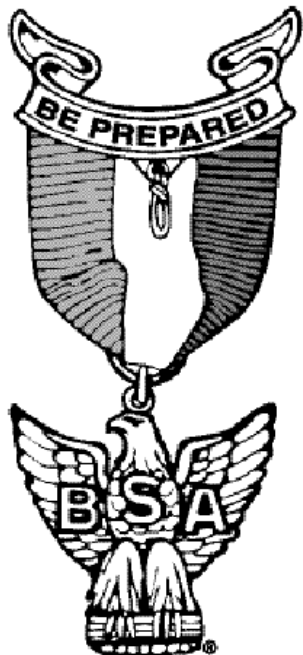


Eagle Scout Leadership Service Project Workbook



Scout's Name:

Scout's Address:

Scout's Email Address:

Scout's Telephone Number:

Scout's Date of Birth:

Unit Number:

District:

Local Council:

Scoutmaster's Name:

Scoutmaster's Address:

Scoutmaster's Email Address:

Scoutmaster's Telephone Number:

Unit Committee Representative's Name:

Unit Committee Representative's Address:

Unit Committee Representative's Telephone Number:

Project Planning Sheet *(Submit this page for Project Approval and with Final Report)*

Step 1: Initial Project Idea

Once you have an idea for your Eagle Project discuss it with your Scoutmaster, Varsity Scout Coach or Venturing Crew Advisor. Note, some Troops have an Eagle Project Advisor who works with Life Scouts on their Eagle Projects. Complete the information on this page. You will use it when you meet with the representative of the organization that will benefit from your project. **Save this entire workbook under a new filename on your computer (Example: Tom_Eagle Scout Project).**

Record the date of project discussion with Scoutmaster, Eagle Advisor/Coach

Date:

A. Describe the project you plan to do.

Either after or during the meeting with your Scoutmaster, Varsity Scout Coach, Venturing Crew Advisor or Eagle Project Advisor describe the present condition and what you plan to accomplish with your project.

(Type your response below. Use as much space as you need.)

B. What religious institution, school, or community organization will benefit from the project?

Name of community organization:

Name of organization's representative:

Telephone No.:

Street address:

City:

State:

Zip code:

C. How will my project benefit to the community organization?

Describe how your project will improve the current condition and, therefore, be of benefit.

(Type your response below. Use as much space as you need.)

Step 2: Meeting with Organization Representative to Discuss the Project

(Submit this page for Project Approval and with Final Report)

Call the organization and setup a meeting time to discuss the project. Try to make a good first impression. Be punctual and dress in Class A uniform. Introduce yourself and shake hands. State your purpose / intention. Be flexible with the project concept. Find out what they really need.

Information to gather (take notes)

- Be certain of organization's expectations for your project.
- Will you need permission from any local, state, or other agency?
- Will you need a Building Permit?
- Will you need to call Digger's Hotline?
- Identify materials or tools you will need.
- Identify the location of the project.
- Determine an approximate timeline for completion of project.
- Find out if your project will require funding.
- Take "before" photos (if appropriate).
- Get contact information for follow-up meeting.

Record the date that you met with the Organization Representative

Date:

Step 3: Complete the Project Details and take "Before" Photographs

In the box below, provide a detailed description of your project. *Provide enough detail so that another Life Scout in your Troop could complete the project.* The more thought you give to the details of your project ahead of time, the smoother your project will go and the easier it will be for you to exhibit confident leadership to your work crew. **"A good leader is always prepared"**

Provide the following project details:

- Identify the location of the project
- Identify any local, state, or other permissions you will need.
- Any earth-moving? Digger's Hotline must be called.
- Include construction plans of anything you will build.
- Include maps or landscaping plans (if appropriate).
- Identify materials and tools you will need.
- Describe your crew and how you will **lead** them.
- Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project.
- Develop a project schedule or time-line.
- Describe how you will fund your project
Include a sample fund raising flyer (if appropriate).
- Include "before" photos (if appropriate). Insert digital photos or mount photo prints. Add descriptive captions under photos. Providing before, during and after photographs of your project can give a clear example of your effort.

A. Project Proposal Details *(Submit this section for Project Approval and with Final Report)*
(Type your response below. Use as much space as you need.)

B. “Before” Photographs *(Submit this section for Project Approval and with Final Report)*
Include photographs taken before work begins on your project to show the current condition of the project area. Insert digital photos or mount photo prints. Add descriptive captions under each photo. *(Add additional pages as necessary.)*

Step 4: Schedule a Follow-up Meeting with Community Organization Representative

The purpose of this meeting is to:

- Confirm project details.
- Make any necessary revisions to your proposal.
- Obtain the Community Organization Representative's signature below.

Step 5: Update your Scoutmaster, Coach, or Advisor on your Eagle Project

- Revise your proposal, if necessary, as recommended.
- Obtain his/her signature below.

Step 6: Discuss your project proposal with a representative from your Unit's Committee

- Obtain his/her signature on the *Approval Signatures for Project Plan* page.

Step 7: Make three copies of the signed project proposal

- Keep one copy for your records.
- Send one copy of the signed Project Proposal to the Organization Representative.
- One copy gets submitted for approval.

Step 8: Mail or deliver the original signed Project Proposal to the Council Service Center

- Your proposal will be forwarded to a District Advancement Committee member for approval. Enclose your proposal in a clear plastic report cover.
- Your District Advancement Committee Representative will contact you to discuss your project proposal. This should occur within approximately 7 to 10 days.

Approval Signatures for Project Plan

(Submit this section for Project Approval and with Final Report)

Project plans were reviewed and approved by:

Organization Representative: _____ Date _____
(signature)

Scoutmaster / Coach / Advisor: _____ Date _____
(signature)

Unit Committee Representative: _____ Date _____
(signature)

District Advancement Committee Member: _____ Date _____
(signature)

Advancement Committee Comments:

IMPORTANT NOTE: You may proceed with your leadership service project only when you have:

- Completed all the above-mentioned planning details.
- Shared the project plans with the appropriate persons.
- Obtained approval signatures from all appropriate persons.

Carrying out the Project

- Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List who, besides yourself, worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project.
- Record any fund-raising activities you completed for your project's funding.
- If appropriate to your project, keep records of the type and cost of any materials required to complete the project.
- If your original project plan changes at any time, be sure to document what changes were made and the reason for the changes. If at all possible, it is best to discuss any changes with all individuals who signed your original proposal *before* making major changes.

Final Project Reporting

- Complete the ***Project Report*** section. Include descriptions of work activities (dates, what was done, who was there, etc.).
- Provide a detailed breakdown of the number of hours contributed by yourself and each worker. Use the tables provided in the ***Hours*** sections that follow.
- Provide a detailed list of materials used for your project. Use the table provided in the ***Materials*** section.
- Record any changes you made to your original project proposal in the ***Changes to the Project*** section.
- Photos should be inserted digitally or standard photos should be mounted on typing paper in the ***“During” and “After” Photographs*** section. Provide captions below your photos to describe the activities and people shown.
- The completed Final Report should be enclosed in a clear plastic report cover, or an appropriately-sized 3-ring binder (*clear plastic page sleeves are recommended as your project may need to be mailed to the Advancement Committee member working with you on your project*). Include all pages of the Eagle Scout Service Project Workbook including the initial project approval pages.
- Present your completed report to obtain all required signatures under the section heading ***Approvals for Completed Project***. Your completed project report must be submitted and approved by the District Advancement Committee prior to your 18th birthday.

Project Report *(Submit this section with Final Report.)*

Include a narrative describing the work completed for your project either in paragraph form or in a dated journal format. Identify the work that was done on each day. Describe how you provided leadership.

(Type your response below. Use as much space as you need.)

Hours I Spent Working on the Project *(Submit this section with Final Report.)*

The length of time spent should be as adequate as is necessary for you to demonstrate your leadership of two or more individuals in planning and carrying out your project.

Total hours I spent planning the project:	
Total hours I worked carrying out the project:	
Grand total of hours I spent working on the project:	

Hours Spent by Scouts, Venturers, or Other Individuals on the Project

(Note, insert extra rows in table as needed) (Submit this section with Final Report.)

Name	Dates	Number of Hours
Total hours others worked on the project:		
Grand total of all hours worked by everyone on the project, including my planning and work time:		

Materials Required to Complete the Project *(Submit this section with Final Report.)*

If appropriate, list the type and cost of any materials required to complete the project.

(Note, insert extra rows in table as needed)

Description of Material	Cost of Material

Changes to the Project *(Submit this section with Final Report.)*

Describe any changes made to the original project plan and explain why those changes were made.

(Type your response below. Use as much space as you need.)

“During” and “After” Photographs *(Submit this section with Final Report.)*

Include photographs taken during the days you and your crew worked on your project. Also include photos of your completed project. Insert digital photos or mount photo prints. Add descriptive captions under each photo. *(Add additional pages as necessary.)*

Approvals for Completed Project (Submit this section with Final Report.)

Applicant's Name:
Applicant's Troop:
Applicant's District:
Start date of project:
Completion date of project:

This project was started after I received the rank of Life Scout and it has been completed prior to my 18th birthday. It is respectfully submitted for consideration.

Applicant's Signature: _____ Date: _____

This project was planned, developed, and carried out by the applicant whose signature appears above.

Signature of
Scoutmaster/Coach/Advisor: _____ Date: _____

Signature of
Representative of the Organization
benefiting from project: _____ Date: _____

Signature of District Advancement
Committee Member: _____ Date: _____
(This signature will be obtained after your final project report is approved. Refer to the following page for important information concerning the remaining steps to be completed.)

Summary of Project Data

The Scout Office needs the following data to keep track of Eagle project activities in the Chippewa Valley Council.

Write a 3 sentence summary of your project.
(Type your response below.)

Grand Total Number of Hours Worked on Project	
Number of Workers	
Grand Total Cost of Materials	

Keep the information above on one page.

Final Steps to the rank of Eagle Scout (Complete before your 18th birthday!)

- Submit your completed Eagle Scout Service Project Report as follows:
 - Clear Water District: Submit to the Council Service Center.
 - Tall Oaks, Glacier's End, and Blue Hills Districts: Submit directly to the District Advancement Committee person with whom you have been working since the approval phase of your Eagle Scout Leadership Service Project.
- Complete the Eagle Scout Rank Application
 - The Council Service Center can provide you with a print-out of the dates you earned your merit badges and rank advancements.
 - Your unit advancement committee should have records of the leadership position(s) you held as a Life Scout. Remember: the position of Assistant Patrol Leader does not qualify for rank advancement.
 - Prepare a typed submission for Requirement 6 of the Eagle Rank Application.
 - Obtain signatures of your Unit Leader (SM) and Unit Committee Chairperson.
 - Sign your application where indicated.
 - Submit the completed Eagle Scout Rank Application and the written response to Requirement 6 to the Council Service Center for Council verification of records.
- Request a minimum of three letters recommending you to become an Eagle Scout. Letters must be written by adults who know you well (teachers, clergy, coaches, employers, etc.). Ask the authors of the letters to send them directly to the District Advancement Committee member with whom you have been working since the approval phase of your Eagle Scout Leadership Service Project. Letters of recommendation should contain the following information:
 - Writer's relationship to you, the Eagle Scout Candidate.
 - Examples of how the Eagle Scout Candidate has contributed to his community, school, church, etc.
 - Examples of how the Eagle Scout Candidate has demonstrated leadership.
 - Witness to the Eagle Scout Candidate's character and how he lives the Scout Oath and Scout Law in his everyday life and his worthiness of the Eagle Scout rank.
- If your Eagle Scout Rank Application, including Requirement 6, is filled out correctly, the Council Representative will sign and forward it to your District Advancement Committee person.
- Your District Advancement Committee will review your application and Eagle Scout Leadership Service Project Report. You will be contacted by your District Advancement Committee person concerning the approval of your submission.
- If your Eagle Scout Rank Application and Eagle Scout Leadership Service Project Report are accepted, your District Advancement Committee person will contact you to schedule your Eagle Scout Board of Review. Your Eagle Scout Board of Review must be completed within three months of the submission of all required materials.
- If your Board of Review recommends you for the rank of Eagle Scout, your District Advancement Committee person and a member of your Board of Review will sign your application. Your application will be forwarded onto the Council Service Center.
- The Council Scout Executive will sign your application and forward to the National BSA office for processing. (Allow 4 weeks)
- The Council Service Center will contact your Unit Leader when your Eagle award and certificate are received from National BSA.