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 0rganization 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, Scouting America publication No 512-927 (https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook) 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.
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 benefitting organization. This helps explain the Eagle Scout project process. *Note: Not required if the benefiting organization has experience working with Scouts on Eagle Projects.*

3. Fill out the "Eagle Scout Service Project Proposal" in the Workbook.

– **Contact Information**. Start by filling in the contact information for yourself and the adult leaders who will supervise your efforts to plan, develop and execute the project. You will need to communicate with them several times and it will save time to have this information in one place for easy reference. It is also used by the Council Eagle Processor to update council records.

– **Description and Benefit**. For your Project Proposal, you will record a short description of the project and explain how it will help the project beneficiaries. Be sure to upload photos that relate to your planned project.

– **Leadership.** You will describe the approximate number of helpers that will work on the project and how you plan to recruit them.

– **Materials.** You also will record an initial list of the materials needed to conduct your project.

– **Supplies and Tools.** Describe the supplies and tools that will be needed to accomplish your project.

– **Permits and Permissions.** If your project requires permits or permissions from other groups or agencies, note them here. While your sponsor organization does not formally approve your Final Plan, they do have a right to review your Final Plan, and they could request changes before the project is done. Please record "Sponsor Review of Project Plan" in the text box and be sure to give your sponsor a copy of BSA publication 510-025, Navigating the Eagle Scout Service Project.

– **Preliminary Cost Estimates.** Record the estimated costs for materials, supplies, tools and other items. Note that all donated items have value, so provide an estimated value for everything that will be used for your project.

– **Project Phases.** Perhaps most important, list the main steps or phases required to prepare for and accomplish your project. Preparation steps may include acquisitions, communication, recruitment, and training activities.

– **Logistics.** Describe acquisition and transportation activities that will be required.

– **Safety.** Describe any risks or hazards that could arise during the course of your project. Explain what you will do to ensure these risks are avoided or minimized.

– **Plan Preparation.** Describe what you intend to do to further develop important details of your detailed Project Plan. Include the date you expect to complete your Plan for review by your project sponsor.

4. 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 (see *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

– Your unit leader.

– Your unit committee representative.

– An authorized representative of your benefitting sponsor. Be sure to give your sponsor a copy of BSA publication 510-025, ***Navigating the Eagle Scout Service Project*** *if they are not familiar with working with Scouts on Eagle Projects.*

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. Note that this must be the last person to sign approval of your Project Proposal.

   You may not begin to implement your project until all approval signatures have been obtained. **Scouts who violate this requirement may be asked to select a different Eagle project.**

   There can be minor changes to your project after your Proposal has been approved, but such changes should always be reviewed with your Eagle Advisor/Project Coach. If there are significant changes to the project goals or activities, the level of effort required, or the benefits derived, it may be necessary to revise your proposal before you proceed. Please note that your Eagle Board of Review may decline to approve advancement if the project you perform is not what was approved.

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 $1,000 is approved by the district advancement representative.
   – Equal to or greater than $1,000 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, but typically the beneficiary will require review and final approval.
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.
7. The Project Plan includes:

- **Cover Page**. Record your name and the planned start and finish dates for your project.
- Proposal Comments. Describe any comments you received from those who reviewed and approved your Project Proposal.
- **Changes.** If minor aspects of your project have changed, you will describe the changes and how they might affect the benefits that were expected.
- **Present Conditions**. Describe the present situation and any obstacles that must be overcome. Include photos of existing conditions in the workbook or as attachments.
- **Project Phases**. Describe in detail the various steps and phases needed to prepare for and accomplish your project. Remember the 5 Ps: Proper Preparation Prevents Poor Performance. The Preparation Phase is critical for a successful project.
- **Work Process**. You can't be everywhere at once, so describe the work crews and crew leaders (your management team) who will help run your project. Everything that needs to be done should be described here. Attach drawings, sketches, maps, tables, and other reference documents that will help you implement your project.
- **Permits and Permissions**. Even if you do not need permits or permissions from other organizations, you should indicate when you plan to submit your detailed Project Plan to your sponsor for review.
- **Materials**. Prepare a detailed list of required materials, their costs, and sources. All materials have a value that should be estimated, even if the materials are donated.
- **Supplies**. Prepare a detailed list of required supplies, their costs, and sources. All supplies have a value that should be estimated, even if the materials are donated.
- **Tools**. List all tools that will be needed. Be sure to read the BSA Guidelines for Tool Use and Work at Elevations or Excavations.
- **Expenses and Revenue**. This is a summary table that lists the costs and donations expected for your project.
- **Leadership**. Describe how you will demonstrate leadership. List each task that needs to be done, the skills required and whether the task will be done by a youth or adult members of your crew. Record the number of helpers needed, and the number you have recruited. Describe how your helpers and crew leaders will be trained, how you will communicate with them, and the role of each crew leader.
- **Logistics**. Describe your transportation plan and how food and restrooms facilities will be managed. What will be done with tools and any leftover materials?
- **Safety**. Carefully consider all potential dangers and describe what you will do to manage those risks.
- **Contingencies**. Describe situations that could delay or cancel your project and any contingency plans you have established.
- **Coach's Comment**. Describe the comments you received from your project coach.

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 Scouting America 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.
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):
   − **Project Execution**. Record the date your project began and ended. This is the time when the project work was accomplished.
   − **Project Description**. Record a brief description of your project as it was performed. In addition. describe what you did after your proposal was approved to complete the planning process including how you communicated your Project Plan to the project sponsor. Your Eagle Board will review this part of the report to confirm that you satisfied the planning portion of the Eagle project requirement.
   − **Observations**. Describe aspects of your project that went well and aspects that were particularly challenging.
   − **Changes**. Describe any parts of your project, as completed, that were different from what you had proposed in your Project Proposal and Project Plan. Sometimes changes are made because the original plan could not be implemented. Sometimes there are changes to improve the original plan. Describe the impacts (positive or negative) of any changes that occurred.
   − **Leadership**. Describe how you demonstrated leadership in planning and conducting your project. What was most difficult? Most rewarding? What did you learn about leadership? How were your leadership skills enhanced and strengthened?
   − **Materials, Supplies and Tools**. Describe any shortages or excesses with regards to materials, supplies or tools. How did you respond and what impact did this have on your project?
   − **Service Data**. Document all volunteer time devoted to your project, listing volunteers by name and the date(s) they worked. This should be included as an attachment to your workbook report. Use your Daily Project Log to record all the time you spent planning and carrying out the project. Then tabulate the number of volunteers (Scouts, other youth, adult scout leaders, and other adults) and the total time they spent.
     Note: Number of hours worked on the Project often overlooked includes:
     o Time spent researching project.
     o Time spent filling out the project workbook.
     o Time spent taking measurements or pictures of the proposal site.
     o Parents' time assisting with the project (proofing, driving, etc.)

- 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.

- **Funding**. Describe your fundraising efforts, how much was collected and how much was spent. If there were excess funds or materials, confirm that they were returned to the project sponsor. How were volunteers and donors thanked?
- **Photos and Other Documentation**. Upload photos showing "before", "during" and "after" conditions. Attach letters, handouts, work logs, receipts, and other documents that relate to the work that was done.
- **Candidate's Promise**. Read, sign and date the candidate's promise.
- **Completion Approvals**. Obtain approval signatures from an authorized representative of the benefitting sponsor and your unit leader.

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.