

## INTRODUCTION

The hardest part of your Eagle Leadership Service Project is getting started because you are not sure what is expected. This document has been prepared to provide you guidance in choosing and completing your project. This information is compiled from several sources, both inside the council, as well as from around the country. Nothing stated herein overrides the higher authority of the district, council, or national, but is a compilation of that information to help you in doing the 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.

The Boy Scout Eagle Project is not a test of a scout's ability to do anything, it is a test of his abilities to organize and lead. The basic ground rules are:

1. The project must benefit the community. The beneficiary cannot be a scout organization, a private club, or a non-charitable enterprise.
2. The scout should be minimally involved in performing the project, and then only to demonstrate and instruct. **The scout's job is to organize, lead, direct, and supervise, not do.**
3. The scout is responsible for his volunteers and their safety.
4. The scout is responsible for the completed project.
5. Neither the scout, nor his family, should provide funds or materials for the project. (In many cases the prospective Eagle wishes to recognize his volunteers and show his appreciation. This may be funded by the Scout and/or his family.)

A few other things, which are helpful in selecting and executing the project:

- The project should be something the scout wants to see done.
- The project should have lasting value. Weeding a flower bed, clearing trash from a public area, and clearing trails are all very labor intensive service projects, but they do not have the lasting value and the opportunity to demonstrate leadership sought for in Eagle projects.
- When complete, the scout should be proud to "sign his name" to the project.

The Eagle Project will require a lot of time to complete, possibly 2 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 and spring would be a better time than the period between the start of school through the Christmas holidays. 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 and the final write-up, before you are 18 (NO exceptions). Plan ahead! However, you must plan and execute your project while a Life Scout, so do not start too early.

## GETTING STARTED

To start, get a current copy of the Life to Eagle Packet, which includes the Eagle Scout Leadership Service Project Workbook (BSA 18-927A), from the council office or from one of the troop leaders to use in preparing your plan. A copy can also be downloaded from <http://bsa.scouting.org/>. This is the official booklet, which must be submitted to the district for approval. It includes the official BSA requirements that must be met -- while this guide just provides additional information to help you meet those requirements. Read everything in the Workbook before beginning to write up your plan.

## CHOOSING A PROJECT

Selecting the Eagle Project is often the most difficult part of the Eagle Project. The 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, or your community (schools, volunteer fire department, law enforcement agencies, parks departments, etc.). 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, which is valuable to the community and a challenge and valuable to you. Often, the best projects "come knocking". These are the projects the scout often identifies by asking the question, "Why doesn't someone ...?". Think about it. Is this an Eagle Project? It does not have to be an original idea, but you must do all of the planning for your project and may not use someone else's plan. A few helpful sources for ideas are:

- The troop library
- Eagle Scouts
- Troop leaders
- School leaders
- The newspaper
- The internet, the following websites are few with examples from other scouts:

<http://bsa.scouting.org/>

<http://www.scoutorama.com/project/>

<http://www.eaglescout.org/>

<http://www.corazon.org/programs/eaglesc.html>

Or use any search engine using the keywords "Eagle Scout Project"

(Just remember, these are sources for ideas, not "ready-to-go" projects. Most of these were done in other areas of the country and, sometimes, several years ago. The standards of acceptability vary slightly from council to council and from time to time.)

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.

Some projects completed by other scouts include:

- Built 2 camp chuck boxes for a Girl Scout Troop
- Repaired and painted the playground at the church
- Repaired fencing and outdoor facilities at a church sponsored nursing home and organized a social function for the residents
- Built a foot bridge in a city park
- Built storage cabinets in Sunday School rooms
- Collected childrens' books and toys and setup a play area at a public hospital neighborhood clinic.
- Modified church's storage building, adding double door for tractor access, shelves, permanent window covering
- Planted trees and placed boulders in a local park to stop off-roading vehicles from damaging grounds
- Built a nature trail and erosion dams in a city park
- Rebuilt and greatly improved a patio at a local troubled youth home.
- Installed tennis "Backboards" at a local high school
- Installed a memorial drinking fountain in a neighborhood park

- Identified and labeled storm sewers which empty into public waterways
- Built a sunshelter and benches outside a “soup kitchen”
- Built and installed a “sitdown” gardening area at the local senior citizens community center
- Built a nature trail with wildlife observation stands.
- Built a nature trail with resting benches and identification posts for local plants.
- Built and erected bat boxes to attract bats. Project also included an information board describing the benefits of bats
- Rebuilt a fence enclosing a community pool.

The project may not be routine labor (like cutting the grass at the church or weeding the flower bed at a school). It may not benefit the BSA or any Scout property or any 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, and of, itself. Your project may include members of your or other Scout units, or may be done entirely by non-Scouts, if you choose. Remember always, this is your project, done the way you think it should be done. Recognize that your parents, scout leaders and others will offer you advice. Welcome the advice, but do not feel obliged to use all of it.

# Eagle Scout Leadership Service Project Workbook

**Scout's name:**

**Address:**

**Telephone No:**

**Unit No.:** Troop 1333

**District:** Polaris

**Local council:** Sam Houston Area

**Unit leader's name:**

**Address:**

**Telephone No:**

**Unit advancement committee person's name:**

**Address:**

**Telephone No:**

*Norm Wu @ earthlink.net*

## **PROJECT DESCRIPTION**

**Describe the project you plan to do.**

Briefly (approximately one to two paragraphs) describe the project. This should not include any details, 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

**What group will benefit from the project?**

**Name of religious institution, school, or community:**

**Telephone No:**

**Street address:**

**City:**

**State:**

**Zip code:**

**My project will be of benefit to the group because:**

**This concept was discussed with my unit leader on (Date):**

**The project concept was discussed with the following representative of the group that will benefit from the project.**

**Representative's name:**

**Representative's Title:**

**Phone No:**

**Date of meeting:**

## **PROJECT DETAILS**

**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.**

**If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.**

**Description:**

## Financial plan

- How much will everything cost? Where will the money come from? Who are your sponsors? 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.

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 whom you are doing the project, donations from others, from your allowance, or any other legitimate source. While your project **MAY NOT BE 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.

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 [by this author] 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 sponsoring organization's treasure manage the funds. Your troop treasure may also be willing to help. Whatever you decide, ensure you have a complete paper trail for all financial transactions and include a summary in your final report.

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.

**Materials**

**Quantity**

**Price / Item    Total Price**

**Total**

- 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. A complete list of materials is needed for the project and cost of each. Also indicate where you plan to get them. 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 that all details are understood by both parties. Making assumptions is dangerous!

**Supplies**

**Quantity**

**Price / Item Total Price**

**Total:**

**Grand total:**

- Supplies are those expendable things which do not become part of the finished product, but that 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 which you cannot return. You may choose to combine the materials and supplies into one list; but label it as such.

## **\*Tools**

## **#Borrowed**

- – hand tools and power tools (remember only adults, over 18, should use power 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?

## **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.

## **Schedule**

- When will you start? When will you end? Include “rain-days”. A good schedule is a necessity for any successful plan. 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.

## **Plans/Drawings/Designs-**

- A picture is worth a thousand words, so is a drawing. 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 which 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.

## **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

## **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. Any manufacturer instructions? Any applicable building codes, deed restrictions, city covenants?

## **Helpers/Workers and Special skills**

- How many? How will you recruit them? When will you recruit them? 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.

## Publicity

- How will you get the word out about your project and your need for help (volunteers) and financing?

## Work site

- Where is the work site? Is it open to the weather? Can some of the project be done indoors? What is the work site's condition? Any preparation needed? 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? 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.

## Transportation

- How will you get your people and materials to the job site? In case of an accident, who will transport the injured? 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.

## **Organization**

- How will you supervise the job? Are you going to organize work teams? 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 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 (i.e. show leadership). Draw the structure of your work organization (remember you are at the top).

## **Time**

- How many people? How many hours? How will you keep track of the time spent? Be sure to include the time you have (and will) spent in planning? Give example time sheets.

## **Safety**

- What are potential hazards associated with the project? How will you protect your workers from these hazards? What special equipment, procedures or training will be required? Be sure to include a First Aid kit in your planning. Where are the closest area hospitals?

## **Things to ask before going to the Scoutmaster, for Unit Approval of an Eagle Project**

The Life Scout (and the Unit Eagle Advancement Advisor) should ask the following questions. Some questions may appear more than once. This is an effort to assist the scout in evaluating his project from several perspectives.

- Did I personally plan this project (Approved) or was this project already planned by someone else, such as an organization or a scout that did the SAME project last year (Not approved)?
- What is the benefit of my project?
- Is the benefit of my project a lasting improvement (Approved) or is the benefit of a temporary nature, such as needing to be redone every year (Usually Not approved)?
- Could my project be considered maintenance or clean-up work (Usually Not Approved)
- Have I allowed enough time to plan and execute my project?
- In timing my project, have I taken into consideration that others, both in my Unit and in the District, will need to adjust their schedules to meet with me (or that I may need to adjust my schedule to meet with them), for approval and also execution of my project?
- \*Since the purpose of an Eagle Project is not merely to Accomplish Something but to "Lead and Direct Others in the Execution of the Project", have I clearly defined how I am going to accomplish this?
- \*How will I demonstrate leadership to others in the execution of my project?
- Do I have a sign-up sheet? If more than one time or location is necessary, do I have sign-ups for each?
- Have I provided Detail, in All areas of my project?
- Have I broken down my project into separate tasks?
- Have I scheduled each Task?
- Have I provided written instructions, charts, lists, diagrams, whatever is necessary for Each task?
- Do I have a written estimate of manpower required for each task?
- Have I delegated all required tasks to others?
- In delegating tasks to others, have I thought out how I will provide leadership to each group performing the tasks?
- Since I, my family and troop may Not pay for Eagle Project supplies, how am I going to secure all consumable materials required for my project?
- Have I listed all materials and tools (different than consumables) that I will need to use, to complete the project?
- Have I considered Safety Equipment and Safety Supplies?
- If an accident occurred, have I considered designated drivers and emergency locations?
- If I am rushing to get this project completed because I am close to 18, have I given my troop and the District Advancement Committee Prior notice, of my intent?

## **Things to ask before Scheduling an Appointment, for District Approval of an Eagle Project.**

- Have I considered and completed EVERYTHING above?
- If my project gets District Approval (other than setting a date, getting supplies and signing up volunteers), am I READY to start my project RIGHT NOW?

## Approval Signatures for Project Plan

Project plans were reviewed and approved by:

Religious institution, school, or community representative:

\_\_\_\_\_ Date: \_\_\_\_\_

Scoutmaster/Coach/Advisor:

\_\_\_\_\_ Date: \_\_\_\_\_

Unit committee member:

\_\_\_\_\_ Date: \_\_\_\_\_

Council or district advancement committee member:

\_\_\_\_\_ Date: \_\_\_\_\_

**IMPORTANT NOTE:** You may proceed with your leadership project only when you have

Completed all the above mentioned planning details

- Shared the project plans with the appropriate persons
- Obtained approval from the appropriate persons

## CARRYING OUT THE PROJECT

Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List who besides yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project.

If appropriate, list the type and cost of any materials required to complete the project. If your original project plan changes at any time, be sure and document what the change was and the reason for the change.

### Hours I Spent Working on the Project

The length of time spent should be as adequate as is necessary for you to demonstrate your leadership of two or more individuals in planning and carrying out your project.

Hours I spent...

Planning the project:

Carrying out the project :

Total hours I spent working on the project:

### Hours Spent by Scouts, Venturers, or Other Individuals working on the Project

Name

Date

No. of Hours

Total number of hours others worked on the project:

For a grand total, add the total number of hours you spent on the project to the total number of hours others worked on the project:

## Materials Required to Complete the Project

Type of Material	Cost of Material
_____	_____
_____	_____
_____	_____
_____	_____

## Changes

List any changes made to the original project plan and explain why those changes were made.

## Photographs

### "AFTER" Photographs

Including photographs of your completed project (along with the "before" photographs with the project description) helps present a clearer overall understanding of your effort.

## Approvals for Completed Project

Start date of project:

Completion date of project:

*The project was started and has been completed since I received the Life Scout rank, and is respectfully submitted for consideration.*

Applicant's signature:

\_\_\_\_\_ Date: \_\_\_\_\_

*This project was planned, developed, and carried out by the candidate.*

Signature of Scoutmaster/Coach/Advisor:

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of the representative of religious institution, school, or community:

\_\_\_\_\_ Date: \_\_\_\_\_