



**BOY SCOUT TROOP 13**  
*serving Chester & Deep River*

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## **EAGLE SCOUT LEADERSHIP SERVICE PROJECT CHECKLIST**

### **I. Starting your Eagle Project**

As a Life Scout, you should be fully participating in the Troop, with an emphasis being placed on leadership, as well as teaching skills to younger Scouts. 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. When you make the decision to take that next step to earning the Eagle rank, the most important thing to remember is leadership. "Leadership" often gets dropped from our vocabulary when discussing "the project". The word "LEADERSHIP" appears first in the official title because it's the primary focus of the required project. BSA aim for the Eagle Scout Leadership Service Project is "boy led"; it is not about you or your family doing the work; you need to "LEAD".

Listed below is a checklist that should be followed to comply with National Boy Scouts of America, Connecticut Rivers Council and Troop 13 guidelines for carrying out a successful Eagle project.

- First and foremost:** Talk with the Advancement Coordinator to see if you have the required number of Merit Badges completed and/or if you will have them completed before you 18<sup>th</sup> birthday. Also check to see if you have a Position of Responsibility that qualifies for an Eagle rank and 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 please speak with the Scoutmaster and Life to Eagle Advisor.
- Idea:** Brainstorm an idea for a project. The Eagle Project is supposed to be conceived, planned, and executed by you, 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 do it. Other than for health and safety reasons, there should be no adult supervision. If you can't come up with a project, you may ask your Charter Organization Representative, Scout leaders, religious leaders, local non-profit organizations (ie. library, park & rec. department, etc.) or leaders of groups you belong to see if they have a list of projects that need to be done. Choose a project that you are passionate about or you have a connection with. Note: 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 idea, by the Life to Eagle Advisor. Write a brief four to five line statement on what you would like to do and present it to the Life to Eagle Advisor and obtain a verbal approval to go ahead. Then talk with the Scoutmaster about your idea.

- ❑ **Start:** Log onto Troop13 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, which is one of the forms you will be downloading. Keep track of all your time from the start!
- ❑ **Eagle Scout Leadership Service Project Workbook:** It is your responsibility to make sure before you start your project you are using the most current Eagle Scout Leadership Service Project Workbook, otherwise it will need to be redone. The most current book will be on the troop website or go to the National Eagle Scout Association web site (<http://www.nesa.org>). Some Eagle candidates download the book and then don't start their project right away. In the meantime the book could have been revised by the BSA.
- ❑ **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 from them and how they would like you to proceed. Brainstorm ideas, estimate how much your project will cost and talk with them regarding funding. Be sure that the organization for which you are doing the project for fully understands your plans and agrees to them. Also make sure that they understand what is expected of you to become an Eagle Scout. It is your project, not theirs.
- ❑ **Meet with Life to Eagle Advisor:** Contact your Life to Eagle Advisor. Make an appointment and bring with you all the forms you printed from the web site. Be organized; purchase a 2" to 2.5" three-ring view binder and sheet protectors to put your documents in. Bring all notes regarding project, including the ones you took when you met with the organization that is benefiting from your project, plus how it will be carried out, cost, funding, etc. Be sure to download the "Lead" sheet from the troop website, fill out and put in the view sleeve of your binder.
- ❑ **Planning:** Once you meet with your Life to Eagle Advisor and your idea is approved, you need to start planning your project. Planning is the key to a successful project. The plan must be clear and complete. Give yourself this simple test: is your workbook so clear that another scout, who knows nothing about your project, could use your plan and successfully complete the project without you?
- ❑ **Details:** Details, details and more details. A project has never been rejected for having too many details. When filling in your Eagle Project Workbook, describe the present condition, the method, project helpers and a time schedule for carrying out the project, the estimated cost of the project, how the needed funds will be obtain, estimate man hours to do each part of the project, including planning, fundraising, management, preparation, work days, reporting, etc. Describe any safety hazards and who will be using heavy equipment. Explain the safety measures you will take to include having adults on site that are trained in BSA Youth Protection and using personal protective equipment such as eye protection, gloves, first aid kit, food, hydration and sunscreen. Download the materials spread sheet. Fill in what you need to complete the project; note quantity and how much the unit cost is and extended totals; include all tools and equipment. Your write up should contain diagrams, maps, building plans and any other pertinent information and what Federal, State and/or Town regulations need be followed. Do not fill out any information past page 10; stop after the first signature page!

***All aspects of the Eagle Project must show LEADERSHIP!***

- ❑ **Useful Hint:** As you start to type your workbook, it is advisable to save to various means in case your computer gets a 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. Many Scouts have lost their workbooks and had to start over.

- ❑ **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!
- ❑ **Before Pictures**: Make sure you include "before" pictures of the project site in the project write-up. Projects can be denied for not including "before" pictures. The pictures should be labeled so that they can be easily identified as to what they are.
- ❑ **Troop Committee Meeting Presentation**: Prior to starting the actual project, you are required to make a presentation of your project to the Troop Committee. Depending upon the Committee's meeting schedule, your Life to Eagle Advisor will notify you when you can make the presentation. You must contact the Troop Committee Chairperson to be put on the agenda.
- ❑ **Plan Approval - Life to Eagle Advisor**: The Eagle Scout Leadership Service Project Workbook must be approved by the Life to Eagle Advisor. When attending your appointment, make sure you have your log, materials list and project workbook along with any plans, sketches and photos. Any changes should be done in a timely manner. Once those have been made, make another appointment to get them checked. All documents can be placed in the sheet protectors, back to back. Do not hole punch any documents.
- ❑ **Project Book Signature - Organization**: Once the Life to Eagle Advisor verbally approves your project book, the project must be signed by a representative of the organization for whom the project is being done.
- ❑ **Project Book Signature - Scoutmaster**: The project book must be signed by the Scoutmaster.
- ❑ **Project Book Signature - Unit Committee**: The project must be signed by a member of the troop's committee. This could be any member of the committee, but is usually done by the Committee Chairperson, your Life to Eagle Advisor or the Advancement Coordinator.
- ❑ **Plan Approval - District**: The project must finally be approved by the District Advancement Chairperson, or their designee. When ready, your Life to Eagle Advisor will give you that contact information. It is your responsibility to call and make an appointment to meet with them.
- ❑ **Notification**: After your meeting with the District Advancement Chairperson, or their designee, it is your responsibility to notify the Scoutmaster, your Life to Eagle Advisor and the Advancement Coordinator as to if the project was approved or not approved.

## **II. Carrying out the Project**

- ❑ **Project**: Once the project plan has been approved and you obtained all four signatures, you can proceed with your 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 do not materially affect the project scope or outcome do not require further approval. However, if a major change is needed, you should contact your 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 then need to be approved by the District Advancement Chairperson. 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. If unsuccessful, you may continue with the workday, but get the change approved as soon as possible.

- ❑ **Permits/Approvals:** All necessary permits must be obtained at the Federal, State and/or Town level, if applicable prior to starting your project. This includes attending Inland/Wetland Meetings, Selectman Meetings, Zoning Meetings, Call Before you Dig, etc. If this is necessary for your project, contact the chairperson for each 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 to the meeting; Be Prepared! Keep a copy of any permits and/or meeting minutes with you at all time when working on your project.
- ❑ **Log of Hours and Costs:** Throughout the entire Eagle project you must keep a log of events, worker hours and income/expenses. Everything you do should be kept track of in a log during the project planning, execution and final report.
- ❑ **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.
- ❑ **During 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.
- ❑ **After Pictures:** Make sure you include "after" pictures of the project site in the project write-up. Projects can be denied for not including "after" pictures. The pictures should be labeled so that they can be easily identified as to what they are. A final picture in front of the project, with your team would be appreciated too.
- ❑ **Final Report:** When the project work is complete, you need to do the final write-up. Include a paragraph stating your "**Conclusions, Thoughts & Ideas**". 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 project approval form. Tell about 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 data to document the project. At the end, add a section on your thoughts about the project. What did you learn from this? How has the project helped you and your sponsor? Acknowledge anyone special that helped you reach your goal like the people that gave you that extra bit of support, your sponsor, your mentor, those who donated money/materials, friends and parents.
- ❑ **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 the 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, submit it to the District Advancement Chairperson for review.
- ❑ **Project Signature- Eagle Candidate:** The Eagle Candidate must sign the workbook stating that the project was stated and have been completed since receiving the Life Scout Rank and it submitting the workbook for consideration.
- ❑ **Project Signature - Organization:** Once the Life to Eagle Advisor approves your final workbook, the representative of the organization for whom the project is being done must sign the book.
- ❑ **Project Signature- Scoutmaster:** The project workbook must be signed by the Scoutmaster.

### **III. Eagle Application**

- Eagle Scout Application Assistance:** Contact the Advancement Coordinator and obtain your Eagle Scout Application Assistance form to help you with the Eagle Scout Application. This way you will be sure you have accurate information. You must give final date that you actually worked on your Eagle project to the Advancement Coordinator for recording prior to receiving this report.
  
- Eagle Application:** It is your responsibility to make sure before you start your application, you are using the most current one, otherwise it will need to be redone. The most current Eagle Scout Application will be on the troop website or go to the National Eagle Scout Association web site (<http://www.nesa.org>). Fill it out carefully and completely with your Eagle Scout Application Assistance form. Type or print legibly. 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 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 you a Letter of Recommendation. Instruct those writing to mail letters to: BSA Troop 13, P.O. Box 65, Chester, CT 06412-0065 or submit to your Life to Eagle Advisor. All letters of recommendation must be received before the EBOR can be scheduled. Note: Letters of Recommendation can not be written by anyone within Troop 13 to include other Scouts, SM, ASM or Committee Members.*
  
  - Requirement 3 - Complete 21 Merit Badges: *Earn at least 21 merit badges, twelve 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 - Ambition Statement: The statement will 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 Scouting. Don't be shy about bragging! List it all! Most Scouts don't consider all the things they do and that is key that will help you all your life and will help you establish good self-esteem! Mention what do you plan to do with your future and which career choices interest you might pursue and why; what colleges and majors are you 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 your religious institution, school, camp, community or other organizations that you have demonstrated leadership and list the various awards and honors you've achieved along the way. These may be a medal, plaque, or certificate, but could also be a different type of honor. For example, a letter from a principal or volunteer organization recognizing your contributions. Or maybe

a letter from an elected official thanking you for being their assistant for a season or a newspaper article mentioning you. If it made you feel honored, it counts!

- ❑ **Completing the Application:** When you have completed the application, all signatures must be obtained to include; the Eagle Applicant, the Scoutmaster and the Troop Committee Chairperson. Signatures on this document are a confirmation that all the requirements have been met to the satisfaction of the unit and that they personally recommend this candidate for the Eagle Award.

#### **IV. Final Steps**

- ❑ **Eagle Scout Information Book:** Also known as the Eagle Packet, is a binder (the 2" to 2.5" 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 sponsor, media coverage, minutes to meetings from commissions and any permits you needed to obtain. The book is not submitted to National BSA, and should not be brought to Council unless instructed by the District. All documents should be placed in sheet protectors before being placed in your binder.
- ❑ **Copies:** Make four copies of your Eagle Scout Leadership Service Project Workbook and Requirement #6, preferably double sided. Then insert all original papers in order as noted below, back to back, in page protectors.
- ❑ **Contents:** The book should contain the following information in the order noted below:
  - ❑ **Header Page:** A header page that 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 (front cover).
  - ❑ **Eagle Scout Application:** The completed Eagle Scout Application, with all of the required signatures and dates.
  - ❑ **Merit Badge Information:** Obtain a copy of your latest history sheet with all necessary Merit Badges being shown completed, from the Advancement Coordinator. These are the first and most reliable source of information for earned merit badges. You need to obtain printouts and the actual blue cards from the Advancement Coordinator after the Life to Eagle Advisor gives you permission. If one or more blue cards are missing, please contact the Advancement Coordinator. It is best if these cards are placed in an organized page, such as trading card folder inserts. It is your responsibility to put these cards in order as noted on your application. After the first 21 cards are put in order the remaining can be put in any order of your choice.
  - ❑ **Ambition Statement:** The letter from the applicant stating his ambitions (Requirement 6).
  - ❑ **Service Project:** The completed Eagle Scout Leadership Service Project Workbook. Before, during and after pictures may be digital or standard prints or photocopies. Also include your log and material list.

- ❑ **Letters of Recommendation:** Letters of Recommendation in their sealed envelopes should be placed in the front pocket of your binder. If the binder does not have a pocket, put them in a page protector. Do not open sealed envelopes. Any additional letters supporting your advancement to the Eagle Scout Rank can be put behind the last page of your Eagle Scout Leadership Service Project Workbook.
- ❑ **Justification for Delay or Extension:** If the Board of Review is more than 3-months and less than 6-months after the applicant's 18th birthday, include the letter of justification. If the Board of Review is more than 6-months after the applicant's 18th birthday or an extension was approved, include the National approval letter.
- ❑ **Additional Information:** At the back of your notebook put awards earned in both cub and boy scouts, and any other awards earned through academics, sports, clubs, youth groups, employment or other personal achievements. Although this section is considered optional, inclusion of these items is strongly recommended in that it can help to show how diverse and well-rounded a person you are and how you live the scout oath and law in your everyday life, especially to the Eagle Review Board. Be proud of your accomplishments. You could also include reports of camping trips, service projects and scouting events in which you participated in with the troop. Since we use TroopMaster, these reports can be requests and obtained through the Advancement Coordinator.
- ❑ **Scoutmaster Conference:** Take part in a Scoutmaster Conference before your 18<sup>th</sup> 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 the time you should request an up-to-date Personal History Report to put in your Eagle notebook.
- ❑ **Project Approval - District:** After your Scoutmaster Conference, all final paperwork must be submitted to the District Advancement Chairperson, or their designee. When ready, your Life to Eagle Advisor will give you the contact information. It is your responsibility to call and make an appointment to deliver your original book to them. After the review by District, they will notify you if it is okay to contact the Advancement Coordinator to set up your Eagle Board of Review.
- ❑ **Eagle Board of Review:** The Eagle Board of Review will consist of at least three to six adult members. The District will supply between one to three of these members. This helps the scout learn to talk to adults he does not know, and train other District Adults in Eagle Board of Review procedures. Wear a complete Class A uniform. No sneakers. If you do not have a complete Class A uniform (including pants and socks) see if you can borrow some. Bring your updated Scout Handbook with all prior requirements and ranks dated, along with four copies of your Eagle Scout Leadership Service Project Workbook (unless the Life to Eagle Advisor has them, who will bring to the EBoR) and your binder (unless it is with the District Advancement Chairperson, who will bring to the EBoR). Be ready to recite the Scout Oath and Scout Law. Know your project inside and out!!