

# Des Plaines Valley Council Boy Scouts of America

## *Scout's Eagle Leadership Service Project Plan Approval Worksheet*

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

*While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or your community.*

- **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.**

**NOTE TO SCOUT:** The Eagle Project is performed in two Stages.

- **Stage 1 is the preparation and approval of the written Project Plan.**
- **Stage 2 is completion of the actual Project and the Final Project Report.**
- **Stage 1 MUST be completed and approved in writing before Stage 2 may be started. See page 5 for details.**

### **Eagle Project Requirements**

1. Must be a significant effort.
2. Measurable goals or defined objective.
3. Thoughtfully planned and developed.
4. Opportunity for you 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 Scout.
- No requirement regarding number of helpers or hours worked.

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**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.

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- 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 Table 1, p. 6 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 Table 3, p. 8 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.**
  - ***Be Prepared: It often requires two weeks or more to have Tour Permits approved by Council.***
  - Ask your Troop Committee Member responsible for outings to help you with this.
  - Copies should be included in workbook.

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### 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 member or the Council Advancement Committee representative for approval.

### GET ORGANIZED:

- Your Eagle Project materials will be reviewed many times, so keep them organized and presentable.
- Use a three-ring binder to hold your paperwork.
- Forms and photos may be inserted in plastic sheet protectors.
- Your Eagle Application can go in the front pocket.
- A quality presentation speaks well of you and your project.

### NOTES:

- Tables 1- 4 are available as Excel spreadsheets from your Eagle Mentor.
- Use Tables 1 & 3 for your Project Plan.
- Tables 2 & 4 are variance reports, which are required for the Final Project Report only. Do not use these for your Project Plan.

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### **USE THE WORKBOOK:**

You must use the Eagle Service Project Workbook to document your project. All Approval Signatures must be made in this book. You may use a computer "soft-copy" of the book to document your project. Punch the book and insert in your Eagle project binder.

- *Electronic versions can be found at: <http://www.scouting.org/boyscouts/eagleproject/>*

***Be Prepared:*** it often takes a few meetings and ***4 to 8 weeks*** before you have all the approvals to begin.

**Before you can start Stage 2 of the Eagle project the following MUST sign:**

- 1. Beneficiary***
- 2. Scoutmaster/Advisor/Coach***
- 3. Unit Committee member***
- 4. Council Advancement Committee representative (Eagle Mentor)***

- **Has the original copy of the *Eagle Scout Leadership Service Project Workbook* been used for all of the approval signatures?**
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***You cannot start performing the project until you have all these approvals completed!***

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**Table 1: Project Plan Materials (Project Plan)**

Planned materials and tools					
Item	#	Unit of	Cost per	Planned	Source
	needed	measure	unit	cost	
<b>Materials</b>					
Plywood 4' x 8'	2	each	\$ 20.00	\$ 40.00	Purchase
Nails	1	lbs.	\$ 2.50	\$ 2.50	Purchase
Stain	2	gallons	\$ 12.50	\$ 25.00	Purchase
Sandpaper	6	sheets	\$ 1.25	\$ 7.50	Purchase
4" x 4" Posts	4	6' long	\$ -	\$ -	- Donated
Plexiglass sheets 4' x 4'	1	each	\$ 22.00	\$ 22.00	Purchase
Sand	3	bags	\$ 3.00	\$ 9.00	Purchase
Gravel	2	bags		\$ -	- Donated
Concrete	2	bags	\$ 6.00	\$ 12.00	Purchase
Shingles	1	bundle	\$ 20.00	\$ 20.00	Purchase
<b>Subtotal Materials</b>				\$ 138.00	
<b>Tools</b>					
Hammers	3		\$ -	\$ -	- Borrow
Screwdrivers	2		\$ -	\$ -	- Borrow
Shovels	2		\$ -	\$ -	- Borrow
Post hole digger	1		\$ 65.00	\$ 65.00	Rent
Power saw	1		\$ -	\$ -	- Borrow
Power sander	2		\$ -	\$ -	- Borrow
Goggles	6		\$ 6.00	\$ 36.00	Purchase
Work gloves	6		\$ 4.00	\$ 24.00	Purchase
<b>Subtotal Tools</b>				\$ 125.00	
<b>Total Budget</b>				\$ 263.00	

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**Table 2: Project Materials Variance (Final Project Report)**

Planned materials and tools							Variance	Comments
Item	#	Unit of needed measure	Cost per unit	Planned cost	Actual cost	Actual- Plan cost		
<b>Materials</b>								
Plywood 4' x 8'	2	each	\$ 20.00	\$ 40.00	\$ 60.00	\$ 20.00	needed extra plywood sheet	
Nails	1	lbs.	\$ 2.50	\$ 2.50	\$ 3.29	\$ 0.79		
Stain	2	gallons	\$ 12.50	\$ 25.00	\$ 22.50	\$ (2.50)		
Sandpaper	6	sheets	\$ 1.25	\$ 7.50	\$ 9.00	\$ 1.50		
4" x 4" Posts	4	6' long		\$ -	\$ -	\$ -		
Plexiglass sheets 4' x 4'	1	each	\$ 22.00	\$ 22.00	\$ 44.00	\$ 22.00	broke one plexiglass sheet	
Sand	3	bags	\$ 3.00	\$ 9.00		\$ (9.00)		
Gravel	2	bags		\$ -	\$ -	\$ -		
Concrete	2	bags	\$ 6.00	\$ 12.00	\$ 12.00	\$ -		
Shingles	1	bundle	\$ 20.00	\$ 20.00	\$ 25.00	\$ 5.00		
Metal Brackets					\$ 25.00	\$ 25.00	needed brackets to keep display vertical	
<b>Subtotal Materials</b>				\$ 138.00	\$ 200.79	\$ 62.79		
<b>Tools</b>								
Hammers	3			\$ -	\$ -	\$ -		
Screwdrivers	2			\$ -	\$ -	\$ -		
Shovels	2			\$ -	\$ -	\$ -		
Post hole digger	1		\$ 65.00	\$ 65.00	\$ 72.50	\$ 7.50		
Power saw	1			\$ -	\$ -	\$ -		
Power sander	2			\$ -	\$ -	\$ -		
Goggles	6		\$ 6.00	\$ 36.00	\$ -	\$ (36.00)	borrowed from another family	
Work gloves	6		\$ 4.00	\$ 24.00	\$ 24.00	\$ -		
<b>Subtotal Tools</b>				\$ 125.00	\$ 96.50	\$ (28.50)		
<b>Total Budget</b>				\$ 263.00	\$ 297.29	\$ 34.29		

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**Table 3: Project Plan Helpers (Project Plan)**

Project Helpers		# of	Hours/	Planned
Step		people	person	total
				hours
1	Project Planning		1	10.0
2	Prepare the site		4	1.5
3	Dig holes for posts		4	4.0
4	Cement posts		6	5.0
5	Build display booth		4	5.0
6	Build roof		4	3.0
7	Install booth/roof		6	6.0
8	Sanding and prep.		4	2.0
9	Stain		4	2.0
10	Install plexiglass door		4	3.0
11	Site clean up		4	2.0
	<b>Total hours</b>			<u>166.0</u>

**Table 4: Project Helpers Variance (Final Project Report)**

Project Helpers		Planned	Actual	Variance		
Step	# of	Hours/	total	hours for	Actual-	
	people	person	hours	step	Plan	
					Comments	
1	Project Planning	1	10.0	10.0	17.0	7.0 took longer to get signoffs
2	Prepare the site	4	1.5	6.0	5.0	-1.0
3	Dig holes for posts	4	4.0	16.0	20.0	4.0 hit more rocks than expected
4	Cement posts	6	5.0	30.0	25.0	-5.0
5	Build display booth	4	5.0	20.0	30.0	10.0 hard time aligning
6	Build roof	4	3.0	12.0	15.0	3.0
7	Install booth/roof	6	6.0	36.0	28.0	-8.0 great crew, went quickly
8	Sanding and prep.	4	2.0	8.0	5.5	-2.5
9	Stain	4	2.0	8.0	12.5	4.5 took three coats
10	Install plexiglass door	4	3.0	12.0	14.0	2.0
11	Site clean up	4	2.0	8.0	6.5	-1.5
	<b>Total hours</b>		<u>166.0</u>	<u>178.5</u>	<u>12.5</u>	