

Eagle Scout Project Guidelines.

These are only guidelines! Not everything will apply to all projects.

Much of the content of this outline is based on the *Eagle Scout Leadership Service Project Planning Guide* (<http://home.flash.net/~smithrc/eagleprj.htm>) by Randall Smith, whose contributions are gratefully acknowledged.

PROJECT DESCRIPTION

Describe the project you plan to do. Summarize your project in a brief paragraph or two. Include the name of the organization or group for whom the project is being done, the location of the project, and describe major tasks to be done.

What group will benefit from the project? Provide the requested information about the organization or group for whom the project is being done. Eagle projects cannot benefit commercial organizations, individuals, businesses or the Boy Scouts of America.

My project will be of benefit to the group because: Explain how your project will benefit the group for whom it's intended. If appropriate, explain how the project will benefit the larger community. Include the requested information regarding discussion of your project with your unit leader and a representative of the benefiting organization.

PROJECT SIZE

There are no specific size or planning requirements (Eagle Project workbook, pg. 2). FYI - The average Mawat district Eagle project over the past 3 years has approximately 100 man-hours in workdays plus the candidate's time planning and working on the project.

PROJECT DETAILS

This is a detailed outline that will help you describe the present condition, method and materials, helpers, time schedule, and safety aspects of the project. Not all parts of this outline are appropriate for all projects – if you are unsure whether to include one, seek advice from your Eagle adviser.

Present Condition

Describe the present condition of the site or context of your proposed project as it is now. A few carefully selected “before” photographs (see below) are recommended, but not required.

Plans, Drawings, Designs

Optional, but very helpful where appropriate. This section may include a site map showing key features of the present condition or proposed project, or construction plans or diagrams for parts of the project. May be hand-drawn and need not be to scale. If you are building something (ex. Picnic tables) you almost certainly need plans.

Materials

Describe any materials needed for the project. Include dimensions if appropriate, number needed, estimated cost (don't forget sales tax), and where you'll get the materials from.

Supplies

These are items that will not become part of the project, but are needed to complete it – things like sandpaper, trash bags, paper, pens/pencils, etc. Include dimensions if appropriate, number needed, cost, and where you'll get them from. May be combined with Materials.

Tools

List all tools required to complete the project, including the number needed, and where you'll get them from. If tools must be purchased or rented, include the cost (remember sales tax where appropriate). May be combined with Supplies and Materials.

Schedule

Describe when project tasks are to be done, in what order, and approximately how long each will take. An estimate of the number of needed workdays and how many people you will need (see Helpers/Workers below) can be very helpful.

Financial Plan

Estimate the total cost of the project; describe how it will be financed, and how money will be accounted for. Include costs of materials, supplies, and tools, as well as any incidental costs, such as transportation or disposal fees or refreshments for helpers – don't forget sales tax. If the benefiting organization will pay all or part of the cost of the project, explain how funds will be disbursed. If you will be conducting fundraiser(s) to raise funds for your project, describe them in detail. Describe how you will keep track of project funds and purchases to ensure that all money is accounted for. Fundraising is only permitted to obtain money to pay for materials you need for your project.

Written/Printed Material

Optional. Where appropriate, include copies or descriptions of forms, posters, flyers, brochures, etc. that are part of your project.

Helpers/Workers

Estimate the number of helpers you'll need to complete the project, and describe any special skills or qualifications needed. Describe how and from where you'll recruit helpers. Be sure to keep a list of all the hours you spend planning and carrying out your project plus a list of all the hours your helpers/workers spend on the project.

Safety

Describe any potential health or safety hazards particular to your project, and what steps you will take to prevent or avoid them. Describe how you will be prepared in the event of an injury (ex, first aid kit on hand). If power tools will be used, describe who will use them and how they will be used safely. Discuss the availability of water & snacks to prevent dehydration (and raise morale).

Adult Supervision

BSA has specific expectations of adults supervising all scouting activities. They are outlined in the Guide to Safe Scouting. It is your responsibility to ensure that adults providing supervision for your project understand and agree to adhere to these expectations, and to say so in your plan. Two-Deep leadership is required at all workdays.

Work Site

Describe all sites where work on the project will take place. If appropriate, describe the location or availability of any needed utilities such as water or electricity.

Transportation

Where appropriate describe how materials will be transported to work sites, or from one work site to another. If your project will involve transportation of youth other than drop-off and pick-up at work sites, note that you will ensure that adults involved adhere to the expectations described above under Adult Supervision.

“BEFORE” PHOTOGRAPHS

If appropriate, include a few carefully selected photographs of your project site before the project. Consider how these pictures, when combined with “after” photos, would best illustrate your project.

Approval Signatures for Project Plan

Prior to final approval by the district you must obtain the original, dated signatures of each of the other individuals (benefiting organization representative, Scoutmaster, and Unit committee member) specified in the workbook.