

**Des Plaines Valley Council  
Boy Scouts of America**

***Eagle Mentor's***

***Eagle Leadership Project Plan Approval Worksheet***

**Life Scout:** \_\_\_\_\_ **Troop:** \_\_\_\_\_

**District:** \_\_\_\_\_ **Date of 18<sup>th</sup> Birthday:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Eagle 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.*

**This worksheet is intended to assist the Eagle Mentor in evaluating the suitability of the candidate's proposed project plan.**

- **Items REQUIRED by National are shown in bold.**
- **ALL applicable required item boxes must be checked for a project plan to be suitable for approval.**

**Eagle Project Requirements**

1. Must be a significant effort.
2. Has measurable goals or defined objective.
3. Thoughtfully planned and developed.
4. Opportunity for Scout to give leadership to others.
5. Must be performed for a qualified beneficiary.

**1. The project must be a significant effort.**

**The project leaves something tangible behind; is not a maintenance project. Routine labor, a job or service normally rendered, should not be considered for an Eagle service project.**

- Not too large or too small.
- Enables Scout to demonstrate leadership.
- Reflects well on Scouting and the boy.
- No requirement regarding number of helpers or hours worked.

- The Scout must do his own project.**
  - A candidate may not use his participation in the service project of another Eagle candidate to satisfy the Eagle service project requirement.
  - He may not copy or otherwise share responsibilities for planning, developing or providing leadership to others.

## 2. The project must have Measurable Goals.

- Scout measurably sets forth the goal or defines the objective of his Eagle service project.**
  - Measurement helps show the significance of the effort.
  - The Scout's goals will be used by the board of review to evaluate the project.
  - Think: how many, how long (time or length), how wide, how high, how much, how often, etc.

## 3. Plan, Develop, Carry Out the Project.

“Plan your work by describing the **present condition**, the **method**, **materials** to be used, project **helpers**, and a **time schedule** for carrying out the project. Describe any **safety hazards** you might face, and explain how you will ensure the safety of those carrying out the project.”

- The present condition of the project site is clearly described.**
  - This should include all relevant physical characteristics, as well as personnel related to the project site or concept.
  - Also use this section to establish the need that the project seeks to deal with.
  - Any research done by the Scout related to the project may be listed here as well.
  - “Before” photographs are a great idea, if appropriate.

### Describe the method to be used.

- Scout clearly describes how the project will be accomplished.**
  - This should include all relevant tasks, leadership roles or skills to be used, and processes and decisions that need to be completed in order for the project to be a success.
  - This can include construction details and plans, use of tools, transportation, organization of personnel, instruction that will be needed, and use of resources (physical and people).
  - Ask yourself “who, what, where, when, why, and how” for each of these points, and document each point appropriately.
  - Break the project into “steps” to facilitate preparation of your Project Helpers table.

- The kinds and quantities of materials and/or supplies needed are stated.**
  - List all materials expected to be used in the preparation for and execution of the project. Describe the item, estimated quantity, source (donated, purchased, borrowed, etc.), and estimated price (if applicable).
  - Use of spreadsheet per example in Scout's Worksheet is encouraged.
  - Keep accurate inventory records and a log of work activities.
  
- Project helpers are described by the Scout.**
  - List the number of people expected to help on the day(s) of the project, their roles, and relevant expertise.
  - Use of spreadsheet per example in Scout's Worksheet is encouraged.
  - How will leadership be structured in the group?
  
- Time Schedule is furnished by the Scout.**
  - List by day and time (if relevant) the preparation activities, and a more detailed schedule (with times) for the day(s) of the project execution. Also list any follow-up tasks in the schedule
  
- List any anticipated safety hazards, and how preparation will be made to prevent them.**
  - List what first aid supplies or emergency/rescue facilities will be available if an accident happens.
  - Who will use power tools?
  - Will the Scout need to use hazardous chemicals?
  - If so, has he read and included safety information in his project workbook?
  - Will the Scout need to provide eye protection, dust masks, hearing protection and/or protective gloves?
  - Will the Scouts be using the buddy system?
  - How about adult supervision?
  
- Permission slips and Local Tour Permits have been made up as necessary for Scout travel away from the normal meeting place. (Dates may be filled in later.)**
  - *Be Prepared: It often requires two weeks or more to have Tour Permits approved by Council.*
  - Scout may ask his Troop Committee Member responsible for outings to help with this.
  - Copies must be included in workbook.

#### **4. Opportunity to Show Leadership**

- Eagle service project is sufficient to have demonstrated the Scout's leadership skills.**
  - Other scouts, family, friends and classmates of any age or type may volunteer; they do not have to be Scouts.
  - Scout should recruit, train, organize and schedule the personnel needed.

## 5. A Qualified Beneficiary

- The Eagle service project will be done outside of the sphere of Scouting.**
- Projects may not be done for Scout's troop, district, or Council.
  - Scout may do a project for the troop sponsor if it meets the other requirements
  - Eagle service project may not be performed for a business, or be of a commercial nature, or be a fund-raiser.
  - Fund raising is permitted only for the purpose of acquiring the materials and supplies needed to carry out the project.
  - The Eagle service project may be performed for the benefit of any religious institution, any school or your community.
  - A community organization is defined as any government agency, or a not-for-profit charitable, educational or religious organization.

### What the Project Beneficiary Wants

- The Eagle service project must conform to the wishes of those for whom it is undertaken**
- The detailed plan for the Eagle service project must be approved by and a signature obtained from a proper official of the beneficiary, before it is submitted to the Scoutmaster, troop committee or the Council Advancement Committee representative for approval.
- Has the original copy of the *Eagle Scout Leadership Service Project Workbook* been used for all of the approval signatures?**
- Have the other three signatures been obtained?**

### • Final Note to Reviewer:

***Does this project plan convince you that the service project will be successful for everyone involved?***

**If so, please provide approval signature in *Project Workbook*.**

- *Keep this worksheet for your records.*

## **SCOUT MAY NOW BEGIN WORK ON PROJECT**

**Please keep in touch with candidate on a regular basis as his project and report progresses. When his report is completed, plan to participate in his Eagle Scout Board of Review.**

***We hope that you have found this experience rewarding, and will consider mentoring another Eagle Candidate. Please inform the Council Advancement Chairman or Program Secretary when you are available. Thank you!***