



BSA TROOP 444



Trail to Eagle Handbook

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INTRODUCTION:

Why this document?

Due to the large amount of misinformation that is out there about getting from Life to Eagle, we have broken down all of the facts, not the rumors – and none of the inflated and non-existent requirements. This document takes all of the information and presents it to you, the Eagle Candidate. This comes from a group of individuals who have done BOR's for ten years or more.

The information presented is actual National Policy – which is what we follow insofar as the Eagle Scout Rank. The information is presented is the requirement, and the National Interpretation.

No council, committee, district, unit, or individual has the authority to add to, or subtract from, advancement requirements. There are limited exceptions relating only to youth members with special needs.

- 2015 Guide to Advancement, BSA

Additionally, we will also show you the spots, what is expected, and what makes the project something that you get in and out of with the least amount of complication.

Do Not Panic!

Those who have gone before you using this book have had ZERO problems getting approvals for their projects. There have been minor adjustments that needed to be made, all which were done that night and signed off on to start the project.

That being said, if you don't use this book and try to do it on your own – you're going to have problems. Your proposal and your final are going to be painful. It is best to keep the pain in the paperwork, then attempting to talk through the issues at the end.

This document, designed around the Occoneechee Council Life to Eagle Packet (<http://www.doubleknot.com/openrosters/DocDownload.aspx?id=91321>) and the 2015 Guide to Advancement (<http://scouting.org/filestore/pdf/33088.pdf>) removes the misinformation and gives you only the facts that you need to go from a Life Scout to an Eagle Scout.

We adjust this information as we find more relevant information, or more correct information. **It is important to know when we're wrong, we're wrong** – and we will update this document as we need it to reflect the policies of National.

DON'T LISTEN to the craziness - read this one document only. If someone tells you something that is not written in the Scout Handbook or in any of the other documentation – it is not required – challenge it. It is that plain and simple.

You will be glad you were informed.

There will be a test at the end of this document – (Well, a checklist)

Understand, we do not push you to make Eagle – we are not an Eagle factory. We push you to do your best, and show you the best trail to get there. It is up to you to take the advice or forge your own trail.

THE 12 STEPS OF LIFE TO EAGLE



These 12 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, and the volunteers who are to conduct the board of review. Eagle candidates should share these steps with their unit leader so that they can fully understand the procedures that must be followed.

1. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference.
2. Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the council or district advancement committee. The workbook must be used in meeting this requirement.
3. It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate's 18th birthday. When all requirements except the board of review for the rank of Eagle, including the leadership service project, have been completed, the Eagle Scout Rank Application must be completed and sent to the council service center promptly. (Youth members with disabilities should meet with their unit leader regarding time extensions.)
4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.
5. When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee or its designee contacts the person listed as a reference on the Eagle

Scout Rank Application either by letter, form, or telephone checklist. The council determines the method or methods to be used. The candidate should have contacted those individuals listed as references before including their names on the application. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center.

6. The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application.
7. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Leadership Service Project Workbook, and references will be returned from the council service center to the chairman of the Eagle board of review so that a board of review may be scheduled. Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review. Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.
8. The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout's board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.
9. The candidate's unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout.

The decision must be unanimous. If the candidate meets the requirements, he is asked to return and is informed that he will receive the board's recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held

with him as to how he may meet the requirements within a given period.

Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact.

10. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.
11. When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. This workbook and references are retained by the council. The workbook may be returned to the Scout after council approval.

Only the Eagle Scout Rank Application is forwarded to the National Eagle Scout Service Center for Processing – It is all done electronically!

12. The Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.

KILLING MISCONCEPTIONS

9.0.2.12 - Addressing Common Misconceptions

1. No unit, district, council, or individual shall place any requirement or other standard on the number of hours spent on a project. The Boy Scouts of America collects data about time worked on Eagle Scout service projects only because it points to a level of excellence in achieving the BSA aim related to citizenship.
2. Eagle Scout service projects are individual matters. No more than one candidate may receive credit for working on the same project.
3. There is no requirement a project must have lasting value.

- Any plans completed after the project proposal has been approved by the council or district are between the Scout and the beneficiary. The role of beneficiaries in reviewing plans is explained in the service project beneficiary information sheet, “Navigating the Eagle Scout Service Project,” that is posted on the Advancement Resources page at www.scouting.org/advancement, and is included in the *Eagle Scout Service Project Workbook*.

9.0.2.13 Evaluating the Project after Completion

Eagle Scout service projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate.

There must also be evidence of planning and development. This is not only part of the requirement, but relates to practicing our motto to “Be Prepared.”

However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in otherwise worthy outcome acceptable to the beneficiary.

MESSAGE TO SCOUTS AND PARENTS OR GUARDIANS

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with the Eagle Scout candidate and his parents or guardians the same information we provide to council and district volunteers responsible for project approvals throughout the Boy Scouts of America. You will learn what they can and cannot require.



In addition to reading this entire workbook, the candidate and his parent or guardian should consult the *Guide to Advancement*, No. 33088, beginning with section 9.0.2.0, “The Eagle Scout Service Project.” The *Guide to Advancement*, along with the *Boy Scout Requirements* book, No. 34765, and this workbook, are the only official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Boy Scout Requirements* book are available in Scout shops or on www.scoutstuff.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals may not add requirements or ask you to do anything that runs contrary to or exceeds the policies, procedures, or requirements of the Boy Scouts of America.

WHAT AN EAGLE SCOUT CANDIDATE SHOULD EXPECT

First, the Eagle Scout service project belongs to the Eagle Scout candidate. His parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, section 9.0.2.1.

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a *helpful, friendly, courteous, and kindhearted* manner. We will respect the Scout's dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

**An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.*

FIRST THINGS FIRST SIX REQUIREMENTS:

This document will step you through the BSA Eagle Rank requirements, one at a time and tell you what the BSA National committee has set as the standard. We will step them through you in what is expected of you, the Scout.

The requirements for the rank of Eagle Scout are nothing that you have not seen already. Merit Badges, Scout Spirit, Position of Responsibility. The important thing to take from this portion is on page 2 of the Guide to Advancement (BSA Publication 33088)

Policy on Unauthorized Changes to Advancement Program

No council, committee, district, unit, or individual has the authority to add to, or subtract from, advancement requirements. There are limited exceptions relating only to youth members with special needs. For details see section 10, "Advancement for Members With Special Needs."

What this means is that anything that you see that is written is to be earned as written. It can not be something made up – as the Eagle Board of Review will go into detail about your experience with each one of these.

This also means that adding to the requirements is: Retesting Scouts on Merit Badges, Reviews of Material, doing requirements over, etc. It also includes subtracting from requirements, such as having a non-merit badge counselor teaching badges, skipping requirements, or not following what the requirements says, such as Describe, Explain, Demonstrate, Do, Track Continuously etc.

It is important to review all of your requirements that you are about to run through and verify that they have been completed. This is not an exercise in futility – as you always will sound better if you remember your Scouting career.

EAGLE RANK REQUIREMENTS



✓		LEADER INITIAL & DATE
1.	Be active in your troop for at least six months as a Life Scout.	
2.	As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious (if not affiliated with an organized religion, then the parent or guardian provides this reference), educational, employer (if employed), and two other references.	
3.	Earn a total of 21 merit badges (10 more than required for the Life rank), including these 13 merit badges: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in the World, (e) Communication, (f) Cooking, (g) Personal Fitness, (h) Emergency Preparedness OR Lifesaving, (i) Environmental Science OR Sustainability, (j) Personal Management, (k) Swimming OR Hiking OR Cycling, (l) Camping, and (m) Family Life. You must choose only one of the merit badges listed in categories h, i, and k. Any additional merit badge(s) earned in those categories may be counted as one of your eight optional merit badges used to make your total of 21.	
	NAME OF MERIT BADGE	DATE EARNED
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	
	9.	
	10.	
4.	While a Life Scout, serve actively in your troop for six months in one or more of the following positions of responsibility: Boy Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or outdoor ethics guide. Varsity Scout team. Captain, cocaptain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, webmaster, or outdoor ethics guide. Venturing crew/Sea Scout ship. President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, or webmaster. Lone Scout. Leadership responsibility in your school, religious organization, club, or elsewhere in your community.	

*Assistant patrol leader and bugler are not approved positions of responsibility for the Eagle Scout rank. Likewise, a Scoutmaster-approved leadership project cannot be used in lieu of serving in a position of responsibility.

✓		LEADER INITIAL & DATE
5.	While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your Scoutmaster and unit committee, and the council or district before you start. You must use the <i>Eagle Scout Service Project Workbook</i> , BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the <i>Guide to Advancement</i> , topics 9.0.2.0 through 9.0.2.16.)	
6.	While a Life Scout, participate in a Scoutmaster conference.	
In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.		
7.	Successfully complete your board of review for the Eagle Scout rank. ¹⁰ (This requirement may be met after age 18, in accordance with <i>Guide to Advancement</i> topic 8.0.3.1. ¹¹).	

Notes: For Varsity Scouts working on Boy Scout requirements, replace "troop" with "team" and "Scoutmaster" with "Varsity Scout Coach." For Venturers working on Boy Scout requirements, replace "troop" with "crew" and "Scoutmaster" with "crew Advisor." For Sea Scouts working on Boy Scout requirements, replace "troop" with "ship" and "Scoutmaster" with "Skipper."

¹⁰**APPEALS AND EXTENSIONS**

If a Scout believes he has completed all requirements for the Eagle Scout rank but is denied a board of review, he may request a board of review under disputed circumstances in accordance with *Guide to Advancement* topic 8.0.3.2.

If the board of review does not approve the Scout's advancement, the decision may be appealed in accordance with *Guide to Advancement* topic 8.0.4.0.

If a Scout foresees that, due to no fault or choice of his own, he will be unable to complete the Eagle Scout rank requirements before age 18, he may apply for a limited time extension in accordance with *Guide to Advancement* topic 9.0.4.0. Time extensions are rarely granted.

¹¹**AGE REQUIREMENT ELIGIBILITY**

Merit badges, badges of rank, and Eagle Palms may be earned by a registered Boy Scout, Varsity Scout, or qualified Venturer or Sea Scout. He may earn these awards until his 18th birthday. Any Venturer or Sea Scout who has achieved the First Class rank as a Boy Scout in a troop or Varsity Scout in a team may continue working up to his 18th birthday toward the Star, Life, and Eagle Scout ranks and Eagle Palms.

An Eagle Scout board of review may occur, without special approval, within three months after the 18th birthday. Local councils must preapprove those held three to six months afterward. To initiate approval, the candidate, his parent or guardian, the unit leader, or a unit committee member attaches to the application a statement explaining the delay. **Consult the *Guide to Advancement*, topic 8.0.3.1, in the case where a board of review is to be conducted more than six months after a candidate's 18th birthday.**

If you have a permanent physical or mental disability, or a disability expected to last more than two years or beyond age 18, you may become an Eagle Scout by qualifying for as many required merit badges as you can and qualifying for alternative merit badges for the rest. If you seek to become an Eagle Scout under this procedure, you must submit a special application to your local council service center. Your application must be approved by your council advancement committee **before you can work on alternative merit badges.**

A Scout or Venturer with a disability may also qualify to work toward rank advancement after he is 18 years of age if he meets the guidelines outlined in section 10 of the *Guide to Advancement*.

THE REQUIREMENTS BREAKDOWN:

Remember – the Troop Committee and the Advisors are here for you – not the other way around. If there is a requirement that is not written, it will not be enforced. Additionally, if there are made up rules or preferences that do not meet with the National BSA’s guidelines – we will challenge those as well - in order to ensure that everyone has an equitable opportunity to become an Eagle Scout.

1. **Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.**

4.2.3.1 Active Participation

The purpose of Star, Life, and Eagle Scout requirements calling for Scouts to be active for a period of months involves *impact*. Since we prepare young people to go forth, and essentially, make a positive difference in our American society, we judge that a member is “active” when his level of activity in Scouting, whether high or minimal, has had a sufficiently positive influence toward this end. Use the following three sequential tests to determine whether the requirement has been met. The first and second are required, along with either the third *or its alternative*.

- **The Scout is registered.** The youth is registered in his unit for at least the time period indicated in the requirement, and he has indicated in some way, through word or action, that he considers himself a member. If a boy was supposed to have been registered, but for whatever reason was not, discuss with the local council registrar the possibility of back-registering him.
- **The Scout is in good standing.** A Scout is considered in “good standing” with his unit as long as he has not been dismissed for disciplinary reasons. He must also be in good standing with the local council and the Boy Scouts of America. (In the rare case he is not, communications will have been delivered.)
- **The Scout meets the unit’s reasonable expectations; or, if not, a lesser level of activity is explained.** If, for the time period required, a Scout or qualifying Venturer or Sea Scout meets those aspects of his unit’s pre-established expectations that refer to a level of activity, then he is considered active and the requirement is met. Time counted as “active” need not be consecutive. A boy may piece together *any* times he *has* been active and still qualify. If he does not meet his unit’s reasonable expectations, then he must be offered the alternative that follows.

Units are free to establish additional expectations on uniforming, supplies for outings, payment of dues, parental involvement, etc., but these and any other standards extraneous to a level of activity shall not be considered in evaluating this requirement.

2. **Demonstrate that you live by the principles of the Scout Oath and Scout Law in your daily life.** List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references.

4.2.3.2 Demonstrate Scout Spirit

- The ideals of the Boy Scouts of America are spelled out in the Scout Oath, Scout Law, Scout motto, and Scout slogan. Members incorporating these ideals into their daily lives at home, at school, in their religious life, and in their neighborhoods, for example, are said to have *Scout spirit*. In evaluating whether a member has fulfilled this requirement, it may be best to begin by asking him to explain what Scout spirit and living the Scout Oath and Scout Law mean to him. Young people know when they are being kind or helpful, or a good friend to others. They know when they are cheerful, or trustworthy, or reverent. All of us, young and old, know how we act when no one else is around.

Evaluating Scout spirit will always be a judgment call, but through getting to know a young man and by asking probing questions, we can get a feel for it. We can say, however, that we do not measure Scout spirit by counting meetings and outings attended. It is indicated, instead, by the way he lives his life.

3. **Earn a total of 21 merit badges including the following:**
- (a) [First Aid](#), (b) [Citizenship in the Community](#), (c) [Citizenship in the Nation](#), (d) [Citizenship in the World](#), (e) [Communication](#), (f) [Cooking](#), (g) [Personal Fitness](#), (h) [Emergency Preparedness](#) OR [Lifesaving](#), (i) [Environmental Science](#) OR [Sustainability](#), (j) [Personal Management](#), (k) [Swimming](#) OR [Hiking](#) OR [Cycling](#), (l) [Camping](#), and (m) [Family Life](#).**

4. **While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility.** List only those positions served after your Life board of review date. ***

- **Boy Scout troop.** Patrol leader, assistant senior patrol leader, senior patrol leader, Venture patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Unit Leader, chaplain aide, instructor, webmaster, or Leave No Trace trainer.
- **Venturing crew/ship.** President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, webmaster, or Leave No Trace trainer.

4.2.3.4 Positions of Responsibility

“Serve actively in your unit for a period of ... months in one or more ... positions of responsibility” is an accomplishment every candidate for Star, Life, or Eagle must achieve. The following will help to determine whether a Scout has fulfilled the requirement.

When a Scout assumes a position of responsibility, something related to the desired results must happen.

4.2.3.4.3 Meeting Unit Expectations. If a unit has established expectations for positions of responsibility, and if, *within reason* (see the note under “Rank Requirements Overview,” 4.2.3.0), based on his personal skill set, the Scout meets them, he fulfills the requirement. When a Scout assumes a position, *something* related to the desired results must happen. It is a disservice to the Scout and to the unit to reward work that has not been done. Holding a position and doing nothing, producing no results, is unacceptable. Some degree of responsibility must be practiced, taken, or accepted.

4.2.3.4.1 Positions Must Be Chosen From Among Those Listed.

The position must be listed in the position of responsibility requirement shown in the most current edition of *Boy Scout Requirements*. Since more than one member may hold some positions—“instructor,” for example—it is expected that even very large units are able to provide sufficient opportunities within the list. The only exception involves Lone Scouts, who may use positions in school, their place of worship, in a club, or elsewhere in the community. Units do not have authority to require specific positions of

responsibility for a rank. For example, they must not require a Scout to be senior patrol leader to obtain the Eagle rank.

Service in positions of responsibility in provisional units, such as a jamboree troop or Philmont trek crew, do not count toward this requirement.

You are not required to be Senior Patrol Leader or Crew President in order to earn the Rank of Eagle. You are to select a position that you are comfortable with and take ownership of that position.

5. **While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community.** (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the [*Eagle Scout Service Project Workbook*, BSA publication No. 512-927](#), in meeting this requirement

In this document, please see the area where you fill out the Eagle Service Project workbook. Your Eagle Scout Application will be filled out between the Scoutmaster and Advancement Chairman. **DO NOT FILL ONE OUT.**

6. **Take part in a unit leader conference.**

The conference is not a retest of the requirements upon which a Scout has been signed off. It is a forum for discussing topics such as ambitions, life purpose, and goals for future achievement, for counseling, and also for obtaining feedback on the unit's program.

4.2.3.5 Unit Leader (Scoutmaster) Conference

The unit leader (Scoutmaster) conference, regardless of the rank or program, is conducted according to the guidelines in the *Troop Leader Guidebook*, No. 33009 (volume 1). Note that a Scout must participate or take part in one; it is not a "test." Requirements do *not* say he must "pass" a conference. While it makes sense to hold one after other requirements for a rank are met, it is not required that it be the last step before the board of review. This is an important consideration for Scouts on a tight schedule to meet requirements before age 18. Last-minute work can sometimes make it impossible to fit the conference in before then, so scheduling it earlier can avoid unnecessary extension requests.

In some cases, work left to be completed—and perhaps why it has not been completed—may be discussed just as easily as that which is finished. Ultimately, conference timing is up to the unit.

Some leaders hold more than one along the way, and the Scout must be allowed to count any of them toward the requirement. Unit Leader conferences are meant to be face-to-face, personal experiences. They relate not only to the Scouting method of advancement, but also to that of "association with adults"

Unit leaders do not have the authority to deny a Scout a conference that is necessary for him to meet the requirements for his rank. If a unit leader conference is denied, a

Scout—if he believes he has fulfilled all the remaining requirements—may still request a board of review.

From the Unit Leader: This is going to be a substantive conference. Do not practice knots or lashings or any Scout skills. This will be completely different than any other Unit Leader Conference you may have had before. Additionally, bring all of your paperwork, as we will review all of your paperwork and Eagle Application for completeness.

THE EAGLE SCOUT APPLICATION

The Rank of Eagle is a lot different than you would normally think. You still have requirements, you still have the Scoutmaster Conference, but you now have to fill out an Eagle Application and have it verified with National's Database.

There have been times when Scouts have come forward and their information is not all in the National Database but in a Troop master file at the local unit.

As a WARNING to those units – The Scout's record is not official until it is registered in the National Scout net database. PERIOD. Units under Mr. Price have the records are up to date on a weekly basis.

Your application can be found online and looks like this. You must use the most current and up to date version of this file. You must also have your records available in order to ensure that all of the data is entered in the appropriate blocks.

DO NOT FILL THE EAGLE APPLICATION OUT. THIS IS DONE AUTOMATICALLY!



FOR COUNCIL USE ONLY	
COUNCIL NO.	TYPE OF UNIT
REGION C. N. S. W.	NATIONAL NO.
PID NO. (REQUIRED)	
POSTHUMOUS: ☐	

[illegible]

Yes	No
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Two other references

MERIT BADGE	DATE EARNED				UNIT NO.	MERIT BADGE	DATE EARNED				UNIT NO.	MERIT BADGE	DATE EARNED				UNIT NO.
1 CAMPING						*8 ENVIRONMENTAL SCIENCE OR SUSTAINABILITY						15					
2 CITIZENSHIP IN THE COMMUNITY						9 FIRST AID						16					
3 CITIZENSHIP IN THE NATION						*10 CYCLING OR/HIKING OR SWIMMING						17					
4 CITIZENSHIP IN THE WORLD						11 PERSONAL MANAGEMENT						18					
5 COMMUNICATION						12 PERSONAL FITNESS						19					
6 COOKING						13 FAMILY LIFE						20					
*7 EMERGENCY PREPARED- NESS OR LIFE SAVING						14						21					



BOY SCOUTS OF AMERICA

THE EAGLE SERVICE PROJECT PROPOSAL

The Eagle Service Project proposal is only a document that you create that proposes a project to the District Eagle Board of Review in order to allow you to go forward with it.

The process before you get to the District Eagle Board of Review is simple.

- You write in the project.
- You sit down with your unit leader for review.
- You sit down with the Unit Committee Chair for Review.
- You sit down with the Unit Advancement Chairman for Review.
- You get the signatures after making adjustments.



If you follow this book (Trail to Eagle Guide) from page 1 to the last page – you will likely find out that the process is very simple to go through, and there is a lot of information in this document that you simply copy and paste for those boxes. That is a HINT.

So here's what you need to know:

- 1. There are four processes to the entire Eagle Rank. These processes are:**
 - a. Complete your project proposal workbook and turn it in by the 20th of the month (deadline) to be queued for the second Wednesday of the next month.
 - b. Complete the project plan and execute your project.
 - c. Finish any remaining Merit Badges and Paperwork that you need to finish your application.
 - d. Submit all of the paperwork to the council office by the 20th of the month – or no later than a week before your 18th birthday. It takes time to process the paperwork, and if there are any discrepancies – if you drop it there on your birthday – you went over – tough luck!
- 2. You MAY NOT start working on the project or begin fundraising of any kind until the project has been approved!** Quite a few will start the process but will find that some of that which they already had complete needs rework because of something that has not been communicated to the Scout. National BSA states: “9.0.2.7 - Proposal Must Be Approved ... Before You Start”

“From time to time Scouts will “jump the gun” and begin fundraising efforts—or even work on the project itself— before a proposal is approved. This is counter to the

requirements and well covered in multiple documents, but still it happens. Normally then, a Scout should select a different project.”

3. **Only the most current workbook will be accepted.** If you start the process and have your project approved - and the book changes – you do not need to put the information into another book.
4. **In some cases, they may state that you need to have a certain number of people to lead, or the time worked on a project.** National Boy Scouts of America states specifically that

Guide to Advancement 9.0.2.4

Councils, districts, and units shall not establish requirements for the number of people led, or their makeup, or for time worked on a project.

5. **You should pick an Eagle Service Project Coach.** This information will be provided for you by the Unit. If you do not have one in your unit that has been sufficiently trained, it will be assigned to you if you don't have someone picked out.
6. **Read Excerpts and Summaries from the Guide to Advancement.** That document will give you the low-down and your options for any situation that may arise.
7. **Your project is not all about leadership.** *Your project is about how you can leave a lasting impact on the community.* You must show leadership in delivering the project. Your Eagle Board of Review for your Project proposal cannot determine by what you write the impact nor how you will show leadership. Be prepared to answer those questions.
8. **Your Final Board of Review.** Your Final Board of Review will go over the project plan and the final pieces of information you have documented. They are evaluated primarily on impact to the community or the impact to the individual or organization.
9. **Acceptable projects have these five things.** They may also have leadership as one of the items, however, that does not come into play until after you actually start the project. The five things are:
 - **The project provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
 - **It appears to be feasible.** You must show the project is realistic for you to carry out.
 - **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.

- **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
- **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning.

10. **If you have a project, do not allow scope to creep.** Scope Creep is where you have a project, and someone asks you to do something in addition to, and/or add another project to the list. This will happen in three places:

- a. **Your beneficiary** changes your project so you shoot two birds with one stone. While this is fine BEFORE your project is approved, after it is approved, the decision to make those changes are up to you. If you are given a project – you should only focus on that project alone.

You must understand, that the costs and the materials that you have originally put on your proposal will grow or shrink according to the size of the scope of project creep. You can easily be over budget and over time by not politely saying “I can make a recommendation to one of our other Scouts to take on that project.”

- b. **Your Unit review of your project.** Some will say “It is not big enough, you need to add...” or “I don’t think that this is suitable to be an Eagle Service Project – you should build something...” There are hundreds of projects that are listed below. Do what you have a passion for – not what others are telling you. Your Adult Leader will ask you to leave while they have a discussion with the Board.
- c. **At your Board of Review** to have the Proposal approved. You may have Board Members state that you should add to what is currently there. Some of their remarks build on what you have proposed, others are re-writes of your proposal. If they are re-writes of your project – then you should state to the board “I can make a recommendation to one of our other Scouts to take on that project.”

DO NOT EVER, EVER REWRITE YOUR PROPOSAL!!! You should have your Unit Leader in with you in case these situations arise.

SELECTING YOUR PROJECT:

It is imperative that you check with your local leadership, at the unit, district, or council level, to ensure you comply with all local requirements for a project. Many portions of BSA (national) policy are written in such a way that there can be variances in the local interpretations and execution.

First, the project is to be done while you are a Life Scout. This means that if you are still a Star Scout, focus on your merit badges and other things, and don't put yourself in the position of having to explain why you worked on the project prematurely. It is all right to look ahead and identify opportunities that might become available after your Life Scout board of review. However, never begin planning or executing your project prior to achieving Life rank.

Next, note that the service project is to be "...helpful to any religious institution, any school, or your community..." which means you need to be discerning while selecting a project. You are looking for a project to do for an organization that is non-profit, meaning they provide services to the community at large for purposes other than making a profit. No projects are allowed for businesses or other profit-making organizations.

Finally, note carefully the word "leadership". The title of the project workbook is the "Eagle Scout Service Project Workbook". The purpose of the project is to give you a personal, direct way to demonstrate to your board of review that you have leadership skills. The service delivered, while important, is sort of a bonus. As you consider project ideas, ask yourself "How will this allow me to demonstrate leadership?" The answers to that question will require recruiting some helpers, giving them specific tasks to do, providing them with instructions so that they know their jobs, coordinating the preparations and work so that everything gets done, and monitoring the work so that it is done satisfactorily. You could do a service project by yourself, but you can't do an Eagle Leadership Service Project without leading other people.

What **not** to do:

- Have your mom or dad choose your project and write it up. The Board of Review will know if it is your project or not purely by how you talk about it. They will also know if you rehearsed it by your answers. No, your helicopter parent cannot be in with you.
- Projects that begin prior to achieving Life Rank or ending after your Eagle Board of Review
- Work on your project (other than planning) prior to getting ALL approvals
- Projects for the Boy Scouts of America, including troop or council property
- Any project that another Scout is using for his Eagle project (only one Scout gets credit)
- Projects involving only routine labor normally done by volunteers
 - (Your project must allow you to demonstrate creativity, planning, and leadership of others)

- Any project for profit-making organizations. For example:
 - Painting the clubhouse for a home-owners association
 - Installing curb reflectors in a store's parking lot
 - Doing landscaping for a local business

What to do:

- Consult with local Scouting leadership, starting with your unit, while selecting a project
- Choose a project you will be proud of for the rest of your life
- Do a project that really stretches you, especially in the area of leadership
- Start documenting from day one (you will use this info for your final report)
 - Keep a log of the hours you put into your search for a project
 - Keep a log of notes regarding your search, including names of people you work with

I NEED SOME IDEAS FOR A SERVICE PROJECT (HERE'S 570+):

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| 1. 1.2 miles of mulching a trail | 25. Animals to kids. |
| 2. 1/4 mile trail | 26. Care Packages for Troops over seas |
| 3. 15'x30' Patio Wooden Cover | 27. Arboretum construction |
| 4. 3 Double Swing Gates | 28. Arbors and Landscaping |
| 5. 30 Foot Arch Bridge | 29. Archery Range & Horseshoe Pits |
| 6. A carnival | 30. Arizona Trail |
| 7. A Hiking Trail Improvement Project | 31. ARMED FORCES Memorial Gazebo |
| 8. A Shelter for the Mind | 32. Art for Kids in Hospitals -- Kids Helping Kids |
| 9. A Viewing Platform for Faith | 33. Art in Action |
| 10. Access with Ease | 34. ASSISTING NON PROFIT ORGANIZATION |
| 11. Acid Rain Prevention Project | 35. Athletic Storage Shed |
| 12. ADA-Approved Handicapped Accessible Game Table | 36. Auction - For a new Public City Pool |
| 13. Adding a step / stair system on Mt Monadnock | 37. Automation of School Library |
| 14. Adirondack Style Benches | 38. Back to School Backpacks |
| 15. Adopt a Fire Hydrant | 39. Backpacks and School Supplies |
| 16. Church daycare center furniture renovation | 40. Backpacks for the Homeless |
| 17. Afghanistan Orphanage | 41. Barbeque |
| 18. School Supplies for Africa | 42. Barn Raising |
| 19. American Flag Retirement Ceremony | 43. Baseball Field Renovation |
| 20. Animal cage for local nature center | 44. Bat boxes |
| 21. Amphitheater for canoe instruction | 45. Bat House Boxes |
| 22. Ancient Indian Waffle Garden Replica | 46. Bat Houses for Nature Center |
| 23. Animal Assistance | 47. BBQ Grill for Nursing Home Residents |
| 24. Animal protection fence | 48. Beach Grass Restoration |
| | 49. Beach Volleyball Court |

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| 50. | Bench Building | 100. | Built-in Bookcases for the Band Directors |
| 51. | Benches | 101. | Bunk beds for orphans |
| 52. | Benches for fairgrounds | 102. | Buoy a shipwreck |
| 53. | Benches for Town Park | 103. | Bus Stop Shelters |
| 54. | Benefit Concert | 104. | Butterfly Garden |
| 55. | Bicycle Drive | 105. | Campground Construction |
| 56. | Bicycle Safety Program | 106. | Campground restoration |
| 57. | Bicycle Safety Rodeo | 107. | Care Packages for US Military |
| 58. | Bicycles for Charity (Christmas presents) | 108. | Carnival booth |
| 59. | Big Doe Round-up | 109. | Cataloging Artifacts |
| 60. | Bike Drive | 110. | Restoring Old Train Depot |
| 61. | Bike Racks | 111. | Ceiling and light fixture replacement |
| 62. | Bike Registration and Safety Fair | 112. | Cemetery Overhaul |
| 63. | Biographies for 911 Victims | 113. | Cemetery pavilion |
| 64. | Bird Blind | 114. | Cemetery Beautification Project |
| 65. | Bird Feeder Restoration | 115. | Cemetery clean-up |
| 66. | Bird Houses and Feeders | 116. | Cemetery Index and Survey |
| 67. | Black Topping | 117. | Cemetery Survey |
| 68. | Blanket drive for no-kill shelters | 118. | Chair Refurbishing |
| 69. | Bleachers repair and painting | 119. | Charity Bike Race Sign Project |
| 70. | Blood and Food Drive | 120. | Chemotherapy helpers |
| 71. | Blood Drive | 121. | Child ID Fair |
| 72. | Blood Drive and old eye glasses | 122. | Child Identification Cards |
| 73. | Blue Bird Restoration | 123. | Child Identification Kits |
| 74. | Bone Marrow/ Blood Donor Drive | 124. | Children's Vitamins/ Prescription Eyeglasses |
| 75. | Book Classic | 125. | Church Banner |
| 76. | Book Drive / Library Set Up | 126. | Church Beautification |
| 77. | Book drive to promote Literacy | 127. | CHURCH CHAIRS & PAINTING |
| 78. | BOOKBAGS FOR FOSTER CHILDREN | 128. | CHURCH CHAIRS AND PAINTED CURBING |
| 79. | Bookcases for Reading project | 129. | Church Day Care Center Furniture Refurbishment |
| 80. | Books for the Blind | 130. | Church Hall Kitchen Renovation |
| 81. | Bread shelves | 131. | Church Painting |
| 82. | Brick patio | 132. | Church Pavilion |
| 83. | Bridge construction | 133. | Church shelter renewal |
| 84. | Bridge | 134. | Church Sitting Room Restoration |
| 85. | Brighten the Day | 135. | Church Third Floor |
| 86. | Brochure stand | 136. | Church's Cry Room Restoration |
| 87. | Build a Boardwalk - create a Nature Trail | 137. | Citizens Reference Guide for Crisis Intervention |
| 88. | Build a Playground | 138. | City Rose Garden Refurbishing |
| 89. | BUILD A RAMPAGE | 139. | City Street Sign Survey |
| 90. | Build Benches for Handicapped Students | 140. | Civil War Battlefield Historical Markers |
| 91. | Build Deer Enclosure | 141. | Civil War Encampment |
| 92. | Building a Barn | 142. | Cleaned historic Cemetery |
| 93. | Building a Chumash Indian | 143. | Cleaned portion of the town creek |
| 94. | BUILDING A HUNTING RANGE | 144. | Cleaning a historical site (cemetery) |
| 95. | Building Homes | 145. | Cleaning a pre-revolutionary cemetery |
| 96. | Building towers at park | 146. | Cleaning up a playground |
| 97. | Built a swing set | 147. | Cleaning up Brush for Fire-season |
| 98. | Built Bat Nurseries | 148. | Cleaning up the Rock River |
| 99. | Built bird houses and feeders and squirrel feeders | | |

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| 149. Cleared Nature Trail | 195. Elementary School Parent Waiting Area |
| 150. Clearing out dead trees in forest preserves | 196. Elementary school beautification project |
| 151. Clothes Collection for Salvation Army | 197. Emergency Preparedness |
| 152. Clothing Drive | 198. Emergency Water Storage |
| 153. Coat Drive | 199. Emergency Hygiene Kits for the Homeless |
| 154. Collect Used Shoes | 200. Emergency Placards |
| 155. Community Leadership Training Program for teens | 201. Emergency Prep. A3nd Fire Prevention bags |
| 156. Community bug defense | 202. Emergency Preparedness Kits |
| 157. Community Bulletin Board | 203. Erecting signs marking fire hydrants for winter |
| 158. Community Paintball Field | 204. Erosion Control Bridge |
| 159. Community Recreation Center | 205. Face-Lift for a School |
| 160. Community Shelter | 206. Faculty Lounge Cosmetic Repairs |
| 161. Computer Equipment Collection | 207. Fence |
| 162. Computer Troubleshooting Manual and Training | 208. Fence for birds |
| 163. Concrete Bleacher Pads | 209. Fence for soccer fields |
| 164. Construction of First Aid Kits | 210. Fingerprinting |
| 165. Contented Creek Canoe Trail | 211. Fire Awareness weekend |
| 166. Cottonwood hospital | 212. Fire Department Display Cabinet |
| 167. Court Yard Landscaping | 213. Fire ring w/ benches |
| 168. Coyote enclosure | 214. Fire ring, picnic tables and benches |
| 169. Cramerton Greenway, Cramerton NC | 215. Fire Safety Awareness |
| 170. Created a new nature trail at a local park | 216. Firefighter Commemoration |
| 171. Creek Lining with Limestone | 217. First aid kits and equipment for animal rehabbers |
| 172. CRYSTAL BEACH ERROSION CONTROL BUTIFICATION | 218. First aid kits for baseball leagues |
| 173. Deck and benches | 219. Fish Cleaning Tables |
| 174. Deck construction | 220. Fishing Line Recycling Stations |
| 175. Detailed soccer benches | 221. Flag counting |
| 176. Dining Pavilion | 222. Flag Football Or Basketball |
| 177. Directional signs | 223. Flag Pole and Installation |
| 178. Disability accessible walk ways in the City Park | 224. Flag pole, landscaping and watering system |
| 179. Disaster Relief Sites | 225. Flag Retirement |
| 180. Dodgen Dock | 226. Flagpoles and retaining walls |
| 181. Dog houses for Healing Species | 227. Flagstone Pathway |
| 182. Dog Park | 228. Flash Card Set of Deaf Agency |
| 183. Donations for Kitten & Cat Rescue/Adoptions | 229. Floating Dock |
| 184. Drive Hibiscus Children's Center | 230. Food Container |
| 185. Drug abuse Program | 231. Food Drive |
| 186. Beauty Pageant | 232. Food Pantry |
| 187. Easel making | 233. Foot Bridges |
| 188. Easels with dry erase boards | 234. Foot path |
| 189. Easter Food Baskets for needy families | 235. Information Kiosk |
| 190. Eight Person Picnic Table | 236. Free Kids Booth |
| 191. Elementary Library | 237. Freedom House |
| 192. Elementary School Free Carnival | 238. Frisbee Golf Course |
| 193. Elementary School Garden Boxes | 239. Garbage Dumpster Enclosure |
| 194. Elementary School Outdoor Amphitheatre | 240. Garden |
| | 241. Garden for the Disabled |
| | 242. Gazebo |
| | 243. Gazebo Construction |
| | 244. Gift of Sight |

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| 245. | Glory to God Walking Path | 293. | Kenya School Supplies Drive |
| 246. | Goose Nesting Boxes | 294. | Kids to Kids |
| 247. | Got Blood? Saving Lives, Leaving Smiles... | 295. | Kiosk |
| 248. | Grand Canyon campground clean up | 296. | Labeling Storm Drains |
| 249. | Groundcover Project | 297. | Laid Sod for My Church |
| 250. | Gun Locks for Free | 298. | Lake Benches + Fence |
| 251. | Gun Safety Video | 299. | Landscape Flower Garden for City |
| 252. | Habitat for Lemurs | 300. | Landscaping a Church Parking lot |
| 253. | HADICAPPED ACCESSIBLE HUNTING BLIND | 301. | Landscaping around new Church Sanctuary |
| 254. | Handicap Access Ramp | 302. | Landscaping at a church |
| 255. | Handicap Boat Ramp | 303. | Landscaping for New Fire Station |
| 256. | Haunted house | 304. | Landscaping Project for Head Start. |
| 257. | Healthy Living Poster Contest | 305. | Library Setup and Book Drive |
| 258. | Hearing Aids | 306. | Lightning Detectors |
| 259. | Heart Pillows | 307. | Little League Dugout Construction |
| 260. | Heart Screens for Teens | 308. | Local Public Library |
| 261. | Heavy wood clearing | 309. | Lost and found collections for Third World Country |
| 262. | Helicopter Landing Pad | 310. | Lost Children |
| 263. | Helicopter Pad | 311. | Low Ropes Course |
| 264. | Helping the needy | 312. | MacGregor Ranch Sign Project |
| 265. | High School Stage Renewal | 313. | Made educational videos |
| 266. | Hiking Trail | 314. | Made quilts for Salvation Army |
| 267. | Historic Orchard Planting | 315. | Mailbox Alert Program |
| 268. | Historical Home Split-Rail Fence Replacement | 316. | Main Camp Fire Ring |
| 269. | Historical Marker Database | 317. | Make an Avenue a Memorial |
| 270. | Historical outhouse | 318. | Map of U.S.A. |
| 271. | History of My Church for its 100 year Anniversary | 319. | Map Project for Schools |
| 272. | Hogwarts Nature Art Camp | 320. | Markers to Honor Deceased Veterans |
| 273. | Homes for the homeless | 321. | Marking fire hydrants |
| 274. | Homework center for underprivileged children | 322. | Medical Equipment Drive |
| 275. | Honor/Memorial Garden | 323. | Meditation Patio |
| 276. | Honoring the Troops in Iraq | 324. | Memorial Food Drive |
| 277. | Humane Society Courtyard | 325. | Memorial Garden |
| 278. | Humane Society Pet Cemetery Renovation | 326. | Memorial/Prayer Garden |
| 279. | Hunter Safety Training aids | 327. | Memory Garden |
| 280. | Hurricane Relief | 328. | Mirror over My Church Baptistery. |
| 281. | Ident-A-Kid | 329. | Mission Rosaries |
| 282. | Identification Cards | 330. | Mitten Tree |
| 283. | Improving a playground | 331. | Mobile Ham Radio Antenna Kits |
| 284. | Install a Computer Network - Chide Care Center | 332. | Moose Island Wheelchair Board Walk on Boulder Lake |
| 285. | Installation of Road Signs for 911 | 333. | Mounting Safety Signs |
| 286. | Installed Sprinkler System | 334. | Movie Night |
| 287. | Installing Benches | 335. | Moving of a Jungle Gym |
| 288. | Internet wiring | 336. | Mow Strip for Municipal Buildings |
| 289. | Is Your (House) Number Up? | 337. | Municipal Code |
| 290. | Jackson Township Wood Duck Habitat Project | 338. | Mural Panels |
| 291. | Jungle Gym | 339. | Musician's Memorial |
| 292. | K-9 Officer Kennel | 340. | Nature Sanctuary Building Restoration |
| | | 341. | Nature Trail |
| | | 342. | Nature Trail Benches |
| | | 343. | Nature Viewing Deck |

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| 344. | Neighborhood Emergency Directory | 392. | Pavilion Landscape |
| 345. | New church sign | 393. | Pedestrian Footbridge |
| 346. | New Foot Bridge over creek for trail access | 394. | Perches Restoration |
| 347. | New trail at Prairie Creek Park | 395. | Physical fitness center |
| 348. | News paper recycling | 396. | Picnic Tables |
| 349. | Office Construction | 397. | Pigeon Creek |
| 350. | Office Space | 398. | Pioneer Park Interpretive Signage |
| 351. | Open air Storage | 399. | Planted 22 Trees for School |
| 352. | Operation Christmas Child | 400. | Planter boxes |
| 353. | Operation Paperback | 401. | Play Ground building at Church |
| 354. | Operation safe child | 402. | Playground games |
| 355. | Operation Smart Bulb | 403. | Playground Equipment |
| 356. | Operation Smile | 404. | Playground Mulch Trail |
| 357. | Operation Smoke Detector | 405. | Pocket Flags to the Troops |
| 358. | Organ Donor Awareness Drive | 406. | Podiums |
| 359. | Organ Donor Information | 407. | Portable Ark for the Torah |
| 360. | Orienteering Course | 408. | Potato Drive |
| 361. | Orienteering Hiking/Training Course | 409. | Prairie restoration |
| 362. | Outdoor Chapel Walkway | 410. | Prayer garden |
| 363. | Outdoor Classroom | 411. | Preschool Play Area |
| 364. | Outdoor Classroom | 412. | Preschool Playground Refirb |
| 365. | Outdoor classroom/picnic area for Elementary School | 413. | Preschool Playground Update |
| 366. | Outdoor Fitness Center at Roosevelt Park | 414. | Project Awareness |
| 367. | Outdoor Stage | 415. | Project Ideas |
| 368. | Outdoor Stations of the Cross | 416. | Project Persian Gulf |
| 369. | Outdoor Worship Area | 417. | Project Woobie |
| 370. | Packages to Troops | 418. | Promote Teen Safe Driving |
| 371. | Paint the numbers of the house on the curb | 419. | Protect and Serve |
| 372. | Painted room directional signs and room numbers | 420. | Public Lean-To |
| 373. | Painting & Color Coding Fire Hydrants | 421. | Purple Martins' Condo |
| 374. | Painting a Gym | 422. | Quail Habitats |
| 375. | Painting a Performing Arts Center | 423. | Quilt-A-Thon |
| 376. | Painting an old school house | 424. | Quilts |
| 377. | Painting Fire Hydrants | 425. | Railroad Phone Booths |
| 378. | Painting Giant USA Map | 426. | Raised brick flower bed |
| 379. | Painting of the Y.M.C.A. | 427. | RAISED MONEY FOR DRUG REHAB CENTER |
| 380. | Palmerstone Nature Trail | 428. | Raising Voter Awareness in your Community |
| 381. | Permanent rack | 429. | Reading Loft for Head Start |
| 382. | Park & Rec Center Office Renovation | 430. | Reading Room |
| 383. | Park Benches at Recreation Area | 431. | Rebuild Habitat |
| 384. | Park Benches for a Nature Center | 432. | Reconstructing of a campfire |
| 385. | Park benches for school | 433. | Recording Cemetery Grave Markers |
| 386. | Park District Kitchen Remodel | 434. | Recycle Containers |
| 387. | Park Landscaping | 435. | Recycle day assistance. |
| 388. | Park sign and gate | 436. | Recycle Printer Cartridges |
| 389. | Parking Lot refurbishment | 437. | Red, White, & Blue Fire Hydrants |
| 390. | Parking spaces for disabled persons | 438. | Refinished Piano |
| 391. | Party for the Special Olympics | 439. | Refinishing Elementary School Picnic Tables |
| | | 440. | Reflection Garden |
| | | 441. | Refurbishing Metal Chairs for Church |
| | | 442. | Refurbishing the Elizabeth Fisher Vessel |

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| 443. | Re-landscape church parsonage | 492. | Soup Kitchen |
| 444. | Relay for Life - Logistics | 493. | SPCA donations |
| 445. | Renovate church garden | 494. | Special Olympics |
| 446. | Renovated an island in the school parking lot | 495. | Sports field |
| 447. | Repaint Fire Hydrants | 496. | St. Bridget's Church restoration |
| 448. | Repainting | 497. | St. Patrick's Church landscaping |
| 449. | Replace Elementary School Playground | 498. | Stairs and Trail |
| 450. | Replacing Steps @ Little League Field | 499. | Stencils |
| 451. | Replanting specimen plants in a wildlife preserve | 500. | Storm drain |
| 452. | Re-roofing a storage shed | 501. | Storm Water Marsh |
| 453. | Restoration and display of historic photos | 502. | Storm Water Pollution Education Program |
| 454. | Restoration of a Pioneer Cemetery | 503. | Street Beautification |
| 455. | Restoration of a War Memorial | 504. | Street numbers |
| 456. | Restoration of Mill Pond Bridge | 505. | Street Sign Project |
| 457. | Restoration of the Star of India. | 506. | Support Orphanage in Ukraine |
| 458. | Restoring a 1893 Brass School Bell | 507. | Survival Kits for Rough Nights |
| 459. | Restoring the look of National Cemeteries | 508. | The ceiling project |
| 460. | Resurfaced Church Parking Lot | 509. | THE GREASTEST REWARD |
| 461. | Retire 100 US Flags | 510. | The Great Escape |
| 462. | Retirement Home Helpers | 511. | The Mary Anderson Project |
| 463. | River Sign Replacement | 512. | The Trees |
| 464. | Sand & Stain Bleachers | 513. | The Two Rooms |
| 465. | Sand and Stain park benches | 514. | Therapy tables for little hands |
| 466. | Sand Volleyball Court | 515. | Thermometer exchange |
| 467. | Sandbox and Benches for Disabled Children | 516. | Tied Ten Quilts for the Refugees of Kosovo |
| 468. | School Benches | 517. | Toiletries for the Homeless |
| 469. | School Flag | 518. | Tool Shed |
| 470. | School furniture | 519. | Toy and Book Drive |
| 471. | School Landscaping | 520. | Toy Drive |
| 472. | School Marque Sign | 521. | Toy making |
| 473. | School pack out | 522. | Toy Shelves |
| 474. | School Sign | 523. | Trail Clean Up |
| 475. | School Supply Drive for Guatemala Schools | 524. | Trail Closing |
| 476. | School Walking Path | 525. | Trail Markers |
| 477. | Scout Summer Concert Series | 526. | Trail of Tears |
| 478. | Scouting for Food | 527. | Trail Ramps |
| 479. | Scuba Clean-up | 528. | Trail Restoration |
| 480. | SELF DEFENSE CLASS | 529. | Trail Steps |
| 481. | Shoe Box Gifts | 530. | Trailhead Reconstruction |
| 482. | Signs for Baseball Field | 531. | Training Room Remodel at Wheat Ridge High School |
| 483. | Signs for Wilderness Area | 532. | Training Wheels |
| 484. | Skate Ramps for my Local Church | 533. | Tree planting |
| 485. | Smithsonian War Archives | 534. | Trophy case |
| 486. | Smoke Detector Survey | 535. | Tuition Fund for Underprivileged Theatre Students |
| 487. | Smoke Detectors for the Elderly | 536. | U.S. Flag Retirement Ceremony |
| 488. | Snowmobile Protection | 537. | Updated 911 center with info on Disabled people |
| 489. | Soccer Equipment to Belize | 538. | Upper Winter Creek Trail |
| 490. | Sock drive for the homeless | 539. | US Flag Retirement Ceremony |
| 491. | Sound and Recording System | 540. | Used school textbooks sent to 3rd world |
| | | 541. | Utility Shed for church sponsored scout troop |

- | | |
|--|---|
| 542. Variety Show Raises Money for Care Packages | 558. Watershed DVD |
| 543. Vernal Pool | 559. Web page |
| 544. Veteran's Day Assembly/Flag Folding Class | 560. Wheelchair Accessible Picnic Table |
| 545. Veterans' Headstones | 561. Wheelchair accessible campsite |
| 546. Veterans Memorial | 562. Wheelchair Ramps |
| 547. Vial of Life | 563. Wheelchairs rehabilitated |
| 548. Video Documentary | 564. Trail Building |
| 549. Video for Our Community Center | 565. Wildlife Observation Platform |
| 550. Video Production | 566. Wildlife Tower |
| 551. Video/game/toy drive | 567. Winter Clothing Drive |
| 552. Walking trail informational sign | 568. Winter Food Drive |
| 553. Walkway and Flag | 569. Wood Duck Boxes |
| 554. War Veteran's Documentary | 570. Wood Duck Nesting Boxes |
| 555. Water Erosion Bars | 571. Woodlawn Plantation Nature Trail |
| 556. Water Garden | 572. Xeriscape Garden |
| 557. Water Line to Horses | 573. YMCA Community Garden |
| | 574. Zoo Exhibit Rehabilitation |

YOUR EAGLE SERVICE PROJECT PROPOSAL

Now we will get to the meat of your Eagle Service Project. That is the proposal. Take the proposal book, and take the first 12 pages out, and then put the rest of them to the side. We are only interested in those 12. The others we will be interested in AFTER your proposal has been completed.

IMPORTANT: Why only the 12 pages: Turning in the entire ESP workbook, while may seem to be the proper thing to do, the Board of Review may use your project plans as part of the Proposal Process. They are only permitted to go up to page 12. But we have seen adults in these boards go further into the book than they know they are supposed to. To remove the temptation and to keep everyone Trustworthy, only the proposal up to page 12 will be submitted for review. Any discussion on this needs to be referred to your Unit Leader.

FILLING OUT THE PROJECT PROPOSAL

The project proposal is merely an overly general overview of what your project is going to be. It is not supposed to be a highly detailed and overly documented government document. The following is what your project proposal should cover.

Note: you must always cover Who, What, Where, When, Why and How in each one of the boxes. While it is written that boxes that are blank are OK, it is a better practice to leave no box blank!

On page 3 of the project, the particular steps to get from start to finish in the four phases are listed:

Preparing the Project Proposal

[Go to Project Proposal](#)

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read "Instructions for Preparing Your Proposal" which appears right after the proposal cover page in this workbook.

The Project Plan

[Go to Project Plan](#)

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are **strongly encouraged** to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

The Fundraising Application

[Go to Fundraising Application](#)

If your fundraising effort involves contributions **only** from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See "Procedures and Limitations on Eagle Scout Service Project Fundraising," which appears on page B of the fundraising application.

The Project Report

[Go to Project Report](#)

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

If you are planning on doing any fundraising, then you are looking to do a fundraising application – we will go over that further down the line.

On the very first page of the ESP workbook, type your name and project name. Your project name does not need to be anything outlandish. But if you are stuffing socks for the homeless, or building benches for the American Legion, or refurbishing a Gazebo, then enter in that here.

Eagle Scout Service Project Workbook

 BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Please give a name to your project

Contact Information:

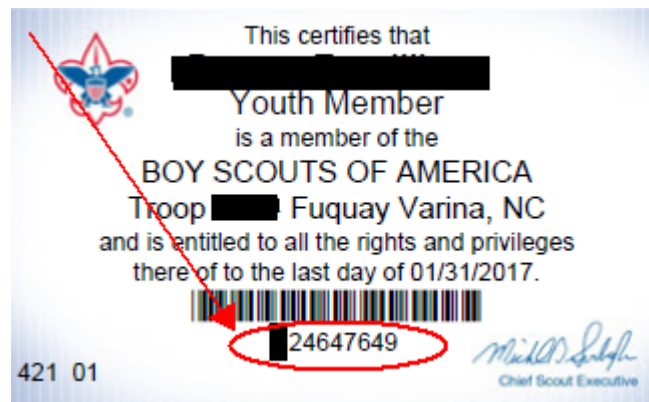
Starting here, you will need to get all of the names and addresses of the people that you are going to be interfacing with. This includes those at the District and Council Office.

Eagle Scout Candidate

Name:				Birth date:		
Email address:				BSA PID number*:		
Address:			City:	State:	Zip:	
Preferred telephone(s):				Life board of review date:		

* BSA PID No., found on the BSA membership card

Fill out your full name, birthdate, email address and BSA PID number. Your PID number can be found on your BSA membership card on the bottom. Fill out your address, city, state, zip code, preferred telephone number (**This is a number where the phone rings and you answer – as the Board of Review WILL NOT TEXT YOU.**) And enter in your Life Scout Board of Review Date.



Your membership card will have the PID on the bottom center, as in this example, above.

The next boxes, you will need to fill in your current unit information. If you are working your Eagle Service project through the Venturing Crew, the below information is what you would put in:

Current Unit Information

Check one: ☐ Troop ☐ Team ☒ Crew ☐ Ship	Unit Number: 0075
Name of District: Black River	Name of Council: Occoneechee

If you will be working it through the Boy Scout Troop, the following information is what you would enter. Mark Troop, and enter 444. All other information is correct.

Current Unit Information

Check one: ☐ Troop ☐ Team ☒ Crew ☐ Ship	Unit Number: 75
Name of District: Black River	Name of Council: Occoneechee

In the next section, you want to put in the information for your Unit Leader. This would be the same information if you are in the Crew or Troop. Check the appropriate box. For the Troop, it is Scoutmaster. For the Crew it is Crew Advisor.

Unit Leader Check one: ☒ Scoutmaster ☐ Varsity Coach ☒ Crew Advisor ☐ Skipper

Name: Matthew Price	Preferred telephone(s): 919-614-6288		
Address: 5917 Waterworn Court	City: Fuquay Varina	State: NC	Zip: 27526
Email address: admyank@gmail.com			

Your next box you want to enter in your Unit Committee Chairman. This will depend on who the committee chairman is at the time you start your project proposal. Currently the following information is correct as of this edition:

Unit Committee Chair

Name: Carole Price	Preferred telephone(s): 919-906-9013		
Address: 5917 Waterworn Court	City: Fuquay Varina	State: NC	Zip: 27526
Email address: ccprice1953@yahoo.com			

In your unit advancement coordinator box – the information will be the same:

Unit Advancement Coordinator (If your unit has one)

Name: Mary Hampson	Preferred telephone(s): 919-284-8734		
Address: 1620 McLauren Lane	City: Fuquay Varina	State: NC	Zip: 27526
Email address: myredheads@gmail.com			

The most important part of this page now comes into focus. Your project beneficiary. These are the people that you are going to be doing the project for. If it is for the American Legion, you put the contact information for the legion. Not the individual person who you are talking to. Fill all of these out as completely as you can:

~~**Project Beneficiary** (Name of religious institution, school, or community)~~

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

In your next box, you will put the representative (the person you are talking to about the project who will sign off on it). This is the person who you will be talking to directly on the project, your unit leader, and your project coach ONLY.

Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

This information never changes, so below is the Council Service Center information you need to enter:

Your Council Service Center

Contact name: Tiffany Adams	Preferred telephone(s): 919-872-4884		
Address: 3231 Atlantic Avenue	City: Raleigh	State: NC	Zip: 27604

Now – PAY ATTENTION – because this is where you will go off into the weeds. The District Project Approval folks are the ones who are setting up all of your Boards of Review – NOT THE TROOP! You will need to call him to schedule a time to sit with him to review the process. Although highlighted in this document, he may update the information presented depending on the change at National or Council.

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: John Mahoney	Preferred telephone(s): 919-392-0965			
Address: 8616 Cavatina Ct	City: Apex	State: NC	Zip: 27539	
Email address: jsmahoney@bellsouth.net				

Lastly, your project coach. This is a person who has been trained to be the project coach in the unit. Currently there is three people. However, because Mr. Price has the ever large Eagle Eye:

Project Coach *(Your council or district project approval representative may help you learn who this will be.)*

Name: Matthew Price	Preferred telephone(s): 919-614-6288			
Address: 5917 Waterworn Court	City: Fuquay Varina	State: NC	Zip: 27526	
Email address: admyank@gmail.com				

This completes the first page. Save the form and print it out to this point. Your next few pages gets to your project.

Project Description and Benefit:

In this section, you will enter in the description of your project. As it says, briefly describe your project. It does NOT need to be a master's thesis. However, there needs to be enough detail in this area so that the Board understands what you are planning on doing. We have pre-filled some information in there as an example so that you understand that this is not a one sentence blurb.

Project Description and Benefit

Briefly describe your project.

The purpose of this project is to replace six picnic tables at the Harris Lake picnic area. The current picnic tables have deteriorated to the point in which they are tearing clothing as well as splintering. Because of this they are no longer considered to be safe, and are in need of replacement.

NOTE: It is important to understand that you should not have ONE SENTENCE that describes your project. You need to cover **what** you are planning on doing, **why** you are planning on doing it, and why you will be doing it. The other pieces will be communicated later.

Before Photographs:

If you are doing a project that is building something on site, then photographs will be a major help in communicating what your project will be. If you are doing something such

as a Collection for backpack buddies, you may not be able to get photographs, however, you will need more descriptive information in your project for it to pass. Below is a simple as it gets as your description and pictures describing and showing the current situation.

This field will allow you to add photos of the before area. Your pictures should be close up enough to show the issue. Some photographs you may take will be so large in scope, when you stick them into that small field, you cannot see real detail as to what you are actually planning on doing. As you will see, the close up even printed gives you a visual that highlights the safety issue.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)

	X		X
Click above box to add an image. Click here to add an image caption.		Click above box to add an image. Click here to add an image caption.	
Add Additional Image Field			

In the next part of the field, you want to tell why your project will be beneficial. This is a selling point. This is going to be where you make the case as to why they are needed. This again, is not a place for you to put down one sentence.

Tell how your project will be helpful to the beneficiary. Why is it needed?

The Harris Lake Park will benefit from these tables by removing the once used tables for new tables, as well as remove a possible situation where someone may be hurt by the tables. In addition, tables that were built before 2003 have been treated with Arsenic, which was phased out because of cancer causing properties, as well as other health issues. These new tables will be treated with Sodium silicate based preservatives.

When do you plan to begin carrying out your project? June 2018

When do you think your project will be completed? August 2018

Giving Leadership

This is where you will explain to the Board how you will be delivering leadership to those that you think you will need them the most.

You will need to estimate a target number of Scouts and Adults to assist you and enter that into the proposal.

At this point in time you should be keeping in the back of your mind a duty roster of things that are needed. This is where you will document where you will get your help. Think

about places and people you interface with every day. Church, School, your Troop or Crew are a few places – but what about your beneficiary? All good places to get folks from.

You will also need to document where you will have difficulty leading the adults and youth who you recruit. If you don't think you are a strong leader, document what challenges you think you will have as well. These are all points that the Board can use to show you have grown as a leader.

Giving Leadership

Approximately how many people will be needed to help on your project?

4 Adults, 10 Scouts

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will recruit them from my Holy Calvary Christian Church, Boy Scout Troop 99, Jackson High School Band, and Venture Crew 99. I am planning on asking adults in those areas for assistance with the power tools.

What do you think will be most difficult about leading them?

The Scouts should not be as a large issue as the Adults. The Scouts will be difficult in that they will need to have tasks assigned to them on a regular basis to keep them from wandering around. The adults will need to be coached so that they are do not attempt to do the project without supervision. I may have difficulty attempting to keep myself in check with all that will be going on, but I will need to keep in mind that I am the lead on this project.

Materials List

Your materials list will cover all of the materials that you will be using to make the project. If you are doing a video to promote your project, then you would use the cameras, software, etc.

Since we are building tables in this project, the materials list includes the lumber, bolts, screws, etc. It does not need to be exact, but enough information should be presented to allow you to show that you have thought as to what needs to be put in the project.

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 need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

2x10x12' = 4, 2x6x10' = 1, 2x4x10' = 1, 2x4x8' = 1 (This is not a stud), 5/16"x3-1/2" carriage bolt with matching washer, lock washer, and hex nut = 8, 3" coated screw = 77 (Commonly sold by the pound. Most packages show an approximate count per package), 2-1/2" coated Kreg screw = 56, Waterproof glue or construction adhesive, Water sealer

Supplies List

Your supplies are the other part of this as that they are used up for the project. You put in your Food and Refreshments, or any other item that may or may not become part of the project here. You also include any supplies you may not think applies – such as Igloo coolers filled with Ice. See below for a better example.

The Boy Scouts of America has come out with statements on the use of particular drinks – it is important that you do NOT include those items in your project proposal nor in your final plan.

ENERGY drinks (i.e., drinks that contain caffeine or other stimulants) are never recommended for Scouting-aged children. [2]

It is the recommendation of the BSA Health and Safety Committee that ENERGY drinks not be used by Scouts under any circumstances and that Scout shops and similar BSA-supported retail entities NOT sell these drinks. [2]

When you have compiled what you need for supplies, you would then document that below.

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Glue, Trash bags, Safety Goggles, 8 Pizza's, and 12 2-Liter Soda's, Igloo full of Water and Ice, Coffee, Refreshments (probably packaged cinnamon buns, etc.)

Tools List

Your tools list does not need to be detailed – but you should think about any tools that you need to complete the project. If you are doing Care boxes for the troops then box tape would be a supply, but the dispenser would be a tool. Digging posts? A Post hold digger is definitely the top of the need list – or a post pile driver.

It is a requirement that any unit that is under the leadership of Mr. Price to list a level as part of their project. If you have a question about that, please ask. But it will need to be in the project nonetheless.

At the end of this document are the Age Guidelines for Tool Use. Use this as a guide for the project as to what is allowable use by Youth and Minors.

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Level, Sawhorses, Drill, clamps, C-Clamps, Screw Drivers, Pocket Hole Cutter, Kreg Jig, Circular Saw or Miter Saw or Table Saw, Edge Guide Speed Square.

Other Needs

So you have gotten just about everything on your list – but your other needs. These other needs may be that you purchased plans from a company and they charge for the plans, and you are sending post cards out to ask for help. These things are also needed in your plan.

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

Postage for Post Cards, Additional \$3.95 for the project plans (table design firm) and postage, paper flyers to hand out to potential workers.

Permits and Permissions

In some cases, you may need to get a permit to build something onsite. The only times that this is the case is a) You are creating something that is permanently attached to the real property of the beneficiary; 2) When you are performing a service for a Home Owners Association, and 3) For school systems in which you are looking to do damage to the grounds for improvement.

You will also want to take a look at needing permits and any other licenses for gazeebos or other needs, as each one of the Cities and Towns have different regulations for those particular items that are not evident or documented.

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

None will be required as this is considered Personal Property and not permanently attached.

Preliminary Cost Estimates

You should ballpark all of your costs in that you are planning on spending. While you can guess, it is better to put on the paper something that you have researched. There are plenty of places that you can get this information rather quickly.

An example here is that is assumed is your costs – which is assumed to be \$88 per table, the cost of the supplies, and the tool purchase, and the other items listed.

The item to remember here is that it may not need to add up, but you need to ensure that if there are any items in any of the above boxes, that if there is a cost associated with it – that you document it and put the information in below. Pizza is \$5 a box – that's not hard math.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below: (Include sales tax if applicable)		Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.
Materials:	\$440.00	I plan on using my popcorn money for most of the costs, plus the agency stated that they would donate lumber to the project to cover some of the costs (for consistency of all of their tables) The remaining food money will come from money earned at my job as an oil change technician.
Supplies:	\$132.00	
Tools:	\$26.00	
Other:	\$15.44	
Total costs:	\$613.44	

Project Phases:

The next area that you will need to fill in is your project steps. These will include finalizing final plans with the beneficiary, all the way to completing the paperwork and submitting it to the council office for completion.

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases 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; brief, one line descriptions are sufficient.

1.	Finish Project Plans
2.	Initiate Communication with Beneficiary
3.	Obtain Approvals
4.	Initiate Fundraising
5.	Purchase materials
6.	Set Dates and Rain Dates
7.	Execute Project
8.	Finalize project paperwork and review with Beneficiary
Add a Phase	

Logistics:

In the next stage, you need to document logistics. Logistics is where you are transporting items and people from point A to point B. The Supplies and food need to get there as well. That needs to be documented here that tells folks how all of it will make it.

Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

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

Materials will be transported by truck by My father and Scoutmaster. I will ask all of the helpers to bring the tools. The Kreg Jig will be rented from Home Depot. The supplies will be provided by me and parents (who will leave early to obtain the food).

Since this is in-council and not working with or on the water, no Tour and Activity plan is required.

Safety Issues:

Do NOT ignore this! Your safety portion of your project **MUST** include things. It will not go past the unit leader without them:

The Eagle project safety plan section shall contain, as a minimum, the following safety statements:

- A working telephone will be onsite and available during all Eagle project work days.
- A note card, no less than 3" x 5" will be onsite at the project worksite(s) and kept with the telephone. This card will have the work location address, clearly printed or typed. For multiple work locations, there shall be one address card for each location.
- A First Aid kit will be onsite and kept in a location with the telephone and location address card.
- Before any worker is allowed to begin working on the project, the project leader will hold a safety meeting and show the location of the telephone, address card and the first aid kit; and explain that if any injury occurs requiring more resources than provided in the first aid kit, the telephone will be used to call **ONLY 911**, giving the address location on the card. The project leader will instruct all involved that 911 should be called if required.
- If any aspect of the project requires digging more than four inches deep, (including digging, drilling, auger, spiking, etc), a statement will be required in the project plan that states:

“At least 48 hours prior to digging, I will contact the applicable One-Call Center to locate any underground public utilities, such as electric, phone, water, gas or cable. In North Carolina call (800) 632-4949.”

It does not matter if you are building something or making care packages for the troops! People cut themselves and have heart attacks. You need to be prepared!

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

There are many issues that may occur during the project from cut fingers to slivers to tripping and falling hazards. Heat related and dehydration are also concerns. I will have a safety briefing before the project begins to go over these items, and will have on hand a postcard next to the first aid kit on site that will contain the address of the project in case 911 is required to be called. Adults will run the tools such as saws, with appropriate safety equipment such as safety glasses, sound dampening equipment (earbuds). Gloves will be recommended for all individuals handling the dismemberment of the old tables and handling the wood of the new.

Project Planning:

The last stage is to highlight any steps that you think you need to take past this point in order to go forward with the project planning process. This includes downloading or

obtaining an updated set of schematics, get final pricing on items, or any other predatory work that you believe will help you be successful with your project.

Project Planning

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

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

Complete a detailed set of drawings

Review drawings with builder to see if adjustments can be made for longer lasting tables.

Review the drawings with the beneficiary, make adjustments as needed.

Obtain official 30 day quotes for the materials and supplies.

Speak to Unit Leader and Committee on dates available for the project.

Set date and invite individuals and groups to assist.

Review drawings with volunteers and create duty rosters and assign workers.

Execute Project on project date.

Signatures:

The Last portion of your proposal is to get the signatures that allow you to move forward. Like any proposal, you need to sign your work when you have completed what you believe is the absolute best proposal you can put forward. You are the candidate, so sign in the appropriate box and date accordingly.

It is important to understand that you CAN NOT start working on your project until you have gotten all of the signatures, and go through the initial project proposal approval process.

Candidate's Promise* <i>Sign below before you seek the other approvals for your proposal.</i>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.	
Signed	Date

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

Before you go any further read and obtain the approvals and signatures from all of the folks below. Then continue to your next steps:

Unit Leader Approval*	Unit Committee Approval*
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.	This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.
Signed _____ Date _____	Signed _____ Date _____
Name (Printed) _____	Name (Printed) _____

Beneficiary Approval*	Council or District Approval
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required. <i>Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</i> ☐ Yes ☐ No	I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.
Signed _____ Date _____	Signed _____ Date _____
Name (Printed) _____	Name (Printed) _____

While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (). Council or district approval, however, must come after the others.

Your next step is to save the file somewhere you can get to it easily. The file should also be printed out, in case the file did not save all of your input. Plan for it to be a definite disaster with the PDF as it is not perfect.

Next steps? Turning in your paperwork to go in front of the board of review. You call the Eagle Board Rep listed on one of the first pages, set up your appointment and turn in THREE COPIES – NEVER YOUR ORIGINAL!

YOUR FUNDRAISING APPLICATION

Your fundraising application is going to be needed AFTER your project proposal has been approved. BSA National states that "Fundraising – especially on a larger scale – has tax, accounting, and other legal implications which minors should not be involved." However, that being said, fundraising may be needed for projects in which you do not have the money or the resources to accomplish the project.

The Eagle Scout Service Project Fundraising Application, found in the *Eagle Scout Service Project Workbook*, is used to obtain approval when fundraising is required.

Note that local councils may add further definition to the standards established here or on the application form. For example, they could state that fundraisers such as bake sales and car washes do not require a fundraising application and are, in essence, preapproved.

The Occoneechee Council states specifically: “No fundraising application shall be required for public fundraisers such as car washes, bake sales, spaghetti suppers and similar events for which the anticipated fundraising amount is less than or equal to \$500. Further, donations of materials to be used in the carrying out of an Eagle Scout service project in amounts up to \$1000 shall not require a fundraising application.”

This means that materials donated do not need a fundraising application. The fundraising application quite simply is to raise funds. Dollars. Greenbacks. Denero. Money. Currency to spend on the materials to do your project. Do not bother with a fundraising application if you are getting your materials, supplies and nearly everything else donated.

This form is really basic as to how to fill it out. Copy the information from the first sheet of contact information that you have on your project workbook. Then continue with how the funds will be raised.

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			
Check one	☐ Troop	☐ Team	☐ Crew ☐ Ship Unit No.
Name of district:	Name of council:		

Project Beneficiary (Name of the religious institution, school, or community)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

Describe how funds will be raised:

Proposed date the service project will begin: _____

Proposed dates for the fundraising efforts: _____

How much money do you expect to raise? _____

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?*

**You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.*

Are any contracts to be signed? _____ If so, by whom? _____

Contract details:

Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary		Unit Leader		Authorized Council Approval*	
Signed	Date	Signed	Date	Signed	Date

**Councils may delegate approval to districts or other committees according to local practices.*

There are rules to fundraising:

1. **Rules and Regulations of the Boy Scouts of America, Article XI, Section 1, Clause 1:** (e) Gambling. Any fundraising project designated to benefit chartered organization units, districts, local council, or on a national basis which involves games of chance, lotteries, sale of raffle tickets, bingo, or could be construed as a gambling activity, is not permitted.
2. **Rules and Regulations of the Boy Scouts of America, Article X, Section 4, Clause 6:** The official uniforms are intended primarily for use in connection with Scouting activities as defined by the National Executive Board and their use may be approved by local council executive board for council events or activities under conditions consistent with the Rules and Regulations of the Boy Scouts of America.
3. **Rules and Regulations of the Boy Scouts of America, Article XI, Section 1, Clause 1:** (h) Pyramid Sales, Multilevel Marketing. Any fundraising projects on a unit, council, or national basis which are in the nature of pyramid sales or multilevel marketing are not permitted.
4. **Contracts and Binding Agreements.** No one but National BSA has any authority to bind the Boy Scouts of America to any financial obligation whatever. This includes any and all contracts.
5. **Additional Note on Fundraising:** You may have to file and additional money earning application depending on your fundraising efforts. If it will require the entire unit to raise funds, it is required by National BSA to file a Unit Money Earning Application, as it is now classified as a Unit Money Earning event.

You should be aware of the following:

- Your project may not be a money earning project. They are rejected categorically.
- You must make it clear that donors are making donations on behalf of the project beneficiary.
- Monies collected need to go into the unit account or the beneficiary account until the project is executed.
- Any leftover monies need to go to the beneficiary. (No matter if the unit collects it or not)
- Under no circumstances should a youth Social Security Number or the Boy Scouts of America be referenced or be bound to the contract.
- If something is to be sold, it should be based on the quality of the product, not that it is a project associated with Scouting.
- Any products sold should be conducted in keeping with the ideals and principals of Scouting.

- If donors should want documentation of a gift or a receipt, this needs to be supplied by the beneficiary.
- Youth may not be permitted to solicit funds on behalf of other organizations – unless there is a Council Level exception for Eagle Service Projects.

When do you fill out this application?
Once you have completed the approvals portion of your project, then you will be able to start the planning stages, and THEN you can begin to understand what if all fundraising you will need for your project.

The Eagle Scout Service Project Fundraising Application must not be required to accompany the project proposal. At that point in the process, the Scout may not have enough information to complete the application.

Do not underestimate the power of Scope Creep and believe that you will be able to do the project for what you have documented. Some will cost less, sure – however, most do cost more.

Once you have filled out the Project Fundraising Application, you call the District or Council Eagle Board of Review Chairman for a meeting to discuss and approve your fundraising application.

YOUR BOARD OF REVIEW FOR THE PROPOSAL

When you go in for your Proposal Board of Review, you will need to ensure that you are prepared for this particular step. Below is what the Board is looking for:

Proper Attire

The Life Scout shall present himself to the BOR in full Class-A uniform. Full Class-A uniform for the purposes of the Hemlock BOR only, consists of:

- BSA khaki uniform shirt, or Venturing Crew green shirt
- All rank insignia, unit, council, OA, leadership position patches and shoulder loops shall represent his current position and affiliation. All patches should be in place in accordance with the Guide to Uniforming
- BSA issued Scout pants or BSA issued Scout shorts
- BSA issued Scout socks or official Venturing Crew socks are allowed
- A belt, but not required to be BSA issued belt
- Optionally a neckerchief if normally worn in Scout's current Scouting unit
- Optionally a BSA issued merit badge sash, with merit badges only sewn on sash.

If the Scout cannot afford (or does not wish) to purchase these BSA uniform items, he may optionally present himself to the BOR in a business type suit, including dress shirt, necktie, dress pants, dress belt, dark socks, clean polished dress shoes and sport/suit jacket.

What do they check for?

Commonly, the Board checks for the project honestly being YOURS and not you're parents, Unit Leaders, or other persons. It becomes evident who wrote the project as they question you on several things. These can range from the following:

- Where did you get the idea for the project?
- Why will this benefit the beneficiary?
- How will the Project provide a Service to the Community?
- How will you be able to show leadership?
- How many people will you need?
- What is the plan for Scout Safety?
- What are the plans in case of an accident?
- Where did you get the plans for the project?
- Did you decided to use a kit or cut of raw materials?
- What did your project coach say about this project idea?
- You have specific costs here, but they don't add up – why?

It is possible that they will ask you about materials and how they will be constructed. Even if you have it written down, don't automatically assume that they are asking these questions because they cannot read. It is to ensure that you know your project is yours. Not anyone else's.

They may ask you for funding sources, if you are planning on fundraising, etc. If they tell you need an application and it is under \$500 – see above – you refer to the Occoneechee Life to Eagle Workbook that gives explicit information on Fundraising applications.

YOUR EAGLE SERVICE PROJECT PLAN

Your Eagle Service Project Plan is where you start beginning to put your plan together. The whole reason for the project plan is so that you have a known plan that you can communicate to those who are going to do the work on your project.

DO NOT, UNDER ANY CIRCUMSTANCES LEAVE A BOX EMPTY! Place an N/A in the box if it is not applicable.

The first part of your project is complete. Put that away. The second part of your project will start on Project Plan Page A. This is where you will need to place more details in your plan.

First, start with Comments from your Proposal review. This is where you enter in the detailed notes you had when you went into the Board of Review.

Comments From Your Proposal Review

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

More detailed set of plans, in addition encourage use of wood that is not harmful to kids such as that which is pressure treated with Saline rather than Arsenic.

At the next stage, they are going to want to see any changes that you may have made from your initial proposal. This might include Scope Creep, or small changes in the plan. If your project changes completely, then you will need to decide if you need a new project.

The Troop 444 Scoutmaster will not give you advice if you need to pick a new project or not – that decision is completely up to you.

You would document any changes that you have from the Proposal to the plan in this next box:

Project Description and Benefit—Changes From the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

The picnic tables will not change in the nature of how they are built. There may be further discussion of adding or creating a table that is larger in size than what is currently there, however, that will be outside of the plan details that are documented here. I will likely add as an addendum any changes at the end of the Project Proposal if this were to happen.

Following that, you want to document if the changes will be more or less helpful to the beneficiary. This is where you would place some thought behind if something changes – what additional changes would you need?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

The larger tables will allow for more people to be seated, however the overall concern is that thicker wood would need to be purchased for weight distribution.

Next, you want to document the present condition or Situation. You can take before photos, however, there is not a place to add them to the plan at this stage, so they would need to be added to the back end of the project plan.

Present Condition or Situation

Include "before" photographs to show the board of review in Attachments section below.

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

The current tables are splintering and are weathered to the point that they are falling apart. Our largest obstacle is safety as these were treated with arsenic, therefore appropriate safety equipment will be needed. The worksite currently is our garage that has tools and equipment available. The current site in which the tables are located is a field in the back of the drop off location.

Your next stage is that you will need to review your project phases and ensure that you are still on task. In some cases, your project may get a bit more difficult, and at times, especially a multi-day or multi-stage project, you will have way more than eight in this list.

Project Phases

You may have more than eight phases, or fewer, as needed; if more, you may add them below, or place in an attachment.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase.

1.	Complete the project plan
2.	Set dates for the project (two fold - one at home and one delivery - set up rain dates and conflict dates)
3.	Acquire the materials to build the tables
4.	Assign tasks to adults and youth that are appropriate
5.	Build the tables on the assigned days.
6.	Deliver the tables on the assigned days.
7.	Complete the final paperwork and present it to beneficiary for final signature
8.	Finish all Eagle Rank Paperwork and turn in to council office.
Add a Phase	

The next step that you will need to put additional thought into is your work processes. This may seem to be a duplication of the above, however you are knocking down the work processes even further. Understand that this part of the PDF does NOT expand. So be sure to use commas and enter the information in the box as you see.

Work Processes

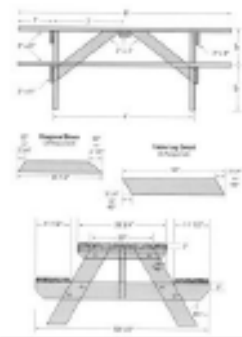
Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

Set up area for wood preparation, purchase wood, set up dates, gather materials and workers, measure twice and cut once, assemble tables according to the instructions, complete finishing tables, deliver tables to location.

At the next stage, you will want to add attachments that backup your current plans such as the table diagrams in order to build them. This could include plans, or diagrams, or other kinds of blueprints that give your board of review a baseline to see exactly where your plan is being based on.

Attachments

if you are unable to attach items within this workbook, or if they don't attach to your satisfaction, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate.

		
Click above box to add an image. Click here to add an image caption.	Click above box to add an image. Click here to add an image caption.	
Add Additional Image Field		

Permits and Permissions is a part of your project plan so that you can do your project legally and under the guise of proper Codes. You will need to contact your Town or City government if you are planning on adding to Real Property. This includes plumbing, electrical, building, and environmental aspects.

What is Personal Property and what is Real Estate? Personal Property can be moved anywhere at any time such as wood benches. Real Estate is if you are making a permanent item such as a concrete slab, bridge or a gazebo where you concrete in the posts so they don't move.

You **MUST** make sure you have the proper permits for what you are doing! Do not assume that you do not need a permit just because you are a Scout!

Note: It is not as easy as just writing down here that you do not need permission or permits to build your project. We have seen in previous projects where they were built only to not be within code, and there was no attempt to contact the local government agency in order to get the permits required to build the items. Not only were there no permits, they were not built to the building code, and they were also not built according to generally accepted building best practices. You **MUST** contact the county, city, locality you are in to **VERIFY** that you do not need permits for your project.

Here are a few examples:

Gazebo – Town and County Permits
Floating Dock – Town, City, County, Environmental Protection Agency, Corps of Engineers.

Parking Lot – Town, City, County, Environmental Agencies, DOT.
Storage Shed – Town, City, County Permits

As you can see from the above, you can get into trouble for not doing due diligence. You need to understand that there are criminal and civil penalties as well as tax and insurance adjustments that need to be taken into account for what you are going to be building or adding to the property.

Permits and Permissions

The Tour and Activity Plan has also been called the "Tour Permit."

Will a Tour and Activity Plan be needed to comply with local council policies? No - it will be in council.

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?
None, as these are personal property that is not permanently attached to the real estate.

**Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.*

Your next step is to document the actual Materials list for the project. This will include all aspects of what is needed for the project. This includes if you will be stuffing boxes for the troops, or what you will need to collect materials. If you are building collection boxes, you put these materials here, as well as that which you will be collecting.

Materials *List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.*

Plywood	3/4", 4'x8", B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source
Decking	Wood Decking 1" x 5 1/2" x 72"	5	\$8.57	\$42.85	HomeDepot
Decking	Wood Decking 1" x 5 1/2" x 62 1/4"	4	\$8.17	\$32.68	HomeDepot
Pine Boards	Pine Boards 2" x 6" x 31 1/4"	4	\$10.25	\$41.00	HomeDepot
Pine Board	Pine Board 2" x 4" x 61"	2	\$6.95	\$13.90	HomeDepot
Top Support	Pine Board 2" x 4" x 23 1/4"	6	\$5.95	\$35.70	HomeDepot
200769	3/8 in. - 16 tpi x 3-1/2 in. Galvanized Coarse Thread Carriage Bolt	48	\$1.56	\$74.88	HomeDepot
154307	3/8 in.-16 tpi Galvanized Hex Nut	1	\$4.95	\$4.95	HomeDepot
727891	2-1/2 in. Star Drive Trim Finishing Trim Sc	1	\$8.00	\$8.00	HomeDepot
734968	#9 x 3 in. Star Flat-Head Wood Deck Scws	1	\$30.00	\$30.00	HomeDepot
Add Item	Total cost of materials			\$283.96	

**If you plan for donations such as the one shown in the example above, you will most likely need to submit the Eagle Scout Service Project Fundraising Application. It can be found later in this workbook.*

The supplies list allows you to define what you will need in order to accomplish the end result. In the case of the current project, the supplies list would come from your list originally in your project list.

Supplies List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plastic tarp	9' x 12', 2ml thick	2	4.00	8.00	ABC Hardware purchase
Item	Description	Quantity	Unit Cost	Total Cost	Source
	Glue	2	\$2.95	\$5.90	HomeDepot
	Trash Bags	4		\$0.00	Parents
	Goggles (Safety)	2		\$0.00	Workers
	Pizza	8	\$5.00	\$40.00	Little Ceasars
	2-Liter Soda	12	\$0.99	\$11.88	Wal-Mart
	Igloo of Water/Ice	2	\$4.99	\$9.98	Wal-Mart
	Coffee	1	\$16.00	\$16.00	Dunkin Donuts
	Cinnamon Buns	1	4.99	\$0.00	
Add Item	Total cost of supplies			\$83.76	

The list of tools should include all of the tools you will need in order to complete your project. This would include tape dispensers or other office supplies you may need. Remember – only those tools that are age appropriate may be used by those who are eligible. See the end of this booklet for age appropriate guidelines

Tools

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate, or use it. See example.

List tools and equipment that must be purchased or rented, with quantity, unit cost, total cost, source, and who will operate, or use it. See example.					
Circular power saw*	1	0	0	Mr. Smith	Mr. Smith
Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Table Saw	1		\$0.00	Scoutmaster	Adults
Hammer Drill	2		\$0.00	Adults	Adults/Youth
Router	1		\$0.00	Scoutmaster	Youth with MB Counselor for Woodworking
Drill Bits	4		\$0.00	Adults	With Drills
Deck Screw Bits	4		\$0.00	Adults	With Drills
Hammers	2		\$0.00	Adult/Youth	Adult/Youth
Square	2		\$0.00	Adults	Adult/Youth
Measuring Tape	2		\$0.00	Adults/Youth	Adults/Youth
Level	1		\$0.00	Scoutmaster	Youth
Ratchet	2		\$0.00	Adults	Adults/Youth
Bar Clamps	4		\$0.00	Adults	Adults/Youth
Sockets	4		\$0.00	Adults	Youth
Saw Horses	2		\$0.00	Adults	Adults
Add Item	Total cost of tools		\$0.00		

*Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See Guide to Safe Scouting and age appropriate guidelines, located at www.scouting.org/sitecore/content/Home/HealthandSafety/Guidelines_Policies.aspx.

Other Needs are as you documented in your proposal, except you are placing real value against what you proposed. What you have planned may or may not be necessary, but in the case of

need, you would still need to document what you have planned. If you don't use any of this, in your after action report, you would document why you no longer needed to use the items you had originally proposed and planned for.

Other Needs *List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example*

Printing	Marketing brochure	2000	.01	20.00	Copy Services, Inc.
Item	Description	Quantity	Unit Cost	Total Cost	Source
	Postage	20	\$0.49	\$9.80	My Account
	Post Card	20	\$0.09	\$1.80	Staples
	Project Plan	1	\$3.95	\$3.95	Plans.com
	Paper Flyers	100	\$0.01	\$1.00	Printer at Home
Add Item	Total cost of other needs			\$16.55	

Your expenses pane is going to automatically calculate all of the dollar values for you and place them in your expenses area. It is important, however, that you enter in the amount to be raised, and contributions from the beneficiary. In common practice, beneficiaries do not contribute to the projects. This could be due to individuals who have no standing with the organization making a statement, or they fall short of funds after the project has completed. You will still need to document how you will raise the funding as shown:

Expenses		Revenue
Item	Projected Cost	Total to be raised: \$ 100.00
		Contribution from beneficiary: \$ 50.00
Total materials (from above)	\$283.96	Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc. Will use Scout Account, My Account from working at <u>McDonalds</u> as well as Parents to purchase materials.
Total supplies (from above)	\$88.75	
Total tools (from above)	\$0.00	
Total other (from above)	\$16.55	
Total cost	\$389.26	

The area in which you will need to show giving leadership is where you will put in what jobs and duties that are needed to be done. This includes who will need to work at fundraisers, and any other jobs and skills that are needed. You will drop the adults and youth into the spots about

Giving Leadership

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth
Job to Be Done	Skills Needed (If any)	Adult or Youth	Helpers Needed	Helpers So Far
Cutting Boards	Measure Twice, Cut Once	Adult	2	2
Drilling Holes	Measure Distances and use drill	Adult/Youth	2	2
Assembly	Bring together and screw boards/bolts together	Adult/Youth	4	4

As part of the continued portion of giving leadership, you will need to update your safety plan to include all of the information that we discussed above. It is important that you not only document what you are planning on doing but also DO this particular piece.

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

- A working telephone will be onsite and available during all Eagle project work days.
- A note card, no less than 3" x 5" will be onsite at the project worksite(s) and kept with the telephone. This card will have the work location address, clearly printed or typed. For multiple work locations, there shall be one address card for each location.
- A First Aid kit will be onsite and kept in a location with the telephone and location address card.
- Before any worker is allowed to begin working on the project, the project leader will hold a safety meeting and show the location of the telephone, address card and the first aid kit; and explain that if any injury occurs requiring more resources than provided in the first aid kit, the telephone will be used to call ONLY 911, giving the address location on the card. The project leader will instruct all involved that 911 should be called if required.

The last part of this section is to tell folks how to get there and where to park. This communication is important as you do not want folks to go to the wrong church or building.

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

I will be sending emails with a google maps link to the site where each person can put in their address and it will give them turn by turn instructions to the location. Parking will be available on the street or in the back of the facilities. Most of the work will be done before the heat of the day, so we are hoping to get started at about 9 am on my first workday.

Your next step is to fill out the Logistics portions of the project plan. This will be the Who, What, Where, When, How and Why of Logistics. Let's take a look at this portion of the project plan.

Logistics

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

The workers will get to the project site by their parents, or by their own means. I will communicate the work locations to those who have signed up and place on social media and via our Unit email list the addresses and a Google Map Location so that they enter in their address and it generates dynamic turn by turn directions.

Then you will also need to know how to transport the materials to the site as well as the supplies and tools. This should not be an advance plan as to how the world spins, but should be ample enough to understand your resources.

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

Materials and supplies will be transported to the work site by volunteers with pickup trucks and trailers. The tools will be transported by the owners of the tools. If in the account of a rented tool, either myself or an adult will obtain and transport those to and from the local store to the work site.

The next box will ask you how you will ensure that the tools are returned in good condition, and appropriate clearances and barriers are needed between users of the tools will be enforced. Ensure you address this as many do not, and it could become a safety issue.

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

The Tools will be inspected by a qualified adult prior to use. It is understood that looks may be deceiving so that I am trusting the adults to know when there is something that does not look appropriate, and take the appropriate action to replace or obtain a new version of the tools.

Most if not all of the work will be outside, however, in the case of rain, the garage will be used, which currently has 10 foot tall walls. Most if not all of the barriers will be limited as far as getting in and out. When on site, most of our issues will be getting the tables to the location.

The tools, under the guidance of the adults, will be cleaned and stored according with the instructions or the adults decision as to how they need to be stored.

Now we get to one of the actual planning items. This is where you enter in the time that you expect people to work on your project. Note that there is a recommendation there of no more than eight hours per day. Some projects may only need two more hours, some may need another day. If it is two more hours, document it. A recommendation is NOT a rule. It will depend on the quality of the workers you have on your team if the additional hours are acceptable.

How long will your helpers be working each day? (Recommended no more than eight hours per day)

Most of our helpers will helping build the tables for 6 hours a day, attempting to avoid the heat of the day is the most important factor.

In the next piece, you would document how your workers would be fed. It is important to note that they should even on cold days take breaks for liquids as they may get dehydrated. Feeding them is completely up to you, as there has been breakfasts made, and lunches created that have kept the workers happy.

Do not forget to tell whomever that your workers will need a nap when they eat anything heavy. For you youth – there are two times when they are cranky and tired. Before and after eating.

How will the workers be fed?

The workers will be fed out of my budget by items that will be assembled by my parents or by myself via delivery or picking them up at the store while shopping for family needs.

The last part of this section is meant for you to think about where your workers are going to use the restrooms. Many times this is forgotten, and could be an issue if you have females working on your project.

Where will restrooms be located?

Restrooms will be located on site at the building phase, and additional restrooms are located at Harris Lake Park between the gazebos near the playground.

Safety

The supervisor of any project, in Scouting or otherwise, is responsible for the safety of the workers. While the adult leaders who are present during your project will step up to handle any real emergency, you as the project leader should prepare for the overall safety of your workers in your project plan. The key to a safe project is avoiding accidents and being prepared to handle likely consequences if an accident does happen.

There will be safety hazards peculiar to your project and your worksite(s) and you should review these as part of your planning. Inspect the worksite for potential hazards and either plan to correct them early on your workday or develop a way to keep your workers away from the danger. Simply marking minor hazards to alert workers may be acceptable. Watch out for the life-threatening hazard of tools or work materials coming in contact with overhead electrical wires. You should review the worksite hazards during your first project briefing to your workers.

Often the tools you will be using may create a safety hazard. Picks, axes, hammers, electrical wires / extension cords, and motorized vehicles may all cause injury if not used properly. Power tools are especially dangerous and you should ensure that only qualified people operate them. If youth are to operate power tools, they must do so under the supervision of a trained adult. Anyone (youth or adult) using special tools must be trained in their safe operation. You or a qualified person may need to provide training before dangerous tools are used.

Do not forget the common health & safety issues like sunburn, poison ivy, heat stroke, heat exhaustion, hyper / hypothermia, and a supply of safe drinking water. Warn everyone to watch out for poisonous snakes, if appropriate. Discuss these and any other safety issues during your worker briefing, before they begin any physical work.

As with any Scouting activity, you should have a suitable first aid kit available on-site. It would be a good idea to actually open it up and ensure it is clean, properly stocked, and that items are organized so you can quickly find what is needed in an emergency. A serious accident will require more than a first aid kit. It may become necessary to seek professional medical attention, either at a doctor's office or hospital emergency room. Ensure a suitable vehicle is available at the worksite and that you know where the nearest hospital with an emergency room is located. In case of a very severe injury, you may need to call an ambulance, so access to a telephone or cell phone should be planned.

The [BSA Guide to Safe Scouting](#) is a valuable resource in planning a safe project workday. You must also ensure that you follow all BSA safety policies. There are strict policies on the use of fuels, vehicle operation, adult leadership, and use of power tools, so read through this document and address any areas applicable to your project.

Safety

Will a first-aid kit be needed for this project? If so, where will it be kept?

Our Unit has a policy that any and/or all events require a First Aid kit to be on site. This will be kept within site distance in case of any issues in which comes up that requires triage before calling/driving to the Urgent Care.

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

There are no hazardous materials or chemicals that will be used. Originally there was an idea to stain the tables, however, because of the allergic possibilities with the dyes in the products, they will be left in their natural state.

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?
Cuts	Discuss the importance of safety gloves
Sunburn	Discuss the importance of appropriate clothing for prevention.
Severe Weather	Ensure a safe place is available, and ensure all working on the project understand the location and when to go.
Tools	Tools that are considered Hazardous will be operated by Adults only.

Add Hazard Row

How do you plan to communicate these safety issues and hazards to your helpers?

I plan on holding a safety briefing at the beginning of the workday, and when there will be additional volunteers who will be coming after lunch.

The very next part of this is going to determine if you have thought about what will happen when they arrive for your project, how they will protect themselves from the hazards. You are asking – can't this be ignored? Sure – but you will have to explain it and put it in anyway. Save yourself a ton of time by not leaving this blank.

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

Gloves and protective goggles will be needed for those who will be working with tools. Additional safety glasses will be needed in order for them to work with other tools such as drills.

In the next few sections of safety, they are asking specifics as to who and when this does not require you to be the central point, but you do want someone who is a medical specialist or has at least First Aid Training.

When will you hold a safety briefing?	07/14/17	Who will conduct it?	Jane Doe, P.A
Who will be your first-aid specialist?	Jane Doe, P.A.		
How may emergency vehicles access the site?	They may access it through the standard entrance and parking lot.		

Thinking Forward with contingency plans is a necessary evil. Most do not realize that contingencies require that you reschedule. While you may not think weather will be a factor or a family member being involved in an altercation, it has a direct impact on you. This requires you to think about what will happen if something DOES happen!

Contingency Plans

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

Weather related issues, fundraising and/or donation issues, or family emergencies could postpone or cancel the project. Additionally, if the park decides to go with more industrial type of materials this may place a hamper on the project.

For the first part, I will reschedule the builds for another day. Fundraising I will adjust my plans to include further fundraising if needed. Family Emergencies will require rescheduled date. For the second part, will ask if there is middle ground in that the project can go forward, but the tables be delivered in another portion of the park that currently does not have tables.

Your project coach comments will go into the last part of your plan. Nothing drives the Board crazy in that there is nothing that is documented there – nearly ever. So that tells them that you either have not talked with your project coach or your coach never showed up at all. This is kind of important

Comments From Your Project Coach About Your Project Plan

A project coach's comments can be extremely helpful in assuring your project is successful.

Project coach wanted to ensure that a first aid kit would be on site with a post card that has the address of the location that we will be working with a cellular phone dedicated for emergency calls.

Project coach wanted to verify what chemicals were used for pressure treatment as there is still items out there with cyanide as the pressure treatment. Wanted to make sure that I use pressure treatment with sodium.

The next part of the project plan is your Fundraising Application that we have separated out above to make it a bit easier to digest.

YOUR EAGLE SERVICE PROJECT AFTER ACTION REPORT

Congratulations! Your project is completed. Now this is the most difficult part if you wait six months after your project to fill this portion out. You should collect all of the information, receipts, log books that you kept of your workers, etc. So now – we do an after action report – otherwise known as your final report that you have to do for your project.

Flip to the last pages of your book, often section D to the following page:

Eagle Scout Service Project Report



BOY SCOUTS OF AMERICA®

The very first thing it will ask you to put into the page is the project start date, and project end date. Make sure that these are accurate, and you don't put your Board of Review dates – but your actual project work dates.

On the next page (the dates should update automatically, but if they don't, enter them again so that the dates are the same page to page).

Project Execution:

Once planning was completed, when did the work begin? 08/21/20

When was it finished? 08/23/20

The next step is to go over your project description again, and the impact that it will have on the park or the other items that you may need. Understand, some Board of Reviews is a three step process where the Proposal, Plan and Project Report are three separate visits. For Occoneechee Council, you get your Proposal and Final Board of Reviews. Most if not all of the emphasis should be placed on the Eagle Project Report, however they will tap into the plan occasionally. They should NEVER perform a Pass/Fail on the plan unless you have failed to fill out the plan! But they will.

Project Description

Please provide a brief description of your project and the impact it will have.

The project was to replace two picnic tables at Harris Park because the current tables have fallen into disrepair. We completed the tables and placed them in the park. When we were there, a family came up to use the old tables and turned around and was leaving. We stopped them and told them we were replacing them just then and they waited.

They used the tables for the first time and lamented how much better they were than the old tables. We left them enjoying the outdoors and eating lunch.

What did you do after your proposal was approved? Outside of jump for joy, you had the next set of things to accomplish:

Describe what you did after your proposal was approved to complete the planning of your project.

Contacted my project coach who suggested two different table designs that offered better stability as well as different woods that were better suited for the area, as well as a different pressure treatment for safety.

Started collecting money from Scout Accounts and setting up food and logistics to get the materials for the project. Once I had them all, the next steps was to get the

Now you get to tell folks how your project went. What went well? What could have been done better? If you were to do the project again, what would you change?

Observations

What went well?

I was surprised that the cutting and the assembly went together well. I found the wood to be wet, but it was wet due to it being freshly pressure treated and delivered to the store. When we finalized putting it all together it turned out that it was beneficial as the wetness sealed some of the joint areas that were rotted out on the old tables.

Youth worked well as a team and really came together to support the project. They were (as well as I) proud to be able to replace the tables and see an immediate benefit.

What was a challenge? Bossy Adults? Wood cutting? Power problems? Weather? Scheduling?

What was challenging?

The Adults wanted to jump right in and start cutting without the plans. Seems that they had more discussion about it rather than looking at the plans that were made available. Instructed them that the plans are what the park asked for, so we have to go by them. Once we were on the same page - we were working!

The next section is where most of the focus will be. This is where you would document your changes:

Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

Had to change the day of the build day due to weather. Added Galvanized Screws due to durability.

There were not severe or significant changes.

The next step of this is how you showed leadership. This is the place where you would put all of the things such as sharing leadership, delegating, telling, joining and the like to good use in order to get to your end goal, a completed project.

Leadership

In what ways did you demonstrate leadership?

I created a Duty roster that had a list of items and assigned certain folks to them. I also pointed out several items the plan called for and delegated those to Scouts and Adults based on their capabilities.

As a follow up, they will ask you what was most difficult about being the leader, what was the most rewarding experience as being the leader, what you learned, and how did you develop further in skills as a leader during this trial.

What was most difficult about being the leader?

Leading adults who I have had to respect for my Scouting Career. It felt odd that now they had to respect my decisions, and in some cases I felt as if I may cross the line and lose their respect.

The paperwork is more involved than any of my term papers.

What was most rewarding about being the leader?

When delegating and getting everyone on the same page, everything came together until all of a sudden the project was complete. I really did not realize how rewarding a trial could be until that point.

What did you learn about leadership, or how were your leadership skills further developed?

I learned that through all of the JLT's and NYLT's that I have done that there is still a difference between learning the skills and practicing them. Once I got that experience, I realized that I knew stuff but never put it into practice even as a Patrol Leader.

Materials, Supplies, Tools and other is an opportunity to describe where you came up short in your project. This could be due to mistakes cutting wood, accidentally opening a second bucket of nails when the first bucket would be fine, in addition to any shortages including food.

Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

There was no significant shortages other than pizza. Seems that my friends and troop mates have no bottom to their stomach. We needed to re-order 5 Pizzas due to that shortage.

The next section is just as important as you need to document the total number of hours that your volunteers have logged. You enter in the number of youth and the number of hours each youth have logged in your log book. Do not try to update just the total hours – it will report as ZERO when you go to print it.

While you are not required to have a minimum number of hours – you do have to have hours recorded correctly against your project. Make sure you understand that this is just as important as what you do with the leftover money and materials!

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked
The Eagle Scout candidate	1	39.00
Registered BSA youth members	8	6.00
Other youth (brothers, sisters, friends, etc., who are not BSA members)	3	5.00
Registered BSA adult Scouting volunteers and leaders	3	6.00
Other adults (parents, grandparents, etc., who are not BSA members)	2	5.00
Grand Total of Hours (Enter here and on your Eagle Scout Rank Application.)	17	61.00

*** There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**

*If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an **otherwise worthy** project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.*

Fundraising is the pinnacle of your project. If you had to do fundraising, you need to put down Who, What, Where, When, Why and How you did it, including donations and money supplies and food. If your parents donated time and resources such as tools, it is important to document that in the appropriate boxes.

Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

I had \$300 in popcorn sales, and had \$300 of donated materials from Home Depot. My mother donated the Pizza and drinks to the project, which in turn negated the budget of \$614.33. I did get a free rental of a electric hammer driver, which allowed for the screws to be screwed in faster.

The other donations that came in after the project was completed was given directly to the Park for the next project.

You next need to document how much was collected, and what your expenditures were:

How much was collected?	\$825.00	How much was spent?	\$613.44
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The next step is to explain the expenses if they are more than what you have collected in entirety. If you did not make enough money to pay for everything – where did the extra money come from? It is perfectly fine to be redundant here in that you put down where all of the money came from and where it went. Make sure you have documentation for it ready and attached to your project.

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

Several people found out that I was making the tables at the park, and they wanted to contribute. The excess was paid were sent directly to the park as a starter fund (at least the ranger said so) for other projects.

Your next pane allows you to say what happened with the money left over – like stated before, it is fine to be redundant.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If “No,” when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

Yes, the Ranger was given the left over monies, and he will use them as a line item for projects in his budget going forward. If we were not able to give them the money, we were considering placing it into a troop fund to continue projects at the park.

The last part of the funding summary is where you thanked your donors. Something classy always wins in the category – such as a Thank you note with before and after pictures, or a collage of pictures of your project being built. Your donors will think it great that you thought of them enough to send them progress photos and a large final photograph.

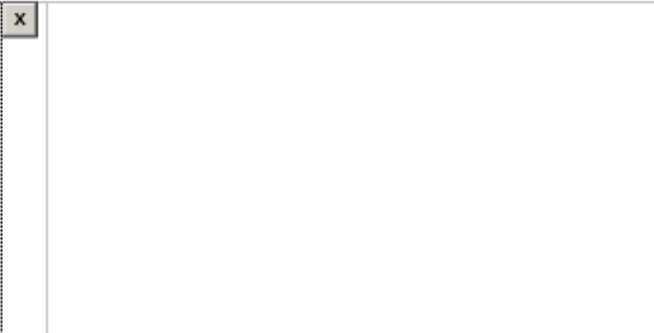
How were the donors thanked?

I sent our donors a Thank You card that had pictures of the completed tables and a hand written note. In the pictures it showed the stages of building and the final product in it's proper place.

The last part of this part of the paperwork is supporting pictures. Once you have gotten here – your paperwork is nearly complete. This is where you add your photos of your project once completed.

Photos and Other Documentation

If you have them, attach photographs taken before, during, and after project completion. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

		
Click above box to add an image. Click here to add an image caption.		Empty
Add Additional Image Fields		

Last – is the signatures. This is easily done right after you have completed the project and the Beneficiary is on site at the time you have done the project. Understand, folks are very busy these days, and not getting their signature on the last piece is almost a criminal offence. You also must get the signatures of your Unit Leader and you have to sign it as well.

Candidate's Promise

Sign below before you seek the other approvals.

On my honor as a Scout, I was the leader of my Eagle Scout service project and executed it as reported here.

Signed:

Date:

Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name: Mortimer Dairy, Park Ranger

Unit leader name: Matt Price, Scoutmaster

Signed:

Date: 08/28/2020

Signed:

Date: 08/28/2020

This is the end of the project workbook from soup to nuts! Congratulations on completing all of your paperwork! Now let's get your application and other check list items completed!

SECTION 9.0.0.0 GUIDE TO ADVANCEMENT

The 2015 Guide to Advancement dictates everything that you need to know about your project and the process. If for any reason that there is an issue that cannot be resolved, then you're Eagle Project Coach or your Life to Eagle Mentor will put you in the right trail to redress.

On the next several pages, we have placed the entire 9.0.0.0 section here so you have the resources when you need it.

9.0.0.0 Section 9.

The Eagle Scout Rank

9.0.1.0 The Eagle Scout Rank Application Process

Since Arthur Eldred became the first Eagle Scout in 1912, the rank has represented a milestone of accomplishment—perhaps without equal—that is recognized across the country and even the world. Men who have earned the Eagle Scout rank count it among their most treasured possessions. “Eagle Scout” is not just an award; it is a state of being. Those who earned it as boys continue to earn it every day as men. That is why an Eagle Scout *is* an Eagle Scout—not was.

Over the more than 100 years since the first Eagle, a formal application process has evolved that is important in maintaining the award’s well-recognized prestige. Topics 9.0.1.1 through 9.0.1.10, below, are intended to aid in reviewing and submitting the application and accompanying materials. It is hoped this will help Scouts, parents or guardians, or any adult leader or advancement administrator from the unit, district, or council to prevent delays in securing National Council approval and verification.

9.0.1.1 Complete All the Requirements

Confirm that the following requirements have been completed before the 18th birthday: merit badges, service project, active participation, Scout spirit, position of responsibility, and unit leader conference. Note that the unit leader (Scoutmaster) conference need not be the last item accomplished. The board of review may be conducted after the 18th birthday. For details, see “Boards of Review,” 8.0.0.0. A candidate must be registered through the time he is completing requirements but need not be registered thereafter or when his board of review is conducted.

9.0.1.2 Prepare the Eagle Scout Service

Project Workbook

The most current workbook must be used. It can be found at www.scouting.org/advancement. The workbook shows the project proposal was approved ahead of time, and then properly accepted by all parties when finished. Ideally, it will be a proud reminder of a significant accomplishment. See “Use the Eagle Scout Service Project Workbook,” 9.0.2.8.

9.0.1.3 Complete the Application

The Scout must complete the official Eagle Scout Rank Application, No. 512-728. No other form or application method is permitted. The application can be found at www.scouting.org/advancement. It can also be printed and completed by hand. Careful review and thorough proofreading will help prevent delays. Remember, everything is verified by the local council; discrepancies and errors will lead to a form’s return. Pay special attention to the following red-flag items.



- Dates:** Became a Boy Scout, Varsity Scout, Venturer, or Sea Scout; First Class and Star boards of review; birthdate; Life board of review (on both the front and back); all merit badges earned; position(s) of responsibility since earning Life rank with “FROM” and “TO”; Eagle service project finished; Scoutmaster (unit leader) conference; and applicant, unit leader, and unit committee chair signatures.
- Signatures:** Applicant, unit leader, and unit committee chair. (Remaining signatures come later.) Note that signatures need not be dated before the Scout’s 18th birthday.
- References:** Must list all six (five if not employed). If not affiliated with an organized religion, then the parent or guardian provides this reference.
- Merit badges:** Dates as mentioned above; check the unit number in which each badge was earned. Attach the Application for Alternative Eagle Scout Rank Merit Badges, if applicable.
- Position of responsibility:** Must be one of those listed in Eagle Scout rank requirement 4, and must relate to the unit where the Scout was registered and active at the time service was rendered. For example, “SPL” would not be used by a crew member unless he was, or is, also registered in a troop. For a Scout who has transferred from a troop or team to a Venturing crew or Sea Scout ship, any qualifying position(s) held after the Life rank board of review in the troop or team shall count, and the six-month element of the requirement

may be met through a combination of nonconcurrent positions served in the troop, team, crew, or ship. See also "Boy Scout Advancement in Venturing and Sea Scouts," 4.3.1.4.

6. **Attachments:** Service project workbook, statement of ambitions and life purpose, and listing of positions, honors, and awards.

Scouts must submit the official Eagle Scout Rank Application, No. 512-728, found at www.scouting.org/advancement. No other form or application is permitted. Special worksheets or spreadsheets have been created in some councils that when filled out electronically produce a completed application. Because the official application changes from time to time, and because submitting out-of-date applications can cause confusion and delays, Scouts must not be required to use these tools. If they do use them, they still must complete and submit the official Eagle Scout Rank Application.

9.0.1.4 Obtain Required Signatures

The unit leader and committee chair signatures represent approval for the candidate to move on to a board of review. In providing them, the signers carefully check the application. It may be helpful to compare the application to the Scout's current advancement profile obtained through the BSA system or to a printout obtained from the local council service center. If there are "red-flag" issues (see 9.0.1.3), such as time spans between ranks that don't meet the requirements, then the dates should be confirmed. If they are correct but do not fit the requirement, then the Scout, parent or guardian, or unit leader should contact the district advancement chair for guidance. Usually, as with unavoidable discrepancies, a letter of explanation will be helpful in addressing the issue. Note there is no requirement that the signatures of the Scout, unit leader, and committee chair must be dated before the Scout's 18th birthday.

If either of the approvals from the unit leader or the committee chair is withheld, the Scout, if he desires it, must still be granted a board of review. For details, see "Initiating Eagle Scout Board of Review Under Disputed Circumstances," 8.0.3.2.

9.0.1.5 Submit to Council Service Center

A copy should be made of the application; service project workbook; the Scout's statement of ambitions and life purpose; and listing of positions, honors, and awards. Once copies are in safekeeping, the originals should be delivered promptly to the council service center. The candidate should not be delayed. Timeliness is especially critical if he is approaching, or has already turned, 18. Sending materials late can imply the work continued afterward. If possible, everything should be hand-delivered. Otherwise it should be sent by registered or certified mail. There is no requirement that the application must be completed or submitted before the 18th birthday. Councils do not have the authority to reject applications submitted on or after that date.

Councils may suggest service project workbooks (only) be sent or taken to a different person or location, such as a district advancement committee member. This has the potential for cost savings in sending it out for the board of review. An Eagle Scout candidate, however, should confirm that any related instructions are correct and up to date. If there is any concern the workbook will go to the wrong place, it should accompany the Eagle application to the service center.

9.0.1.6 Council Verifies Application and Board of Review Scheduled

Everything is checked against council records. If information in the BSA system or council files is incomplete, the Scout or the unit will be asked to provide certificates, blue cards, or other suitable proof that merit badges and ranks were earned and that dates are accurate. The regular use of the BSA Internet portal for reporting advancement as described in section 6 will help expedite this process. If everything is correct, the council provides a verification signature, files a copy of the application, and sends the original with the service project workbook and other items (such as reference letters received) to the board of review chair or other designated volunteer. The board should be scheduled only after the council-verified application is received.

9.0.1.7 References Contacted

Council advancement committee members—or others designated—have the responsibility to secure recommendations from the references appearing under requirement 2 on the Eagle Scout Rank Application. This may be done by letter, form, or phone call. For reasons of privacy and confidentiality, electronic submissions are discouraged.

It is acceptable to send or deliver to the references an addressed envelope with instructions, and perhaps a form to complete. The Scout may assist with this, but that is the limit of his participation. He is not to be responsible for follow-through or any other aspect of the process.

It is up to the council's designated representatives to collect the responses. If after a reasonably diligent effort no response can be obtained from any references, the board of review must go on without them. It must not be postponed or denied for this reason, and the Scout shall not be asked to submit additional references or to provide replacements.

Completed reference responses of any kind are the property of the council and are confidential, and only review-board members and those officials with a specific need may see them. The responses are not to be viewed by or returned to the Scout. Doing so could discourage the submission of negative information. For the same reason, those providing references do not have the option of giving the reference directly to the Scout and shall not be given the option of waiving confidentiality. Once a review has been held, or an appeal process conducted, responses shall be returned to the council, where they will be destroyed after the Eagle Scout credentials are released or the appeal is concluded.

In Boy Scouting, advancement references are required only for Eagle Scout rank. The council determines methods of contact.

9.0.1.8 Application Returned to Council Service Center

If a board of review approves a candidate, the signed application, reference letters, and any information that might be considered confidential are returned to the local council. Unless otherwise directed, the service project workbook and statement of ambitions and life purpose (requirement 7, Eagle Scout Rank Application) can be returned to the Scout. If approval is denied, all materials are returned to the council.

9.0.1.9 Council Sends Application to National Advancement Team

At the council the Scout executive signs the application, certifying proper procedures were followed. The application is then entered into the BSA system, filed locally, and then extracted from the BSA system by the National Advancement Team. In special cases, such as those for Lone Scouts or Scouts more than six months past their 18th birthday, councils must submit applications via mail, email, or fax for manual processing.

9.0.1.10 National Advancement Team

Returns Credentials

The National Advancement Team validates all applications received. Then the National Distribution Center generates the credentials and prints, packages, and mails the certificate, pocket card, and congratulatory letter to the council. Applications sent for manual processing go to the National Advancement Team and take several weeks to complete. Upon receipt of the Eagle credentials, council service center personnel should alert unit leadership immediately.

9.0.2.0 The Eagle Scout Service Project

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

—Eagle Scout requirement 5

9.0.2.1 What an Eagle Scout Candidate Should Expect

While working toward completion of the Eagle Scout service project, especially during the proposal approval process, a candidate has the right to expect the following:

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a *helpful, friendly, courteous, and kind-hearted* manner. We will respect the Scout's dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.

5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator, or the Scout executive, as determined by the council advancement committee or executive board.

An advancement administrator is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.

9.0.2.2 "While a Life Scout ..."

Work on a project, including planning, begins after the Life Scout board of review. But this is not meant to preclude an enthusiastic Star Scout from talking with his Scoutmaster, religious leader, or principal about what a good project might be.

9.0.2.3 "Plan, Develop ..."

Planning and development require forethought, effort, and time—sometimes more than for execution. Thus, for the most part, they are considered part of the project and are detailed further once a proposal is approved. It is inappropriate to expect a Scout to invest the time required for detailed planning, only to face the prospect of rejection. See "Proposal Must Be Approved ... Before You Start," 9.0.2.7.

It is important not to categorically reject projects that, on the surface, may not seem to require enough planning and development. Consider, for example, a blood drive. Often rejected out of hand, this project, if done properly, could be acceptable. Few would question the beneficiary. Blood banks save lives—thousands of them: maybe yours, maybe that of a loved one. If the candidate proposes to use a set of "canned" instructions from the bank, implemented with no further planning, the planning effort would not meet the test.

On the other hand, there are councils in which Scouts and advancement committees have met with blood bank officials and worked out approaches that can comply. Typically these involve developing marketing plans and considering logistics. People successful in business know how important these skills are. Some blood banks will also set a minimum for blood collected as a measure of a successful plan. To provide another valuable lesson, they may require the candidate to keep at it until he's met this goal.

A good test of any project is to evaluate its complexity. In the case of a blood drive, for example, elements of challenge and complexity can be added so there is a clear demonstration of planning, development, and leadership.

9.0.2.4 "Give Leadership to Others ..."

"Others" means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. In cases where just three people are not able to conduct a project to the satisfaction of a beneficiary, then more would be advisable. It may be, however, that a well-chosen project conducted by only three provides an impact not achievable with those involving more.

One of the purposes for the project is to demonstrate leadership, but this could be considered a more important element, perhaps, for a Scout who has not yet established himself as a leader. It is for reasons like these that every project must be evaluated, case-by-case, on its merits, and on lessons that will advance the candidate's growth. Councils, districts, and units shall not establish requirements for the number of people led, or their makeup, or for time worked on a project. Nor shall they expect Scouts from different backgrounds, with different experiences and different needs, all to work toward a particular standard. The Eagle Scout service project is an individualized experience.

Councils, districts, and units shall not establish requirements for the number of people led, or their makeup, or for time worked on a project.

9.0.2.5 "Helpful to Any Religious Institution, Any School, or Your Community"

"Any religious institution" and "any school" are self-explanatory. But what does "your community" mean? In today's world of instant communications and speedy travel, we are affected more and more by what goes on all over the world. Prices for goods and services, investment values, our very safety, and how we feel about those less fortunate in other countries, all are involved. Thus, if a Scout wants to take his oath "to help other people" more expansively and put his project to work for the "community of the world," he is allowed to do so. A council may emphasize more local efforts but should not deny worthy projects of a wider scope.

If a Scout wants to take his oath “to help other people” more expansively and put his project to work for the “community of the world,” he is allowed to do so.

Normally “your community” would not refer to individuals, although a council or district advancement committee may consider scenarios where an individual in need can affect a community. An example might involve elderly persons able to live at home but unable to maintain their property, with the result being an “attractive nuisance” or related dangerous situations, or even an eyesore—something that raises concern to more than that of just an individual. If it can be determined the community benefits, then it is a matter of identifying who will provide approvals. They must come from a source representing the “community,” such as a neighborhood association, watch group, homeowners association, or perhaps a division of a town or county.

The project beneficiary need not be a registered nonprofit. Projects may not be of a commercial nature or for a business, but this is not meant to disallow community institutions that would otherwise be acceptable to the council or district advancement committee. These might include museums and various service agencies, or some homes for the elderly, for example. Some aspect of a business’s operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business. In cases such as these, the test is whether the project primarily benefits the community, as opposed to the profits of the business.

9.0.2.6 “Benefit an Organization Other Than Boy Scouting”

“To help other people at all times” is a basic tenet. The Eagle Scout service project is an important and meaningful opportunity to practice what we teach. Projects must not be performed for the Boy Scouts of America or its councils, districts, units, camps, and so forth. The unit’s chartered organization, however, is certainly a good candidate, as are other youth organizations such as the American Heritage Girls or the Girl Scouts of the USA.

To help project beneficiaries understand the Eagle Scout service project requirement along with the responsibilities and the rights that come with the benefit, the National Advancement Committee has prepared an information sheet for project beneficiaries, called “Navigating the Eagle Scout Service Project,” which appears in the Eagle Scout Service Project Workbook.

9.0.2.7 “Proposal Must Be Approved ... Before You Start”

The Five Tests of an Acceptable Eagle Scout Service

Project. The proposal is an overview, but also the beginnings of planning. It shows the unit leader and any representatives of a unit committee, council, or district, that the following tests can be met.

1. The project provides sufficient opportunity to meet the requirement.
2. The project appears to be feasible.
3. Safety issues will be addressed.
4. Action steps for further detailed planning are included.
5. The young man is on the right track with a reasonable chance for a positive experience.

The detail required for a proposal depends on project complexity. It must be enough to provide a level of confidence for a council or district reviewer that the above tests can be met, but not so much that—based on the possibility a proposal can be rejected—it does not respect the time it takes to prepare.

The unit committee is responsible for an approval of the proposal. It is acceptable for a troop, team, crew, or ship committee to designate representative(s) to act on its behalf. This is a unit decision. Neither the district nor the council may institute restrictions, such as how many committee members are to be involved.

The form for preparing a proposal appears in the *Eagle Scout Service Project Workbook*, No. 512-927. Completing it will represent a reasonable time investment and an introductory learning experience, and also provide the information needed for approval. The candidate shall not be required to submit more than is described there, or more than is necessary to establish that a project can meet the above tests.

Space is provided in the workbook for the candidate to record comments made during discussions with the district or council volunteer going over the proposal. A thorough review should generate numerous suggestions, cautions, and perhaps concerns (see “What an Eagle Scout Candidate Should Expect,” 9.0.2.1). The Scout should be encouraged to write these down and take them seriously. When the reviewer is satisfied the five tests above can be met, then approval is granted.

It is important to be as considerate of an Eagle Scout candidate's time as we expect him to be of ours. He is probably just as busy. Every attempt should be made to complete the approval process in one meeting. Then he should be challenged to work on his planning action steps and to consider scheduling time with his Eagle Scout service project coach for progress reports and further guidance (see "Eagle Scout Service Project Coach," 9.0.2.9). It is advisable that one of these meetings with the coach be held after the Scout has done his planning and is ready to begin actual work on his project.

It is acceptable for the coach or the advancement administrator responsible for approval—if he or she becomes concerned the project will not meet the requirements or it will not be completed to the satisfaction of the benefiting organization—to contact the Scout and his parent or guardian, or unit leader and, as appropriate, a representative of the beneficiary. However, even though the project coach may provide guidance critical to success, final design issues are ultimately between the Scout and the beneficiary. For limitations on the coach's role, see "Eagle Scout Service Project Coach," 9.0.2.9.

From time to time Scouts will "jump the gun" and begin fundraising efforts—or even work on the project itself—before a proposal is approved. This is counter to the requirements and well covered in multiple documents, but still it happens. Normally then, a Scout should select a different project. If circumstances are compelling, however—indicating leniency can be extended and a lesson learned without significant detriment to fulfilling the project's purpose—the Scout may be allowed to carry on and have his proposal or project approved after the fact.

Because it is virtually impossible to forecast every contingency, candidates must be allowed a level of flexibility in carrying out proposals and planning action steps. But essential elements of a proposal should not be changed without good reason. If this must occur, the Scout should consult his project coach or unit leader for advice. It is appropriate to strongly suggest he share substantive changes with the project beneficiary, and also with those involved in preapprovals.

If it appears changes will cause results to fall below what is required, then cautionary advice is in order. Except under extreme circumstances, it is not acceptable for unit, or council or district, approval to be withdrawn. If the young man decides to strike out on his own, this is his prerogative. At some point, responsibility must take over. The board of review decides whether planning was sufficient and if the requirement was met.

The project beneficiary can stop work on an approved project at any time. If enough has been done—such that the requirement's intent has been met—then the project should still be given final approval. In extreme cases where changes could involve such issues as violations of law or BSA policy, or if they bring about unacceptable levels of risk, then district or council advancement administrators may bring this to the attention of the Scout, his parent or guardian, and his unit leader, and call for work to be suspended until compliance is achieved.

9.0.2.8 "Use the Eagle Scout Service Project Workbook"

Using the workbook, No. 512-927, helps candidates avoid pitfalls. If properly used, it very nearly assures success. It shows approvals have been secured, lists important limitations, suggests questions for those approving the project, and includes outlines for the proposal and the more detailed project plan that should come next.

The workbook should not, however, become a basis for rejecting candidates based on "technicalities" that have nothing to do with requirement intent. While the use of the workbook is required, this does not mean that every line or even every form must be completed. In most cases Scouts should fully complete the proposal and project report, and be strongly encouraged to complete the project plan. However, at times it may not be feasible or just not necessary for establishing that the requirement was met.

If it is clear the project was completed and approved of, and meets Eagle Scout requirement 5 as it is written, then the project should be considered. If it will be a hardship, or a poor use of time to fill in missing information or obtain a signature of a party who is unavailable or by some other means known to have approved it, then it is appropriate to accept it. There is something to be said for "object lessons," but keep in mind that write-ups and signatures, though important, are simply supportive. It is a *project* that we require. Boards of review should use common sense: Did the project meet the requirements or not? Was there planning and development? Was there leadership of others?

The workbook should not become a basis for rejecting candidates based on "technicalities" that have nothing to do with the intent of the requirement.

The requirement that Scouts use the Eagle Scout Service Project Workbook means they must use the official document as produced by the Boy Scouts of America. Although it is acceptable to copy and distribute it, and even to transfer it to a different software platform or operating system, it must maintain the same appearance. No council, district, unit, or individual has the authority to require additional forms, or to add or change requirements, or to make any additions, deletions, or changes in the text, outlines, graphics, or other layout or informational elements of the workbook.

9.0.2.9 Eagle Scout Service Project Coach

The Eagle Scout service project coach is the subject matter expert on the processes and standards of the service project. He is the key to success in council or district efforts to provide guidance as Scouts work to fulfill requirement 5. The following are important examples of ways in which the coach can influence a Scout's project:

- Meet with a Scout after his proposal has been approved but before work begins on the project plan.
- Ask the Scout to describe how he will plan the project, then offer him advice accordingly.
- Emphasize those elements of a plan that, if ignored, could stop work or create health and safety issues.
- Remind the Scout to share his plan with the project beneficiary; the beneficiary should be fully aware of what will be done. Note that plans for an Eagle Scout service project are between the Scout and the beneficiary. *Coaches do not approve project plans.*
- Be available to the Scout as a consultant should he have questions about the planning process.
- Meet with the Scout to review his project plan; discuss its strengths, weaknesses, and risks; and suggest critical improvements.
- Discuss the project report with the Scout and offer advice on how to make a strong presentation at his board of review.

Remember that any contact with the Scout must be conducted according to Youth Protection procedures.

Experience has taught us the most effective approach to providing coaches is for the council or district to organize a pool of volunteers willing to serve in that capacity, and then designate them to individual Eagle Scout candidates. Many units have used service project "mentors" or "advisors" through the decades since the Eagle Scout service project came to be. This practice has provided consistent positive contributions and should continue.

Their efforts, however, should serve to provide ongoing support throughout project planning and execution and to prepare a Scout to work with the council or district designated project coach.

The role of the designated project coach is not intended to require so close an association with a Scout that it becomes impossible for a council or district to recruit enough of them to work with candidates whose proposals have been approved. The more ongoing and close association should come from unit volunteers or parents assisting in support roles. It is recognized, however, that some councils or districts may not have the volunteer capacity to provide designated coaches. For this reason, the council advancement committee may decide to designate the project coach from among unit volunteers. But they should do so with the understanding that a coach who is designated within a unit should represent the perspective of the council or district.

Regardless the source of project coaches, they must adhere to the Eagle Scout service project process as described in this section of the *Guide to Advancement*. Coaches do not have approval authority. Instead they serve to encourage—not direct—the young men to make the kinds of decisions that will lead to successful outcomes.

It is true a Scout need not accept the assistance of the service project coach. Regardless, it is considered best for the council or district to designate one for every Scout who submits a project proposal for approval. The coach should then contact the Scout and suggest a first meeting, or telephone or video conference. Scouts have already promised when they submit a proposal that they have read the service project workbook, and thus they should already understand a coach is optional. If a young man suggests he doesn't need one, he should be counseled on the value a coach can add. Ultimately, however, working with a designated Eagle Scout service project coach is the Scout's decision.

It is important to note that Eagle service project coaches do not have the authority to dictate changes; withdraw approval that was previously granted, such as by the council or district; or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training.

In many cases, candidates will not have undertaken something like an Eagle service project. Thus, we want them to obtain guidance from others, share ideas, seek plan reviews, and go through other processes professional project planners might use. But like a professional, the Scout makes the decisions. He must not simply follow others' directions to the point where his own input becomes insignificant. On the other hand, adult leaders must bear in mind he is yet a youth. Expectations must be reasonable and fitting.

9.0.2.10 Fundraising Issues

Projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials and otherwise facilitating a project. And unless it involves contributions only from the beneficiary, or from the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council.

Fundraising for an Eagle Scout service project shall not be required of any candidate. Whether or not fundraising takes place is the Scout's decision based on the needs of his project. The BSA prefers, in fact, that Scouts choose projects that can be done at little or no cost. Fundraising—especially on a larger scale—has tax, accounting, and other legal implications, in which minors should not be involved. Thus, if fundraising is to take place, it is best that it be kept simple. Typical unit fundraisers with which unit leadership is familiar, such as car washes, are the best options. Another alternative, contingent on local council approval, is the use of "crowdfunding" via the Internet. If this method is used, however, then all concerned, from the Scout and his parent or guardian to the unit leader and those approving fundraising at the local council, should be aware that fees may be involved and that fundraising for something like an Eagle project may or may not comply with the website's terms of service. There can be other issues as well, such as what to do if more—or less—than what is needed is raised. It is important that someone in a position of responsibility reads and understands the website's "fine print."

If fundraising takes place, Eagle candidates must also be allowed the choice not to be involved in it. If Scouts do give leadership to fundraising efforts, then this can be considered in fulfilling that part of requirement 5 to "give leadership to others." If Scouts are not involved, or if all of the contributions come from relatives, for example, the Scout shall not be penalized. His leadership in the project itself should be the primary basis for determining whether requirement 5 has been met.

The Scout must make it clear to all donors or event participants that the money is being raised on behalf of the project beneficiary, which will retain leftover funds. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. Once collected, money raised must be turned over to the beneficiary or the candidate's unit until needed for the project. If the unit receives the funds, it must release any excess to the beneficiary once expenses have been paid.

If the beneficiary is not allowed, for whatever reason, to retain any excess funds, supplies, or materials, the beneficiary should be asked to designate a suitable charity to receive them or allow the unit to retain the funds. The unit must not influence this decision.

For additional detail see "Procedures and Limitations on Eagle Scout Service Project Fundraising," found in the *Eagle Scout Service Project Workbook*, No. 512-927, on the reverse of the Eagle Scout Service Project Fundraising Application.

The Eagle Scout Service Project Fundraising Application, found in the *Eagle Scout Service Project Workbook*, is used to obtain approval when required. Note that local councils may add further definition to the standards established here or on the application form. For example, they could state that fundraisers such as bake sales and car washes do not require a fundraising application and are, in essence, preapproved. They could also establish dollar thresholds; for example, "Any effort expected to raise less than \$500 does not require an application." Completed forms are sent to the local council service center where they are routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined appropriate by the local council.

The Eagle Scout Service Project Fundraising Application must not be required to accompany the project proposal. At that point in the process, the Scout may not have enough information to complete the application.

9.0.2.11 Routine Labor

Routine labor is not normally considered appropriate for a project. This might be defined as a job or service that a Scout may provide as part of his daily life, or a routine maintenance job normally done by the beneficiary (for example, picking the weeds on the football field at a school). But the real test has to do with scale and impact. If "routine labor" is conducted on so large a scale it requires planning, development, and leadership, it may have sufficient impact.

9.0.2.12 Addressing Common Misconceptions

1. No unit, district, council, or individual shall place any requirement or other standard on the number of hours spent on a project. The Boy Scouts of America collects data about time worked on Eagle Scout service projects only because it points to a level of excellence in achieving the BSA aim related to citizenship.
2. Eagle Scout service projects are individual matters. No more than one candidate may receive credit for working on the same project.
3. There is no requirement a project must have lasting value.
4. Any plans completed after the project proposal has been approved by the council or district are between the Scout and the beneficiary. The role of beneficiaries in reviewing plans is explained in the service project beneficiary information sheet, "Navigating the Eagle Scout Service Project," that is posted on the Advancement Resources page at www.scouting.org/advancement, and is included in the Eagle Scout Service Project Workbook.

9.0.2.13 Evaluating the Project After Completion

Eagle Scout service projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to practicing our motto to "Be Prepared." However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of service or the impact of the project were insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. He may choose to meet these requests, or he may decide—if he believes his completed project worthy and in compliance—to complete his Eagle Scout Rank Application and submit his project workbook without final approval. He must be granted a board of review, should he request it.

If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated. (See "Initiating Eagle Scout Board of Review Under Disputed Circumstances," 8.0.3.2.) The risk in this approach—that the board may decide negatively—should

be discussed with the Scout. But at the same time, the fact he is so convinced may point to a need to reevaluate what was done. Perhaps, despite the lack of final approval, the project did indeed meet the requirement.

From time to time, beneficiaries unfamiliar with the Eagle Scout service project process may decline to approve a completed project even though it was helpful and had a positive impact. For example, there have been situations in which beneficiaries sought to require last-minute additions before signing off, and others where new management had different ideas about what should have been done. In these cases it is appropriate for the Scout to move forward without the final approval, and for the board of review to understand that the requirement has been met, regardless.

At the board of review, if an approved proposal and any subsequent effort represents planning and development that was adequate to the project, and the project was well led and carried out to the satisfaction of the unit leader and project beneficiary, only in a very rare case would rejection result. It would have to be clearly established that Eagle Scout requirement 5—as written—was not completed. Under no circumstances shall project approval at any point in the process be withheld for reasons that have nothing to do with the project.

At the board of review, if an approved proposal and any subsequent effort represents planning and development that was adequate to the project, and the project was well led and carried out to the satisfaction of the unit leader and project beneficiary, only in a very rare case would rejection result.

9.0.2.14 Risk Management and Eagle Scout Service Projects

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc.

The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit adult leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held responsible for safety concerns.

As with any Scouting activity, the *Guide to Safe Scouting* applies. The "Sweet 16 of BSA Safety" must also be consulted as an appropriate planning tool. It can be found online at "Scouting Safely," www.scouting.org/HealthandSafety/Sweet16.

Unit leadership should be aware of project plans and schedules, and also familiar with the council's requirements for filing tour and activity plans in order to determine whether projects require them. More information can be found at www.scouting.org/HealthandSafety/TourPlanFAQ.

See "Service Projects," 4.2.3.3, for general guidelines on service project safety requirements and for information about related documents from the national Health and Safety Committee.

9.0.2.15 Insurance and Eagle Scout Service Projects

The Boy Scouts of America's General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance.

Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.

9.0.2.16 Eagle Scout Service Projects and Messengers of Peace

Any Scout or Scouter who participates in a service project—Eagle Scout, Quartermaster, and Venturing Summit Award service projects included—that has a significant impact on the community in any one of the following three dimensions may qualify as a "Messengers of Peace" and wear the Messengers of Peace ring patch available from Scout shops.

1. The personal dimension: harmony, justice, and equality
2. The community dimension: peace as opposed to hostility or violent conflict
3. Relationships between humankind and its environment: security, social and economic welfare, and relationship with the environment

Since Eagle Scout service projects are conducted for religious institutions, schools, or the community—and would thus directly or indirectly impact one of the three dimensions—almost all Eagle projects would certainly qualify as Messengers of Peace projects. Thus, when reporting project hours through the Journey to Excellence service hours website, "Messengers of Peace" should be selected as one of the categories for the project description.

For more information about Messengers of Peace, please visit www.scouting.org/messengersofpeace.

9.0.3.0 About Eagle Palms

Scouts or qualified Venturers and Sea Scouts may earn Palms after they have achieved the Eagle Scout rank. The requirements can be found in the *Boy Scout Requirements* book. All of the requirements except the board of review must be completed before age 18, and time extensions are not available. Merit badges earned at any time since becoming a Scout may be used. Palms must be earned in sequence, one at a time (Bronze, Gold, Silver), with the time requirement observed for each one. Palms are not considered ranks, but rather degrees of the Eagle Scout rank.

9.0.4.0 Time Extensions

If a youth foresees that, due to no fault or choice of his own, he will be unable to complete the Eagle Scout rank requirements before age 18, he may apply for a limited time extension. See "Request for Extension of Time to Earn Eagle Scout Rank," 11.2.0.0, found in the appendix. These are rarely granted and reserved only for work on Eagle. If a Scout requests a time extension, he should continue working on the requirements as processing occurs. In most cases, for a request to be considered the following five tests must be met.

1. The member joined or rejoined—or became active again after a period of inactivity—in time to complete all requirements before turning 18. That is, the time remaining between joining, or rejoining, and when the Scout turns 18 is more than the total of the active-time requirements for the ranks left to achieve.

The Boy Scouts of America will welcome Scouts back after periods of inactivity. However, all time-oriented requirements must still be met. Scouts reactivating too late to complete time-related requirements will not be granted extensions, nor will those who remained active but simply did not focus on advancement.

2. A circumstance came to exist that now precludes completion before the deadline. Examples might include a health-related incident requiring a hospital stay, a disabling injury, a significant employment conflict, a family relocation, a family emergency, a natural disaster, severe unseasonable weather that could not have been anticipated, or unforeseen actions of others affecting the youth's ability to complete the requirements. It is extremely unlikely an extension will be granted if resolution of the circumstance—such as recovery from an injury, for example—still allows enough time for an adequate service project, or for completing the position of responsibility, active participation, or merit badge requirements if they have not already been met.
3. The circumstance is totally beyond the control of the youth member. Injuries, unanticipated family incidents, or various mistakes or omissions by adults, for example, could be legitimate causes. The Boy Scouts of America assumes anyone working on Boy Scout ranks has a *Boy Scout Handbook* and has read the requirements. Despite this, misinformation from unit leadership is often cited as grounds for extensions. These cases will be considered, but they should be very rare and would point to a need for basic training and assistance.
4. The circumstance is severe and not the norm of the Scout's life. In most cases, Scouts are expected to overcome life's ordinary trials. Cause for an extension normally requires an extraordinary circumstance uncommon to the youth. For example, known circumstances such as moderate learning disabilities or ADD/ADHD that the Scout has faced over many years and which he has coped with in the past, should not suddenly become an issue shortly before his 18th birthday.

It is important for council and district advancement committees to keep unit leadership informed of this so it does not become a surprise. An exception might be considered for Scouts with significant disabilities that do not meet the level of severity or permanence required for registration beyond the age of eligibility, but are such that they essentially preclude advancement within the timeframe allowed.

Scouts with permanent and severe disabilities such as those described in section 10, "Advancement for Members With Special Needs," have the opportunity to be registered beyond the age of eligibility. (See "Registering Qualified Members Beyond Age of Eligibility," 10.1.0.0.) They do not need to request an extension.

5. The circumstance could not have been planned for or anticipated. If it is health-related, it should have been unforeseen and of recent onset, or a complication or intensification of an ongoing issue.

The list above is meant to give volunteers an idea of how requests for time extensions are evaluated. They are not precise tests. Each case is considered individually.

9.0.4.1 Process for Submitting and Evaluating an Extension Request

The council advancement committee's role is to select at least two committee members to research the request, collect and evaluate evidence, recommend action to the Scout, and if requested, provide the evidence with a position statement to the National Advancement Team. Throughout the process, it must be remembered that time is of the essence.

If a Sea Scout or Venturer foresees that, due to no fault or choice of his or her own, he or she will be unable to complete the Quartermaster rank or Summit Award requirements before age 21, the same tests, process, and form described here in topics 9.0.4.0 and 9.0.4.1 apply, and must be followed to request an extension of time to earn the Quartermaster rank or Summit Award.

See "Request for Extension of Time to Earn Eagle Scout Rank," 11.2.0.0, in the appendix, and check one of the boxes at the top of the page indicating the Quartermaster rank or the Summit Award is involved.

The local council does not grant or deny time extensions. These are granted only through the National Advancement Team after consideration of local council recommendations.

1. The Scout, his parent or guardian, his unit leader, or a member of the unit committee may file the request. It is sent to the council service center to the attention of the council's designated appeals coordinator. It is preferred that requests be submitted before the 18th birthday or, if not, the reason for the delay is stated. The request must indicate the number of months after the 18th birthday that will be necessary to complete the requirements.

YOUR FINAL BOARD OF REVIEW

You've already accomplished the first step in preparing for your Eagle Board of Review - You're here! Because you are reading this I know you want to pass your board with flying colors. Let's discuss some other tips for preparation:

1. Review the basics: Although the Eagle board of review is meant to be a review of your accomplishments to date, sometimes they will ask you to review your scouting skills. Since you joined the scouts when you were ten, you have been working towards becoming an Eagle Scout. You've had a whole books worth of information crammed into your head. Some of this information you've used. Some of it you have not thought about since you passed that ranks' board of review. Make sure you go back and review some of the basics. Of course, the Scout Oath and Law are critical, but you should know those like you know your birthday. Other key things to review are: The Scout Motto (Be Prepared) and slogan (Do a good turn daily). Also review the parts of the scout badge, the proper way to perform the scout handshake, and the history of the Boy Scouts (found in the back of the book).
2. Rehearse some answers: While taking part in the Eagle Board of Review, you want to sound confident. You also want to say the right things. First, read the list of possible questions, and try to pick out some that you may not know the answer to off the top of your head. Think for a while about these questions and come up with a strong answer. It's best not to sit at the board saying "um, uh, I don't know". By having an answer to some of the tougher questions you can show confidence and impress the members of the Board. If you are not typically a confident public speaker, or have trouble thinking under pressure, you may want to practice your answers with a friend. Verbally speaking your answers will not only help you remember what you want to say, it will help you flesh out whether the answer makes sense and is impactful or not.
3. Have a story ready to go: In my conversations with leaders who have sat on Eagle Boards, I have discovered one key that will lead to the success of an Eagle Candidate. There will undoubtedly be a question asked of your leadership experience. Instead of a short answer, you should "show" them your leadership ability through a story. The story should effectively show how you are a leader, how scouts has made you a leader, or how you've applied what you've learned in scouts to the outside world. I would also recommend that the topic of the story does not involve your Eagle project. Your project will be discussed in full at some point. This story can be as long or short as you want, though I would recommend keeping it under 5 minutes. Lastly, make sure the story is completely true (Remember- a scout is Trustworthy), and the chances are that a leader on your board will be able to recognize the events of the story and verify it to the other members of the board.

The best Board of Reviews that most of us have sat in has been where the Eagle Scout Candidate has been bluntly honest about their Scouting experience. There is nothing the Scoutmaster can do to you now – so if you know of places of improvement, things you did not like, or things you would change – now is the time to tell the BOR of them. This allows them to better understand how you got where you are today, from what you did yesterday and the years before.

SAMPLE QUESTIONS

Some, all, or none of these sample questions may be asked at your Eagle Scout Board of Review, but it helps to think about these before you head into the boardroom.

- Questions will be based on a variety of topics from the Scout's experiences.
- Regarding the Oath and Law:
- What is the hardest point of the Scout Law for you to live by - why?
- What point of the Scout Law is the most important to you - why?
- What does "Scouting Spirit" mean to you - why?
- What do the various points of the Scout Law mean to you?
- What values has Scouting taught you that you think others see in you - at home, in your unit, at school and/or in the community?
- How do you live by the Scout Law and Oath?
- What do the different points of the Scout Oath mean to you?
- What does "duty to God" mean to you?
- What does "duty to Country" mean to you?
- How do you "help others at all times"?
- How do you feel about wearing your uniform in public?
- Regarding Scouting Experiences:
- What leadership positions have you held?
- What were your responsibilities in each position?
- What leadership position do you hold now?
- What you would do if a scout refused to comply and/or ignored a valid request you made in the performance of his duties.
- How might you handle "hurry-up" first aid cases.
- Have you earned any merit badges that will help you in your choice of occupation?
- What merit badge did you enjoy working on the most - why?
- Conversely, which one did you enjoy working on the least - why?
- What changes would you make in the unit?
- If you earn your Eagle rank tonight, what do you intend to do to repay Scouting, your unit and its leaders?
- Who has been the most influential person in your Scouting career?
- Is there anything Scouting did not give you that you feel could be beneficial to the program to help other young men develop?
- Regarding the Eagle Project:
- What group benefited from your project?
- How did you find out about the need?
- Walk the Board through the project from beginning to end. The planning phase ii. The organization of personnel iii. Directing the project to completion
- Did you have to contact any city, county or state officials for permits or to find out about ordinances, etc. - did the Citizenship in the Community Merit Badge help - how?
- Once your project was approved, did you have to modify it - what did you learn from that experience?
- Who did you get involved in helping with your project - scouts, adults from

the troop, and members of the benefiting organization....?

- Did you have any problems directing adults in their work - how did you feel about that?
- In what ways do you feel you demonstrated leadership in this project?
- Every scout feels his project was "special" - how is this project "special"?
- Thirty years from now when someone else asks you what you did for your Eagle project, what will stand out in your mind - how will you answer that question?

- Regarding Your Future:
- What plans do you have for the future?
- College, Armed Forces, trade school...?
- How do you feel earning Eagle will help you in those plans?
- What should an Eagle Scout be expected to do and what responsibilities do you think come with the rank?
- What do you plan to do in scouting in the immediate and long range future?

The important take away from here is that there are no right or wrong answers. There are only the answers from your heart. And that is what they are looking for – a Brave Soul who has the heart and confidence of a person to take over the world someday.



RELIGION & SCOUTING BSA

Occasionally, there are concerns on religion when parents are required to write the letter regarding the beliefs of the family. The Board of Review is not interested in the beliefs of your family – they are interested in your beliefs.

A properly trained Eagle Board will ask open ended questions in which established a belief in a higher power. A non-properly trained Board will ask Yes and No questions, that indicates a predication of standards in which they are measured against their own beliefs.

In no way – should you EVER answer a Yes or No question. You should always ask them to clarify. How do you know if it is yes or no? If they ask the question and your first response is YES or NO.

What does the BSA state:

5.0.5.0 RELIGIOUS PRINCIPLES

From time to time, issues related to advancement call for an understanding of the position of the Boy Scouts of America on religious principles.

The Boy Scouts of America does not define what constitutes belief in God or practice of religion. Neither does the BSA require membership in a religious organization or association for membership in the movement. If a Scout does not belong to a religious organization or association, then his parent(s) or guardian(s) will be considered responsible for his religious training.

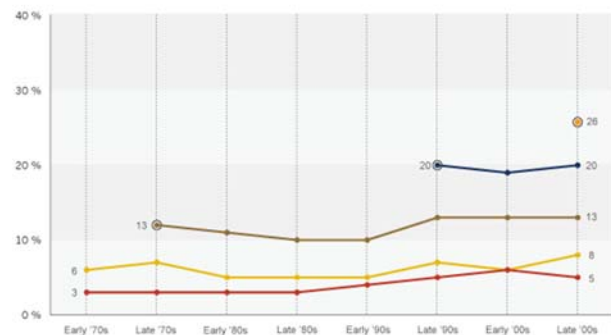
All that is required is the acknowledgment of belief in God as stated in the Declaration of Religious Principle and the Scout Oath, and the ability to be reverent as stated in the Scout Law.

What does this mean? If you are atheist, you can pretty much forget an Eagle Board of Review being successful. If your family has decided to allow you to grow into that regard – understand that most – if all – Scouts do not know what they want to do insofar as religion at the age of 11-17 years old than they know what they want to do in college.

At no time should a Board Member or any Chairperson make snide and inappropriate remarks about a particular Unit or Individual based on their religion, as it violates National Anti-Discrimination Laws.

Young People Less Religiously Affiliated

Percent unaffiliated with a religion, by generation



Source: General Social Surveys.

Question Wording: What is your religious preference?

Is it Protestant, Catholic, Jewish, some other religion or no religion?

● Millennial (born 1981 or later)
● Gen X (born 1965-80)
● Boomer (born 1946-64)
● Silent (born 1928-45)
● Greatest (born before 1928)
○ Indicates point when generations were at comparable ages

Pew Research Center's Forum on Religion & Public Life • Religion in the Millennial Generation, February 2010

While you may not be religiously affiliated, the BSA's declaration of religious principal states that you do believe in a higher power, even though, the principle is written at the slant of the Christian "God" (proper name is referencing Christianity, whereas god represents multitude of beliefs) you will be expected to explain any disparity in your board.

EAGLE CANDIDATE CHECKLIST

The following is a list of items for which you, the Eagle Candidate, are responsible for delivering to the Council Office on Completion.

Active Participation

- ☐ Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.

Letters of Recommendation

- ☐ Provide accurate and complete name and contact information on your Eagle Application for ALL SIX references in Requirement 2. If you do not have an employer, you place an N/A in the slot. Additionally, if you are not affiliated with a church, your parent/guardian must write the religious reference letter.



All of your references must be:

- 21 Years of Age or older
- Not related to the Eagle Candidate (except the parental and religious letter)
- Your Scoutmaster or Advisor may not submit a letter on your behalf.

Beyond the five or six required letters; however, anyone may write a letter on your behalf, and it will be duly forwarded to the board of review.

- ☐ Give each of the references named on the application:
 - A copy of the Letter of Recommendation Request form (available from the Occoneechee Life to Eagle Guide) OR the website for Eagleref.org. You will need to put the information in before they can apply your letters.
 - An envelope pre-addressed to:

Chairman of the Eagle Board of Review for (Candidate Name)
Eagle Scout Service Desk
Occoneechee Council, BSA
P.O. Box 41229
Raleigh, NC 27629-1229

Merit Badges

The following Merit Badges are required before you have turned 18 years old:

- | | |
|---|--|
| ☐ First Aid | ☐ Emergency Preparedness OR |
| ☐ Citizenship in the Community | Lifesaving * |
| ☐ Citizenship in the Nation | ☐ Environmental Science OR |
| ☐ Citizenship in the World | Sustainability |
| ☐ Communication | ☐ Personal Management |
| ☐ Personal Fitness | ☐ Swimming OR Hiking OR |
| | Cycling * |

- ☐ [Camping](#)
☐ [Cooking](#)

- ☐ [Family Life](#)

Plus any other merit badges for a total of 21.

Leadership Positions

- ☐ Your leadership positions you have successfully completed since you have earned the rank of Life:

1. _____ From: _____ To: _____
2. _____ From: _____ To: _____
3. _____ From: _____ To: _____

Scouting Awards, Non-Scouting Awards, Leadership Positions, and Honors

- ☐ Your list of Leadership positions and awards you have had in Scouting, School, Church, etc.

Scoutmaster Conference

- ☐ Your Scoutmaster conference for this rank will be the most difficult. The Scoutmaster will ask you a series of questions, and scenarios, and will want your honest opinion of all you have experienced.

Statement of your Ambitions and Life Purpose

- ☐ The most difficult part of this entire process is to write about yourself. You will need a paragraph on where you have come from, what you have learned, and what you are planning on doing today and after you have completed high school.

The Eagle Packet

The following items must be received together in the council office no later than your 18th birthday. It is preferred that it be turned in the day before. Please DO NOT put them in ANY type of binder as the council office will require you to come back without the binder. Simply staple or paper clip together any loose pages.

- ☐ Completed Eagle Scout Rank Application
- ☐ Complete Eagle Scout Leadership Project Workbook. Must be in the latest Authorized Version of the workbook.
- ☐ Statement of ambitions and life purpose.
- ☐ List of leadership positions, honors, and awards inside and outside of Scouting.
- ☐ Any Extra Pictures from Your Eagle Scout Service Project (Optional)

Age Guidelines for Tool Use and Work at Elevations or Excavations

Training and Supervision

The use of tools, by any youth or adult, requires training in the proper use of those tools before a project starts and continuous, qualified adult supervision and discipline during the project. Manufacturers' literature and age and skill restrictions shall supersede the recommendations on the chart below. If there is a conflict, leaders shall follow the most restrictive guidelines. The table below is not comprehensive; if in doubt, adults should be recruited for all tool use or job functions that might be dangerous.

Note on Personal Protective Equipment

Appropriate personal protective equipment (PPE) must be used at all times when using hand or power tools. Types of personal protective equipment include the following:

- Work gloves
- Safety glasses
- Safety helmets
- Earplugs or muffs
- Steel-toed shoes
- Protective aprons
- Safety face shields
- Other personal safety equipment as defined by OSHA standards

Hand Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Leaf/grass rake			
Hoe			
Shovel			
Hand clipper (small)			
Screwdrivers			
Nail hammer			
Handsaw			
Trowel			
Hose spray washer			
Wood sanding block (handheld)			
Wood chisel (Scouts with Totin' Chip)			
Pocketknife (Scouts with Whittling Chip or Totin' Chip)			
Pickaxe			
Mattock			
Posthole digger			
Wheel cart (1-, 2-, or 4-wheeled)			
Paint roller with extension pole			

Note: Shaded areas indicate age-appropriate use.

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to <http://www.scouting.org/HealthandSafety/GSS.aspx>.

Power Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Screwdriver (electric)			
Handheld sander (small)			
Cutting tools (e.g., Dremel®, small)			
Paint sprayer (small, less than 50 psi)			
Residential lawn mower (self-propelled, riding)			
Commercial lawn mower (push, self-propelled, riding)			
Line trimmer (electric, gas-powered)			
Edger (electric, gas-powered)			
Leaf/grass blower (electric, gas-powered)			
Hedge trimmer (electric, gas-powered)			
Belt sander (electric, cordless)			
Pressure washer (>50 but <100 PSI)			
Circular, reciprocating, jig, or radial saw			Age 18 and older
Band and scroll saws			Age 18 and older
Router/planer			Age 18 and older
Chain saws			Age 18 and older
Log splitters			Age 18 and older
Wood chippers			Age 18 and older

Note: Shaded areas indicate age-appropriate use.

Working at Heights and Elevations

Heights and elevations are measured from the bottom of the shoes or boots above the ground level or floor.

Elevation of Work	Youth Up to Age 14	Youth Age 14 or Older
Up to 4 feet	Step stools*	
Above 4 feet	Not permitted	A 6-foot ladder is permissible with the manufacturer's recommended practices.
On scaffolds (above 4 feet)	Not permitted	Age 18 or older
Open platforms (above 4 feet) with proper fall protection**	Not permitted	Age 18 or older

Fall Protection Requirements According to OSHA Standards

29 CFR–Subpart M, 1926.500, 1926.501, 1926.502, and 1926.503

*Step stools, with one or two steps, are permissible for use by youth if the total height is 4 feet or less.

**Proper fall protection would require the use of full-body harnesses, helmets, and the ability to be anchored to a stable object. Refer to safety practices from the BSA's Project COPE and climbing national standards.

Note: Pioneering projects, such as monkey bridges, have a maximum height of 6 feet. Close supervision should be followed when Scouts are building or using pioneering projects.

Excavations

Youth or adults are not permitted to work in any excavation areas greater than 4 feet in depth, such as trenches for plumbing, digging wells, or building foundation work.

Youth can work on hiking and biking trails or other similar work where the depth of digging is not greater than 4 feet. Digging postholes for fences, gates, etc., is permissible if the depth is limited to 48 inches (4 feet) and the width is limited to 18 inches (1.5 feet).

It is critical to locate all underground utilities (e.g., water, gas, electric) at the site before any work begins. Most states have "call before you dig" call centers to assist with this effort.



BOY SCOUTS OF AMERICA®

The online version of the *Guide to Safe Scouting* is updated quarterly.
Go to <http://www.scouting.org/HealthandSafety/GSS.aspx>.

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