



Eagle Service Project Workbook

Presenters:

Heather Whitney – District Advancement Committee –
Thunderbird District – Gulf Ridge Council (hwhit2011@aol.com)

Council Advancement Chair:

Stephen Kubasek (stephenkubasek@gmail.com)





Eagle Service Project Workbook

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Eagle Service Project Workbook



This presentation will help you with the following:

- **How to obtain the Service Project Workbook**
- **How to complete the Workbook**
- **How to document your work**
- **What to do with the Workbook when the project is complete**



Eagle Service Project Workbook



Eagle Requirement #5:

•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.) 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, No. 512-927, in meeting this requirement.



Eagle Service Project Workbook



A Note From Our Sponsor:

No council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions, or changes in the text, outlines, links, graphics, or other layout or informational elements of the workbook.



Eagle Service Project Workbook



Download From:

http://www.scouting.org/filestore/pdf/512-927_fillable.pdf

- Format:
 - PDF – Fill-able and save-able



Eagle Service Project Workbook



Starting the Project

- Finding a project
 - What interests you?
 - Check around independently
 - Phone
 - News stories (print/TV)
 - Ask your Troop/Crew leadership
 - Last resort – District Advancement Chair
(after EVERYTHING else has been tried)



Eagle Service Project Workbook

Project Guidelines

- The project must demonstrate your ability to:
 - Lead
 - Plan
 - Delegate
 - Prepare for the 'unexpected'
- No minimum time
- No maximum time
- DOES NOT have to involve money or construction
- Is unique to you (two Scouts cannot jointly do a Project)



Eagle Service Project Workbook



Project Guidelines

- Always reference *Guide to Safe Scouting* (BSA Supply #34416A)



Eagle Service Project Workbook



Completing the Workbook

Using the Eagle Scout Service Project Workbook, the candidate must select his Eagle service project and have the project proposal approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the District Advancement Committee.



Eagle Service Project Workbook



While working toward completion of the Eagle Scout service project, especially during the proposal approval process, a candidate has the right to expect the following:



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Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kind-hearted manner. We will respect the Scout's dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.



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Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the Eagle Scout Service Project Workbook.



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If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.



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Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.



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If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator, or the Scout executive, as determined by the council advancement committee or executive board.



Eagle Service Project Workbook



Contact Information

Eagle Scout Candidate			
Full legal name:	Birth date:	BSA PID No.*:	
Email address:			
Address:	City:	State:	Zip:
Preferred phone Nos.:		Life board of review date:	
<small>*Personal ID No., found on the BSA membership card</small>			
Current Unit Information			
Check one: <input type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship		Unit No.:	
Name of district:		Name of council:	
Unit Leader Check one: <input type="checkbox"/> Scoutmaster <input type="checkbox"/> Varsity Coach <input type="checkbox"/> Crew Advisor <input type="checkbox"/> Skipper			
Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:		BSA PID No.:	
Unit Committee Chair			
Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:		BSA PID No.:	
Unit Advancement Coordinator			
Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:			
Project Beneficiary (Name of religious institution, school, or community)			
Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:			
Project Beneficiary Representative (Name of contact for the project beneficiary)			
Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:			
Your Council Service Center			
Council name:		Phone No.:	
Address:		City:	State: Zip:
Email address:			
Council or District Project Approval Representative <small>(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)</small>			
Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:			
Project Coach <small>(Your council or district project approval representative may help you learn who this will be.)</small>			
Name:		Preferred phone Nos.:	
Address:		City:	State: Zip:
Email address:			



Eagle Service Project Workbook



Component Parts

- Preparing the Project Proposal (Pages 7–10)
- The Final Plan (Pages 11–16)
- The Fundraising Application (Pages 17–18)
- The Project Report (Pages 19–20)



Eagle Service Project Workbook

Preparing the Project Proposal

- An overview of your Project
- Shows your unit leader, unit committee, and council or district that the following tests can be met:

- It provides sufficient opportunity*

- It appears to be feasible*

- Safety issues will be addressed*

- Action steps for further detailed planning are included*

- You are on the right track with a reasonable chance for a positive experience*



Eagle Service Project Workbook

Preparing the Project Proposal



Project Description and Benefit

Eagle Scout candidate:

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

For my project, I will supervise the collection and organization of school supplies for the 420 students at Ivey Lane Elementary. Based on the requests from the faculty and staff at Ivey Lane, I will provide single subject spiral notebooks, pencils, scissors, glue sticks, and crayons for the students...



Eagle Service Project Workbook

Preparing the Project Proposal



Tell how your project will be helpful to the beneficiary. Why is it needed? _____

...These students are in need of basic school supplies such as paper, pencils, crayons, scissors, and glue. Some reasons why the students need new supplies is they live in an extremely high poverty area with 85% of the students coming from single parent homes with most of those parents being unemployed....



Eagle Service Project Workbook

Preparing the Project Proposal



When do you plan to begin work on the project? _____
How long do you think it will take to complete? _____

... It is my intent to have my project completed by the last week of July, 20xx in order for the children to begin school on August 7, 20xx with their brand new school supplies...



Eagle Service Project Workbook

Preparing the Project Proposal



Giving Leadership

Approximately how many people will be needed to help on your project? _____
Where will you recruit them (unit members, friends, neighbors, family, others)? Explain: _____

What do you think will be most difficult about leading them? _____

How many people? Pick a number, it is not etched in stone.

Where will you get them? Your troop, your family, other scout units. Again, it is not etched in stone.

What do you think will be most difficult?



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Preparing the Project Proposal



Materials

(Materials are things that become part of the finished project, such as lumber, nails, and paint.)

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required. _____

- Single Subject Spiral Notebooks
 - Glue Sticks
 - Scissors
 - Crayons
 - Pencils
-
- Jot down notes here, not a full list!



Eagle Service Project Workbook

Preparing the Project Proposal



Supplies

(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. _____

Sandwich Bags

Colored Dot Stickers



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Preparing the Project Proposal



Tools

What kinds of tools, if any, will you need? _____

- Hand-Saw
- Broom
- Posthole digger
- Shovel
- Crowbar
- Level
- Tape Measure
- String
- First Aid Kit
- Work Gloves (BYO)
- Protective Eye-wear



Eagle Service Project Workbook

Preparing the Project Proposal



Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses)

Fundraising *Explain where you will get the money for total costs indicated below, left.*

Materials:	
Supplies:	
Tools:	
Other*:	
Total costs:	

**Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.*

The idea here is to arrive at an **ESTIMATED** cost for materials, supplies, tools, other expenses and an **ESTIMATED TOTAL** of all costs. You may have to do something like what follows to arrive at the category and total totals but only the final costs need to be provided in the work-book.

Item	Amount Needed	Estimated Price Per Item	Total Price	Total Category Cost	Total Project Cost
Single Subject Spiral Notebooks	820	\$0.50	\$410	\$1148 (materials)	\$1170
Glue Sticks	820	\$0.25	\$205		
Scissors	240	\$1	\$240		
Crayons	170	\$1	\$170		
Pencils	2460	\$0.05	\$123		
Sandwich Bags	6 boxes	\$2	\$12	\$22 (supplies)	
Colored Dot Stickers	5 pks.	\$2	\$10		



Eagle Service Project Workbook

Preparing the Project Proposal



Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses)

Fundraising *Explain where you will get the money for total costs indicated below, left.*

Materials:	
Supplies:	
Tools:	
Other*:	
Total costs:	

**Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.*

I plan to raise money by holding a fundraising event at the Beef O'Brady's in Waterford Lakes Mall. I selected Beef's because they allow people to do fundraisers there, and will donate a portion of the money they make to the organization. I also plan to do a car wash at my Temple.

For the Beef O'Brady's fundraiser, I will put up posters in local stores and put an advertisement in my community newsletter. I will also send out an email with the fundraiser information to all my friends and their parents who live in Orlando and ask that they send it to their friends as well.



Eagle Service Project Workbook

Preparing the Project Proposal

Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

1. Plan Schedule for Beef O' Brady's night
2. Plan Schedule for car wash
3. Plan Schedule for purchase and delivery of hats, booties, and blankets



Eagle Service Project Workbook

Preparing the Project Proposal



Logistics

(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?

Clothing and blankets will be purchased with the money I raise. I will buy them from BabiesRUs, an online store (www.BabiesRUs.com). I have also contacted friends and relatives who were interested in helping but can't participate in the fundraising events. They will be knitting hats and booties for me. The yarn they will use to knit the hats and booties is being donated. I will count the hours spent knitting in my project total.

Once the clothing has been purchased and donated hats and booties received, I will fly to Tacoma, Washington to visit MAMC (accompanied by my dad), to deliver the materials I have collected for the premature babies. Prior to my trip, I will be coordinating with the MAMC NICU and Commanding Officer. The delivery of these items will signal the successful completion of this project. The trip to MAMC will be done as part of my family's summer vacation.



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Preparing the Project Proposal



Safety Issues

(The Guide to Safe Scouting is an important resource in considering safety issues.)

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.

SAFETY HAZARDS

- Slippery pavement
- Soap in someone's eye
- Tripping over hose
- Getting hit by a car



Eagle Service Project Workbook

Preparing the Project Proposal



Further Planning *(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)*

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."

- Set of plans**
- Bill of Materials**
- List of tools**
- Sources of food for workers**
- Fund raising steps**



Eagle Service Project Workbook

Preparing the Project Proposal



Candidate's Promise *(Signed before approvals below are granted)*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date



Eagle Service Project Workbook



- When obtaining District approval submit pages 1-10 of the Project Workbook



Eagle Service Project Workbook

Preparing the Project Proposal



Unit Leader Approval*	Unit Committee Approval*
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.	This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.
Signed _____ Date _____	Signed _____ Date _____

Beneficiary Approval*	Council or District Approval
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.	I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.
Signed _____ Date _____	Signed _____ Date _____

**While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (*). However, council or district approval must come after the others.*

NO WORK MAY COMMENCE UNTIL ALL REQUIRED SIGNATURES ARE OBTAINED!!!



Eagle Service Project Workbook



The Final Plan

- A tool for your use
- No approval needed
- Can be important in showing your Board of Review that you have planned and developed your project as required
- You are ***strongly encouraged*** to share the final plan with a project coach



Eagle Service Project Workbook



The Final Plan

Eagle Scout candidate: _____

Project start date: _____ Projected completion date: _____



Eagle Service Project Workbook



The Final Plan

Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your proposal?

UTILIZE YOUR RESOURCES!!!



Eagle Service Project Workbook

The Final Plan

Project Description and Benefit—Changes From the Proposal

As projects are planned, changes usually are necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also share major changes with those who approved your proposal, and also with your coach to be sure you still have a chance of passing the board of review.

How will your project be different from your approved proposal? _____

Will the changes make the project more or less helpful to the beneficiary? Explain: _____

- Rained out days**
- Material shortages and overages**
- Missing/lost/broken tools**
- Injuries!**



Eagle Service Project Workbook



The Final Plan

Present Condition or Situation

(It is extremely helpful to have "before" photographs to show the board of review.)

Describe the present condition of the worksite (for an event or activity, describe your biggest obstacles).

The current condition of the boardwalk is unsafe for any sort of consistent use. The section in question has been rotted and can scarcely stand the stress of someone walking upon it. The plant life around the boardwalk has also overgrown onto it and will need to be trimmed away to look presentable, and to prevent any snagging from thorns or briars...



Eagle Service Project Workbook



The Final Plan

Project Phases

(You may have more than eight phases, or fewer, as needed; if more, place in an attachment.)

Look at the phases from your proposal. Make any changes, then provide a little more detail, including timing.

Phase 1:	_____
Phase 2:	_____
Phase 3:	_____
Phase 4:	_____
Phase 5:	_____
Phase 6:	_____
Phase 7:	_____
Phase 8:	_____

‘FINE TUNING’ OF YOUR ORIGINAL PROJECT PHASES SECTION



Eagle Service Project Workbook

The Final Plan – Work Processes



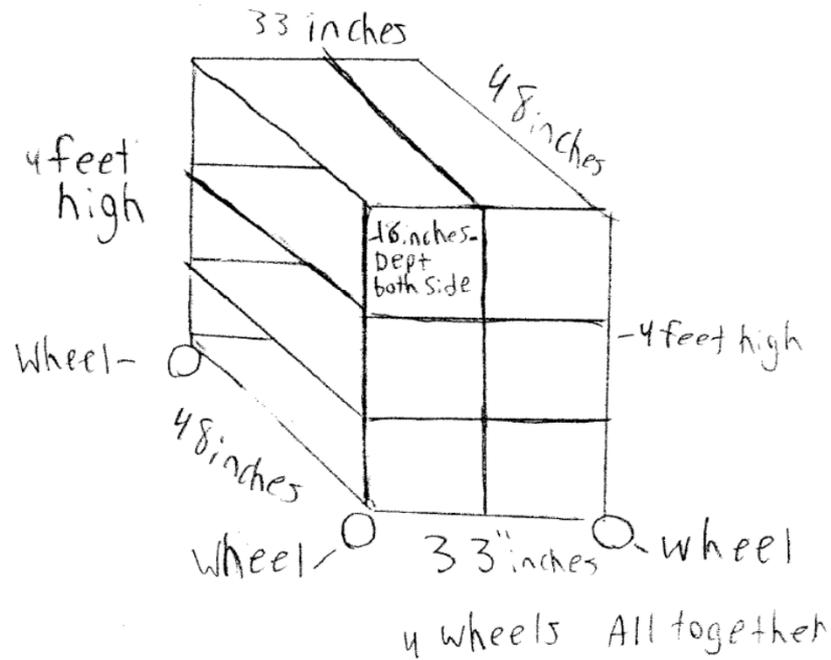
Work Processes:

- First, we will pressure wash the court
 - We will pressure wash the bleachers as well
 - Any rust left over on the bleachers will be taken care of by rust neutralizer
 - A few days after this, we will paint the basketball court
 - The same day, we will also use primer to paint the first coat on the bleachers, and finish it off with Rustoleum paint.
-
- Day one - We will pressure wash the basketball court and the bleachers
 - Day two - We will apply rust neutralizer to the bleachers, along with painting the first coat of paint on the basketball court, using the stencils.
 - Day three - Primer will be used as the first coat on the bleachers, and a second coat of paint will go on the court. After allowing the primer to dry, a final coat of Rustoleum will be applied.



Eagle Service Project Workbook

The Final Plan – Work Processes



Eagle Service Project Workbook

The Final Plan

Permits and Permissions

(The Tour Plan has also been called the "Tour Permit.")

Will a Tour Plan be needed (this must be confirmed with local council policies)? _____
If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

*Permissions and permits could include building or electrical permits, dig permits, event permits, permission to access property, etc.

- **Check Council guidelines for tour permit requirements**
- **City/County building permits?**
- **Insurance!!!**



Eagle Service Project Workbook

**If you plan for donations such as the one shown in the sample, you will most likely need to complete the Eagle Scout Service Project Fundraising Application on page 17.*



The Final Plan

Materials

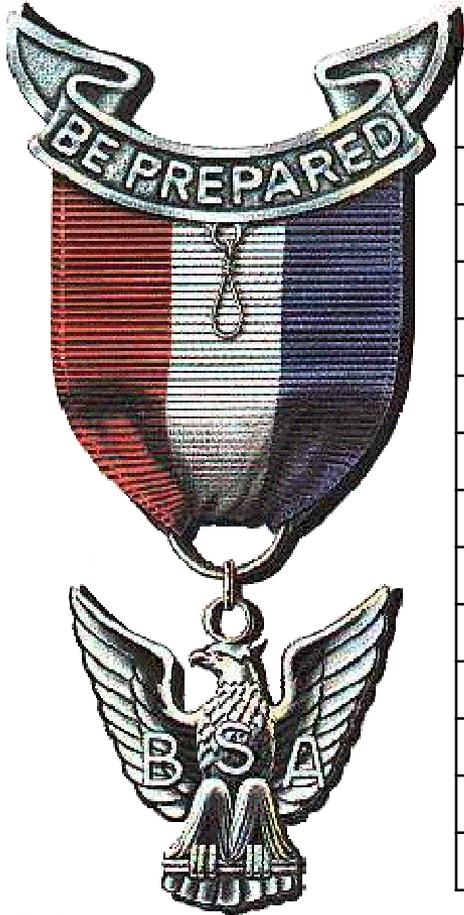
List each item, and its description, quantity, unit cost, total cost, and source. For example:

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plywood	3/4", 4' X 8', B-C interior grade	3 sheets	\$20.00	\$60.00	ABC Hardware donation*
Total cost of materials					

Eagle Service Project Workbook

**If you plan for donations such as the one shown in the sample, you will most likely need to complete the Eagle Scout Service Project Fundraising Application on page 17.*

The Final Plan - Materials



Item	Quantity	Unit Cost	Total Cost	Source
Notebook Paper	68 150-sheet packs	\$1	\$68	Sunrise Elementary
Glue	40 4 oz. bottles	\$1	\$40	Sunrise Elementary
Pencils	864	\$0.04	\$34.56	Avalon Publix
Paper Bags	500	\$0.01	\$5	Avalon Publix
Pens	300	\$0.25	\$75	Avalon Publix
Orlando Magic Backpack	1	\$20	\$20	Orlando Magic
Orlando Magic Folder	20	\$0.50	\$10	Orlando Magic
Orlando Magic Pen	25	\$0.25	\$6.25	Orlando Magic
Single Subject Spiral Notebook	752	\$0.50	\$376	Purchased
Glue Sticks	780	\$0.27	\$210.76	Purchased
Scissors	240	\$0.49	\$117.60	Purchased
Crayons	170	\$0.92	\$156.40	Purchased
Pencils	1596	\$0.04	\$63.84	Purchased



Eagle Service Project Workbook

The Final Plan - Supplies



Item	Quantity	Unit Cost	Total Cost	Source
Sandwich Bags	6 boxes	\$1.99	\$11.94	Purchased
Colored Dot Stickers	5 pks.	\$2.00	\$10.00	Purchased



Eagle Service Project Workbook



The Final Plan

Tools

List each tool, with its quantity, unit cost, total cost, source, and who will operate or use it. For example:

Circular power saw*	1	\$0	\$0	Mr. Smith	Mr. Smith
Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Total cost of tools					

*Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See the Guide to Safe Scouting.

- Follow example
- Make sure you consult *Guide to Safe Scouting!!!*



Eagle Service Project Workbook



The Final Plan

Expenses		Revenue
Item	Projected Cost	Total to be raised: \$ _____ Contribution from beneficiary: \$ _____
Total materials (from above)		<i>Describe in detail how you will get the money for your project. Include what any helpers will do to assist with the effort.</i>
Total supplies (from above)		
Total tools (from above)		
Other expenses		
Total cost		



Eagle Service Project Workbook



The Final Plan

Logistics

How will the workers get to and from the place where the work will be done? _____

How will you transport materials, supplies, and tools to and from the site? _____

How will the workers be fed? _____

Will restrooms be conveniently located? _____

What will be done with leftover materials and supplies? _____

What will be done with the tools? _____



Eagle Service Project Workbook

The Final Plan

Safety



Will a first-aid kit be needed for this project? If so, where will it be kept? _____

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. (These could include severe weather, wildlife, hazardous tools or equipment, sunburn, etc.) What will you do to prevent problems (for example, hazardous tools operated only by qualified adults)?

Potential Hazard	What will you do to prevent problems?

How do you plan to communicate these safety issues and hazards to your helpers? _____

Will you hold a safety briefing? _____ If so, when? _____

Who will conduct it? _____

Who will be your first-aid specialist? _____

•Make sure you consult *Guide to Safe Scouting!!!*



Eagle Service Project Workbook

The Final Plan



Contingency Plans

What could cause postponement or cancellation of the project? What will you do should this happen?

ALWAYS HAVE A PLAN "B"!!!



Eagle Service Project Workbook

The Final Plan



Comments From Your Project Coach About Your Final Plan

(A project coach is not required but can be extremely helpful.)

UTILIZE YOUR RESOURCES!!!



Eagle Service Project Workbook

Fundraising Guidelines



1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or the candidate's unit, until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.



Eagle Service Project Workbook

Fundraising Application



Eagle Scout Service Project Fundraising Application

Before completing this application, it is important to read the "Procedures and Limitations on Eagle Scout Service Project Fundraising." It can be found at the back of this application. Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money Earning Application.

Eagle Scout Candidate

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:			
Check one: <input type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship <input type="checkbox"/> Unit No.			
Name of district:	Name of council:		

Project Beneficiary (Name of religious institution, school, or community)

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:			

Project Beneficiary Representative (Name of contact for the project beneficiary)

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:			

Describe how funds will be raised: _____

Proposed date the service project will begin: _____

Proposed dates for the fundraising efforts: _____

How much money do you expect to raise?: _____

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it? _____

"You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash."

Are any contracts to be signed? _____ If so, by whom? _____

Contract details: _____

See "Procedures and Limitations" following this application.

Approvals (The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.)

Beneficiary		Unit Leader		Authorized Council Approval*	
Signed	Date	Signed	Date	Signed	Date

*Councils may delegate approval to districts or other committees according to local practices.



Eagle Service Project Workbook

Fundraising Application Signatures



Approvals

(The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.)

Beneficiary		Unit Leader		Authorized Council Approval*	
Signed	Date	Signed	Date	Signed	Date

**Councils may delegate approval to districts or other committees according to local practices.*

- Unit Leader (or designate – such as Eagle Mentor/Coach and Beneficiary must sign)
- Check with your local Council as to process flow for fundraising application approval



Eagle Service Project Workbook



The Project Report

- Note the space for you to sign confirming that you:
 - Led and completed the project
- Note the signature lines for:
 - the beneficiary and
 - your unit leader's approval



Eagle Service Project Workbook



The Project Report

To be completed after the service project has been concluded

Eagle Scout candidate: _____

Once planning was completed, when did the work begin? _____ When was it finished? _____



Eagle Service Project Workbook



The Project Report

Summary

What went well? _____

What was challenging? _____

LESSONS LEARNED



Eagle Service Project Workbook

The Project Report

Changes

What changes were made as the project was conducted? _____

Instead of using the email to contact people I used the phone because I didn't get the response I was hoping for by email. Not enough people would see that they had an email from me so there wasn't a lot of help until I saw this problem.

At first I wanted to do a patrol competition for food collection, but because of lack of participation instead of doing a patrol competition, I asked every scout to please bring at least five cans of food if they could...



Eagle Service Project Workbook



Changes

- Anything you feel altered your original design
 - Needed extra material
 - Delay in starting
 - Delay in securing materials or monies
 - Extra costs
- Major changes may require a project rewrite
 - Don't let 'scope creep' get in the way
 - Consult your Scoutmaster or adult with you on the project if you start to feel uncomfortable
 - Stick to your guns



Eagle Service Project Workbook

The Project Report



Leadership

In what ways did you demonstrate leadership? _____ _____ _____ _____
What was most difficult about being the leader? _____ _____ _____
What was most rewarding about being the leader? _____ _____ _____
What did you learn about leadership, or how were your leadership skills further developed? _____ _____ _____

Eagle Service Project Workbook

The Project Report



Materials, Supplies, Tools

Were there significant shortages or overages of materials, supplies, and tools? If so, what effect did this have?



Eagle Service Project Workbook

The Project Report – Entering Time Spent



	No.	Hours
The Eagle Scout candidate	1	
Registered BSA youth		
Other youth (<i>brothers, sisters, friends, etc., who are not BSA members</i>)		
Registered BSA adult Scout leaders		
Other adults (<i>parents, grandparents, etc., who are not BSA members</i>)		
Totals		



Eagle Service Project Workbook



Hours I spent:

Planning the project

11.5 hours

Carrying out the project

7.0 hours

Total hours I spent
working on the project

18.5 hours

Total number of hours
others worked on the
project

125.75 hours

Grand Total

144.25 hours



Eagle Service Project Workbook

The Project Report - Fundraising



Funding

Describe your fundraising efforts: _____ _____ _____
How much was collected? _____ How much was spent? _____ If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid. _____ _____
If you had money left over after the project completion, did you turn it over to the project beneficiary? If "No," when and how long will that take place? _____ _____
How were the donors thanked? _____ _____ _____

Unused funds are to be returned to the benefitting organization



Eagle Service Project Workbook

The Project Report - Completion



Candidate's Promise

<i>On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.</i>	
Signed:	Date:

Completion Approvals

<i>In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.</i>	
Beneficiary name:	Unit leader name:
Signed:	Signed:
Date:	Date:



Eagle Service Project Presentation



For more information or copies of this presentation contact either:

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