

ADVANCEMENT ♦ SPIRIT ♦ PARTICIPATION
TROOP
818
Walnut Creek, CA



Life Scout

To

Eagle Scout

Advancement Guide

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(925) 609-4376 (Cell)
Email: tommckimmy@yahoo.com

SECTION 01

IRON HORSE DISTRICT EAGLE RANK/PROJECT DATES

Iron Horse District Path to Eagle Information and Schedule

Meeting Times:

1 st Wednesday	7:00 PM	Life to Eagle Information session, 100 North Gate Road, W.C.
1 st Thursday	7:30 PM	AT ROUND TABLE Eagle Binder Check in Full Class A accompanied by Advisor. Check Iron Horse Calendar for up to date information.
1 st Wednesday following 1 st Thursday	7:30 PM	Eagle Board of Review
3 rd Wednesday	7:30 PM	Eagle Proposal Board of Review

Eagle Project Proposal Process: Mr. Mark Paulson, email: mdpaulson1@gmail.com

Eagle Board of Review: Mr. Shalen Bishop IronHorseEagleScout@gmail.com by MONDAY NIGHT before 1st Thursday AT ROUNDTABLE

NOTE: Appointments for Meetings must be made 1 +week in advance **by the Scout**.

Please double-check on the Iron Horse District calendar at <http://www.bsa-mdsc.org/resources/calendar>

The most current Project Workbook and Eagle Application forms are available at:
<http://www.bsa-mdsc.org/resources/forms.php#advancement>

SECTION 02

TROOP 818

EAGLE SCOUT PROCESS

The Troop 818 Eagle Scout Process

Congratulations on achieving the rank of Life Scout. You have worked hard to achieve this rank and should be proud of how far you have come. Only one rank remains within the Boy Scouts, Eagle. Below is a brief description of what you will need to not only complete the Service project but the other requirements necessary to be recognized as an Eagle Scout.

Life Scout to Eagle Scout Requirements

1. Achieve the rank of Life Scout
 2. Earn 21 Merit Badges: 11 Required, 10 Elective
 3. Leadership position for a minimum of six month
 4. Completed Leadership Project
 5. Eagle Application Form
 6. Scoutmaster Conference
 7. Eagle Board of Review
-
1. As Life Scout do the following:
 - A. Be active in your troop and patrol for at least six months as a Life Scout.
 - B. Demonstrate Scout spirit by living the Scout Oath (Promise) and Scout Law in your everyday life.
 2. Earn a total of 21 merit badges (10 more than required for Life Scout), including the following:
 - a. First Aid;
 - b. Citizenship in the Community;
 - c. Citizenship in the Nation;
 - d. Citizenship in the World;
 - e. Communications;
 - f. Personal Fitness;
 - g. Emergency Preparedness OR Lifesaving;
(You choose only one of these two merit badges. If you have earned more than one of the badges listed, choose one and list the remaining badge to make your total of 21).
 - h. Environmental Science OR Sustainability (Beginning in 2014);
 - i. Personal Management;
 - j. Swimming OR Hiking OR Cycling;
(You choose only one of these three merit badges. If you have earned more than one of the badges listed, choose one and list the remaining badges to make your total of 21.)
 - k. Camping; and
 - l. Family Life.
 - m. Cooking (Eagle required in 2014).

Several Eagle required Merit badges require 90 days or more to complete, you need to start on these early to get them done, so they do not hold you up. These include: Personal Fitness, Personal Management, and Family Life.

3. While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility:

Patrol leader	Librarian
Assistant senior patrol leader	Historian
Senior patrol leader	Quartermaster
Troop guide	Junior Assistant Scoutmaster
Order of the Arrow troop representative	Chaplain aide
Den Chief	Instructor
Scribe	

You must serve actively in a leadership position, which means you have attend the meetings, do the assigned tasks and actively participate for six months.

4. 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 should benefit an organization **other** than Boy Scouting.) The project idea must be approved by
- The organization benefiting from the effort;
 - Your Scoutmaster;
 - Troop committee; and
 - The Council or District before you begin.

You must use the Eagle Scout Project Workbook, BSA publication No. 512-927, (or an electronic equivalent) in meeting this requirement. The first portion of this document is "The Eagle Project Proposal". Review this document as you begin planning the Project. Once you have developed an idea and an outline of how you plan on completing the Project you should discuss it with the Troop Eagle Project Advisor.

Before you go to get the first approval, you need to discuss it with the Troop Eagle Advisor and the Scoutmaster. He will tell you if the project meets the minimum requirements, and will offer you some constructive criticism on your write up for the benefiting organization approval. Once you have confirmed that the Project meets the requirements as an Eagle project, you can begin the documentation and approval process so that you can complete it.

A. The First Approval

The organization benefiting from the effort must approve the project. What are they looking for: You will need to show them a plan of what you are going to do and how you will accomplish it. They may change your plan somewhat and you may have to rewrite your plan at this point to accommodate them. This is an interactive process with you discussing the Project and getting feedback on what they would like to see.

B. The Second Approval

The Eagle Advisor needs to approve the Project.

What the Advisor is looking for: The Advisor wants to see a project proposal, that looks neat and shows some thought including:

1. The completed Eagle Scout Leadership Service Project Proposal form (all answers need to be complete sentences and each about a paragraph long, more is always better as it adds clarity for your readers);
2. Pictures of the thing you are going to do before you do it or service that you are going to perform and why;
3. A drawing or sketch of the area you are working in or on. (If you are building something a sketch or drawing of what you are building, a ceremony should have a layout of the service, etc.);
4. The approval signature of the benefiting organization;
5. Include the way you are going to incorporate the 11 Points of leadership into your project (see 11 Points of Leadership document);
6. What materials you are going to use, their approximate cost and where you are going to get them;
7. What tools you are going to use, and what measures are going to be taken to ensure no one gets hurt during the project;
8. What tasks you are going to complete, in what order and an estimation of how long each task will take;
9. A schedule. When are you starting, how long will each task take, when you are completing.

One easy way of accomplishing some of this is to include a table that is similar the example below:

Task	Who	Materials	Tools	Time
What you are going to do	What person or persons will do it	What materials are needed	What tools are needed	How long is this expected to take

C. The Third Approval

The Scoutmaster needs to approve the Project

What is the Scoutmaster looking for: The Scoutmaster is looking for thoroughness, a well thought out and well described project that reflects that the scout has done the appropriate level of planning. The Scoutmaster wants to ensure that the plan is developed enough that there are few questions about it. You may be required to rewrite some of your plan based upon the Scoutmaster's input.

D. The Fourth approval

The council representative (Board) needs to approve the Proposal.

What the Board is looking for: The Board is looking for an appropriate well thought out and well planned Eagle project proposal. If it meets all the criteria above, it should be fine. However, they may ask for more detail,

more description or better definition of the plan. It is common that you may have to go back a second time for the Chairman's approval.

E. The Project implementation

You have the council's approval to start. At this point you have a proposal and can begin implementation of your Project. You will need to complete the "Eagle Project Final Plan" and have it approved by the Advisor and Scoutmaster. As with the Proposal, they will be looking for thoroughness and thoughtfulness as you plan out the Project. Once this is done you can begin. There are a number of ways to start the recruitment of others to help you. You may need to put together a flyer, get your team together, gather your materials tools and workers and begin. Remember, this is a leadership project; you are leading this effort, not doing the work yourself. Assign someone to take pictures, and at the end of each day of the project take a half hour and sit down and write up what happened, who participated and what went differently than planned. Frequently it is appropriate to serve lunch if you are working over lunch; you will need to provide a first aid kit, a safety supervisor, (possibly) a shaded space and drinking water.

F. The Project Completion

Ok, the project is done, does it meet the needs of the benefiting organization and are they happy with the project? If not what do you need to do to fix the problems. While this rarely happens it is possible that you may need to redo part of the project.

G. The Project Write Up

If you have been writing the project up every day, the write up should not take very long, you integrate the pictures, with your project description and you spell check it and you are pretty much done.

H. The Project Completion Approval

After the Project is completed the Scoutmaster and the benefiting organization representative must approve the completion of the project. This should be easy, you take the project work book to the benefiting organization and they sign their approval and then you take it to the Scoutmaster and he signs his approval. This documents that the Project is complete and successful. You will also need to complete and report the total number of hours worked by all members of the Project team from conception through final completion.

5. Complete the Eagle Application Form things to note:

a. Statement of Values

Requirement six of the eagle application is an expression of your goals and ambitions as they relate to how scouting will help you get there. It should be a couple paragraphs, and should be helpful to

the reader to understand you and where you want to go at this period of your life.

- b. Letters of recommendation: You will need to solicit letters of recommendation from different people, including a teacher, religious leader, scoutmaster and/or an employer if you have one. These letters are sent directly from the recommender to the Eagle Advisor, not to you.
 - c. Submission of the application.
You have to submit your application to the Boy Scout Mt. Diablo Silverado Council headquarters in Pleasant Hill.
Original and three copies to the council office
 - a. Completed Application
 - b. Requirement 6
 - c. Project Binder
6. Scoutmaster's Conference. Like any other Board of review you have to start with a Scoutmaster conference. This one needs to be formal; you need to come in full uniform, with your project and application in hand. Be prepared to talk about the following subjects:
- Scout law;
 - Scout Oath (Promise);
 - the Outdoor code;
 - Your Project;
 - Your scouting history; and
 - What requirement six means.
7. Eagle Board of Review
- The Eagle Board of review should be easy for you. You have been through boards of review for Tenderfoot, Second Class, First Class, Star and Life. It is the same format as you are used to, but the reviewers are different. They are Scouters from other troops and you probably will not know them. But keep in mind they do not want to fail you. They want you to succeed. They will ask you questions about your goals, the scout law, and your scouting history.
- You need to be in full uniform, with your Boy Scout handbook all signed off, you need look as sharp as possible, pressed clean uniform, haircut, clean shaven etc.

SECTION 03

BSA EAGLE SCOUT SERVICE PROJECT WORKBOOK



Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name _____

Message From the Chief Scout Executive

Congratulations on attaining the rank of Life Scout. Each year, approximately 57,000 Scouts just like you reach this milestone. And, since you're reading this, I know you are looking forward to achieving the pinnacle of your Scouting experience: the rank of Eagle Scout.

Think of your Eagle Scout service project as the ultimate "application phase" of what you have learned thus far in Scouting: leadership. . . responsibility. . . managing projects. . . applying your Scout Oath—"to help other people." An Eagle Scout project is a crowning achievement following years of fun, adventure, and advancement. In completing it, you provide an example for others that they can do the same thing.

Some may suggest how big your project should be, or how many hours should be spent on it, but that is entirely up to you. Service, impact, and leadership are the objectives and measurements. Use these as your criteria to consider, select, develop, and evaluate your project. For most, the Eagle Scout service project becomes a truly defining moment in your quest for excellence. Planning and leadership skills utilized and memories of outcomes achieved will last you a lifetime. You will want to share those stories with others, so make it a worthy project!

Legendary hall-of-fame basketball coach John Wooden said, "It's not so important who starts the game but who finishes it." Let me be among the first to encourage you to take Mr. Wooden's remark to heart. You have made it to Life Scout, but Eagle represents the finish line. Keep striving. I know you will cross it, and you will be glad you did!



Robert J. Mazzuca
Chief Scout Executive

Scouts and Parents or Guardians

Be sure to read "Message to Scouts and Parents or Guardians" on page 21 and "Excerpts and Summaries From the *Guide to Advancement*" on page 22. Those pages contain important information that will help you ensure requirements are properly administered according to National Council policies and procedures.

Completing This Workbook

If you are working from a printed copy of the *Eagle Scout Service Project Workbook*, you may complete it legibly in ink, or with a typewriter. Feel free to add as many pages as you wish. This may be necessary if more space is needed, or as you include photographs, photocopies, maps, or other helpful printed materials.

A fillable version of the new workbook is available at www.scouting.org (click on "Youth," then "Boy Scout," then "Advancement, Awards, Recognition"). If you experience difficulties with the fillable PDF, you may need to download a more recent version of Adobe Acrobat reader (available free online). Or, it might be necessary to use a printed copy.

At the time of this printing, the national Advancement Team was actively coordinating the production of a new electronic version of the workbook. If testing proves successful, we will replace the fillable PDF version with it. Regardless, the workbook will continue to be available for printing a hard copy that can be completed by hand or with a typewriter.

Eagle Scout Service Project Workbook

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Only the Official Workbook May Be Used

Eagle Scout candidates must use the official *Eagle Scout Service Project Workbook*, No. 512-927, as produced by the Boy Scouts of America. The official fillable PDF version can be found at www.scouting.org. Although it is acceptable to copy and distribute the workbook, it must maintain the same appearance with nothing changed, added, or deleted.

No council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions, or changes in the text, outlines, links, graphics, or other layout or informational elements of the workbook. It is permissible, however, to print, copy, or send individual pages or forms within the workbook as long as they are not changed in the process.

Attention: Unit, District, and Council Reviewers

Eagle Scout 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 the Scout motto, "Be Prepared."

However, in determining if a project meets Eagle Scout 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 results acceptable to the beneficiary.

Meeting Eagle Scout Requirement 5

Eagle Scout Requirement 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, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, “to help other people at all times,” one of the primary purposes of the Eagle Scout service project is to demonstrate or hone, or to learn and develop, leadership skills. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the Boy Scouts of America has recently redefined “your community” to include the “community of the world.” Normally, “your community” would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the “community” who will provide approvals. For more information, see the *Guide to Advancement*, No. 33088, section 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of “canned” instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, or coordinating multiple events.

An Internet search can reveal hundreds of service project ideas. Your project doesn’t have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school.)
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business 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.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See “Eagle Scout Service Project Fundraising Application” on page 17.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects may not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It also includes four forms: a proposal, a final plan, a fundraising application, and a project report.

Before completing any of the forms, read with your parent or guardian the “Message to Scouts and Parents or Guardians” found on page 21. If your project is worthy and meets Eagle Scout requirement 5 as it is written, the message will help you successfully present your proposal through the approval process.

Preparing the Project Proposal (Pages 7–10)

Your proposal must be completed first. It is an overview, but also the beginnings of planning. It shows your unit leader, unit committee, and council or district that the following tests can be met. For your proposal to be approved, it must show the following:

1. ***It 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.
2. ***It appears to be feasible.*** You must show the project is realistic for you to complete.
3. ***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 does get hurt.
4. ***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 has enough details to be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

Your proposal need only be detailed enough to show a reviewer that you can meet the tests above. If you find in order to do that, the proposal must be lengthy and complicated, your project might be more complex than necessary.

If your project does not require materials or supplies, etc., simply mark those spaces “not applicable.” Remember, do not begin any work or raise any money or obtain any materials until your project proposal has been approved. If you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

The Final Plan (Pages 11–16)

Complete the Eagle Scout Service Project Final Plan after your proposal has been approved. This is a tool for your use—*no one approves it*—and it can be important in showing your Eagle Scout board of review that you have planned and developed your project as required. For this reason you are ***strongly encouraged*** to share the final plan with a project coach. This might be the council or district person who approved your proposal, or perhaps someone who has agreed to work with you. A coach can help you avoid many problems associated with service projects, and thus improve your chance of passing the Eagle board of review. If materials, etc., were not needed, mark those spaces “not applicable.”

The Fundraising Application (Pages 17–18)

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, submitting the fundraising application is not necessary. If you will be obtaining money or materials from any other sources, you must submit a completed application to the local council service center. For more information, see “Procedures and Limitations on Eagle Scout Service Project Fundraising” on page 18.

The Project Report (Pages 19–20)

Complete this portion after the project has been finished. Note the space for you to sign (confirming that you led and completed the project), and also the signature lines for the beneficiary and your unit leader’s approval that your project met Eagle Scout requirement 5. As with the proposal and final plan, if materials, etc., were not required, mark those spaces “not applicable.”

Contact Information

Eagle Scout Candidate

Full legal name:	Birth date:	BSA PID No.*:	
Email address:			
Address:	City:	State:	Zip:
Preferred phone Nos.:		Life board of review date:	

*Personal ID No., found on the BSA membership card

Current Unit Information

Check one: <input type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit No.
District name:	Council name:

Unit Leader Check one: Scoutmaster Varsity Coach Crew Advisor Skipper

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:		BSA PID No.:	

Unit Committee Chair

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:		BSA PID No.:	

Unit Advancement Coordinator

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:			

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

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:			

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

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:			

Your Council Service Center

Council name:	Phone No.:		
Address:	City:	State:	Zip:
Email address:			

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:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:			

Project Coach

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

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:			



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name _____

Eagle Scout Requirement 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*, No. 512-927, in meeting this requirement.

Eagle Scout Service Project Proposal

Project Description and Benefit

Eagle Scout candidate:

Briefly describe the project. Attach sketches or “before” photographs if these will help others visualize it.

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

When do you plan to begin work on the project?

How long do you think it will take to complete?

Giving Leadership

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

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

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

Materials

(Materials are things that become part of the finished project, such as lumber, nails, and paint.)

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

Supplies

(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)

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

Eagle Scout Service Project Proposal

Tools

What kinds of tools, if any, will you need?

Permits and Permissions

(Note that property owners normally secure permits.)

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

Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)

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

Items	Cost	
Materials		
Supplies		
Tools		
Other*		
Total costs:		

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

Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Logistics

(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)

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

Eagle Scout Service Project Proposal, continued

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 as this project is conducted.

Further Planning

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

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."

Candidate's Promise

(Signed before approvals below are granted)

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. 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 _____

Unit Leader 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.

Signed _____

Date _____

Unit Committee Approval*

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 _____

Beneficiary 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 fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed _____

Date _____

Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the *Guide to Advancement*, 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 complete a final plan and further encourage him to share it with a project coach.

Signed _____

Date _____

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



Eagle Scout Service Project Final Plan



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Eagle Scout candidate's name: _____

Project start date: _____ Projected completion date: _____

Eagle Scout requirement 5 says you must “plan” and “develop” your service project. Though this final plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. Note, however, that it is not necessary to provide details that are not necessary to the accomplishment of your project.

A Scout who is prepared will complete the final plan and ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may take on this important role. His or her involvement and review of your final plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

Eagle Scout Service Project Final Plan, continued

Comments From Your Proposal Review

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

Project Description and Benefit—Changes From the Proposal

As projects are planned, changes usually are necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also share major changes with those who approved your proposal, and also with your coach to be sure you still have a chance of passing the board of review. If more space is needed to describe changes, please add an attachment.

How will your project be different from your approved proposal?

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

Present Condition or Situation

(It is extremely helpful to have "before" photographs to show the board of review.)

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

Project Phases

(You may have more than eight phases, or fewer, as needed; if more, place in an attachment.)

Look at the phases from your proposal. Make any changes, then provide a little more detail, including timing.

Phase 1: _____

Phase 2: _____

Phase 3: _____

Phase 4: _____

Phase 5: _____

Phase 6: _____

Phase 7: _____

Phase 8: _____

Eagle Scout Service Project Final Plan, continued

Work Processes

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

Attach further plans as necessary, with drawings, diagrams, maps, or pictures that will help you succeed and that might be helpful to your workers, your coach, the project beneficiary, and your board of review. Drawings should be to scale. If you are planning an event or activity, a program outline or script might be appropriate.

Permits and Permissions

(The Tour Plan has also been called the "Tour Permit.")

Will a Tour Plan be needed (this must be confirmed with local council policies)?

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

**Permissions and permits could include building or electrical permits, dig permits, event permits, permission to access property, etc.*

Materials

List each item, and its description, quantity, unit cost, total cost, and source. For example:

Plywood	3/4", 4' X 8', B-C interior grade	3 sheets	\$20.00	\$60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of materials					

**If you plan for donations such as the one shown in the sample, you will most likely need to complete the Eagle Scout Service Project Fundraising Application on page 17.*

Eagle Scout Service Project Final Plan, continued

Supplies

List each item and its description, quantity, unit cost, total cost, and source. For example:

Plastic tarp	9' X 12', 2ml thick	2 tarps	\$4.00	\$8.00	ABC Hardware purchase
Item	Description	Quantity	Unit Cost	Total Cost	Source
Total cost of supplies					

Tools

List each tool, with its quantity, unit cost, total cost, source, and who will operate or use it. For example:

Circular power saw*	1	\$0	\$0	Mr. Smith	Mr. Smith
Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Total cost of tools					

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

Expenses

Revenue

Item	Projected Cost	Total to be raised: \$ _____ Contribution from beneficiary: \$ _____
Total materials (from above)		Describe in detail how you will get the money for your project. Include what any helpers will do to assist with the effort.
Total supplies (from above)		
Total tools (from above)		
Other expenses		
Total cost		

Eagle Scout Service Project Final Plan, continued

Giving Leadership

Complete 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:

<i>Work at car wash</i>	<i>Able to drive or wash cars</i>	<i>Adult drivers/supervisors, youth to wash</i>	<i>2 adults, 10 youth</i>	<i>1 adult, 5 youth</i>
Job to Be Done	Skills Needed (If any)	Adult or Youth	Helpers Needed	Helpers So Far

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

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

Logistics

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

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

How will the workers be fed?

Will restrooms be conveniently located?

Eagle Scout Service Project Final Plan, continued

Logistics, continued

What will be done with leftover materials and supplies?

What will be done with the tools?

Safety

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

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

List hazards you might face. (These could include severe weather, wildlife, hazardous tools or equipment, sunburn, etc.) What will you do to prevent problems (for example, hazardous tools operated only by qualified adults)?

Potential Hazard	What will you do to prevent problems?

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

Will you hold a safety briefing? If so, when?

Who will conduct it?

Who will be your first-aid specialist?

Contingency Plans

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

Comments From Your Project Coach About Your Final Plan

(A project coach is not required but can be extremely helpful.)

Eagle Scout Service Project Fundraising Application

Before completing this application, it is important to read the "Procedures and Limitations on Eagle Scout Service Project Fundraising." It can be found at the back of this application. 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 phone Nos.:		
Address:	City:	State:	Zip:
Email address:			
Check one:	<input type="checkbox"/> Troop	<input type="checkbox"/> Team	<input type="checkbox"/> Crew <input type="checkbox"/> Ship
			Unit No.
District name:	Council name:		

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

Name:	Preferred phone Nos.:		
Address:	City:	State:	Zip:
Email address:			

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

Name:	Preferred phone Nos.:		
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:

See "Procedures and Limitations" following this application.

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.*

Procedures and Limitations on Eagle Scout Service Project Fundraising

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising or securing donations of materials*. Send the completed form to your local council service center, where it will be 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.

**This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members of his unit, or the beneficiary. All money left over, regardless of the source, goes to the beneficiary.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service 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. Unless the effort involves contributions only from the beneficiary, 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. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or the candidate's unit, until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.

Eagle Scout Service Project Report

*To be completed after the service project has been concluded. It is not necessary to provide lengthy answers.
Please be prepared to discuss your responses at your board of review.*

Eagle Scout candidate: _____

Once planning was completed, when did the work begin? _____ When was it finished? _____

Summary

What went well?

What was challenging?

Changes

What changes were made as the project was conducted?

Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

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

Materials, Supplies, Tools

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

Eagle Scout Service Project Report, continued

Entering Service Project Data

The Boy Scouts of America collects information on the hours worked* on Eagle Scout service projects because it points to achievement on our citizenship aim. So that you can assist with the data collection, please keep a list of the people who help on your project, and a log of the number of hours they work. Then, please provide the information requested below. Be sure to include yourself, and the time spent on planning.

	No.	Hours
The Eagle Scout candidate	1	
Registered BSA youth members		
Other youth (<i>brothers, sisters, friends, etc., who are not BSA members</i>)		
Registered BSA adult Scout leaders		
Other adults (<i>parents, grandparents, etc., who are not BSA members</i>)		
Totals		

***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.*

Funding

Describe your fundraising efforts:

How much was collected? How much was spent?

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

If you had money left over after the project completion, did you turn it over to the project beneficiary? If "No," when and how long will that take place?

How were the donors thanked?

Photos and Other Documentation

If you have them, attach any "before," "during," and "after" photographs. Attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Candidate's Promise

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

Signed: _____ Date: _____

Completion Approvals

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

Beneficiary name:	Unit leader name:
Signed: _____ Date: _____	Signed: _____ Date: _____

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.*

Excerpts and Summaries From the *Guide to Advancement**

Eagle Scout Service Project Coaches

Many units, districts, and councils use Eagle Scout service project “coaches.” They may or may not be part of the proposal approval. Though it is a Scout’s option, coaches are highly recommended—especially those from the council or district level who are knowledgeable and experienced with project approvals. Their greatest value comes in the advice they provide after approval of a proposal as a candidate completes his planning. A coach can help him see that, if a plan is not sufficiently developed, then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches shall *not* have the authority to dictate changes, withdraw approval, 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 the right 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 position) and have taken BSA Youth Protection training, and may come from the unit, district, or council level.

What Is Meant by “Give Leadership to Others ...”?

“Others” means at least two people in addition to the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for the time worked on a project. The most important thing here is that the Eagle Scout candidate exhibits leadership.

Evaluating the Project After Completion

Eagle Scout 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 Eagle Scout 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 results 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 modifications were so material that the extent of service or the impact of the project was 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 the *Guide to Advancement* for more information.

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 with project execution. 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/scoutsource/healthandsafety/sweet16.aspx.

At the time of publication of this workbook, changes were being made to the *Guide to Safe Scouting* that will affect how service projects are conducted. The changes limit the use of hazardous power tools, machinery, and equipment, and also such activities as working at heights or on ladders, and driving motor vehicles.

Insurance and Eagle Scout Projects

The Boy Scouts of America 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 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 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.



SECTION 04

IRON HORSE DISTRICT REVIEW OF EAGLE SERVICE PROJECT PLAN FORM

Iron Horse District – Review of Eagle Service Project Plan

Scout's Name: _____ Unit (type & number): _____

Birth date: _____ Phone Number _____

Address: _____

City: _____ Zip code: _____

Project Description: _____

Est. Man Hours: _____ Est. Cost: _____ (Materials, equipment rentals, food, etc.)

Yes	No	BSA STANDARDS FOR EAGLE SERVICE PROJECT
		A. Project is for religious institutions, schools, community groups or public facilities
		B. Project is not for Boy Scouts of America
		C. Project is not done for a business or individuals
		D. Project is not of a commercial nature
		E. Project is not a fund raiser
		F. Project is not routine labor
		G. Project conforms to the wishes and regulations of those for whom it is being done
		H. Project clearly demonstrates leadership skills
		I. Time spent demonstrates leadership skills
		J. Project has measurable results (is feasible)
		K. It will be clear to the candidate and others when the project has been successfully completed
		L. Complies with <i>A Guide to Safe Scouting</i>

Yes	No	Notes	DEMONSTRATING LEADERSHIP SKILLS (Further Planning)
			1. Candidate clearly demonstrates leadership skills
			2. Candidate has a clear plan for work (step-by-step/Final Report)
			3. Candidate has a clear plan for recruiting workers
			4. Candidate will organize personnel
			5. Candidate will direct project
			6. Candidate explains the role of adults in project
			7. Candidate shows cost of project and source of funding
			8. Candidate estimates work hours (Final Report) (separate totals for adults, volunteers and candidate work hours)
			9. Candidate provides time schedules (Final Report)
			10. Candidate provides equipment lists and logistics
			11. Candidate provides material lists and logistic
			12. Candidate has drawings, diagrams and photos as needed
			13. Candidate has a safety plan including medical releases, emergency services, transportation
			14. Candidate has a safety plan for equipment and tool use tour permit if necessary (over 50 miles away)

SECTION 05

PUTTING THE 11 POINTS OF LEADERSHIP IN YOUR EAGLE PROJECT

PUTTING THE 11 POINTS OF LEADERSHIP IN YOUR EAGLE SERVICE PROJECT

Mr. Randall Smith, in his *Eagle Scout Leadership Service Project Planning Guide* (<http://www.eaglescout.org/project/eagleprj.html>) outlines many of the key elements needed to prepare and plan a service project. He however fails to address an important factor in your planning and project write-up. Remember the requirement for the project, "*While a life Scout, plan, develop, and give leadership to others in a service project...*" You are selecting a project to lead, not to do. It is helpful to remember when you talk about your project to use the phrase "*I am going to lead a group of interested individuals in the completion of my service project*", not "*I am going to do a service project*."

There are many sources of leadership information, but I find the **Eleven Points of Leadership** as outlined by the Brownsea-JLT Handbook to be clear and easily applied to the write-up and planning of an Eagle Service Project. Another reason is that most Scouts within our Troop who have reached this level in Scouting have attended Brownsea-JLT and are familiar with this format. The Eleven Points of Leadership are listed below for reference in preparing your project write-up. Following the Eleven Points is an example of an actual Eagle Project write-up showing how they can be used.

Remember, to have a well prepared and well planned service project you need to detail all elements of your project. In no way will another scout be leading your Project, as the primary goal of the project is for the Life Scout to lead the project.

BROWNSEA LEADERSHIP SKILLS (Eleven Points of Leadership)

1. Knowing the Resources of the Group

- Who is good at teaching what
- Who do which scouts respect and trust
- Who can teach you what you are weak at
- What hobbies do scouts have
- Who is good at settling arguments

2. Communications

- Taking Notes
- Expressing yourself to get your point across
- Making certain you have the correct information
- Carrying information to and from your people

3. Knowing the Needs and Characteristics of the Group

- Which Scouts are quiet
- What do the Scouts want out of Scouting
- Which Scouts are athletic
- Which Scouts need what advancement
- Which Scouts are hyper

4. Representing the Group

- Do you find out what the group liked and dislike about an event
- Do you take the group aside to find out what it truly thinks (without adults)
- Do you balance the needs of old and new scouts in the group equally

5. Controlling Group Performance - This does not mean sifting on them

- Observing (available to see that the job gets done)
- Instructing (give the minimum amount of instructions to get the job done)
- Helping (getting in to get the job done, taking a positive approach)
- Inspecting (know what you expect to see; help others to discover their own errors)

- Reacting (praise for good work; accepting some responsibility for jobs not completed; taking job as a whole, not just one item)

6. Effective Teaching

- Show the Scout there is need to know the subject or he doesn't know it
- Show him how to do it; Let him do it
- Evaluate if he knows what was supposed to be taught
- Go back if he does not

7. Evaluating

- Do I spend time to see how things are going
- Do I ask others for their views

8. Planning

- Consider the tasks, resources, alternative
- Put plan into action
- Make a written plan
- Evaluate

9. Sharing Leadership - Uses the following 4 leadership styles at the right times

- Telling (ordering people around)
- Persuading (selling people on an idea or plan)
- Consulting (asking others in the group what they want to do)
- Delegating (having another person do the job)
Remember that authority can be shared but not responsibility

10. Counseling

- Do you listen to people and let them make their own decision
- Do you draw what the real problem is out of people by asking questions and listening

11. Setting the Example - Too many examples to be complete but includes

- wearing the uniform correctly
- being the first one up, help do some tasks that others hate
- follow-up on commitments, taking the initiative and do the job
- Attitude, **Attitude, Attitude!!!**
- being quiet when others have the floor
- count up to 10 backwards when you lose your temper
- being on time and meeting deadlines you've set

----- SAMPLE EAGLE PROJECT WRITE-UP -----

Looking Back on the Project

- I feel that I did a pretty good job of meeting most of the objectives I set for myself when I began the project. On some I felt somewhat slow, but I continued to work on them and they each became a learning experience.

Communication

- Before each work party I called the patrol leader or SPL and asked them to call the boys in their patrol/troop. I tried to suggest dividing the telephoning among other members of the group.

Knowing and Using the Resources of the Group

- I asked Paul Krogh, a draftsman, to help me draw up the plans. I asked Phil Sage, a machinist, to help design sturdy yet easy-to-build leg-braces.

Evaluating

- When I found that I had design problems I had to reevaluate the design and make changes.
- This report is my final evaluation of the project (problems and solutions).

Planning

- I made a timeline, but it was dropped when some items took longer than expected.

Setting the Example

- I feel that I was involved as much as I could be during each work party. Sometimes I was much more involved than other times, but that was due largely to how much I had to explain or help.

Understanding the Needs and Characteristics

- I assigned the heavy-duty jobs like digging and using power tools to the older guys. For the younger guys, I had them mix concrete and nail. I gave jobs that were important and that fit the character.

Sharing Leadership

- I asked the patrol leaders or older guys to take charge of different tasks like showing someone else how to do something, or building a bench.

Representing the Group

- Richard and I went before the Brookvale PTA and gave the best presentation that 15-year-olds could give.

Effective Teaching

- I taught the group safety and proper use of power tools. I'm sure that this will be able to be applied outside of scouting and later in life.

Controlling the Group

- For each work party I tried to only invite the amount of people that I had jobs for.

Counseling

- I earnestly tried to take each suggestion to heart to help improve the project
- This project was a valuable object lesson for me, I learned how difficult it is to actually gather a group. In the future, I will remember to confirm commitments and then also remind a few days before. I also learned how hard it is to keep people busy and assign Jobs to the right people. Often I had different age groups working on the project. The first year scouts required short jobs that could be quickly completed. The older guys could be given the more complicated jobs of putting the benches together. It took me a few work sessions to grasp this concept. When I finally did, the project ran much smoother. I have learned that the beauty of construction doesn't come easy. It takes hard work and patience. If I were to do it differently, I would have made the project much simpler. Maybe with more experience I could focus on how intricate it is.

There were a few time periods during the project when not much work was done. During these times I was heavily involved with school activities. During my Junior Year I was class president and the previous year I was chairman of a group of schools that got together to exchange ideas. In addition to the Student Council activities I played sports in all three seasons. Each of these activities greatly cut down the amount of time I could spend on the Eagle project. I wasn't messing around, but instead being an active member of the school community.

SECTION 06

TROOP 818

EAGLE PROJECT PLAN CHECKLIST

Troop 818 Eagle Project Plan Checklist

Eagle candidate must use the *Eagle Scout Service Project Workbook* No. 512-927, which can be downloaded at:

- The cover page and contact page with candidate contact information and troop leadership contact information
- A short description of how you got interested in the project and what you plan to do. This is the first impression of your project. Provide the size and type of project.
- Attach sketches and before photos to help others visualize the scope and feasibility of your project.
- Giving Leadership: (The 11 leadership skills is a good framework) State the number of youth and adults that you will need for your project. Recruitment plan: explain where you will recruit your youth and adult volunteers. Explain your challenges in leading them.
- A list of tools (equipment), materials and supplies needed to do the project.
- Permits and Permissions: include your unit permission slip. Please read pages 17 and 18 carefully so that you avoid any limitation. You must submit an *Eagle Scout Service Project Fundraising Application* if you solicit beyond your troop, family, and friends. Does your benefitting organization require a maintenance agreement? (MDUSD docs.) Does your project require a tour plan?
- The estimated cost of materials and supplies needed for the project (even if donated)
- A source of payment for materials and supplies.
- Project Phases: Use the guide on page 9, but make the phases specific to your plan. The description of the project phases demonstrates the opportunity to lead and feasibility of your plan. (In the final report you will add the step-by-step and timing of your plan.
- Logistics: explain how you will handle the transportation of equipment, materials, and volunteers. Do you need a tour plan?
- A written safety plan: include a discussion of foreseeable problems and suggested prevention mechanisms. This section should also include: Reference to the Guide to Safe Scouting (if appropriate) [Materials Safety Data Sheet (MSDS) for any toxic materials Maps to the nearest hospitals are important resources for leading your project safely.]
- Further Planning: Explain steps that you will take to complete a final plan. You will need to provide the timing of the major tasks. A work schedule, which outlines the tasks in time and sequence, is a useful tool. You will also need to keep track of project hours including your planning hours. Refer to page 20. The step-by step plans and to scale diagrams are addressed in this section
- Role of the Adults. Two adults are needed at all time but they should not “supervise the Scouts”. The candidate needs the supervisory experience. Adults can help with planning, provide emergency transportation, use power tools, etc., but their role needs to be defined. The role of the youth and adults are reported on page 15 of your final report.

Three signatures are necessary: 1) the representative for whom the project is being done;
 2) the Troop Eagle Advisor; and
 3) the Troop Scoutmaster.

The Troop 818 Eagle Advisor is Tom ‘Coach’ McKimmy, 925-609-4376, email: tommckimmy@yahoo.com

SECTION 07

BSA EAGLE RANK APPLICATION FORM

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

Boy Scout troop. Patrol leader, Venture 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, Leave No Trace trainer

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, Leave No Trace trainer

Venturing crew/ship. President, vice president, secretary, treasurer, den chief, quartermaster, historian, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, Webmaster, Leave No Trace trainer

Lone Scout: Leadership responsibility in his school, religious organization, club, or elsewhere in his community

Position _____

Date of Life Scout board of review

Month	Day	Year
-------	-----	------

FROM

Month	Day	Year
-------	-----	------

TO

Month	Day	Year
-------	-----	------

Position _____

FROM

Month	Day	Year
-------	-----	------

TO

Month	Day	Year
-------	-----	------

REQUIREMENT 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, No. 512-927*, in meeting this requirement.**

Project name: _____

Date of final signature

Month	Day	Year
-------	-----	------

Grand total of hours: _____ (from *Eagle Scout Service Project Workbook*—for statistical purposes only)

REQUIREMENT 6. Take part in a unit leader conference. Attach to this 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.

Date conference was held

Month	Day	Year
-------	-----	------

CERTIFICATION BY APPLICANT. On my honor as a Boy Scout, Varsity Scout, Venturer, or Sea Scout, all statements on this application are true and correct. All requirements, with the exception of my board of review, were completed prior to my 18th birthday.*

Signature of applicant _____ Telephone _____

Date

Month	Day	Year
-------	-----	------

*Or the date established by an extension of time granted by the National Council (see the *Guide to Advancement*, section 9.0.4.0.). The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the *Guide to Advancement*, section 10.0.0.0.

UNIT APPROVAL (personal signatures required)

Signature of unit leader _____ Telephone _____
Scoutmaster, Coach, Advisor, or Skipper

Date

Month	Day	Year
-------	-----	------

Signature of unit committee chair _____ Telephone _____

Date

Month	Day	Year
-------	-----	------

BSA LOCAL COUNCIL CERTIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed _____ Position _____

Date

Month	Day	Year
-------	-----	------

Successfully complete an Eagle Scout board of review. The applicant appeared before the Eagle Scout board of review on this date, and this application was approved.

Review date

Month	Day	Year
-------	-----	------

 This date will be used on the Eagle Scout credentials.

Signature of Eagle Scout board of review chair

Signature of council/district board representative (if applicable)

I certify that all procedures, as outlined in the *Guide to Advancement*, have been followed. I approve this application.

Scout executive _____ Date

Month	Day	Year
-------	-----	------

Presentation of the rank may not be made until the Eagle Scout credentials are received by the BSA local council.



NATIONAL EAGLE SCOUT ASSOCIATION. The National Eagle Scout Association is a fellowship of men who have achieved the Eagle Scout rank. Membership embraces the top achievers of the Boy Scouts of America. Benefits include a subscription to the *Eagle Scout Magazine*. The periodical keeps NESAs members informed on Scouting in general and Eagle Scouting in particular.

Applications are available at your local council service center.

Regular five-year memberships are \$35. Life memberships are \$250.

Please use the most current application found at www.scouting.org/scoutsources/media/forms.aspx.

SECTION 08

TROOP 818

**EAGLE SCOUT APPLICATION &
BINDER CHECKLIST**

Eagle Candidate's Name: _____

TROOP 818
COMPLETED EAGLE SCOUT APPLICATION & BINDER CHECKLIST

NOTE-this checklist MUST be signed by the Troop Eagle Advisor and MUST be included with the Eagle Scout candidate's completed Eagle Scout binder when it is presented to the Scoutmaster Conference.

Please check the box once you know that an item has been addressed.

- | <u>Scout</u> | <u>Eagle Advisor</u> | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Review Scout's original, in color, Eagle Scout application (2 sides). All information is typed and fully legible. |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify use of candidate's "full legal name" (including middle) wherever asked, no use of initials. |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify use of complete dates where requested – month, day and year. |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify that date candidate joined the Boy Scout troop is the date of his first troop meeting – not the date he earned his Boy Scout badge (unless it happens to be the same). |
| <input type="checkbox"/> | <input type="checkbox"/> | Confirm the dates for candidate's 1 st Class, Star and Life ranks corresponds to the transcript dates. |
| <input type="checkbox"/> | <input type="checkbox"/> | Confirm at least four months between First Class and Star rank. |
| <input type="checkbox"/> | <input type="checkbox"/> | Confirm at least six months between Star and Life rank. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Requirement 1 on the Application:</u> Confirm at least six months at Life Scout rank. |
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Requirement 2 on the Application:</u> Letters of reference from all of the people listed on the application. These letters are sent by the references directly to the Troop 818 Eagle Advisor. References must be provided with addressed, stamped envelopes for them to use. The addressed envelope provided must be formatted according to the example below: |

Sender's Name	Stamp
Address	
City, State ZIP	
Troop 818 Eagle Advisor Attn.: Name of Advisor (<u>Tom McKimmy</u>) Address (<u>4508 Blackburn Ct.</u>) City, State ZIP (<u>Concord, CA 94518</u>)	
RE: Eagle Candidate's Name	

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <u>Requirement 3 on the Application:</u> Confirm that the dates listed on which each of the required and elective merit badges were earned and confirm that they were earned prior to advancing to each of the ranks that they were used for. This is not the date of the Court of Honor where they were awarded but the date they were recorded by the Troop. |
| <input type="checkbox"/> | <input type="checkbox"/> | Confirm that no merit badges have an earned date earlier than the Candidate's date of joining the Troop. |
| <input type="checkbox"/> | <input type="checkbox"/> | Confirm that the unit number where each of the merit badges were earned has been entered (this |

Eagle Candidate's Name: _____

would typically be 818).

- In the case of merit badge numbers 6 and 9, cross out the badges not used as a requirement. If these badges were earned as elective badges please write them in on those spaces.
- Requirement 4 on the Application:** Confirm that you have served six months in a position of responsibility while earning your Life rank.
- Requirement 5 on the Application:** The following Service Project information is included in your finished binder:
 - The original "Eagle Scout Service Project Proposal", write up and signature approval pages (pages 6 through 10 of the official *Eagle Scout Service Project Workbook*. No. 512-927, 85 produced by the Boy Scouts of America) and any photos or information that go with it.
 - The completed "Eagle Scout Service Project Final Plan", (pages 11 through 16 of the official *Eagle Scout Service Project Workbook*. No. 512-927). A completed "Final Plan" will be an easily reviewed record of your planning that you can show your board of review.
 - Approved "Eagle Scout Service Project Fundraising Application.", if applicable, (page 17 of the official *Eagle Scout Service Project Workbook* No. 512-927).
 - The completed and signed "Service Project Report" (pages 19-20 of the official *Eagle Service Project Workbook* No. 512-927, and any information or photos that go with it.
- Requirement 6 on the Application:** Review the attached statement of the Candidate's ambitions and life purposes and a listing of leadership positions held in his religious institution, school, camp, community, or other organizations. Include honors and awards received during this service (if any).
- Obtain all required signatures on the back of the application: Eagle Candidate's; The Scoutmaster; and the Committee Chair.
- Include two (2) black & white copies of your completed, original Eagle Rank application form.

I have reviewed the enclosed Eagle Scout application/binder and verify that the checklist items have been completed. The Candidate's Binder may now be submitted for District Binder Review on the next available date.

Signature/Printed Name of Troop Eagle Advisor

Date

SECTION 09

IRON HORSE DISTRICT BINDER ORGANIZATION GUIDELINES



Eagle Board of Review
Iron Horse District
“Binder Organization Guidelines”

****This is for guidance only. They are not hard set rules****

The Eagle binder should be prepared into 8 sections *(Duplicate copies of Eagle binder not required)*

- Assemble binder for Eagle Board to review in the following order using, eight numbered dividers.
- Place Eagle applicant’s name on the front and on the spine of the binder.

1) Eagle Scout Rank Application Form.

- Before an Eagle Board of review can be held, the data in the Eagle Scout Rank Application must be confirmed by the Local Council. This is to be done prior to the applicant turning over his Eagle book to the Eagle Board Chairman, one week before his board.
- The easiest way to avoid having problems with missing or incorrect dates on merit badges and ranks, is for the applicant to request a “personal profile” print out from the Local Council office records and use it to verify applicant’s merit badges, and rank advancements, including scout, tenderfoot, second class, and first class *(Dates only have to be close in most cases)*. Call the Local Council office registrar to request a print out at telephone # (925) 674-6104 or e-mail registrar @ BSA-mdsc.org. Discard print out after using it to verify records *(It is not needed for the board of review)*.
- The applicant, his parents, someone from the unit, or even the District Advancement Chair, can take the Eagle Scout Rank Application form *(the single page, not the complete package)* to Pam Smith (925) 674-6126 at the Council office front desk *(Mon-Fri, 8:30am-5pm, not open Saturdays)* who will check that the dates of ranks, advancement and merit badges are correct. Please call first to make sure someone will be there to approve the application. Time permitting, the applications are reviewed immediately. This process takes approximately 10-15 minutes. If all the dates are correct, the application is signed and the applicant can schedule his Board of Review. If not, the application is returned showing the area(s) that needs correction. Incorrect or missing dates must be submitted on an advancement report form in order to be corrected. In any case, the turn around time for reviewing the application should be no longer than 24 hours.
- Applicant must have full name *(including middle name)* on application form.
- For requirement #3 – Line through, merit badges not being used for Eagle, for example: #6 *(Emergency Preparedness or Life Saving)*, and #9 *(Cycling or Hiking or Swimming)*.
- Unit Approval signatures, Note: the unit leader signature is to be obtained prior to the committee chair signature.
- Make 1 copy of application, after getting it approved and signed, and then place it behind the original form in the binder *(This is used as a verified copy for the final board of review approval, for the applicant’s records)*.

Advancement Report Form *(used for board members to sign and date to process paper work)*

- Fill out advancement report form #34403B with Scout Master’s information in top left corner and Eagle applicant’s name and “Eagle” rank on line #1 under pink name bar, half way down the sheet.

MDSC Eagle Collection Form *(used for Council tracking of Eagle Projects)*

- Fill out Council Eagle Project Information Reporting form (see page 3) and place with Advancement Report Form



2) Scouting History (*Blue cards no longer required in binder*)

Obtain and put in this section, an “Individual History Report” record from the program “Troop Master” (if not possible, then a list of history, of scouting accomplishments to paint a picture of scout’s experience). Do not include any blue cards in this binder.

3) Requirement #6 on Eagle Application (*Ambitions and life purpose*)

Write a statement of your ambitions and life purpose (what you see your future to be, in the next 10 years).

Write 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.

If the applicant does not belong to an organized religion, he should write a statement of beliefs to be included in this section.

4) Letters of recommendation (*This section left empty, until letters are put in at the last minute by the Eagle Board Chairman*)

Letters are to be given to Eagle Board Chairman from parents/guardians, religious, educational, employer (if any) and 2 other adults by referring to the information found in “Reference Letter Request” form. Letters received by Eagle Board Chairman at time of the “Binder Review”, must match the same persons as cited in requirement #2 of the Eagle application.

If the applicant does not belong to a religious institution, the parents should sign as the religious reference.

Parent Religious Education Employer (if any) 1 Other 2 Other

Letters are NOT returned to the candidate per National Scout Office procedures.

5) The approved project plan and signature forms

Put in this section the project as prepared for, Eagle project review with approval signatures for project plan from Eagle work book.

Please place the Blue sheet from the Eagle project review board in the front of this section, if you have it.

6) The Final Project Plan (after approval)

Put in this section the project as finalized after your Eagle project review. This is the version of the Project Plan that you used to carry out your project.

7) evaluation of the project and signature forms (*Explain actions you took, to show leadership*)

Write a short paragraph explaining what your project was.

The project completion signatures for the completed project of the Eagle Project work book.

You must list the hours spent from start to finish on your project. The “Project Tracking Log” form is an example of how to list them, or any other simple spreadsheet showing hours worked on the project by the Eagle candidate, adults and youths. Starting with “Life to Eagle packet presentation” and ending with the project evaluation.

List materials required to complete the project and changes made to applicants project and why.

The Applicant needs to note the differences of the estimated hour's verses actual hours used on the project. He must also explain the differences of estimated costs verses actual cost of project. This could be either the too much or too little scenario.

7) Photographs of the project *(before and after picture)*

This presents a clearer overall understanding of applicant's effort.

SECTION 10

IRON HORSE DISTRICT EAGLE CANDIDATE LETTER OF RECOMMENDATION GUIDE



Date: ____ / ____ / ____

Dear _____,

Eagle candidate _____ is applying for the rank of Eagle Scout. He will be undergoing a District Eagle Scout Board of Review. To facilitate review of his character, he is asked to provide *confidential letters of recommendation*, and has suggested you as a reference. *The letter will be seen ONLY by the Eagle Board*

Would you please write this letter and mail to his troop's Scout Master or the Advancement Chair. In turn, they will collect the letters into (SEALED) envelopes and they will be transferred to the Eagle Board Chairman.

Send the letters to: **Iron Horse District Eagle Board of Review**

Attention: Scout Master or the Advancement Chairperson _____

mailing address: _____

Please be sure that YOUR NAME appears in the RETURN ADDRESS, and that the Scouts name is in the LOWER LEFT corner.

Your letter of recommendation should explain why you think this candidate is worthy of the rank of Eagle Scout. Your letter will be read by the Eagle Board of Review Committee prior to meeting with the Eagle Scout Candidate. The information below will help define what an Eagle Scout should be, and may help you formulate your recommendation. If you have any questions about this request or your letter, please contact the Eagle Scout candidate and or Scout Master / Advancement Chairperson listed above.

A scout is expected to show a sense of duty to God, to Country and to other people. He should be a leader or have the ability to lead. He should have a sense of morality. He should be prepared and capable of caring for himself and helping others. These criteria are covered in the Scout Oath, Law, Motto and Slogan.

Oath: On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake and morally straight.

Law: A scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean and reverent.

Motto: Be prepared.

Slogan: Do a good turn daily.

If your letter is not received before the Eagle Board of Review, you may be contacted directly to obtain your input.

Thank you for your assistance.

Sincerely,

The Iron Horse District Advancement Committee

SECTION 11

IRON HORSE DISTRICT EAGLE RANK BINDER CHECK FORM

