



Eagle Project Checklist

Dan Beard Council Advancement Committee

Details on how to plan, execute, and document the Eagle project are shown elsewhere on the website; those documents should be considered as the primary source of guidance. However, some units have requested a summary checklist for the Eagle project.

Checklist

This checklist is a guide in aiding the Life Scout to satisfy all requirements for the Eagle Scout Leadership Service Project. It is not required that all items be completed. Depending on the type of project selected, certain items on the checklist will be more important than others.

Hints on Completing the Project

- Criteria for approval of a Life Scout's Eagle Service Project is that it represents a scout's best effort in executing an approved service project, having sufficient breadth and depth to demonstrate the scout's leadership of others. In essence you have made an agreement with the benefiting organization and the Boy Scouts of America to execute a well-defined program on an agreed schedule, which results in a stated project benefit.
- Take good notes in ink and in a permanent notebook about all activities, including expenses and donations as done.
- Your project's final approval will come during your Eagle Board of Review. The Board will determine demonstration of leadership, value to the benefiting organization, the manner in which the project was carried out, whether the project followed the approved plan, and if the project was complete. Pre-approval of the project does not mean the Board of Review will approve the way the Project was carried out.
- All BSA rules regarding two-deep adult leadership must be followed; see Guide to Safe Scouting.

Workbook

The Eagle Scout Leadership Service Project Workbook must be used; carefully follow the directions in it.

Planning:

- All work on the project must be done after the scout earns his Life rank.
- The project must be of service to any community, religious institution, or school.
- The project must be large enough to demonstrate leadership. 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.
- The project cannot be routine labor.
- The project must not be a fund-raiser nor be of commercial benefit, but you may raise money to support it.
- The project may not benefit the Boy Scouts of America or any portion of it.
- You have developed a preliminary plan for the project, including likely cost, number of people needed, and how you will recruit them.

Workbook:

- The current Eagle Project Workbook (form 18-927 – current version) is used in hard copy or RTF or Microsoft Word format found at <http://www.scouting.org/boyscouts/eagleproject/packet.rtf>.
- The scout, and not an adult, records completely and neatly the work in the workbook.
- The finished workbook must show that the scout demonstrated leadership and satisfactorily completed the project.

Page entitled: Eagle Scout Leadership Service Project Workbook

- Information is correct and legible. Names are spelled correctly; do not use nicknames.
- Complete addresses are provided including city, state and zip code with phone numbers.

Page entitled: PROJECT DESCRIPTION

- A complete project description is given that describes the project and how it will be done. Include modifications to the plan needed to obtain approvals below. This description will be what you are committing to complete once all parties are in agreement. While changes are permitted to improve the project, failure to do what is described and what was under the scout's control may cause the project to be viewed as incomplete.
- Identify the benefiting organization with address; state the benefit to it.
- Obtain agreement from the Scoutmaster that this project is acceptable, showing signature and date.
- Obtain agreement from the representative of the benefiting organization that this project is acceptable, showing signature and date.

Page entitled: PROJECT DETAILS

- Provide detailed project plans, including location of project.
- Show the present condition; include drawings and captioned photographs, as needed.
- State your methods, including what you will do and how you will carry out the project. Provide drawings, as needed, and enough detail so that someone else could complete your project, if you were not there.
- You may provide attachments, such as handouts, posters, letters, or written materials for your project.
- Provide a complete list of project materials and supplies by project phase, including description and cost. As appropriate this may be included with the time estimate. *
 - Materials are those things that become part of the finished product (lumber, paint, nails, etc.)
 - Supplies are expendable items that do not become part of the finished product (sandpaper, food, water, paint rollers, trash bags, etc.)

*Hint: It helps to develop a table for each task showing materials, staffing, duration as shown.

<u>Task to be performed</u>	<u>Materials, Supplies, Tools Required</u>	<u>People Required</u>	<u>Time for Task</u>	<u>Total Task Time</u>
Example: digging 6 holes for new shrubs	Wheelbarrow (1), Round point shovels (2), Square shovel (1), Mattock, (1), Rake (1) Gloves (3 pair)	1 adult 2 youth	3 hours	9 effort hours (3 people times 3 hours = 9)

Total _____

- Provide a tool list for needed items; include description and quantity needed.
- Identify who will secure the stated materials, supplies, and tools.
- Identify total cost for project and how you will obtain funds. Identify if you need to raise funds for the project.
- Identify how many helpers you need and list their required skills. Identify how you will divide the work. Since this is a BSA activity, two adult leaders are to be present at all times during the activity; ensure that at least one has Youth Protection certification.
- Identify needed training for your helpers.
- Identify how helpers, materials, and supplies will get to the project work site, to include number of vehicles, drivers, etc. Avoid using drivers under 21 years of age. Per BSA policy, no one should ever ride in the bed of a moving truck under any circumstances.
- Show your project schedule, listing time needed for planning, approval process, the work, cleanup, and final documentation. Tasks should be listed in the correct order. Confirm that the amount of time scheduled is reasonable and that you will have enough help to complete the work (review with experts).

- Identify the total number of hours that you expect to require to finish the task. While there is no minimum number of hours specified for a project by National, the typical Eagle project is 150-180 total hours. Some have been as high as 500 hours to complete. The Dan Beard Council recommends a minimum of 100 effort-hours by others helping on the project to provide suitable opportunity for you to demonstrate your leadership ability.
- State your expected start and completion dates. Determine if this timing fits the needs of the benefiting organization.
- Identify contingencies for bad weather.
- Identify needed safety requirements, which might include identifying likely risks with preventative measures for each. Determine if you need authority from local government or others to do any steps (such as digging around utility lines). Ensure that all aspects of the project follows BSA Safety guidelines, see Guide to Safe Scouting, which can be found at: <http://www.bsa.scouting.org/pubs/gss/>.
- Identify safety equipment needed, including first aid kit.
- Identify other needed details, such as food, drink, restroom facilities, etc.
- Obtain signature and date from the representative of the benefiting organization, Scoutmaster, and Unit Committee Member. The scout could be asked to review his planned project with the benefiting organization, the unit, the unit committee, etc.
- Obtain approval of District Advancement Team Member.

YOU MAY PROCEED WITH YOUR LEADERSHIP SERVICE PROJECT ONLY WHEN THE ABOVE FOUR SIGNATURES ARE OBTAINED. Do not do any preparatory work prior to approval. This can and has been interpreted as having started the project without approval, which can negate a project!

Page entitled: CARRYING OUT THE PROJECT

- Record all progress on your project, describing exactly what you did.
- Record the time spent by you and all helpers for each day.
- List all materials and supplies used, including type and cost. Keep a copy of all receipts.
- Carefully reread your plan and make sure you have done EVERYTHING you stated you were going to do. If you have overlooked some aspect, complete anything outstanding.
- If you have modified or improved the plan, list changes and state why they were made and what each did to the overall project. Typical examples are changing the type or size of lumber or increasing the size or the number of an item built.
- Provide captioned photographs of the in-process and finished project, as appropriate.
- Sign and date the workbook indicating you completed the detailed project plan, and that it was started and completed while you were a Life Scout.
- Obtain the Scoutmaster's signature and date in your workbook verifying that you planned, developed, and carried out the project.
- Obtain the signature with date from the representative of the benefiting organization in your workbook indicating their satisfaction with your project.