and most signature achievement of your Scouting career. Indeed, it will likely be the most important and defining achievement of your entire youth. That's how important your Eagle project is.

And with good reason. The Eagle Scout service project is likely the first, and perhaps only, time as a youth that you will experience what it is like as an adult to devise, lead, manage, and report on a major initiative involving an established institution and numerous participants – and in the process apply time management, critical path analysis, materials management, budgeting, work team management, contingency preparation, reporting and post-mortem work, and sometimes marketing and public relations.

There is almost no other opportunity in American life to have this kind of experience while still a teenager. Truth be told, experience suggests that it is a more valuable practical experience than anything you will learn earning an MBA.

That's why colleges and universities, corporations, non-profits and government agencies give precedence in hiring to Eagle Scouts: not only do they know you are resourceful and competent (your merit badges and leadership positions show that) but, thanks to your service project, they can be sure that you already have considerable entrepreneurial and managerial experience. They know you know how to set goals and how to accomplish them.

There's another, even more important, reason why you will always cherish your Eagle project: because you will have left your mark on your community and the world.

Every Eagle project leaves the world a better place. That is its purpose. But some Eagle projects exhibit a scope that can actually change society in a fundamental way. Other Eagle projects, many of them quite small, can create an enduring impact – there are Eagle projects around the country that still stand – and thus still contribute to their community – a half-century after they took place, the Eagles who did them are now senior citizens.

The real impact of Eagle service projects can best be seen in their totality: since the completion of a formal service project was made a requirement for Eagle in the early 1960s, it is estimated that Eagles and their volunteers have completed more than 200 million hours of service to their communities. That makes it the largest youth service initiative in history. Thus, in doing your Eagle project, you are not only taking on the toughest requirement on your path to Eagle, participating in the best professional training available to you as a youth, and making an important contribution to your community. . . but you will also be making history.

Now you know why adult Eagles tend to talk about their service project with a mixture of awe that they actually managed to complete it and pride that they managed to accomplish something great while they were still in high school. Many will tell you that their Eagle project was a turning point in their lives – that, before their eagle project, taking on this kind of responsibility

seemed terrifying and the private preserve of grown-ups; and afterwards, they knew they could tackle anything. Indeed, for some Scouts, especially for those few who have completed a world-class, award-winning quality project, even earning the Eagle itself can seem an anti-climax after completing the project.

But big project or small, local or international, it still lies in the future. Right now, you need to get started on your project. So, let's begin with the requirement itself. Then we'll look at what an Eagle project is. . . and what it isn't.

### **Definition**

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 Boy Scouting.)

Sounds simple, doesn't it? But you already know that there are whole worlds of difficulty hidden within those thirty-five words. The BSA knows it too; that's why it has appended the following words to the requirement in the Scout Handbook:

*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, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the Guide to Advancement, topics 9.0.2.0 through 9.0.2.15.)*

That second paragraph is to make sure you don't fly off on a project. . . and then discover that it doesn't qualify. To spare you that nightmare, Scouting has designed a series of approval steps to make sure both that you have a qualified project and second, unsaid, that all of the potential stakeholders on the Scouting side have signed on to what you are doing – they too now have to answer for any project deemed unqualified by BSA National. Now they have skin in the game – which means that they will be more careful to make sure you are headed in the right direction.

The third paragraph is Scouting's gesture towards giving you some detailed support on what kind of project to do (the *Guide to Advancement*) and how to do it (the *Eagle Scout Service Project Workbook*). You can find both of these documents online here: *Guide to Advancement*: <http://www.scouting.org/filestore/pdf/33088.pdf> and *Workbook* [http://www.scouting.org/filestore/pdf/512-927\\_fillable.pdf](http://www.scouting.org/filestore/pdf/512-927_fillable.pdf)

Print them out, especially the *Workbook* and read them both (the entire *Workbook* and the *Eagle section in the Guide to Advancement*) thoroughly for comprehension. You'll note that the *Guide to Advancement* takes the Eagle Service Project quite seriously, – six pages of small type! -- complete with sections on insurance and risk management, as well as an extensive section on redress if your Eagle project is turned down (don't let that happen, get full approval ahead of time). The larger, Eagle section of the *Guide* also walks you through the precise process of getting these approvals, which we will look at in these instructions as well.

As for the *Workbook*: note the word *must*. As of a few years ago, it essentially became impossible to earn your Eagle – that is, get your project signed off – without filling out your Workbook. So look through it right now. Note the many things you have to report regarding your project, and a few of things you thought you had to report, but in fact, don't – such as the fact that photos documenting the project are optional. Also note the many, many bits of data you need, such as that long page of names and addresses at the front; as well as the multiple sign-offs.

If you want validation that Scouting takes your Eagle project quite seriously, note that the *Workbook* is now 28 pages long – double what it was just a few years ago, and expanded to include precise documentation of every step along the way on your project from initial idea to final sign-off, and everything in-between. The *Workbook* now includes even a summary of those six pages in the *Guide to Advancement*, just to make sure you actually see it. All of this underscores that Scouting wants you to succeed on your Eagle project . . . and the last thing BSA National, your Council, your District, your Troop Committee and your Scoutmaster wants is for you to take the wrong path and have your Eagle project denied. It rarely happens, but when it does, it is a nightmare for everybody of angry accusations, bitterness and unhappiness.

That's why Scouting has published these two unprecedented documents, why it demands that you use the *Workbook*, and why you have to run that gauntlet of sign-offs: after all of that, there is no excuse for not doing a successful Eagle project – other than that you quit along the way, or you never started. The goal of Scouting is to make sure that even those last two scenarios never happen.

After you have passed your Life Board of Review go on line and download a copy of the *Eagle Scout Service Project Workbook* 512-927. You can find the most recent version of the Eagle Scout Service Project Workbook on the SWFC Advancement Eagle Scout Information page: (<http://www.swflcouncilbsa.org/eagle-scout-information/eagle-scout-applications-workbook/18857>)

You and your parents or guardians should review the entire Workbook and focus on pages two thru six. Four important points:

1. Keep the entire project in mind by understanding how the Workbook is organized – You make a project proposal, develop a plan, accomplish the project, and write a report on the project.
2. 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.”
3. The Eagle Scout Service Project belongs to you.
4. More information is available for you, your parents or guardian, and Scouters in the BSA *Guide to Advancement* (GTA).

Understand the importance of utilizing the entire Workbook, especially the Project Plan section.

When you begin your project (Eagle Scout requirement 5) you must use the most current *Eagle Scout Service Project Workbook* to meet this requirement. It is best to use the fillable/savable version of the Workbook that can be edited as the project proceeds. Once you have started, if a new version of the workbook is released, it is your choice whether to switch to the new version or continues with the previous version, regardless of where you are in the proposal, planning, or development process (*GTA 9.0.2.0 through 9.0.2.15*).

You can choose from a PC or Mac version depending on your computing platform. Make sure you have an up-to-date version of Adobe Reader because the workbook has several useful features like expandable text boxes, file/picture uploads, and automatic pagination as you add material.

**Note:** Many Scouts have learned the hard way that it's always best to save the file to your hard drive – rather than opening it in your browser – and then open it with Adobe. Most browsers inhibit much of the file's intended functionality.

The workbook is essential to the successful completion of your project and should be thoroughly reviewed - front to back - before you begin. We recommend that you put the printed pages of your Eagle Scout Service Project Workbook in a three-ring binder. You may consider making a working copy of the Workbook that can be used to take notes and show to all those involved with the initial planning stages and a second copy of the Workbook after you have completed your Project Report that you can bring to the Eagle Board of Review.

The workbook lists the four parts of the Eagle Scout Service Project:

1. Proposal
2. Project Plan
3. Fundraising Application
4. Project Report

Supplement the Workbook with additional information to include drawings and plans, additional photographs, endorsement letters, and other information related to the accomplishment of the project. These help your workers, and those reviewing the project, understand the what and how of your project.

Before beginning, you should review and understand the Workbook, starting with page three – “*How to Use This Workbook.*” You are encouraged to take a paper copy of the workbook to meetings so you can make notes on feedback you receive.

The execution phase of the project – is supported by the project plan – and assessed in the project report. The members of the Eagle Board Of Review are responsible for final evaluation of your project and whether you have demonstrated sufficient planning, development, leadership, and positive impact for the beneficiary. (*Guide To Advancement 9.0.2.1(4) and 9.0.2.13*). Project success is much more likely if you fully complete the Workbook Project Plan section.

## SECTION II: CANDIDATE RESPONSIBILITIES

### 1. SELECT A SERVICE PROJECT AND DISCUSS IT WITH THE RIGHT PEOPLE.

A. Ideas for an Eagle Project. The idea can be original or something that has been done in the past. There are hundreds of organizations that need assistance. Some examples are:

- City parks, county parks, state parks, United States Forest Service, The Florida Trail Association (FTA), Bureau of Land Management, religious organizations, and local schools.
- Be sure to consider your Unit's chartering organization.
- You can find ideas online (search "Eagle Scout Service Project Ideas") or your Unit leader may have some ideas for you.

B. For a successful project, you should identify a project that is:

1. interesting,
2. challenging,
3. provides service to the community, and
4. provides an opportunity for planning, development, and leadership. (*Refer to Eagle Scout Service Project Workbook* (page four) for limitations and what the project is not.)

C. *Contact Benefiting Organization.*

Once you have a project idea, you should contact the benefiting organization to gain their acceptance and approval of the project. You will need a main contact person, known as the Project Beneficiary Representative, to work through the planning and leadership phase of the project. This person should be someone who is authorized by the benefiting organization to approve the project and will work with you to make sure it meets the organization's needs. Their information will go on Proposal Page B of the *Eagle Scout Service Project Workbook*.

You should bring along a copy of the two-page sheet on "*Navigating the Eagle Scout Service Project: Information for Project Beneficiaries*" to discuss with the beneficiary representative. You should read and understand this paper BEFORE presenting it to the beneficiary. It is the last two pages of the *Eagle Scout Service Project Workbook*. The project beneficiary will acknowledge receipt when they approve the proposal and sign Proposal Page E.

D. *Review idea with your Scoutmaster.*

Once you have an idea and have talked to the benefiting organization, you should review your idea with your Eagle coach/mentor (and/or Unit Leader). Up to now, you do not have anything in writing except maybe a rough drawing or some pictures. If your Eagle coach/mentor, and/or Scoutmaster, agrees with the project concept, you should move on to developing your proposal – if not, consider the constructive suggestions you have received and start again. Your Eagle Coach/Mentor or Scoutmaster may also help you find a Project Coach who is a subject matter expert relevant for your project who can assist you. For example, if the project is to build a stairway at a church, a local carpenter may be a good choice to serve as your Project Coach.

## **2. PROJECT SAFETY**

- A. An Eagle Scout service project is a unit activity and the unit leaders have the same responsibility to assure safety during the project as they would with any other unit activity. The *Guide to Safe Scouting*, (<http://www.scouting.org/filestore/pdf/34416.pdf>), the “*Sweet 16 of BSA Safety*,” (<http://www.scouting.org/scoutsource/HealthandSafety/Sweet16.aspx>), youth protection guidelines, and two-deep leadership all apply.
- B. The National Health and Safety Committee has issued two documents that work together to assist youth and adult leaders in planning and safely conducting service projects:
- *Service Project Planning Guidelines, No.680-027*, (<http://www.scouting.org/filestore/healthsafety/pdf/680-027.pdf>) and,
  - *Age Guidelines for Tool Use and Work at Elevations or Excavations, No.680-028* (<http://www.scouting.org/filestore/healthsafety/pdf/680-028.pdf>).
- C. Unit leadership must be familiar with both documents. Also, please note that new guidance from BSA requires two registered adults to be present at all Eagle Scout project activities.
- D. You have a *responsibility to plan, develop and accomplish a safely run project*. You document this in both the “*Proposal*” and “*Project Plan*” sections of your workbook. The Beneficiary Representative and unit and District Scouters review both the proposal and the plan. They will look for your understanding of the project’s hazards as well as the health and safety of everyone involved during the project’s execution. You should plan for safe execution, but it must be understood that minors cannot, and must not, be held responsible for safety concerns. You should designate a Scouter or parent as the safety person who also will make the decision if it is necessary to call “911.”
- E. The *unit leaders, the Eagle coach/mentor, and the unit committee* should *work with you* on selecting inherently safe projects, rejecting those that are not, and making

sure, you keep abreast of safety issues during project planning through periodic communication with you.

### **3. EAGLE SCOUT SERVICE PROJECT PROPOSAL.**

- A. Once you have chosen a project idea and have had initial discussions with your Eagle coach/advisor, your unit leader, and representatives of an interested beneficiary, it's time to start work on the "*Project Proposal*" section of the workbook. The proposal is an *overview* and the *beginning* of the project *planning process*. In the proposal you need to describe, in general terms, what will be done.
- B. As you prepare to enter information in the workbook, you should consider whether your project will meet these "Five Tests" of acceptability:
1. The project provides sufficient opportunity to meet the requirement.
  2. The project appears to be feasible.
  3. Safety issues will be addressed.
  4. Actions steps for further detailed planning are included.
  5. The Scout is on the right track with a reasonable chance for a positive experience.  
(GTA 9.0.2.7)
- C. The *Project Proposal* should be readable, grammatically correct, and express complete thoughts. If possible, you should use a computer to fill in the workbook. Your first draft may need some revision, and it's much easier to edit a computerized document.
- D. The workbook has expandable text and picture fields so you are not limited by the initial space provided. However, project details that might be too extensive for the Proposal section may be entered in the Project Plan section before the Proposal is complete.
- E. *Project Description and Benefit.*
1. *This first section should provide an adequate description of your project.* You should identify the beneficiary and mention the conditions that will be changed or affected by the project. If possible, you should upload photos and possibly maps or sketches of existing conditions. Then in a few sentences, you should describe how your project would be useful for the beneficiary. Possible benefits include helping members of the local community, improving safety, functionality, or appearance of a facility, or helping disadvantaged people. Then you should answer two questions regarding your project schedule:
    1. When will it start, and



2. When will it be complete?

*F. Giving Leadership.*

1. One of the key components of Eagle Scout Requirement 5 is to “give leadership to others”. You should record the approximate number of helpers you will need to accomplish your project and indicate how you plan to recruit them. These volunteers can come from your unit, school, religious organization, friends, or anywhere else you can find them. Your volunteers may be adults, but they must understand you are the leader. Volunteers can offer you (and only you) suggestions but, in the end, the project is yours and they must be willing to follow your directions.
2. Then you should record what you think will be difficult in terms of leading your project. For example, you may need to find volunteers with special skills (e.g., mason, carpenter, etc.). You may need to organize and manage separate work teams or you may be concerned about your ability to recruit productive workers who will follow instructions.

*G. Materials/Supplies/Tools/Other Needs.*

These four sections are for you to list the items needed to complete the project. Each section mirrors a more detailed table in the *Project Plan*, so you are encouraged to work on both at the same time. If materials, supplies, or tools are not required for the project, you may enter “Not Applicable.”

1. Materials are what you use to make a finished item for your project such as lumber, nails, river rock, concrete, paint, etc.
2. Supplies are consumable items that are not part of the finished product, but are used to complete it. This includes items such as food, drinks, poster board, gas, trash bags, pens, sandpaper, etc.
3. Tools are the items used to accomplish the work. This includes hammers, saws, shovels, tables, water jugs, rental equipment, etc.
4. The Other Needs block is for anything not covered by the above categories like parking, postage, printing, etc.

*H. Permits and Permissions.*

1. Not every project will require formal permits or approved documents, but some will. This section should be completed if the project is subject to local laws, zoning standards, homeowner association covenants, etc.
2. If you need help in determining whether permits or permissions are needed ask your Eagle coach/mentor, parents/guardians or Scout leaders. Generally speaking:
  - If you are building something, think about a building permit.
  - When permits are required, you should ask the benefiting organization to obtain them and confirm they were obtained.

- If the project will generate trash, think about dumping fees and waste disposal regulations.
- If the project will use hazardous materials (paints, solvents, fertilizer, etc.), you should review warning labels and hazardous waste regulations.
- If digging is required, you will want to ensure the beneficiary calls “the appropriate utility” to check the area prior to digging and to mark any underground utility lines such as electrical, natural gas, phone, water, sewage, or cable lines. It would be helpful to mark your site with white paint so the utility company can ensure they look at your worksite.
- Coordinate with the project beneficiary to ensure that you can get access to the worksite on the days you intend to conduct your project.
- Advance preparation is the key to success and you should perform adequate due-diligence to avoid unpleasant surprises when you try to execute your project.

#### *I. Preliminary Cost Estimate.*

1. Once you’ve determined the materials, supplies, and tools that will be needed, you should estimate their costs and find a way to pay for them. You can go to a store, look online or speak with your project coach/mentor or other adults to help complete your cost estimate.
2. You should record preliminary cost estimates for all materials and supplies, even if these materials or supplies will be donated by the benefiting organization, your family, or others. They have real value, even if the cost to you is zero.
3. Tools to be used should be listed, but they may have zero cost if they will be loaned. If, however, a tool must be purchased or rented, the cost should be estimated. This applies to both the *Proposal* and *Project Plan* sections of the Workbook.
4. Projects may not be fundraisers, but you may conduct a fundraiser to finance your project. An explanation of how you plan to raise funds must be provided. It is appropriate to include a description of the fundraiser, proposed dates, amount of money to be raised, and whether contracts will need to be signed. If you plan to conduct a fundraiser, a *Money Earning Permit* must be approved by the District Advancement Chair before the fundraiser is conducted.
5. Read the *Eagle Scout Fundraising Application* section, which can be found in your *Eagle Scout Service Project Workbook*; use it to obtain approval when required.

6. Share your plan with beneficiary and obtain approval.
7. Complete the fundraising application.
8. Manatee District Advancement Chair will approve/disapprove on behalf of SWFC.

*J. Project Phases.*

1. You should think about the phases of your project like chapters in a book or legs of a journey. You should describe the major steps you will take to prepare for and accomplish your project. Some examples of typical project phases include: Planning, Procurement of Resources (Labor, Funds, Materials, Supplies, Tools and Transportation), Organization, and Execution.
2. Obviously, you will need to complete the Final Project Plan first. This will identify what resources you will need to carry out your project such as time, labor, materials, supplies, tools, transportation, sketches or drawings, training time as well as if there is pre-construction work that must be done before the actual project work is to start.
3. For those resources that cost money (materials, supplies, tools, food, refreshments, etc) you will need a Funding Phase.
4. Once you have your funds you will need to purchase the items for which the funds were obtained. This is known as the Procurement Phase.

*K. Recruiting Phase*

This is where you recruit the required volunteer workers with the specific skills necessary to perform the various tasks involved in your project. In this phase you may have to train your workers to perform certain skills or the order in which certain tasks must be performed. Here you will select and train crew leaders with specific assignments.

*L. Logistics Phase.*

The movement of materials, supplies, tools, and people to and from a project will almost always be necessary. In this section, you identify how you plan to do this. The details should be recorded in the Project Plan section of the Workbook.

*M. Pre Construction Phase.*

Sometimes it may be necessary to remove old items from the worksite before the construction of new items begin. If this is the case you need to plan for it to include what is to be done, when it is to be done, why it needs to be done, as well as what labor, tools equipment needed, and what will be done with old items that are being removed.

*N. Execution Phase*

- Complete the project

- Worksite cleanup
- Final inspection by beneficiary. Make sure they agree that you have done what you said you were going to do.
- Return borrowed tools, equipment, and or transportation.

*O. Post Execution Phase*

- Complete your project report
- Write Thank You Letters to your donors (funds, labors, food, refreshments, tools, etc.).

*P. Safety Issues.*

- Safety is the highest concern for all BSA activities and Eagle Projects are no exception.
- Your Eagle Coach/Mentor should help you understand applicable policies in the GTA (<http://www.scouting.org/filestore/pdf/33088.pdf>), to help you plan a safe project.
- In this proposal section, you should list all of the hazards and safety concerns that should to be addressed in your Project Plan. You should pay special attention to BSA policies on fuels, vehicle operation, and adult leadership. In addition, you should review your tool list for safety hazards, and working at height, and identify them in this section.
- Do not overlook common health and safety issues like sunburn, poison ivy, ticks, heat stroke, heat exhaustion, hyper/hypothermia, and dehydration. Unless you plan to provide them, make sure to advise your workers to bring their own personal protective equipment such as gloves and eye protection.

*Q. Project Planning*

In this section, you should record the steps you intend to take to prepare a more detailed and complete *Project Plan*. For example, you may indicate that you need to make additional phone calls, complete drawings, research material costs, or prepare a management plan, or detailed plan for fundraising, or training schedule. These are additional planning tasks to accomplish to ensure that your project is successful.

*R. Candidate Promise*

- Don't skim through the introductory section of the workbook; it contains valuable guidance that can help you plan, develop, and lead a successful project.
- Sign and date this section before you seek approval of your proposal.

- Remember that you are stating “on your honor as a Scout” that you have “read the entire workbook.”
- You should share your *Project Proposal* with your project beneficiary to confirm that it meets their needs and expectations. Insure that the person representing the beneficiary signs your Project Proposal. Give them a copy.
- Collect the signatures and dates of your Scoutmaster and Troop Committee Chairman.
- After you have obtained those signatures submit your *workbook* containing your Project proposal to the Manatee District Advancement Chair. This can be done by sending an email to [manateeadvancement@gmail.com](mailto:manateeadvancement@gmail.com). Please include the Scout’s name and unit, along with an electronic copy of the signed Project Proposal. Proposals are reviewed by appointment, prior to the District Round Table (held the first Thursday of the month). A District Eagle Representative will review the proposal with the Scout and, if the proposal is accepted, he/she will sign the fourth area for Council or District Approval.

*S. Obtain approvals of the Project Proposal.*

- You must have the dated signatures of all four approving officials in the workbook before starting the actual work on your project. If any of the approvers does not sign the project proposal, you must review, resubmit, and/or restart the project proposal.
- To avoid this unfortunate situation, you should discuss your project idea with your unit leader at an early stage and then work closely with an experienced Eagle coach/mentor to identify and avoid potential problems.
- Your signature should be the first one. Then the only required sequence for obtaining approval is that the District approval must follow all the others

*T. Unit Leader Approval.*

- You should present your proposal to your Scoutmaster, and obtain his signature. In signing, he certifies that he has reviewed your proposal and discussed it with you.
- He agrees it provides impact worthy of an Eagle Scout service project and will involve planning, development, and leadership. He is comfortable you understand what to do, and how to lead the effort.
- He also agrees to monitor the project so adults or others present will not overshadow you.

*U. Unit Committee Approval.*

- You should present your proposal to a designated member of your Unit Committee and obtain his/her signature.
- In signing, he/she agrees you have achieved the rank of Life Scout and is registered in the unit. They certify that they have reviewed the proposal, are comfortable that the project is feasible, and will do everything he/she can to see that the unit measures up to the level of support they have agreed to provide (if any).
- Their signature also certifies that they have been authorized by the unit committee to approve the proposal.

*V. Beneficiary Approval.*

- You should present your proposal to the Beneficiary Representative and obtain their signature.
- To avoid a conflict of interest, you should avoid using an immediate relative as a beneficiary representative. If an immediate relative might normally represent the beneficiary, look for an alternative such as the relative's supervisor.
- They also understand any fundraising you conduct will be in their name and that funds left over will go to the benefiting organization. They agree to provide receipts to donors if requested.
- Note that the beneficiary must indicate whether they have, or have not, received a copy of the document "*Navigating the Eagle Scout Service Project, Information for Project Beneficiaries*", found in your *Eagle Scout Project Workbook* on page E. If the "Yes" box is not checked, the approval process should pause until this document is received by the beneficiary and they understand its content.

*W. Submission of your Proposal.*

- When you have finished all of the above, it is suggested that you and your Eagle Project coach/mentor make one final check of the document.
- When you and your Eagle coach/mentor are satisfied with the proposal, you should submit it to the Manatee District Advancement Chair for processing and final approval.
- The Manatee District Advancement Chair will schedule a review date that will occur the same night that the District Roundtable meets, and will schedule a District Representative to meet with the Eagle Candidate approximately two hours before the Roundtable. You should arrive on time, in uniform, and bring your parent(s), and/or his Eagle Coach, as desired. This additional adult is required per BSA policy. In addition, bring any notes or other documentation you think will support your proposal. Be sure to be prepared to make notes.

- Your Proposal will be either approved at that meeting or, if necessary, a date will be scheduled for any follow up review required before approval is given.
- Although your Eagle Scout Leadership Service Project Proposal may be submitted anytime after you attain Life Rank, you are cautioned that it should be submitted in sufficient time to allow the proposal to be approved, and the final project completed before you reach your 18th birthday.

*X. District Approval.*

- Manatee District has identified several District Eagle Representatives who are authorized to review and approve Eagle Project Proposals. Approval by the District Eagle Representative indicates they have read *GTA 9.0.2.0 through 9.0.2.15*, regarding the Eagle Scout Service Project.
- District Eagle Representatives agree on their honor to apply the procedures as written, and in compliance with the policy on “*Unauthorized Changes to Advancement.*” Additionally, they will encourage you, the Scout, to complete a Project Plan and further encourage you to share it with your Eagle coach/mentor.
- Note that the “*Navigating the Eagle Scout Service Project*” document found in your Eagle Scout Service Project Workbook, requires that you share your Project Plan with the project beneficiary before conducting the project.
- Keep your approved project proposal in a safe place because it, and other sections in the *Eagle Scout Service Project Workbook*, must be submitted along with your *Eagle Scout Application* to your Eagle Board of Review.

#### 4. EAGLE SCOUT SERVICE PROJECT PLAN.

##### A. *Project Plan*

- As you develop your Project Plan, it is normal for there to be minor changes from what was recorded in the *Project Proposal* document. These changes should be noted in the *Project Report* after the project has been done. However, *if you want to make more significant changes from what was approved, a formal review by the District Eagle Representative may be needed.*
- What constitutes a “significant” change in the scope or leadership opportunities of a project must be evaluated on a case-by-case basis. For example, *the denial of a required permit, or a request by the benefiting organization to increase, decrease or change the scope of the project in a major way should raise a “red flag.”*
- If you want to make substantive changes from what you originally proposed, you should discuss the situation with your Eagle coach/mentor or Scoutmaster for advice. Additionally, you may need to share these changes with the Project Beneficiary representative and others who approved your *Project Proposal*. You should discuss why the changes are needed and seek advice. Only under extreme circumstances should approval of your Project Proposal be withdrawn. Additional guidance is provided by GTA 9.0.2.7.

##### B. *Complete applicable sections.*

- Work carefully through each section. Use complete sentences. *If something doesn't apply, use “N/A.”*
- Ask for help if you need it. A more complete plan ensures a better executed project.
- Keep beneficiary's representative informed of your progress.
- Do a detailed project budget. Don't short change this part. Identify funding sources and expected contributions.
- Manage beneficiary expectations.
- Record comments after *Project Plan* review by the beneficiary and Eagle coach/Mentor.

##### C. *Complete the Project Plan.*

- 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. *Your entire Eagle Scout Service Project Workbook will be reviewed by the members of your Eagle Board of Review, so if this is not completed, you will need to find an*



alternate means of proving to the Board that you planned the project. **Note:** you are not required to provide more details than are necessary to accomplish your project.

- A Scout who is prepared will complete the *Project Plan*, and then before he begins carrying out his project, he will ask his Eagle coach/mentor to review it with him. A District Scouter may have agreed to serve as your Eagle coach/mentor, or someone else may be designated to take this important role. An Eagle coach/mentor's involvement and review of your Plan is optional, but it can help you avoid many problems or mistakes. It can also improve your chances of passing the Eagle Scout Board of Review.
- You should also show your *Plan* to your beneficiary prior to carrying out your 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.
- Make every effort to present a readable and complete representation of the Project Plan. The workbook has expandable text and table fields, so you are not limited by the initially provided space.

*D. Comments from Your Proposal Review.*

Complete this section with comments from the review by the District Eagle Representative. Comments made by the three previous approvers should already be incorporated into your proposal.

*E. Project Description and Benefit/Changes from the Proposal.*

As you accomplish detailed planning after completion of the proposal, changes will likely be necessary. Use the two areas in this section to document those changes and explain why they may be more or less helpful to the benefiting organization.

*F. Present Condition or Situation.*

Use this section to describe the current condition or situation you want to change. Use words, photographs, or drawings to explain the current condition or situation so others can understand why your project is important. Make sure pictures and drawings have captions and/or labels. Remember, others may never have the opportunity to visit the religious organization, school, park, or facility where your project will be taking place.

*G. Project Phases.*

- Return to your *Project Proposal* and review the project phases you outlined there. Now look at this section as a top-level schedule that provides a guide for how you intend to be successful. This is different from the step-by-step instructions you need on the day of your project.
- A good schedule shows a sequence for getting tasks done. Because this is may be your first time planning a big project, you need to give your best estimate of how long

tasks will take and in what order they will be done. These project phases could be a list of tasks, depicted on a calendar, or flow chart.

- Don't forget to track and record the time you spend planning, coordinating, and obtaining approval from different organizations and people.

#### *H. Work Processes.*

- This is a step-by-step, well-thought-out plan describing how you will conduct the project. Like baking a cake, it is the recipe for making your project. The steps should include all the preparation — work that needs to be done by you and your team of volunteers, the workday plan from the time you get up until you return home, and any follow-up actions.

#### *I. Attachments.*

Almost every Eagle project will have one or more items for this section. For example:

- if you are building something, you may need tables, charts, lists, diagrams, drawings, or figures to help you and your workers assemble and/or construct the item(s). Drawing should show the layout, dimensions, and colors (if painted) of each item. Be sure to label each figure with a number and descriptive title. And remember to refer to these figures in your step-by-step instructions or other sections of the workbook.
- If you are planning an event or activity, this would be a great place to include a program outline, lesson plan, or script. This is the place you should show your work agenda (scheduled breaks, meal time, etc.).

If you are unable to attach items or they don't attach satisfactorily, then include them as separate documents with your workbook.

#### *J. Permits and Permissions.*

This is an expansion of the permits and permissions section of your proposal. There you listed what you thought you might need. Now you need to dig into the details, *confirm you need it, how you are going to get it, and how long it will take*. If the project beneficiary needs to obtain a permit, your Plan should indicate whether the permit has been obtained. If the permit has not been obtained, you should record the date when the beneficiary expects it will be obtained.

#### *K. Materials, Supplies, Tools, and Other Needs.*

- These four tables give you the opportunity to list everything you will need for your project. A substantial amount of time can be saved on the day of your project by properly filling in these tables and making sure you haven't forgotten anything.
- When Quantity and Unit Cost are computed for an item, you should then total the cost and enter that figure at the bottom of each table. After you have calculated the total costs for each of the tables forward these to the Expenses section to aid you in calculating the total cost of your project.

- Remember that all materials, supplies, tools, and transportation have value, so record the estimated cost, even if the item will be supplied/donated by the benefiting organization, your family, or others.

#### *L. Expenses and Revenue.*

- This mini-spreadsheet will help you determine how much your project is going to cost and how much fundraising you need to do. Include a description of how you and your helpers will get the money for your project. If you can't find all the funding for your project, then look at reducing your costs or scope of your project. Make sure your revenue equals your expenses!
- Go to the *Eagle Scout Fundraising Application* section for more information.
- You should discuss how to handle monetary donations from receipt, safekeeping, to payout. Make sure your Project Beneficiary, parents/guardians, and Unit leaders are in agreement with your plan. Remember to turn over excess funds raised from outside sources to the beneficiary at the conclusion of the project as the funds were raised on their behalf.

#### *M. Giving Leadership.*

- Using your previously developed Work Processes as a guide, complete the chart so it shows what specific jobs need to be done for each process, the necessary skills for that job, whether an adult and/or youth can do the job, and how many people are needed to do the job.
- Recruit at least one person that is not an immediate relative to work on your project. That will give you an objective resource if questions arise later.
- The bottom two sections are reserved for your communications plan. There are many ways you can select for communicating information to your helpers. You should decide what works best for your leadership style. In many cases, it is helpful to divide the work into subtasks assigned to separate crews, each with a crew leader. The crew leaders can manage the detailed work, and you can focus on the big picture. You should consider recruiting experienced Patrol Leaders and assign them as Team Leaders of your work crews. This is also a good section to discuss how you are going to advertise your project.

#### *N. Logistics.*

- A good logistics plan is a key component of a smoothly run project. You are not only concerned about the safe movement of people to and from your project, but also materials, supplies and tools that may be delivered beforehand by a supplier or brought to the project by your helpers. This includes how you will dispose of trash, etc. resulting from the conduct of the project.
- It's a good idea to attach one or more maps that provide details.

- Don't forget to discuss essential things like feeding and hydrating your crew and providing restroom facilities. Think too about the possible need and availability of electric power at your work site(s).

*O. Safety (GTA 9.0.2.14).*

- You must address safety considerations in your Eagle Scout project. Answering the questions and completing the table in this section will help ensure you conduct the service project in a safe manner. Make sure you have a suitable first aid kit that is available, properly stocked, and organized for immediate use.
- You should include time in your project schedule for a safety briefing before work begins and include a copy of the briefing script in this section.
- For hazardous chemicals or power tools, make sure there will be enough qualified volunteers to safely use them. Refer to the BSA “*Age Guidelines for Tool Use and Work at Elevations or Excavations*” in the *Guide to Safe Scouting* and the “*Sweet Sixteen of BSA Safety*.”  
(<http://www.scouting.org/scoutsource/HealthandSafety/Sweet16.aspx>.)
- If digging will be part of your Eagle Scout Service Project, have your Beneficiary call the appropriate utility company for safe digging! There may be variety of lines or pipes running underground in the area of the project. The utility owners will locate and mark underground lines at the dig site or verify the site is clear.
- Additionally, you should know the location and phone numbers for the local emergency facilities (e.g., hospital, fire station, etc.). It's also a very good idea to have someone present who is experienced in first aid.
- Since an Eagle Scout Service Project is a unit activity, units have the same responsibility to ensure there is adequate adult leadership to safely conduct the project as any other unit activity. The Scout should plan for safe execution, however, it must be understood that minors cannot and must not be held responsible for safety concerns.

*P. Contingency Plans.*

Discuss what could cause postponement or cancellation of your project and how you will deal with it. For example, if your project will be conducted outdoors, don't forget to identify a plan for adverse weather.

*Q. Comments from your Eagle Advisor About Your Project Plan.*

You are strongly encouraged to take advantage of the suggestions and guidance that an Eagle Coach/Mentor can provide. This is your first Eagle Project, but your Coach/Advisor likely has worked with other Scouts, and may be able to help you avoid mistakes that could make your project more difficult to complete with success. Ask them

for constructive comments and confirm that you have not missed anything important. Then record their comments and suggestions and revise your Project Plan as appropriate.

*R. Review by the Benefiting Organization.*

As indicated in the “*Navigating the Eagle Scout Service Project: Information for Project Beneficiaries*”, you should share your Project Plan with the benefiting organization so they can confirm that it is acceptable. They may also let you know if they have suggestions or concerns that the project might not produce the results they want. If problems are identified, the benefiting organization may require improvements before work begins.

## **5. EXECUTE THE PROJECT**

A. *Expect the unexpected.* Don't be surprised if something you haven't thought of turns up or if you need to make adjustments on the fly. That's part of leadership too.

- Make sure you delegate and communicate.
- Write down your notes about conducting the project as soon as possible, preferably before going to bed. That way you'll be better prepared to do your report.
- Take photos. Pictures are worth 1,000 words.
- Designate a safety person.

B. *Conduct the project.*

- Once the benefiting organization (and Project Coach/Mentor, if applicable) are satisfied with your Project Plan, it is time to carry out your project.
- This is your opportunity to shine by demonstrating how you have planned and developed the project and your readiness to demonstrate your leadership skills. Your unit leaders and potential board of review members will most certainly be watching.
- Note that some adults may try to be too helpful. If you see that someone is giving directions, but they are not part of your designated management team, you may need to gently ask them to direct their comments to you, so you can consider the best way to communicate the information to your work crew(s) or teams. If you feel uncomfortable about doing this, ask your Scoutmaster to talk with the offending party(ies).
- Start by implementing the schedule you should have developed during the project planning phase. Obtain and prepare the materials, including the necessary tools, for the project.
- If it is an outdoor project, pay attention to the weather as your project day approaches. Have a 'bad-weather' plan (Be Prepared!), and make sure volunteers are kept informed.
- Make sure you follow-up on preparation items delegated to others! Hint: Use your Unit's youth and adult leadership. They can help you fulfill transportation, photography, and food requirements. Instruct and organize your participants. Lead the project, observe the work, make corrections if necessary, troubleshoot problems, and ensure everyone's safety! Have your first aid kit on-hand and designate a safety person who will call "911" if necessary.

- You should take notes of anything that changed from your original plan. You should continue to track the number of hours you and each volunteer spends on the project. You should maintain a list of all materials, supplies, and tools used and donations received so they can be included in the Project Report.

C. *Work on the project is complete when:*

- The work is finished,
- Any excess materials, supplies and tools have been cleared from the site, distributed as applicable, and you and the Beneficiary agree it is complete.
- Enter this date on the *Eagle Scout Rank Application* at Requirement 5 and on the first page of the Project Report section of your workbook.

## 6. TRACKING SERVICE PROJECT HOURS

- A. Develop a worksheet to record service hours or use an Excel spreadsheet if available.
- B. Enter hours after each activity onto the worksheet and provide a report to the Troop Advancement Coordinator so participating Scouts receive service credit for rank advancement.
- C. At project completion, report the service hours on the BSA Journey to Excellence Service Hour Reporting website.
- D. Report the total hours (whole numbers only, not fractions or decimals) spent by you and all participants on your Eagle Scout Rank Application.
- E. There has been a steady increase in questions and problems regarding the tracking and reporting of the hours devoted to Eagle Scout Service Projects. This section is provided to clarify recommended procedures for Scouts, parents/guardians, and Scouters.
- F. From the time you begin looking for a project to the completion of the project, you should be keeping track of your time. A small pocket notebook, a spreadsheet on a laptop, a notepad on your smartphone, or a loose-leaf page in your project workbook are all acceptable ways to accomplish this task.
- G. Each entry should include the name of the person, the date, the hours or fractions of hours, and the purpose of the activity. You will add the accumulated information in your *Project Report*, in the section titled *Entering Service Project Data*. The total number of service hours also is reported on your *Eagle Scout Rank Application*.
- H. If the project has a long duration, you should provide periodic reports to your Troop Advancement Coordinator so participating Scouts can receive service hour credit. After completion of the project, the unit should include your project's service hours in their *Journey to Excellence Service Hour Report*.
- I. Your service time includes research, making phone calls, participating in meetings, entering information into the *Eagle Scout Service Project Workbook*, completing the report, plus numerous other activities.
- J. You should record not only the time you spend on the project but also the time others invest in helping you on the project. This could be:
  - Time spent meeting with one or more beneficiaries as you are selecting your project,
  - Discussions with adults as you develop the project,
  - Time a parent/guardian spends driving you to and from different locations,



- Time friends, Scouts, Scouters, or other volunteers spend actually working on the project,
- Time invested by your Eagle Coach, Eagle/Mentor, Unit Leader, Committee Chair, and District Eagle Representative as they assist with the development of your project.

## **7. PROJECT REPORT**

- Using your notes from the day of the project, write up your report as quickly as possible. If you do it when conducting the project is fresh in your mind, it will be easier.
- Use complete sentences. If something doesn't apply, use "N/A."
- Be as complete as you can. The Board of Review needs this info. If you skimp and write only short sentences, the Board will need to ask about it. Good reports lead to easier Boards.
- Use your imagination. How could you have done the project differently? What could you have planned for but didn't? What did you learn?
- Make sure you type the report neatly. Make it look like you care. Pick out some good photos for the report.

## **8. COMPLETE THE EAGLE SCOUT SERVICE PROJECT REPORT.**

- A. After you complete the project work, you will need to complete the Eagle Scout Service Project Report. As you complete each section, be sure to focus your information on how you led the group through the project, what worked and what didn't work, what you learned from the project, what you would have done differently if you had to do it all over again, plus changes that were made and how you adjusted for them. Include as many pictures as possible – during and after shots.
- B. Unit leaders and coaches must remember this section is for the Scout to report on his project and not for an adult to report observations on the Scout's project.
- C. Likewise, Scouts must remember the Project Report should reflect their best effort as an Eagle Scout candidate.
- D. The workbook has expandable text boxes so you are not limited by the initially provided space. You should make every effort to present a readable and complete representation of your project.
- E. *Project Execution.* Record when work began on your project and when it was finished using the definition from the previous section.
- F. *Project Description.* Now that you have completed the work on your project, take a moment to describe what you have done and the impact it will have. Did it turn out the way you expected it to? Is the impact consistent with what you described in your proposal? In your Proposal, you listed some action steps to complete your project plan. For the second part of this section, describe what really happened after approval of your Project Proposal.

- G. *Observations*. Recount what went well and what was challenging during your project. Talk to friends, your parents/guardians, and Unit Leaders for their observations. In preparation for completing this section, you should have recorded notes describing how things went. It's fair to expect this will be a topic of conversation at your Eagle Board of Review.
- H. *Changes*. List any changes made during the conduct of the project. You should use your Project Proposal and Project Plan as guides. You should explain why those changes were made, and the effect they had on the conduct and success of your project.
- I. *Leadership*. This is a great opportunity to describe how you satisfied the "...giving leadership to others..." portion of Requirement 5. This section should include both difficult and rewarding aspects of being leader of your project. As you complete this section, consider how your Unit Leader, Eagle Advisor/Project Coach, District Eagle Representative and others have helped you develop and demonstrate your leadership skills.
- J. *Material, Supplies, Tools, Other*. This section will help your Unit Leader and the members of your Eagle Board of Review understand the extent and success of your planning efforts. You should review your notes from the day of the project and the tables in your Project Plan in order to correctly respond to the questions.
- K. *Entering Service Project Data*. Make sure the hours you and others spent on the project are recorded and totaled correctly. Review the section on Tracking Service Project Hours for more information. Make sure you provide your unit with the detailed information so they can give service hour credit to those who helped you and enter information into the unit's *Journey to Excellence* (JTE). You may attach the original sign-in sheets or rosters as part of your report. These do not need to be typed or re-typed.
- L. *Funding*.
- The summary in this section will reveal how well you estimated your project's expenses and revenues in your Project Plan. If you encountered problems in this area be sure to describe them and how they were resolved. If you haven't done it already, make sure any money or left-over materials from your project are turned over to the Project Beneficiary.
  - Thank-you letters/notes are recommended and will be appreciated by anyone who donated materials or the use of equipment for the project. Don't confuse this with donor receipts for funds or materials which should come from the Project Beneficiary. Copies of these thank-you letters/notes or receipts may be included as attachments to the report. Alternatively, you may list those who received recognition in the "How were the donors thanked?" block.
- M. *Photos or Other Documentation*.
- Whenever possible, be sure to upload and include pictures of your project. They will help the members of your Eagle Board of Review to understand your project.

Photographs of your completed project (along with “before” photographs included in the Project Proposal section) helps provide a clear and understandable presentation of your efforts and their results.

- In you planning you should have considered designating a project photographer or multiple photographers to capture your project. You are not limited to the number of photographs, so consider including pictures of volunteers working, completed work, and even a group picture. Clearly label photographs with descriptive captions. You are not restricted to putting photographs in the specific area provided in the Workbook. You may provide photographs separately, for example, as an attachment to the workbook, mounted or printed on paper, or inserted into a binder’s pocket.

## 9. APPROVAL OF THE PROJECT

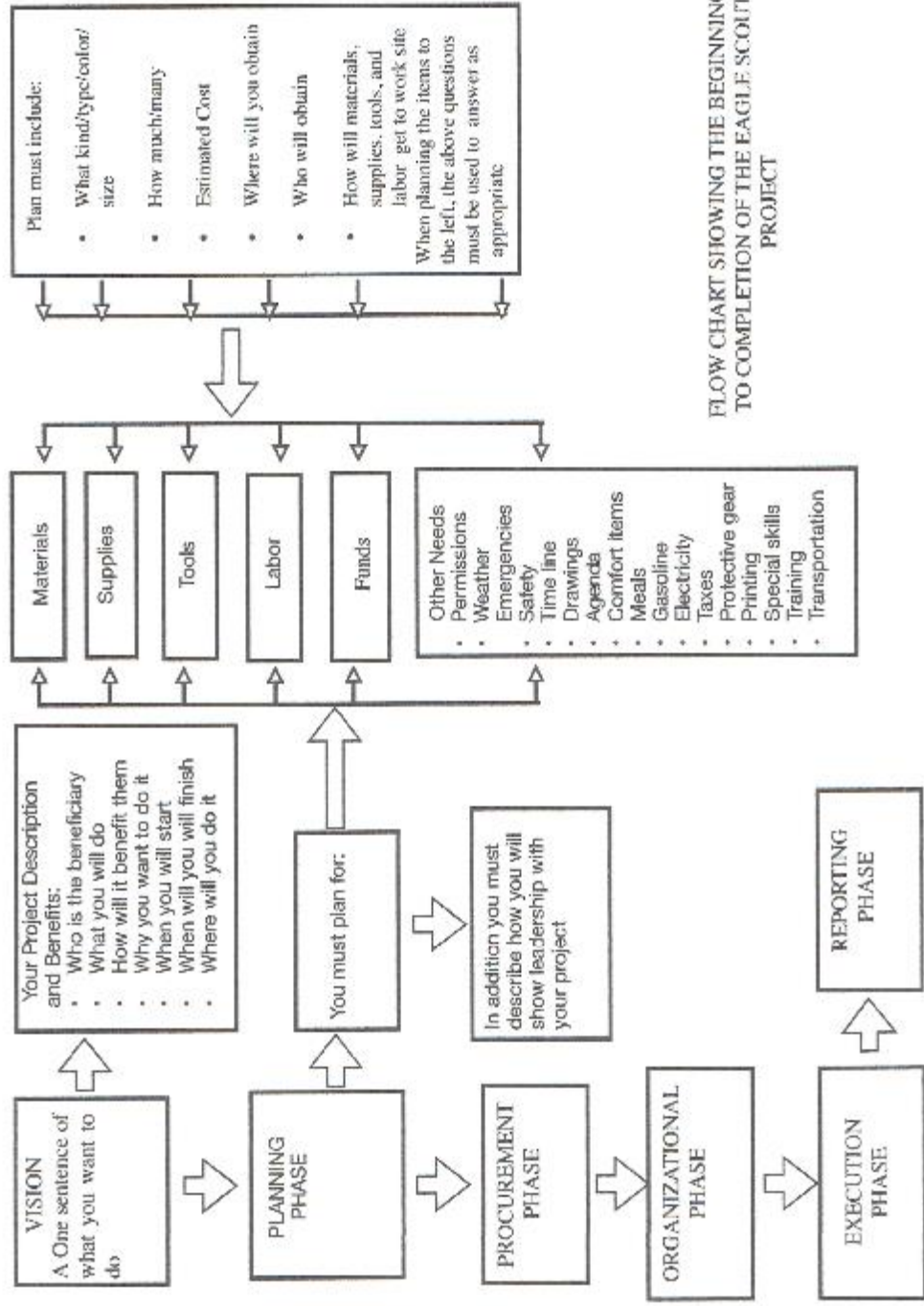
- A. Obtain completion approvals for the Project. Once the Project Report is complete, you must sign the workbook and obtain the dated signatures of the Project Beneficiary Representative, Scoutmaster, and Unit Committee.
- *Candidate's Promise.* Read and sign the promise before presenting your completed Eagle Scout Service Project Workbook to the approvers.
  - *Beneficiary Approval.* Discuss your Project Workbook with the Beneficiary Representative and obtain their signature. In signing, they agree that your Eagle Scout Service Project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook.
  - *Unit Leader Approval.* Discuss your Project Workbook with your Unit Leader (i.e., Scoutmaster, Advisor, or Skipper) and obtain their signature. In signing, they also agree that your Eagle Scout Service Project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook. This would be a good time to talk with your Scoutmaster about scheduling a Scoutmaster's Life-to-Eagle Conference.
  - *Unit Committee Approval.* In signing, he/she also agrees that your Eagle Scout Service Project meets Eagle Scout requirement 5, as stated on page 4 of the Workbook.

On the last page is a flow diagram depicting the above procedures in the sequence in which they occur.

Congratulations. You have now completed your Eagle Scout Leadership Service Project. As soon as you have met all the other requirements as listed in your Scout Handbook for Eagle Scout you should do the following:

1. Go to [https://filestore.scouting.org/filestore/pdf/512-728\\_WB\\_fillable.pdf](https://filestore.scouting.org/filestore/pdf/512-728_WB_fillable.pdf) and Download EAGLE SCOUT RANK APPLICATION Form 512-728 April 2017 Printing.
2. Fill out the Form and obtain the required signatures.
3. Submit the form along with your Project Workbook containing
  - Your Project Proposal
  - Your Project Plan
  - Your Project Report

Please note that BSA Guide to Advancement 2017 states that the following requirements must be completed before the Scout's 18<sup>th</sup> birthday: active participation, Scout spirit, merit badges, position of responsibility, service project, and unit leader conference. For additional detail, please refer to 9.0.1.1 Complete All the Requirements.



FLOW CHART SHOWING THE BEGINNING TO COMPLETION OF THE EAGLE SCOUT PROJECT