

# Eagle Scout Service Project Check List

Name: \_\_\_\_\_

Date Started: \_\_\_\_\_

- In your workbook fill out your name, address, unit leader, ect.
- Start a log recording all time that is spent on your project. This includes paper work, discussions, thoughts, planning, travel-time, meetings with leaders and volunteers. This is community service time that will be recorded by the troop and forwarded to the school.
- Keep a log of all expenditures. This includes stationary and all other materials.
  
- All signatures and dates must be in chronological order.**
- A) Discussion with unit leader
- B) Concept discussion with organization representative
- C) Project plan was reviewed and approved by the organization representative
- D) Project plan was reviewed and approved by unit leader
- E) Project plan was reviewed and approved by the unit committee
  
- Discuss your ideas with your Scoutmaster. (This is to insure that your proposal meets National Council guidelines.)
- Bring your workbook. The Scoutmaster will add the date of discussion and initial.
- Your parents must be present at this discussion. A great leader will use the assets that are available to him. Your parents are the best assets you have.
- Have a discussion with the representative of the organization that will benefit from your project. Ask questions, remember that this representative is your potential customer.
- Start your project description. Add to your book "see attachment". All the information that is required will not fit in the workbook.
- Fill out what group will benefit from your project.
- Be sure all the preliminary questions are answered.

## **Project Details**

- Describe present conditions
- The method
- The materials
- Project help
- A time schedule
- Safety hazards (detail how you will ensure safety)
- How you will procure materials (tag sale/donations) Detail (show leadership)
- Expert consultants (landscapers, engineers, company supervisors)
- Before photographs (A photo is worth a thousand words)
- Preliminary diagrams

- ❑ Place your workbook and sheets in a folder and design a cover. Remember that you are selling yourself and your project proposal. (The district advancement committee does not know you)
- ❑ After the Scoutmaster reviews your project and corrections have been made it will then be forwarded to the Troop Eagle Scout Committee and a board meeting will be scheduled with you.
- ❑ When **all corrections** have been completed the Scoutmaster will then add his signature, followed by the Troop Advancement Committee Person.
- ❑ With the original bring 3 additional copies (4 total) of your leadership project to Council. Remember to make a copy for yourself.

**The District Advancement Committee will notify you, in writing, of your project approval.**

### **Carrying Out The Project & Completion of Packet**

Detailed chronology outlining

- ❑ Dates
- ❑ Times
- ❑ Places
- ❑ Events
  
- ❑ List your volunteers' names, dates, hours, and their relationship to you.
- ❑ A copy of scout service time is submitted to the troop advancement person.
- ❑ Send out your letters of reference.
- ❑ Several copies of the completed packet are needed - check with Advancement Committee on amount needed.
- ❑ Describe in detail how you organized your volunteers and showed leadership.
- ❑ Describe in detail all material and supplies used and how they were obtained.
- ❑ If a fundraiser was used, this must be explained in detail! All money must be accounted for.
- ❑ Explain how you recruited your volunteers and what their incentive was.
- ❑ Include many during and after photos with captions explaining the pictures.
- ❑ Provide diagrams or specifications (if applicable) of any installations.
- ❑ Describe in detail how safety was insured.
- ❑ Record your hours as described in your workbook.
- ❑ Explain in detail any changes or problems that were uncounted.
- ❑ Evaluate your project.
- ❑ Write thank you notes to your volunteers, donors, troop leaders, committee members, ect.
- ❑ Write an essay of your ambitions.
- ❑ Outline your achievements and leadership positions.
- ❑ All merit badges must be completed.
- ❑ Signatures of project completion

- ❑ Letter from organization representative
- ❑ **Scout must be active in the troop as well as active in a leadership position for 6 months as a Life Scout prior to the Conference & Board of Review.**
- ❑ Schedule a Scoutmaster's Conference.
- ❑ Review and signature by the troop advancement person.
- ❑ District council certification.

**The Troop Advancement Chairperson will contact you for the date of your Board of Review.**

Please remember that this must be your best work! Ask other Eagle Scouts for advice and use your resources. Proof read, spell check, grammar check and be neat.

Treat all your volunteers with **respect**; they are giving up their personal time for you! Act like an Eagle Scout candidate.

This is intended as a **guide** and can be subject to change.

Be patient the rank of Eagle Scout is earned through hard work. Only 3% of scouts nationwide earn the rank of Eagle Scout.

Good Luck, the Troop looks forward to welcoming you to the rank of Eagle!