

Troop 280

Eagle Scout Leadership Project Overview

Introduction

The Eagle Project must demonstrate leadership of others and provide service to a worthy institution other than the Boy Scouts. The Eagle Scout Leadership Service Project Workbook details all BSA requirements and limitations for an Eagle Project. You should try to choose a project idea, which is valuable to the community and a challenge to you. You must do all of the planning for your project and may not use someone else's plan.

The Project must not benefit the BSA or Scout property, for profit business or an individual. It may not be a project that is regularly accomplished by the organization. Your project workers may include members of yours or other Scout units or non-Scouts if you choose so. The most important thing to remember is that the District Advancement Chair is the final approval authority of the project idea, as well as the detail plan (before beginning the actual work), and the final report (after all work is complete). If there is any doubt about your idea being a valid project, you should contact the District Advancement Chair to get their buy-in before spending a lot of time planning a project they will not accept.

It is not required but will help during the project is to get a troop leader (other than your Scoutmaster) to serve as your project advisor. This leader can help you choose a project, help you determine what needs to be done in planning it, and help you get the write-up ready to go to the Scoutmaster, Troop Committee and District Advancement Chair for approval.

Initial Planning and Project Documentation

First you need to discuss possible project ideas with the benefiting organization and scoutmaster, it is now time to begin the detail planning and initial write-up, which will be submitted to the Troop Committee then the District Advancement Chair for approval. Remember, you cannot begin actual work on the project until it is approved by the District Advancement Chair, but there is a lot of planning to be done before you get that far.

Create a Project Workbook (3-ring binder) with the *Eagle Scout Leadership Service Project Workbook* (BSA 18-927) which can be found on the National Eagle Scout Association website (www.nesa.org/trail). You can use an electronic or pdf version of the workbook. This is the official booklet, which must be submitted for all approvals. Read and understand everything in it before beginning to write up your plan. The project plan may be typed or hand written if it is very neat.

Your Project Workbook must include the following project information:

Signature Page

This must be the first page in your binder. It should have a place for the Benefiting Organization, Scoutmaster, Troop Committee and District Advancement Chair to sign.

Benefit to Community

Explain the Group or Organization that will benefit from your project and how your project will benefit them. Remember, the project cannot benefit the Boy Scouts (except in the most indirect way). Do not describe the project again, just focus on the benefit of the project. Some possible benefits to consider are: improves safety, enhances appearance, helps needy people, provides essential services or improves functionality of a facility. These are just examples and are not all possible benefits that a project may have.

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Leadership Aspects

A key aspect to an Eagle Project is leadership. You must have mostly youth participation and you must avoid scheduling working sessions where it is just you or adults performing the work. Work performed just by yourself or adults will bring to question your leadership of the project and may be a cause for not being approved.

Required Materials and Supplies

Materials are those things that become part of the finished product. Examples are lumber, paint, nails, mulch, etc. What you're making is a shopping list, so include material specifications (exact size, quality, brand etc.), amount of each item, and cost. Don't just say, "lumber", you need to describe exactly what pieces of lumber are needed. If items are to be donated, or supplied by the benefiting organization state so. Supplies are expendable things which do not become parts of the finished product, but that are used to complete it. Examples are trash bags, posters, paint rollers, drop cloths, etc. Provide a list of all supplies you will need and where you will get them. You may choose to combine the materials and supplies into one list but label it as such

Required Personnel

Discuss who will be doing the work. You do not need to state names, just the number of people, what organization they are part of, and what special skills will be required. For example, 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? 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, this is true LEADERSHIP.

Financial Plans

Provide a list of all materials, tools, supplies, etc. with a cost of each of these. This information may be shown on your list of materials/supplies. If items are loaned or donated again state so. Remember to include any fees in your cost estimate. Also include any cost associated with your work force, even free labor requires the need of food refreshments, Once you have determined how much the project is going to cost, you must find the money to pay for it.

Schedule

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.

Safety

There will be safety hazards peculiar to your project and your worksite(s) and you should review these as part of your planning. Inspect the worksite for potential hazards and either plan to correct them early on your workday or develop a way to keep your workers away from the danger. As with any Scouting activity, you should have a suitable first aid kit available on-site. Don't forget about work gloves and eye protection.

Pictures of Project Area

Individuals approving your project know what your church or school or park looks like, so they cannot understand why your project is important unless you show them where it is taking place/.

One of your goals in creating this workbook should be so a friend or another Scout could successfully work the entire project, doing only what was written in the original Project Plan. In the end, just do your best. Your Project Advisor, Scoutmaster and Troop Committee are there to help you if you have any questions.

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Approvals

This is really important to complete prior to starting any work on the project. You must have the following signatures of your project in this order. Remember the first page in your project book is the where these approval signatures will be captured.

1. Benefiting org approval of project
2. Scoutmaster approval of project
3. Committee approval of project
4. District approval of project

After Project Completion

No project ever goes fully as planned. There are always small things that may impact the Cost, Schedule and/or Personnel. It is important to review what was done and what lessons were learned, as well as providing a historic record of the overall project. You will need to write a final report because your project is not complete without it. In the 'Carrying Out the Project' section of your workbook, you will need to briefly describe what was done and how you may have deviated from the original plan. Provide a record of the actual costs, and hours used along with photos showing the completed project.

Project Completion Signatures

After you have completed all the sections for your Project Notebook, you must have the benefiting organization and scoutmaster review and sign that your project was completed.

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Eagle Process Checklist

This checklist is intended to aid in completing the requirements for the Eagle Scout Badge. Please consult with scout leadership to understand the details of the process. Note, make copies of all documentation as you progress and keep them in a safe location.

- Informally discuss the Eagle Scout Leadership Project with benefiting organization, scoutmaster, and district advancement chair
- Prepare a project notebook which contains a description of project that includes:
 - Signature page (first page)
 - Benefit to community
 - Leadership aspects
 - Required materials
 - Required personnel
 - Fundraising plans
 - Costs
 - Schedule
 - Safety
 - Pictures of the project area
- Get approval to begin the project (do not begin the project without the signatures!)
 - Benefiting organization approval of project
 - Scoutmaster approval of project
 - Committee approval of project
 - District approval of project
- Complete project
- Write a final report
- Get project completion signatures
 - Benefiting organization signature
 - Scoutmaster signature
- All merit badges must be completed at this point
- Complete Eagle application
 - Scoutmaster signature
 - Committee chair signature
- Council check of application
(Take application, book, eagle project notebook to council (note you must make an appointment!!!))

- Contact district advancement chair and make arrangements for an Eagle Board of Review
- Complete BOR
- Submit final paperwork into council