

# EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## *Troop 7 Guidelines and Suggestions*

Many thanks to Scoutmaster Jim Swain and Troop 318 of Bethlehem, PA for allowing our troop to modify and use this document. The original *Guidelines and Suggestions* guide is credited to Troop 318. Thank you again for sharing this with our troop.  
- Troop 7 Committee

### **Before You Start**

These guidelines and suggestions follow the national Boy Scouts of America Life-to-Eagle Packet, as well as the guidelines of the Occoneechee Council. It is suggested that you begin by reading through these materials first and then schedule a meeting with your Scoutmaster before proceeding too far with your project planning.

Start your Eagle Scout Leadership Service Project early. As shown below, the entire process can take from three to twelve months. It is suggested that you meet with the Scoutmaster to begin your project shortly after reaching Life rank. If you have already turned 17 years of age, time is quickly running out.

Project Phase	Typical Duration
1. <a href="#">Selecting a Project</a>	2 weeks to 2 months
2. <a href="#">Initial Planning and Project Write-Up</a>	2 weeks to 2 months
3. <a href="#">Initial Project Approval</a>	2 weeks to 2 months
4. <a href="#">Working the Project</a>	4 weeks to 4 months
5. <a href="#">Final Write-up</a>	1 week to 1 month
6. <a href="#">Final Project Approvals</a>	1 week to 1 month
<b>TOTAL</b>	<b>12 weeks to 12 months</b>

And finally, remember the six steps to effective planning:

- 1) Consider the Project. What are the needs? What are your interests? Are there any obstacles, special timing requirements, etc.?
- 2) Consider the Resources. What are your skills and talents? What resources are available? How will you pay for the project?
- 3) Consider the Alternatives. What if the plan must be changed?
- 4) Write Down the Plan. What are all the steps needed to carry out the project? Could someone else complete the project following just your written plan?

## ***Troop 7 Eagle Project Guidelines – page 2***

- 5) Put the Plan into Action. Follow the plan as close as possible. Keep records of everything that is done.
- 6) Evaluate. Was the project completed on time and in the right way? What did you learn? What would you do differently?

### **1. Selecting a Project**

The Eagle Scout Leadership Service Project must be meaningful service not normally expected of a Scout as part of his school, religious or community activities. It must be of special and significant importance and not just amount to routine labor. It may not be designed to benefit any Boy Scout property or activities, any commercial business, or be a fundraiser. It must be completed before your 18<sup>th</sup> birthday and must represent your best possible effort. Most importantly, it must demonstrate leadership. It is usually best if you look for a need in the community that that you feel called to do something about. For such a project your interest and motivation will be the highest and the planning and organizing tasks will seem less of a chore.

You can develop ideas for your project from many sources. Talk with your parents, Scout leaders, and people at your school, place of worship, local government or community organizations. Develop a list of projects that interest you and you think you can do. Choose one that you think would be the best one for you to do and write a short description of it. Write similar descriptions for one or two “backup” projects, just in case. Then, meet with your Scoutmaster and Troop Committee to discuss your ideas, select the right project for you, and obtain verbal agreements.

### **2. Initial Planning & Project Write-up**

After you have obtained the above verbal agreements, it is now the time to begin the detail planning and initial write-up that will be submitted to the Council for approval. Remember that you cannot begin actual work on the project until the Council approves it, but there is a lot of planning to be done before you get that far.

When you became a Life scout, you received a copy of the Life to Eagle Packet, which included the Eagle Scout Leadership Service Project Workbook (BSA 18-927A). This is the official booklet that must be submitted to the Council for approval. It 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 plan may be typed on a typewriter or computer, or may be hand written, but it must be very neat and you should use your best grammar. It is recommended that you use an electronic version. A Rich Text Format “RTF” version of the Eagle Scout Leadership Service Project Workbook is available for downloading from <http://www.scouting.org/filestore/pdf/512-927.pdf>. Virtually all word processing applications are capable of opening this file format.

## ***Troop 7 Eagle Project Guidelines – page 3***

The plan should tell someone else everything they would need to know to carry out your project without you present. The following information follows the outline of the workbook. Work your way through each area and discuss each topic as it relates to your project. Leave out the headings that do not apply to your project.

### **A. Project Description**

Briefly, in approximately one to two paragraphs, describe the project. Write 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.

### **B. Who Will Benefit**

Name 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. Do not describe the project again, just focus on the benefit of the project.

Your plan needs to involve an official of the institution that will benefit from your project. Be sure to include the name, position within the agency (e.g. Personnel Director, Community Relations Coordinator, etc.), and phone number of your point of contact. You should also obtain a letter from the agency authorizing you to conduct your project. Finances are of particular interest. Be sure both you and the agency understand all financial obligations, and preferably stated in writing. Make sure everyone has a clear understanding if the agency is going to fund your project or will pay a certain amount toward expenses. If they agree to provide building materials, make sure you both understand exactly what is to be provided (see the materials section below). Find out if the agency will deliver the materials to your work site or if you must pick them up. If you are going to have to go get materials, find out exactly where (i.e. address) and the name and phone number of the person you need to talk to when you get there. Do you need to call ahead and setup an appointment to pickup the materials? Dealing with government agencies can be particularly frustrating if you do not ensure both parties understand all details. Making assumptions is dangerous!

### **C. Planning Details**

This is the heart of the project plan and the area that will require the most work. The plan should include all details needed by someone else to carry out the project as though you were not around. The plan will include the sections discussed below, if appropriate. All sections are not applicable to all projects, so may be omitted if not needed. The advantage of the electronic version of the workbook is that you can easily edit your plan and incorporate comments you will receive from the agency, and troop leaders.

## Troop 7 Eagle Project Guidelines – page 4

**Present Condition:** Describe the current condition or situation that you are going to change. 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 Council Advancement Committee does not know what your church or school or park looks like so they cannot understand why your project is important unless you show and tell them.

**Plans / Drawings / Designs:** 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 may also be of value here for some projects. 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.

**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, state so. This section is best presented in the form of a separate 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:

**Table 1 - 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 - purchase
etc.					
etc.					

**Supplies:** Supplies are those expendable things that 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. You may choose to combine the materials and supplies into one list (see above); but label it as such.

## **Troop 7 Eagle Project Guidelines – page 5**

**Tools:** Tools are those items used to aid in making 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 for 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, and 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 much 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 organization who is funding the project?

The Tools table may look something like this:

**Table 2 - Tools**

<b>Tool</b>	<b>Quantity</b>	<b>Source</b>
Claw hammers	6	Workers to bring
Air Compressor	1	Mr. James' company will loan
Garden rakes	4	2 from church, 2 from Mr. Hightower
Circular power saw (7 in)	1	My dad
Extension cord, grounded, 50'	2	1 from Mr. Haywood, 1 from church
Camera, 35mm automatic	1	My mother
Cooler, 5 gallon (for drinks)	1	Scout Troop
etc.		

**Schedule:** 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 Gantt chart (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. And remember to consider the troop and school calendars, as well as holidays in your planning. 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.

**Step-by-step instructions:** 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.

## **Troop 7 Eagle Project Guidelines – page 6**

Check the detailed instructions against the above lists of materials, supplies and tools. Consider the needs for workers (below) and adult supervision. Think about contingency plans for weather or other delays.

A sample detailed workday plan may look something like this:

- 8:00 My dad and I arrive at work site and begin preparation.
- 8:15 Workers and team leaders to arrive. Donuts provided for workers.
- 8:30 Brief 3 team leaders on their duties.
- 8:45 Assemble workers, give instructions, and 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 & 2 begin constructing the thing-a-ma-gig according to plans.
- 12:00 Lunch
- 12:45 Teams 1 & 2 construct the thing-a-ma-gig according to plans. Team 3 finishes moving all dirt and brush to the designated areas.
- 3:00 Teams 1, 2, and 3 paint the thing-a-ma-gig with one coat (note: 2nd coat will be applied next week)
- 4:00 All workers begin cleanup and put trash bags in Mr. Haywood's truck.
- 4:30 All workers go home. Mr. Haywood takes trash to dumpster

**Financial plan:** Every project will cost something and you need to discuss those costs in your plan. Provide a list of all materials, tools, supplies, etc. with a cost of each. This information may be part of your list of materials/supplies. If items are loaned or donated, state so. Remember to include any fees (e.g. city dump fees) in your cost estimate.

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 organization for which you are doing the project, donations from others, from your allowance, 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. If you cannot come up with all the money you need, look at reducing the cost to get within your budget or you may have to choose another project.

After the source of your funding is established, consider how the money is to be handled. Where will it be held for safekeeping? How will supplies and materials be paid for? Discuss this issue with the organization that is providing financial support. Perhaps they can manage the funds. Your troop treasurer may also be willing to help. In any case, ensure you have a complete paper trail for all financial transactions and include a summary in your final report. Also, since your project must benefit a not-for-profit organization, is to determine whether the organization has an exemption

## Troop 7 Eagle Project Guidelines – page 7

from state sales taxes. If so, find out how to take advantage of these 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.

**Helpers/Workers:** Discuss who will be doing the work. 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 have to 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).

**Adult Supervision:** Boy Scout policy requires that at least two adult leaders are present at all times during any Scouting activity. At least one of them must have 'Youth Protection' certification. It is your responsibility to ensure that this policy is followed. Don't assume that the right people will just 'be there'. Arrange, in advance, for them to be there. You should state how you would ensure this in your plan. Without the proper adult supervision, you will not be able to work your project.

**Table 3 – Estimated Hours**

Who	Hours/Person	#of People	Total Hours	Project Phase
Project Leader	10	1	10	Planning
Project Leader	10	1	10	Fund Raising and getting donations
Project Leader	10	1	10	Project Implementation
Work Team	5	20	100	Project Implementation
Project Leader	5	1	5	Project Write-up
etc.				
Total		21	135	

**Work Site:** 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 that 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. Think about how the weather will affect your work site.

**Transportation:** Moving people, materials, supplies, tools to/from a work site will most likely be required. Discuss what needs to be moved, what vehicles you will need, where you will get those vehicles, and who will drive. BSA policy places limitations on drivers under 21 years old; ensure you are aware of these limits and

## **Troop 7 Eagle Project Guidelines – page 8**

work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion. No one should ever ride in the bed of a moving truck under any circumstance. All of this is your responsibility.

**Written /Printed Information:** If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy of those in the plan. These should be included as attachments to the workbook. These attachments should have a Figure Number and Title (e.g. "Figure 6, Sample handout to the troop") and be referenced in the appropriate section of the text.

### **3. Initial Project Approval**

There are several approvals required for your project along the way. The first is the approval from your Scoutmaster that your idea will qualify as a valid project. You need this before spending much time writing up the detail plan. After your Scoutmaster has helped you get the written plan in order and ready to submit, you will then need several signatures in the Eagle Scout Leadership Service Project Workbook. A responsible representative from the organization you are doing the project for is the first signature required. It is also a good idea to get a letter from the organization if possible. Next is your Scoutmaster, followed by the Troop Committee Chair. The project is now ready to turn in to the Council Advancement Committee for approval to proceed. Note: you should keep a copy of the paperwork, exactly as turned in to the Council, 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 the Council Advancement Committee has signed it. Once they have approved the project plan, your Scoutmaster will return the paperwork to you. Then you can begin to do the project!

### **4. 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 wouldn't have made it through the approval process), 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, by whom (especially yourself), 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.

### **5. Final Write-up**

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



## ***Troop 7 Eagle Project Guidelines – page 9***

happened as you carried out the plan. This information is entered in the last section of the Eagle Scout Leadership Service Project Workbook.

As with any project, it is important to review what was done and see what lessons were learned as well as providing a historic record. In this case, you also need to write a final report because your project is not complete without it! You should use the project plan as guide for preparing the final report. In the 'Carrying out the Project' workbook section, briefly describe what was done and how you deviated from the plan. Go through each section of the plan and write a summary of the results versus the plan. For example, discuss if you had all of the materials you needed or if you had a lot left over. Summarize the actual costs, tools used (and tools needed that you did not have), or anything else of interest.

Provide a record of all the time worked by you and your volunteers. This should include all meetings going back to the very first pre-planning discussions held with the agency and your Scoutmaster. This can be done in a list or table showing names, dates, hours worked, and tasks performed by each volunteer. Since the objective of the project is to demonstrate leadership of others, you should discuss your leadership roll. Give examples of how you were able to lead the volunteers. Did you have any problem with getting them to come to work or to stay focused on the assigned tasks? Leading people is a difficult skill and you most likely learned something about this. The final reviewers want to read about what you learned about leading people.

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 organization for which you did the work help shows off the value of the project. Of course, the photographs should be labeled.

You will most likely require some advice from your Scoutmaster before you are ready to turn the project in for final signatures. Consult with him often as you are completing the report. Once you and your Scoutmaster are happy with the result, it is time to get the final approval signatures.

### **6. Final Project Approvals**

Only a couple of signatures are required on your final report, the most important of which is yours. If you are proud of your effort and pleased with the write-up, then sign it on the last page. You also need the signature of your Scoutmaster. The representative of the institution benefiting from your project must also sign your workbook after you complete the work. While these are the only signatures required in order to submit it, the project's final approval will come during your Eagle Board of Review. You will submit the project (plan and final report) along with your completed Eagle Scout application to the Council Advancement Committee through your Scoutmaster. The full write-up is kept until your Board of Review, and then returned to you. Remember to keep a copy of the final write-up when you submit it, just in case it is lost.