



Boy Scout Troop 13

Serving Chester & Deep River

www.troop13chester.org



EAGLE SCOUT LEADERSHIP SERVICE PROJECT CHECKLIST

I. STARTING YOUR EAGLE PROJECT

As a Life Scout, scouting values and concepts should be an integral part of your daily life. At this point, you should be starting to "give back to Scouting" through leadership, training of other Scouts, recruiting, and keeping Scouts active in the program. You should also be fully participating in the Troop. When you make the decision to take that next step in earning the Eagle rank, the most important thing to remember is leadership. "Leadership" often gets dropped from our vocabulary when discussing "the project". Boy Scouts of America aim for the Eagle Scout Service Project to be "boy led".

Listed below is a checklist that should be followed to carry out a successful Eagle project.

- First and foremost:** Talk with Troop 13 Advancement Coordinator to see if you have the required number of Merit Badges completed and/or if you will have them completed before your 18th birthday. Also check to see if you have a Position of Responsibility that qualifies for an Eagle rank in which you will be active (if you are approaching the age of 18) for at least six months in that position. If so, you can continue, if not speak with the Scoutmaster.
- Read:** Eagle Candidates and parents should read the entire Eagle Scout Service Project Workbook to see what is expected to obtain the Eagle rank. There is a lot of valuable information in the workbook that often gets overlooked.
- Idea:** Brainstorm an idea for a project. The Eagle Project is supposed to be conceived, planned, and executed by the Eagle candidate, not by the candidate's parents or Scout leaders, or by any representative from the benefiting organization, or any other adult. It is your project; therefore, you need to plan it. Other than for safety reasons, there should be limited adult leadership. If you can't come up with a project, you may brainstorm with your Scout leaders for ideas. Choose a project that you are passionate about or you have a connection with. Your project must benefit the community (for example you can't work on the Scout Shack).
- Pre-Approval:** The idea for your project must be pre-approved, as an acceptable project, by the Scoutmaster and then by the Life to Eagle Advisor. Make an appointment to speak with both to see if your project qualifies.
- Start:** Log onto Troop 13 website (<http://www.troop13chester.org>) and under documents find the Eagle link. Read directions thoroughly. Download and print all related forms as noted. Start your log right away, which is one of the forms you will be downloading. Keep track of your time from the start right through to the final entry in your workbook after your project is completed. **Do not start any physical work, secure materials, solicit donations or fundraise for your project until your project has been approved and signed by the District Project Approval Representative.**
- Picture Timeline:** Take before, during, and after pictures. Scouts have found it very helpful to document the progression of the project by taking pictures throughout the project. Since they are all date stamped, you can easily go back to see when a task was completed. You could ask a family member to be the photographer.
- Ask Questions:** As you develop your plan, questions may arise. Your Life to Eagle Advisor is here to help you, feel free to make contact throughout any aspect of the project.

I. PROJECT PROPOSAL

- ❑ **Eagle Scout Service Project Workbook:** It is your responsibility to make sure you are using the most current Eagle Scout Service Project Workbook, otherwise you will need to start over. The most current book is located on the National Eagle Scout Association website (<http://www.nesa.org>). Some Eagle candidates download the workbook and delay starting their project. In the meantime, the book could have been revised by the BSA, so it is a good idea to download right before you start your write-up. Troop 13 also has a link to the NESA website under Documents/Life to Eagle.
- ❑ **Beneficiary Understanding:** Obtain some basic information regarding your project. Talk with the representative of the organization and let them know what you would like to do. Get feedback on the project you are planning and talk to them about their visions. Brainstorm ideas, estimate how much this project will cost and discuss funding. Be sure the organization for which you are considering doing a project for fully understands your plans/timeline and agrees to them. Also make sure they understand what is expected of you to earn the Eagle Scout rank. Remind them it is your project to lead. Communication is key before and during your project with your Beneficiary. Download the handout entitled "Benefiting Organization Guide" from the troop website and give to the Beneficiary.
- ❑ **Project Description & Benefit:** When completing your Eagle Scout Service Project Workbook, answer ALL questions. Contact information for Proposal Page B can be obtained from your Life to Eagle Advisor. As you go through the questions, be sure to give enough detail to understand your project. You will be including information such as current conditions, leadership, and logistics. You will also describe any safety hazards and who will be using heavy equipment. Explain the safety measures you will take to include having two adults on site at all times with one having been trained in BSA Youth Protection and the use of eye protection, work gloves, first aid kit, sunscreen, and tick repellent. Make note on how you are going to feed and hydrate your workers. Include "before" pictures, with captions, of the project site. Take many views so the area can be identified. Remember we don't know what the site looks like, so the more pictures the better. You could also include preliminary diagrams, maps, building plans and any other pertinent information. List planning and development phases and be sure all aspects show leadership. Do not fill in any information past Proposal Page E and don't obtain signatures until instructed by the Life to Eagle Advisor. Continue to log your time.
- ❑ **Permits/Approvals:** If applicable, all necessary permits must be obtained at the Federal, State and/or Town level prior to starting your project. This includes, but not limited to, attending Inland/Wetland Meetings, Selectman Meetings, Zoning Meetings, Call Before You Dig, etc. If this is necessary for your project, contact the chairperson for the Commission/Committee and ask to be put on the agenda. Also ask them if there are any permits to be filled out before the meeting and what type of documents and information you should bring with you. Keep a copy of any permits and/or meeting minutes with you at all times when working on your project. You also need to put them in your 3-ring binder. Be sure to plan accordingly, especially if you need to attend more than one town meeting.
- ❑ **Materials List:** Download the List of Materials Excel sheet from the Troop website. Fill in the items you need to complete the project to include all materials, supplies, tools, and other expenses. Note quantity and how much per unit cost; the extended totals will calculate. The materials, quantities, and costs on the Excel sheet need to match the preliminary estimates noted on Proposal Page C & D in your workbook.
- ❑ **Useful Hint:** As you start to fill in your workbook, it is advisable to save to various means in case your document or computer get compromised (virus or crashes). Sending documents, even if they are not final, to an e-mail is one way that you can retrieve your workbook if something happens. You can also store documents on an external device. Scouts have lost their electronic workbooks and had to start over.
- ❑ **Troop Committee Meeting Presentation:** Prior to starting the actual project, you are required to make a presentation of your project to the Troop Committee. It is your responsibility to contact the Troop Committee Chairperson to be put on the agenda. At the meeting, you are there to inform the committee of your project, not seek approval. Plan ahead for the Troop Committee does not meet over the summer and sometimes might skip a month during the winter.

- ❑ **Plan Approval - Life to Eagle Advisor:** The Eagle Scout Service Project Workbook must be approved by the Life to Eagle Advisor. When attending your appointment, be sure you have your updated log, materials list and project workbook along with any plans, sketches and photos. Any suggested changes from the Life to Eagle Advisor should be done in a timely manner. Once those have been made, make another appointment to get them checked by your advisor. Be organized before the meeting; purchase a 2" to 2.5" three-ring view binder and documents should be placed in sheet protectors, back to back. Do not hole punch any documents. Download the "Lead" sheet from the troop website, fill out and put in the front view sleeve of your binder. Bring all notes regarding project, including the ones you took when you met with the Beneficiary, plus information on how the project will be carried out, cost, funding, etc.
- ❑ **Project Book Signatures:** Once the Life to Eagle Advisor verbally approves your project book, the project must be signed by you the Eagle Candidate, the Beneficiary (*where you must bring them the two page form "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries" - see troop website*), the Scoutmaster, and the Committee Chair.
- ❑ **Plan Approval - District:** The project must finally be approved by the District Project Approval Representative. When ready, your Life to Eagle Advisor will let you know when you can contact them and it is your responsibility to call for an appointment. **Once the project plan has been approved and signed by the District Project Approval Representative, you can carry out your project.**
- ❑ **Notification:** After your meeting with the District Project Approval Representative, it is your responsibility to notify the Life to Eagle Advisor if your project was approved or if further modifications are necessary.

II. PROJECT PLAN

- ❑ **Requirement 5:** On the Eagle Scout Rank Application, Requirement 5 states you must "Plan" and "Develop" your service project. Once your project is approved by District (as directed above), you should complete Project Plan Page A through E in your workbook. You should include final diagrams, maps, building plans, and other pertinent information. Even though this section does not require signatures or approvals, it is helpful to prepare the steps of the planning and development of your project. You can show this section to your Life to Eagle Advisor and/or the Beneficiary prior to the start of your project and obtain feedback. Continue to log your time.
- ❑ **Fundraising:** If you plan to hold a fundraiser, you will need to complete the Fundraising Application Page A, which needs to be approved and signed by your Beneficiary, and Scoutmaster, then submitted to Council for approval. Be sure to plan for paperwork processing in your timeline of when you will be able to start your project.
- ❑ **Project:** It is assumed that the project will be carried out within the framework of the plan. Minor changes in scheduling, materials, personnel, or work assignments that doesn't affect the project scope or outcome, do not require further approval. However, if a major change is needed, you should contact your Scoutmaster or Life to Eagle Advisor immediately for guidance. If necessary, you might be instructed to submit a write-up of the proposed change and the reason for the change, which will need to be approved by the District Project Approval Representative. Occasionally, some unforeseen circumstance occurs during a project workday that necessitates a major change. If so, try to secure an immediate approval for the change from the Scoutmaster or Life to Eagle Advisor. If unsuccessful, you may continue with the workday, but get the change approved as soon as possible.
- ❑ **Final Materials List:** Take your Materials List and "save as" 'Final Materials List'. Add a column to the right and entitled "Donated/Supplied By". Put in who will be donating or supplying each item. As you start to layout your plan and development, you might see you need to add or delete items or even need to change quantities, which will change costs. In the end, this should be the final cost of your project (including materials, supplies, tools, other expenses). We like to see a summary at the end of the Excel sheet of donating parties and their final contributions. These items, quantities, and figures need to match those noted on Project Plan B through C in your workbook. Continue to log your time.
- ❑ **Media:** Tell the local newspaper or media about your project. Ask them to report on it. If they come out, save clips of the articles to be included in your project's final report.

III. PROJECT REPORT

- ❑ **Final Report:** When the project work is complete, you can start the final write-up in your Eagle Scout Service Project Workbook. This section summarizes your efforts and how the project affected you and the people you worked with. Tell whether the project was successful and if it met the goals outlined in your proposal. Explain any unexpected problems and what you might do differently if you were to do this project again. Include any deviations from the original plan. Complete the tabulation of the hours worked, a spreadsheet of materials used, work accomplished, money spent, and any other information required to finalize the project. Continue to log your time.
- ❑ **During/After Pictures:** Take pictures of the people working on your project so the Eagle Review Board can see the progress. Include these in your project write-up. Make sure you include "after" pictures of the project site in the write-up. The pictures should be labeled so they can be easily identified as to what they are. Also include a final picture of you in front of your project.
- ❑ **Final Approval:** After completing the final report, submit the workbook, log, and final materials list to your Life to Eagle Advisor for approval. There is no district approval required at this time; however, it will be reviewed at your Eagle Board of Review. The board has the right to reject the project if it was not fully completed, was drastically changed without approval, or was not lead by the Eagle candidate. If you have any doubts about the final acceptability of your project, talk to your Life to Eagle Advisor.
- ❑ **Project Book Signatures:** Once the Life to Eagle Advisor verbally approves the final project book, the project must be signed by you the Eagle Candidate, the Beneficiary, and the Scoutmaster (which can also be done at your Scoutmaster Conference).

IV. EAGLE APPLICATION

- ❑ **Eagle Scout Application Assistance:** In order to ensure you have the most up-to-date advancement records, contact the Life to Eagle Advisor to obtain your Eagle Scout Application Assistance form, which will help you complete the Eagle Scout Rank Application. You must give the final date that you physically worked on your Eagle project to the Life to Eagle Advisor for recording prior to receiving this report.
- ❑ **Eagle Scout Rank Application:** Again, it is your responsibility before you start your application, to make sure you are using the most current form, otherwise you will need to start over. The most current Eagle Scout Rank Application will be linked on the troop website or go to the National Eagle Scout Association website (<http://www.nesa.org>). Fill out the form carefully and completely with your Eagle Scout Application Assistance form as noted above. Be sure to follow the instructions.
 - Requirement 1 - Active Participation: Be active in your troop, team, crew of ship for a period of at least six months after you have achieved the rank of Life Scout.
 - Requirement 2 - References: Demonstrate if you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf. Note: Before filling in the references, check with whom you selected and see if they are willing to write a Letter of Recommendation. Instructions for this process are noted on the Troop 13 website as you will need to provide them with the proper form and the address to submit the recommendation. Five Letters of Recommendation have to be received before your Eagle Board of Review can be scheduled.
 - Requirement 3 - Complete 21 Merit Badges: Earn at least 21 merit badges, 13 of which are Eagle required.
 - Requirement 4 - Position of Responsibility: While a Life Scout, serve actively for a period of six months in one or more of the following positions: Patrol Leader, Venture Patrol Leader, Assistant Senior Patrol Leader, Senior Patrol Leader, Troop Guide, Order of The Arrow Troop Representative, Den Chief, Scribe, Librarian, Historian, Quartermaster, Junior Assistant Scoutmaster, Chaplain Aide, Instructor, Webmaster, and Leave No Trace Trainer.

- Requirement 5 - Service Project: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, school or your community.
- Requirement 6 - Take part in a unit leader conference.
- Additional Requirement - As noted on the Eagle Scout Rank Application, you are required to submit a statement of your ambitions and life purpose. The statement should reveal who you have become. Scouts who have been successful in Scouting will find it has spread to other areas of their life. This is especially true of Eagle candidates, since you have actually developed character which demonstrates the Scout Oath and Law in everything you do. It is also an excellent opportunity for you to tell members of your Board of Review what you do outside of Scouting. Write about your future plans and which career choices interest you and why; what colleges and majors you are considering, and why; what hobbies or activities interest you; what goals would you like to achieve in your lifetime. List all the positions you have held in organizations that you have demonstrated leadership; religious institution, school, camp, community, etc. Also note any awards, honors or accolades you've achieved over the years, these may include a medal, plaque, certificate, a letter from a principal or volunteer organization recognizing your contributions, a thank you from an official or a newspaper article mentioning your name. If it made you feel honored, it counts and should be noted in your statement.
- **Completing the Application:** When you have completed the application, all signatures must be obtained to include; you, the Eagle Scout Rank Applicant, the Troop Committee Chairperson, and the Scoutmaster (which can be signed at your Scoutmaster Conference). Signatures on this document are a confirmation that all the requirements have been met to the satisfaction in their capacity and that they personally recommend this candidate for the Eagle Award.

V. FINAL STEPS

- **Eagle Scout Information Book:** Also known as the Eagle Packet, is the binder (the one that you started with at the beginning or your project) that contains all the necessary information and documents for the Board of Review. It provides consistency, avoids loss of materials, and helps board members conduct a timely and quality review. Be sure to include copies of invoices for materials purchased and pertinent e-mails from your Beneficiary, media coverage, minutes to meetings from commissions and any permits you obtained. The book is not submitted to National BSA, and should not be brought to Council. All documents should be placed in sheet protectors before being put in your binder.
- **Contents:** The book should contain the following information in the order noted below:
 - Lead Sheet: A lead sheet contains the Scout's name, complete address, and phone number, troop number, Scoutmaster (to include name, address, and phone number) and Troop Advancement Coordinator (to include name, address, and phone number), needs to be placed in the view section of the binder (outside front cover).
 - Eagle Scout Rank Application: The completed Eagle Scout Rank Application, with the required signatures and dates.
 - Ambition Statement: The letter from the applicant stating ambitions.
 - Internet Advancement Report: Obtain a copy of your Member Unit Advancement Summary from the Life to Eagle Advisor.
 - Merit Badge Information: Obtain a copy of your latest history sheet with all earned Merit Badges, from the Advancement Coordinator. You also need to ask the Advancement Coordinator for the troop copy of your blue cards. All dates must be checked by the applicant and discrepancies must be reported to the Advancement Coordinator immediately. It is best if these cards are placed in an organized page, such as trading card inserts. It is your responsibility to put the first 21 merit badges in order as noted on your application; the remaining can be put in any order of your choice.
 - Log: Put your log in sheet protectors and place before your Eagle Scout Service Project Workbook.
 - Service Project: The entire completed Eagle Scout Service Project Workbook; include proposed material list right after the first set of signatures, followed by the rest of the workbook, the final materials list, and then receipts, emails, permits, and other supporting documents.

- ❑ **Scoutmaster Conference**: Take part in a Scoutmaster Conference before your 18th birthday. Once this is completed, contact your Life to Eagle Advisor and the Advancement Chairperson with the date of your SMC to be recorded in TroopMaster. At that time, you should request an up-to-date Personal History Report to put in your Eagle notebook.
- ❑ **Project Approval - District**: After your Scoutmaster Conference and the Life to Eagle Advisor gives your documents the final review, all final paperwork must be submitted to the District Project Approval Representative, per the contact information noted on Proposal Page B of your Eagle Scout Service Project Workbook. It is your responsibility to call for an appointment to deliver your original.
- ❑ **Eagle Scout Board of Review**: Once the book is approved by the District Project Approval Representative, an Eagle Scout Board of Review will be planned. Wear a complete Class A uniform. If you do not have a complete Class A uniform (including pants and socks) see if you can borrow some. A hiking boot is preferred over sneakers. Bring your updated Scout Handbook with all prior requirements and ranks dated, along with four copies of your Eagle Scout Service Project Workbook (unless the Life to Eagle Advisor has them, who will bring to the ESBOR) and your binder (unless it is with the District Advancement Chairperson, who will bring to the ESBOR). Be ready to recite the Scout Oath and Scout Law. Know your project inside and out. COME PREPARED, BE PREPARED.