



Eagle Scout Service Project Planning Guide



Troop 220 Lee's Summit Christian Church Lee's Summit, Missouri

Attention Life Scouts - If you are beginning the planning for your Eagle Scout Service Project, you **NEED** to read this guide. This guide tells you **HOW TO PLAN** the project, write up the proposal, carry out the work, and prepare the final report. **READ ON.**

Introduction

The hardest part of your Eagle Scout Service Project is getting started because you are not sure what is expected. This document has been prepared to provide you guidance in choosing and completing your project. Nothing stated herein overrides the higher authority of the Troop, District, Council, or National, but is a compilation of that information to help you in completing your project. Your Eagle Advisor (EA) will help guide you. If at any time you do not understand what is expected or do not know what to do, ask your EA, Scoutmaster, or Troop Committee Chairman.

The Eagle Scout Project will require a lot of time to complete, possibly 2 to 6 months. Since you do not have to complete all 21 Eagle merit badges before beginning your project, you should choose a period when you can most afford to put in the time. For example, summer would be a better time than the period just before Christmas. Remember, you must work within your helpers' schedules, not just your own. For the adult leaders and your own sake, please begin your project at least 6 months before your 18th birthday. Plan ahead! However, you must plan and execute your project while a Life Scout, so do not start too early. You are considered a Life Scout the day you successfully complete your Board of Review.

Choosing a Project

The Eagle Scout Project must demonstrate leadership of others, provide service to a worthy institution other than the Boy Scouts and show that the Scout thoroughly planned the project through to completion. The Beneficiary Institution may be a religious institution, school, or your community. See the first page of the **Eagle Scout Service Project Workbook** for all requirements and limitations. You should try to choose a project idea that is both valuable to the community and a challenge to you. It does not have to be an original idea, but you must do all of the planning for your project and may not use someone else's plan. The project may not be routine labor (like cutting the grass at the church). It may not benefit the BSA or any Scout property or any business or individual. Fundraising is only permitted to obtain money to pay for materials you need for your project. The project may not be a fund-raiser itself. Your project may include members of your or other Scout units, or may be done entirely by non-Scouts, if you choose. You may choose to build something, do service for someone, present a program to a group, or correct a problem area for the benefit of an authorized organization.

While it is nice to do projects for your sponsoring organization, it is not at all required. Project ideas can be found in many places: in the newspaper, at your church, at your school, or from community organizations. Get the word out that you are looking for project ideas and see what input you get. As you look around for ideas, write down several which interest you. There are many Internet web sites devoted to Eagle Project ideas. Use an Internet search engine like Google, Yahoo, or DogPile to search for "Eagle Scout Project."

Your EA will serve as your project advisor. Always take detailed notes when talking to your EA – you cannot remember things nearly as well as you can read them from your notes later.

Initial Planning and Proposal Write-up

After you have talked over possible project ideas with your EA and the Scoutmaster has approved your project idea, it is now time to begin the initial planning and Proposal write-up, which will be submitted to the Scoutmaster and then to the Troop Committee for approval. Once approved by the Committee you will then go to District for approval. Remember, you cannot begin actual work on the project until the Committee and District approve it, but

there is a lot of planning to be done before you get that far.

A current copy of the **Eagle Scout Service Project Workbook** is provided for you on the Troop's web site to use in preparing your plan. This is the official booklet that must be submitted to the Committee and District for approval. The **Scout Service Project Workbook** includes the official BSA requirements that must be met – while this guide just provides additional information to help you meet those requirements. Read everything in it before beginning to write up your plan.

The Project Proposal may be typed on a typewriter or computer, or may be hand written, but it must be very neat. While this is not an English paper, you should use your best grammar and spelling. The Proposal should tell someone else everything they would need to know to carryout your project without you present. You should include the following information as shown in the workbook.

Contacts

This section is a place where you can list all the important people involved in your Eagle Scout Service Project and their contact information.

Eagle Scout Service Project Proposal

A. Brief Description

Briefly (approximately one to two paragraphs) describe the project. This should not include any details, those will come later. Address this section as though you were telling a friend what you were going to do. Think of this as an executive summary of the overall project. All of the details will be covered later. Include the name of the group or organization that will benefit from your project and how your project will benefit them. Remember, the project cannot benefit the Boy Scouts (except in the most indirect way). Sketches or “before” pictures can be helpful.

B. Giving Leadership

Discuss how many people you will need, where you will recruit them and describe what you think will be the most difficult part of leading them.

C. Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint. What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

D. Supplies

Supplies are things you use up, such as masking tape, tarps, and garbage bags. What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

E. Tools

What types of tools will be needed?

F. Permits and Permissions

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them? How much will they cost? How long will it take to secure them? Note that property owners normally secure permits.

G. Preliminary Cost Estimate

You don't need exact amounts. The reviewers will be looking to see if you can reasonably cover the expenses.

(Enter your estimated expenses) **Fundraising** *Explain where you will get the money for total costs indicated below, left.*

Items	Cost	
Materials	100.00	Materials will be donated by the Beneficiary Institution. Supplies will be donated by my family. Tools will be provided by the workers. Lunch will be provided by my family.
Supplies	50.00	
Tools	NA	
Other*	25.00	
Total costs:	175.00	

**Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.*

Please remember before you do any fundraising you will need to complete the Eagle Scout Fundraising Application and have it approved by Council.

H. Project Phases

Think of your project of phases and what they might be. One might be to complete your Final Plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

I. Logistics

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?

J. Safety

Describe the hazards and safety precautions that may need to be taken.

K. Further Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.

L. Signatures

In addition to your signature acknowledging your promise to be the project leader, you will also need the signature of the representative from the Beneficiary Institution and the Scoutmaster indicating they have approved the project.

Eagle Scout Service Project Final Plan

Once you have received approval from the Troop Committee and the District Representative, you are ready to complete the Eagle Scout Service Project Final Plan. This is the heart of the project plan and the area that will require the most work. The Final Plan should include all details needed by someone else to carryout the project as though you were not around. The Final Plan will include the sections discussed below, if appropriate. All sections are not applicable to all projects, so may be omitted if not needed. Since there is limited space in the workbook, you may attach extra pages with the details. You may prefer to write or type the plan on separate pages and then cut and paste them into the proper section of the workbook after your EA has helped you get it into the final form.

A. Comments from your Proposal Review

What suggestions were offered by the council or district representative who approved your proposal?

B. Project Description and Benefit—Changes From the Proposal

As projects are planned, changes usually are necessary. If they are major, it is important to confirm they are acceptable to the Beneficiary Institution. You should also share major changes with those who approved your proposal, and also with your coach to be sure you still have a chance of passing the board of review.

If more space is needed in the workbook to describe changes, please add an attachment.

How will your project be different from the one originally proposed? How will the changes make the project more or less helpful to the Beneficiary Institution?

C. Present Condition

Describe the current condition or situation that you are going to change. What is your biggest obstacle? Do not repeat the benefit of the project, but focus on creating a word picture of how things are now. This is a good place to include pictures (either photographs or drawings) of the project area. Remember, the adults on the Troop Committee or District Advancement Chairman do not know what your church, school or park looks like so they cannot understand why your project is important unless you show and tell them. If your project is to build something, you will need detail plans or drawings. These are like blue prints and should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn. Plans or drawings are usually done on graph paper that has guidelines, but blank paper is acceptable as long as you are neat. Photographs, before and after, are of great value here for your project. If you have made a design (e.g. emblem, logo, etc.) include it in this section. All plans, drawings, or figures should be labeled with a Figure Number and a Title (e.g. "Figure 1, Playground looking east"). Refer to them in the appropriate sections of the text.

C. Project Phases

Think of your project of phases and what they might be. One might be to complete your Final Plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

D. Work Process

Prepare a step-by-step list of what must be done and how everything will come together: site preparations, sizing, assembly and fastening of materials, use of supplies and tools, finishes to be used and so forth. Consider asking your project coach for assistance with this.

A good schedule is a necessity for any successful plan. It shows when everything is done and in what order each step happens. You must make your best estimate of how long tasks will take and in what order they will be done. Your schedule may be in the form of a bar chart, a calendar with tasks entered on the appropriate days, or just a list of tasks and the date when they will be done. Include project planning and approval on your schedule. No project follows the planned schedule exactly, but it helps make things happen logically. When you complete your project and do the final write-up, you will discuss how well the project followed the planned schedule and why you think it deviated from it.

In addition to the schedule that shows the dates when you think tasks will be worked, you will also need detailed instructions. These instructions should read like a recipe in a cookbook. These tell the workers exactly what to do. Include a list of every task you can think of, what order they will be done, and who will do them. Include the clean up of the work site in your plan.

A sample detailed workday plan may look something like this:

8:00 am	My dad and I arrive at work site and begin preparation.
8:15	Workers and other leaders scheduled to arrive. Donuts provided for workers as they arrive.
8:30	Brief 3 teams leaders on their duties.
8:45	Get all workers together and tell them what we are going to do. Assign workers to one of 3 teams
9:00	Team 1 begins clearing ground. Team 2 begins cutting lumber according to plans. Team 3 begins clearing brush and moving dirt to designated area.
10:00	Teams 1 and 2 begin constructing the thing-a-ma-jig according to plans.
12:00	Lunch
1:00 pm	Teams 1 and 2 construct the thing-a-ma-jig according to plans. Teams 3 finishes moving all dirt and brush to the designated areas.
3:00	Teams 1, 2, and 3 paint the thing-a-ma-jig with one coat (note: 2 nd coat will be applied next week)
4:00	All teams begin cleanup and put trash bags in Mr. Haygood's truck.
4:30	Everyone goes home. Mr. Haygood takes trash to dumpster.

E. Permits and Permissions

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them? How much will they cost? How long will it take to secure them? Note that property owners normally secure permits.

Where will the work be done? If you are going to build something, are you going to build it at the location where it will be used or somewhere else then moved? Remember, you must get permission to use any work site from the responsible person/owner. If the location where you are going to work requires special facilities or tools, state so. If any digging is going to occur, you will need to contact the utility companies (**1-800-dig-rite**) and the organization that you are doing the project for. It is vital that all underground utilities are marked before you begin. Also pay attention to any overhead problems. Think about how the weather will affect your work site.

F. Materials

Materials are those things that become part of the finished product. Examples are lumber, paint, nails, concrete, etc. This is truly a shopping list, so include material specifications (exact size, quality, brand, finish, etc.), number of each item, and cost. Don't just say, "lumber", you need to describe exactly what pieces of lumber. If items are to be donated, indicate that. This section is best presented in the form of a list or table attached to extra pages in the workbook. Tables should include a Table Number and Title (e.g. "Table 1, Materials & Supplies") and be referred to in the appropriate section of the text.

The Materials table may look something like this:

Materials					
Item	Description	Quantity	Unit Cost	Total Cost	Source
Plywood	3/4", 4' x 8' B-C interior grade	3 sheets	\$20.00	\$60.00	Home Depot – donation
Paint	Sherwin-Williams interior off-white (#1342), semi-gloss	2 gal	\$15.00	\$30.00	Sherwin-Williams – donation
Etc.	Etc.	Etc.	Etc.	Etc.	Etc.

G. Supplies

Supplies are those expendable things which do not become part of the finished product, but that are used to complete it. Examples of supplies are sandpaper, trash bags, posters, gasoline, pens, markers, paper, paint rollers, drop cloths, etc. Provide a list of all supplies you will need and where you will get them. Since supplies cannot normally be reused, you need to either buy them or have them donated. You cannot 'borrow' something that you cannot return.

Supplies					
Item	Description	Quantity	Unit Cost	Total Cost	Source
Tape	3/4" masking	3 rolls	\$2.00	\$6.00	Wal-Mart - donation
Plastic Tarps	8'x12'	10	\$2.00	\$20.00	Lowes

H. Tools

Tools are those items used to make the work easier, or even make it possible to do at all. Tools are not used up and should be saved and used again and again. Examples of tools are hammers, shovels, tractors, or saws. Provide a list of all tools required to work the project; don't take for granted that required equipment will just appear when you need it. Be very specific (e.g. number of hammers, type of shovels, type/size of paint brushes, etc.). Tell how those tools will be obtained. If you must purchase tools, include them in the financial plan. You should be able to borrow most tools from the people who are working on the project or from someone else. Try not to spend money on tools since they are expensive but not part of the finished product. If you must buy tools, discuss what is going to be done with them after your project is complete. Are you going to keep them, give them to the Troop or other organization, or maybe to the Beneficiary Institution who is funding the project?

The Tools table may look something like this:

Tools					
Item	Quantity	Unit Cost	Total Cost	Source	Who will operate the tools?
Claw Hammer	4	N/A	N/A	Workers will bring	Any participant
Circular Saw	1	N/A	N/A	Dad	Adults only.

**Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See the Guide to Safe Scouting.*

I. Expenses

Item	Projected Cost	Total to be raised: \$ _____
		Contribution from beneficiary: \$ _____
Total materials (from above)		Describe in detail how you will get the money for your project. Include what any helpers will do to assist with the effort.
Total supplies (from above)		
Total tools (from above)		Materials will be provided by the Beneficiary Institution. Supplies will be provided by my family, along with the lunch. There are no funds needed for tools as they will be provided by the workers.
Other expenses		
Total cost		

J. Giving Leadership

Complete the chart in the Project Workbook describing the jobs to be done, skills needed along with whether those will be filled by adults or youth. You will also need to include numbers of individuals.

Job to be done	Skills needed (if any)	Adult or Youth	Helpers Needed?	Helpers so Far?
Work at car wash	able to drive or wash cars	adult drivers/supervisors, youth wash cars	2 adults/10 youth	1 adult/5 youth

You will also need to describe how you are going to communicate to the workers so they know what you want them to do, when they should be there, etc. You do not need to state names (which you most likely will not know yet), just the number of people, what organization they are part of, and what special skills will be required. For example, are you going to need a carpenter? However, if you can make a list of potential helpers (with their phone numbers) it will help you get volunteers later. Describe how you are going to organize the workers to get the work done efficiently. Will they be divided into teams and, if so, who will lead the teams? What tasks will each team be doing? How will you use adult leaders? Discuss how you will ensure the safety of the workers. Remember, you do not DO any of the physical work yourself; you are responsible for **LEADING** others in carrying out the project and ensuring that everything is done the way you want it (i.e. show leadership). Your helpers/workers can include anyone (relatives, Scouts, volunteers, etc) willing to help, not just your scouting friends.

Keep a detailed time log of every hour you, your family, and anyone else spends on your project. This includes phone calls, discussions, travel, work, etc. Keep a written plan of who was there and how much work each person did. Keep a total of man-hours that were worked.

K. Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

How will the workers be fed?

Will restrooms be conveniently located?

What will be done with leftover materials and supplies?

What will be done with the tools?

L. Safety

Will a first aid kit be needed? Where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

In the chart provided in the Workbook, list hazards you might face. (These could include severe weather, wildlife, hazardous tools or equipment, sunburn, etc and what steps will be taken to prevent problems.

How do you plan to communicate these safety issues and hazards to your helpers? Will you hold a safety briefing? Who will conduct it? Who will be your first aid specialist?

M. Contingency Plans

What could cause postponement or cancellation of the project? What will you do should this happen?

N. Comments from your Eagle Advisor:

Your Eagle Advisor acts as your coach during the Eagle Scout Service Project. This Comments Section is a place where you can indicate any final comments before the work on the project actually begins. This would

be a good place for the EA to indicate that they are satisfied with the Final Plan so the Scoutmaster and the Members of the Board of Review can see that you were seeking input from others before initiating the actual work phase of the project.

Eagle Scout Service Project Fundraising Application

The procedures and limitations are listed on the second page of the Fundraising application. Those should be reviewed to determine if you need to complete the application. If you do, you must have approval of the Beneficiary Institution and your Scoutmaster and the application must be turned into the District office at least 2 weeks prior to beginning your fundraiser for final approval.

Once you have determined how much the project is going to cost, you must find the money to pay for it. You may consider several sources for funding, including the Beneficiary Institution for which you are doing the project, donations from others, or any other legitimate source. While your project **MAY NOT BE A FUNDRAISER**, you may conduct fundraising activities, if necessary, to finance the supplies and materials needed for your project. Obtaining the funds to do the project is your responsibility; don't assume that someone will cover cost until you have asked them.

A major part in any project, whether for Scouts, church, community, or a business, is funding. If you cannot come up with all the money you need, look at reducing the project cost to get within your budget. You may even find that the project is too expensive and you will have to choose another one.

After the source of your funding is established, you should also consider how the money is to be handled. As money is brought in from fundraising activities, where will it be held for safekeeping? Exactly how will supplies and materials be paid for? It is strongly suggested that you do not put your parents or yourself in the position of holding any substantial amount of money. Discuss this issue with the Beneficiary Institution that is providing financial support. Consider letting the Beneficiary Institution's treasurer manage the funds. Your troop treasurer may also be willing to help. Whatever you decide, ensure you have a complete paper trail for all financial transactions and include a summary in your final report.

One last financial point to consider – since your project must benefit a not-for-profit organization, see if the Beneficiary Institution has an exemption from state sales taxes. If so, find out how to take advantage of this savings before you go to buy your materials. This may help you stay within your budget. If they are not tax exempt, then don't forget to include the sales tax in your budget plan.

Make sure that you keep a list of all organizations that contribute either funds, material, or supplies. The information should contain the name of the organization, address, phone number, and the person you contacted. This information needs to be in your write up. Don't forget to send them thank you notes for their assistance.

Working the Project

Now that the hard part is over, you can begin the fun part – working the project! If you have prepared a good plan (which you will have or it won't be approved by everyone), all you have to do is follow the plan and make the project happen. Do what you said you were going to do.

It is important that you keep very good notes about everything that is done. Keep lists of all work done, who does the work, and how much time they each spent. For your final report you will need to discuss how well the plan worked and all areas where you were not able to follow the plan, so keep good track of this information as you go along. Take pictures of each stage of the work. These will be included in the final report and will be a nice souvenir of an important milestone in your life. Keep track of all materials, supplies, tools, etc. used, paying particular attention to any differences from your original plan. Save all receipts.

Eagle Scout Service Project Report

After the actual work on the project is completed, you are ready for the last phase of your project – the final report. This is the section where you describe what actually happened as you carried out the plan; explain if modifications occurred, what went well and what was challenging. There are questions to be answered as to how

you demonstrated leadership, and were there any issues with materials, supplies and tools. This information is entered in the last section of the Eagle Scout Service Project Workbook.

Provide a record of all the time worked by you and your volunteers. This can be done in the table provided in the Eagle Scout Project Final Report. There is also a place for you to describe your fundraising efforts, if any. Before and after photos can also be included at this point to help show what was done during the project. Hopefully, you took many photographs during each phase of the project. Include a section in your report for representative photographs. A photo of you presenting the finished product to the Beneficiary Institution for which you did the work helps show off the value of the project. The photographs should be labeled.

Most importantly, the Final Report also includes a place for you to sign your Project Workbook that you completed your Eagle Scout Service Project as outlined in this workbook.

Lastly, there are signature blanks to be signed by the representative of the Beneficiary Institution and the Scoutmaster. These signatures are vital to ensure not only that the project was completed, but that you provided leadership and that the project was thoroughly planned through to completion. If either one of the parties refuses to sign the workbook, the project will not be considered complete and you may not be eligible for an Eagle Board of Review.

Project Approval

There are several approvals required for your project along the way. The first is the approval from your Scoutmaster, indicating that your idea qualifies as a valid project. You need this before spending time writing up the Project Proposal. After the EA has helped you get the written Proposal in order and ready to submit, you will then need several signatures in the Eagle Scout Service Project Workbook. A responsible representative from the Beneficiary Institution you are doing the project for is the first signature required. It is also a good idea to get a letter from the Beneficiary Institution if possible. Next, your Scoutmaster signs, followed by a member of the Troop Committee. The project is now ready to turn in to the District Advancement Chairman for approval to proceed. Note: you should keep a copy of the project, exactly as turned in to the District, in case it is lost during the approval cycle.

It is very important that you do not DO any work on the project, except planning, until everyone has approved and signed it. THEN you can begin to DO the project!

Failure to properly and thoroughly plan the project could result in the project NOT being approved by either the Beneficiary Institution or the Scoutmaster. Without both of their final signatures acknowledging their approval of the project, you are not eligible for an Eagle Board of review.

Leadership

Eagle Scouts are considered leaders, both in Scouting and in their community. From the time you first joined Scouting, you have been receiving leadership training. You are a member of a “boy led troop.” The Patrol Leaders Council (PLC), which is made up of the Senior Patrol Leader and Patrol Leaders have been leading your troop: planning the troop meetings and campouts. To reach the ranks of Star, Life, and Eagle you have served in several leadership positions in your troop and most likely served on the PLC. The Eagle Project is just another chance for you to lead others in accomplishing a significant goal for the benefit to your community. This time, you get to choose the activity that interests you.

So how do you “demonstrate leadership of others?” First, you need to establish yourself as the man in charge, the one who others look to for guidance. This means you must take the initiative to choose your project, coordinate it with the appropriate agency, and prepare the detail plan on how to accomplish the goal. Don’t wait for others to do your job. This makes you the expert – the man with the answers. Others will come to you to learn what they need to do to complete their task.

You coordinate all the activities of others to make sure the final goal is reached. You consider everyone’s talents and decide which tasks each member is given, and then make sure they understand their assignment. You take care of your team. You ensure they are safe and have sufficient food and water to remain healthy and productive.

It is your responsibility to provide necessary support for the project (transportation, snacks, meals, drinks, etc). You make sure they have the proper training and tools to do the job.

The leader is the problem solver. No matter how well a project is planned, there will be things that don't go according to plan. When problems arise, you must consider all available information and make a decision on how to resolve that problem. If it is not safe or practical to force the project to follow the plan, you may need to revise the plan, or even redefine the final goals. It is **OK** if your project doesn't reach all the original goals, but you need to be able to explain why and how you solved the problem.

A good leader will consider advice and suggestions from others, but in the end, you must make the final decisions. A wise Scout would listen to his Troop's adult leaders and parents because they have many years of experience to share. However, be careful that the well-meaning adults don't lead **YOUR** project. Beware of a common problem that can easily hamper your chance to lead. During projects where an adult's technical skill is required, the adults often tend to take over the leadership role. Both you and your adult technical advisor should be very aware that **YOU** must lead the project. Your advisor should only give you guidance and suggestions, but he should not give direct instructions to your work crew. That would deny you your leadership opportunity.

The leader gets the job done and keeps the group together. Getting the job done is fairly easy to understand. Keeping the group together means you help the group enjoy the activity, feel appreciated for their efforts, and earn a sense of pride in the accomplishments of the group. A leader continually encourages his workers and gives them positive feedback on what they do well. He helps his workers understand when they are doing something that does not help the group accomplish the goal and he gives them guidance on how to do the right thing. Often when workers aren't doing what the leader wants, it is because the leader did not do a very good job of explaining the task to them.

Leadership is a very rewarding activity. As the leader, you should feel a sense of pride for what your team accomplished under your guidance. A well-led activity is also rewarding for those who follow. In the end, the goal is reached and the team feels good about their collective accomplishment. The leadership skills you have learned in Scouting and demonstrated in completing your Eagle Scout Project will serve you throughout your life.