

Eagle Scout Candidate Leadership Service Project Plan

Approval Worksheet

Des Plaines Valley Council Boy Scouts of America

Life Scout: _____ **Troop:** _____
District: _____ **Date of 18th Birthday:** _____
Phone: _____ **Email:** _____
Initial Contact Date: _____ **Concept Approval Date** _____

Eagle Scout candidate has received Life-to-Eagle Packet

Scoutmaster: _____ **Eagle Coach:** _____
Phone: _____ **Phone:** _____
Email: _____ **Email:** _____

Eagle Scout Service Project

This worksheet is intended to assist the Eagle Mentor in evaluating the suitability of the candidate's proposed project plan.

- **Items REQUIRED by National are shown in bold.**
- **ALL applicable required item boxes must be checked for a project plan to be suitable for approval by Des Plaines Valley Council.**

Note To Eagle Scout Candidate:

The Eagle Project is performed in two Stages.

- **Stage 1 is the preparation and approval of the written Project Plan.**
- **Stage 2 is completion of the actual Project and the Final Project Report.**
- **Stage 1 MUST be completed and approved in writing before Stage 2 may be started. See page 5 for details.**

Eagle Scout Service Project Requirements

1. Must be a significant effort.
2. Have measurable goals or defined objective.
3. Thoughtfully planned and developed.
4. Opportunity for Eagle Scout candidate to give leadership to others.
5. Must be performed for a qualified beneficiary.

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1. The project must be a Significant Effort.

- The project leaves something tangible behind; is not a maintenance project. Routine labor, a job or service normally rendered, should not be considered for an Eagle Scout service project.**

- Not too large or too small.
- Enables the Eagle Scout candidate to demonstrate leadership.
- Reflects well on Scouting and the boy.
- No requirement regarding number of helpers or hours worked.

- The Eagle Scout candidate must do his own project.**

- An Eagle Scout candidate may not use his participation in the service project of another Eagle Scout candidate to satisfy the Eagle Scout service project requirement.
- He may not copy or otherwise share responsibilities for planning, developing or providing leadership to others.

2. The project must have Measurable Goals.

- The Eagle Scout candidate measurably sets forth the goal or defines the objective of his Eagle Scout service project.**

- Measurement helps show the significance of the effort.
- The Eagle Scout candidate's goals will be used by the board of review to evaluate the project.
- Think: how many, how long (time or length), how wide, how high, how much, how often, etc.

3. Plan, Develop, and Carry Out the Project.

“Plan your work by describing the **present condition**, the **method, materials** to be used, project **helpers**, and a **time schedule** for carrying out the project. Describe any **safety hazards** you might face, and explain how you will ensure the safety of those carrying out the project.”

- The present condition of the project site is clearly described.**

- This should include all relevant physical characteristics, as well as personnel related to the project site or concept.
- Also use this section to establish the need that the project seeks to deal with.
- Any research done by the Eagle Scout candidate related to the project may be listed here as well.
- If appropriate, include photographs of the area before you begin your project. Providing beforehand and after photographs of your project area can give a clear example of your effort.

4. Describe the Method to be used.

- The Eagle Scout candidate clearly describes how the project will be accomplished.**
 - This should include all relevant tasks, leadership roles or skills to be used, and processes and decisions that need to be completed in order for the project to be a success.
 - This should include construction details and plans, use of tools, transportation, organization of personnel, instruction that will be needed, and use of resources (physical and people).
 - Ask yourself “who, what, where, when, why, and how” for each of these points, and document each point appropriately.
 - Break the project into “steps” to facilitate preparation of your Project Helpers table. It is advisable that the Eagle Scout candidate list the steps and Duty Rosters in his plan.

- The kinds and quantities of materials and/or supplies needed are stated.**
 - List all materials expected to be used in the preparation for and execution of the project. Describe the item, estimated quantity, source (donated, purchased, borrowed, etc.), and estimated price.
 - Use of spreadsheet per attached example in the Eagle Scout candidate’s Worksheet is encouraged.
 - Keep accurate inventory records and a log of work activities.

- Project helpers are described by the Eagle Scout candidate.**
 - List the number of people expected to help on the day(s) of the project, their roles, and relevant expertise.
 - Use of spreadsheet per attached example in Eagle Scout candidate’s Worksheet is encouraged.
 - How will leadership be structured in the group?

- Time Schedule is furnished by the Eagle Scout candidate.**
 - List by day and time (if relevant) planning and preparation activities, and a more detailed schedule (with estimated times) for the day(s) of the project execution. Also list any follow-up tasks in the schedule

- List any anticipated safety hazards, and how preparation will be made to prevent them.**
 - List what first aid supplies or emergency/rescue facilities will be available if an accident happens.
 - Who will use power tools?
 - Will the Eagle Scout candidate need to use hazardous chemicals?
 - If so, has he read and included safety information in his project workbook?
 - Will the Eagle Scout candidate need to provide eye protection, dust masks, hearing protection and/or protective gloves?
 - Will the Scouts be using the buddy system?
 - How about adult supervision?

- Permission slips are required and Local Tour Permits should have been made up as necessary for the project phase of the Eagle Scout project.**
 - **Be Prepared: It requires two weeks or more to have Tour Permits approved by Council.**
 - The Eagle Scout candidate may ask his Troop Committee Member or Scoutmaster responsible for outings to help with this.
 - If travel is not included, mark Tour Permit for “Activity only”.
 - Original Copies of Tour Permit and Permission Slips must be included in workbook.

5. Opportunity to Show Leadership

- Eagle Scout service project must be sufficient to have demonstrated the Eagle Scout candidate's leadership skills.**
 - Other scouts, family, friends and classmates of any age or type may volunteer; they do not have to be Scouts.
 - The Eagle Scout candidate should recruit, train, organize and schedule the personnel needed.

6. A Qualified Beneficiary

- The Eagle Scout service project should benefit an organization other than the Boy Scouts of America.**
 - Projects may not be done for the Eagle Scout candidate's Troop, District, or Council.
 - The Eagle Scout candidate may do a project for the troop sponsor if it meets the other requirements
 - Eagle Scout service project may not be performed for a business, or be of a commercial nature, or be a fund-raiser.
 - Fund raising is permitted only for the purpose of acquiring the materials and supplies needed to carry out the project.
 - The Eagle Scout service project may be performed for the benefit of any religious institution, any school or your community.
 - A community organization is defined as any government agency, or a not-for-profit charitable, educational or religious organization.

What the Project Beneficiary Wants

- The Eagle Scout service project must conform to the project as reviewed and approved by the Beneficiary Representative.**
 - The detailed plan for the Eagle Scout service project must be reviewed and approved by and a signature obtained from a proper official of the beneficiary, before it is submitted to the Scoutmaster, Troop Committee or the Council Advancement Committee representative for approval.

Final Note to Eagle Scout Candidate:

- Has the original copy of the **Eagle Scout Leadership Service Project Workbook or the Electronic Version** been used for all of the approval signatures?
- Have the other three approval signatures been obtained prior to your (Eagle Mentor) signing?

Has every box in the worksheet been checked?

If so, please ask your Eagle Mentor for their approval signature in *Project Workbook*.

This approval worksheet must be added to your Eagle Scout Service Project Workbook for review at your Eagle Scout Board of Review.

The Eagle Scout Candidate May Now Begin Work On His Project