



TFC Eagle Scout Project Guideline



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 the Boy Scouts of America.) 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, BSA publication No. 512-927.

— Eagle Scout requirement 5

The steps below are a tool as you follow the Eagle Scout Service Project Workbook, BSA publication No 512-927 (www.scouting.org/filestore/pdf/512-927_fillable.pdf) and Guide to Advancement, 9.0.2.0, *The Eagle Scout Service Project* (<http://www.scouting.org/filestore/pdf/33088.pdf>).

- Remember, this is **YOUR** project. The main purpose of the Eagle Project is to measure your ability to plan, organize, and provide leadership for a project.
- Start keeping a detailed logbook on your activities and the contacts you make while planning, organizing, and doing your Eagle Project work. This log will later be a section of your Eagle Project book

Step 1 – Choose a Project

1. The project needs to provide the opportunity for you to demonstrate planning and leadership. You must plan the work, organize the personnel and materials needed, and direct the project to successful completion.
2. The project needs to be of significant duration to demonstrate planning and leadership. There is no established requirement for the number of people or time worked on a project. A guideline to help you is that the project should be at least 80 hours of which the candidate's hours are about 20%.
3. Routine maintenance and routine labor are not normally considered appropriate for a project. This would be defined as a job or service that a Scout may provide as part of his or her daily life, or a routine maintenance job normally done by the beneficiary (for example, picking the weeds, mowing the lawn, cleaning). But the real test has to do with scale and impact. If "routine labor" is conducted on so large a scale it requires planning, development, and leadership, it may have sufficient impact.
4. Collection events must be of sufficient scale and complexity that the Scout will demonstrate the necessary planning and leadership expected of an Eagle Scout. Simple flyer distribution/pickup drives are not acceptable.
5. Choose a project that you will enjoy: Inside vs outside, construction, landscaping, refurbishment, collection)
6. Where to look; chartering organization, religious organization, park district, forest preserves, school, local city/town/village, not for profits (not businesses), organizations that help the needy, etc.

Step 2 – Initial Plan (Suggested)

1. Contact the Benefitting Organization Representative for your Eagle Project to discuss a project and ask for approval to do an Eagle Project for their organization.
2. Write-up a summary (about ½ page) describing the Project, the organization, summary of hours, and when it will be performed.
3. Set up a meeting with your Scoutmaster or Eagle Coordinator to discuss the initial plan.
4. Do not start the detailed proposal write-up (next steps) until the initial plan is approved.

Step 3 – Project Proposal Write-up

1. Set up meetings with the Benefitting Organization Representative for your Eagle Project. Discuss what you plan to do for your Eagle Project. Get information from them about things they want included in your project and anything they expect from you in completing the project.
2. Print out and give a copy of *Navigating the Eagle Scout Project: Information for Project Beneficiaries* from the *Eagle Scout Leadership Service Project Workbook* to the benefiting organization. This helps explain the Eagle Scout project process.
3. Fill out the “Eagle Scout Service Project Proposal” in the Workbook. You will need to complete the sections titled Contact Information (a one-page document on *page B*), “Eagle Scout Service Project Proposal” (*pages C, D, and E*).
4. The proposal includes (see workbook):
 - Project Description and Benefit
 - Giving Leadership: Giving leadership to others means at least two people besides the candidate.
 - Materials
 - Supplies
 - Tools
 - Permits and Permissions
 - Preliminary Cost Estimate
 - Project Phases
 - Logistics
 - Safety Issues
 - Further Planning
5. The proposal need only be detailed enough to show a reviewer that you can meet the following:
 - It provides sufficient opportunity to meet the Eagle Scout service project requirement to “plan, develop and give leadership”
 - It appears to be feasible
 - Safety issues will be addressed (*Guide to Safe Scouting*)
 - Action steps for further detailed planning are included
 - The Scout is on the right track with a reasonable chance for a positive experience.

Step 4 – Project Approval

1. Complete all sections of the Eagle Scout Service Project Proposal and obtain approval signatures from the
 - Organization for which the Project is being done
 - Scoutmaster
 - Committee
2. Contact the TFC district advancement committee representative in your area to schedule a meeting for review and approval). You must be able to completely explain your project.
3. **Do not** start the project until the district representative has approved the Project.

Step 5 – Fundraising

1. Eagle Scout service projects may not be fundraisers.
2. Fundraising is permitted only for securing materials, and otherwise facilitating a project.
3. Contributions from the beneficiary, the candidate, parents or relatives, unit or chartered organization, or from parents or members of the Scout’s unit do not require a fundraising application.

4. If you solicit/receive contributions or materials/supplies from other than above, then a fundraising application must be completed.
5. Fundraising application steps:
 - a) Complete the fundraising application. Eagle Scout Service Project Fundraising Application,” (Fundraising Application Page A) from the *Eagle Scout Service Project Workbook*, No. 512-927.
 - b) Obtain approval from project beneficiary and unit leader.
 - c) Submit to the district advancement committee (same individual who approves the project proposal) at least two weeks in advance of fundraising activities. It is recommended to have it when you meet with the district for approval of your project proposal.
 - d) It must be approved before starting fundraising:
 - Less than \$750 is approved by the district.
 - Equal to or greater than \$750 is approved by the council (Council Advancement Committee Advisor – see last page for name and contact information)
 - e) Only one application is needed even if soliciting contributions from multiple organizations.

Step 6 - Project Final Plan

1. You are responsible to complete the final plan “Eagle Scout Service Project Plan” pages cover + A-G, which is more detailed than the proposal.
2. It is recommended that you work with your unit’s Eagle Coach/Advisor, but it is not required. The coach can help you along and avoid problems.
3. There is no additional approval authority from Coach, Unit, or District prior to you implementing the project.
4. Well-developed planning is key to successfully implementing your project. The Project Plan provides the guidelines to develop your plan and is highly recommended to be used. A similar planning effort is acceptable. Your plan needs to demonstrate to your Eagle Scout board of review that your planning was sufficient for an Eagle Scout service project.
5. A completed ‘Project Plan’ is an easily reviewed record of your planning that you can show your Eagle Scout board of review.
6. The *Guide to Safe Scouting* (<https://www.scouting.org/health-and-safety/gss/>) is an important reference in considering safety issues.

Step 7 – Work the Project

1. You demonstrate leadership by directing the project: you do not do the project
2. Not all projects go according to plan – there will most likely be rework, hopefully not major, but it has happened. This is not a failure it is an opportunity for learning
3. While working on your project, always have a first aid kit available at your work site. Follow the BSA safety rules when using power tools (Guide to Safe Scouting).
4. Two registered adult leaders 21 years of age or over are required at all Scouting activities.
 - A registered female adult leader 21 years of age or over must be present for any activity involving female youth.
 - Age and program appropriate supervision must always be provided.
5. If the beneficiary, after district approval, reduces the project so much that the opportunity for the scout to show leadership is challenging, the scout should let their troop leadership know about this reduction. It’s acceptable if the scout and beneficiary agree to add more to the project after all of the approvals.
6. Keep a log of all registered scouts and adults as well as other youth and adults that work on your project and the days and hours that each person worked. Keep information in your logbook about your work and decisions that you make while working on your project.

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7. Take lots of photographs while working on your project as well as photographs of the completed project. Include these photos in your Eagle Project Book.
8. Keep a record of all materials and equipment you use with the cost of each item and include this in your final writeup. (Also include in the cost the value of donated materials and equipment).
9. Keep a record of all changes to your original plan that you made during work on your project.

Step 8 – Final Write-up (Project Report)

1. Following the completion of the physical work on your Eagle Project, it is time to complete the writeup about your project. Complete the Eagle Scout Service Project Report (cover + pages A-C).
2. The project report includes (see workbook):
 - a. Project Description
 - b. Observations
 - c. Changes
 - d. Leadership
 - e. Materials, Supplies, Tools
 - f. Service Project Data. List of hours spent by you and others on the project.
 - g. Funding Summary
 - h. Photos and Other Documentation
3. Time often overlooked includes:
 - Time spent researching project and time spent filling out the project workbook
 - Time spent taking measurements or pictures of the proposal site
 - Time meeting with beneficiary, SM, troop committee, district representative, securing supplies. The meter for supplies starts when the car backs out of the driveway and stops when the car pulls into the driveway. Even for multiple trips to the store.
 - Time spent buying any refreshments.
 - Time spent filling out the project plan and final report sections of the workbook
4. Calculate hours – see below:

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked
The Eagle Scout Candidate – Planning Hours	1	
The Eagle Scout Candidate – Execution Hours	1	
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
Grand Total of Hours (enter here and on your Eagle Scout Rank Application)	18	200

4 workers x 4 hrs. = 16 hrs.

*There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project. If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

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 the Boy Scouts of America.) 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.

Project name: _____ Date project finished

Grand total of hours: 200 (from *Eagle Scout Service Project Workbook*—for statistical purposes only)

5. Sign the 'Candidate's Promise'

Step 9 – Approval for Completed Project

1. *Obtain approval signatures from*
 - a. Signature by the Organization for which the Project is being done
 - b. Signature by your Scoutmaster
2. Final approval of the Project is the responsibility of the Eagle Board of Review. A thorough and detailed proposal, plan, and report will demonstrate to your board of review that you have met the requirements to “*plan, develop, and give leadership to others in a service project*”.

Step 10 – Acknowledge Helpers and Supporters

1. Take time to acknowledge and thank anyone special, the people that gave you that extra bit of support.
2. Acknowledge your sponsor, the person who guided you as a mentor, the people and organizations that donated money and materials, and your friends who volunteered their time.
3. Suggest sending a thank you note to all corporations and significant donors.