

# Eagle Project Worksheet

Project title \_\_\_\_\_ Date \_\_\_\_\_

Scout Name \_\_\_\_\_ Troop \_\_\_\_\_ Adult Partner \_\_\_\_\_ Phone # \_\_\_\_\_

Check ALL that apply. **BOLD** items are required. Submit with project workbook

## Defined Goals

- Eagle service project can be started anytime after obtaining the rank of Life.
- All requirements and service project must be completed before your 18<sup>th</sup> birthday.**
- I know my project must be worthy as an Eagle Scout Project (more than just a good turn).**
- I have identified a qualified organization that will benefit from my project.**
- I have confirmed that the beneficiary is neither a 'for profit organization' or associated with BSA.**
- I have identified the beneficiary representative and have obtained their signature on page 6 after we discussed the concept and goals of the project.**
- I have described how the beneficiary receives real value from my project.**
- I have described how this project will be a continuing benefit or service in the future.**

## Project Planning

- I have described my project to the fullest extent possible and have used a title that accurately states its purpose.
- My plan is detailed enough to allow someone else to complete the project if I were not available.**
- I have reviewed the detailed plans with the designated member of my troop committee and obtained their signature on page 9.
- I have reviewed the detailed plans with the beneficiary representative and have obtained their signature on page 9.**
- I have reviewed the detailed plans with my scoutmaster and obtained his/her signature on page 9.**
- I have identified the beneficiary representative who will be able to verify that the project was completed.
- In the section called Project Details I have identified my roll as a LEADER in this project and my responsibilities as a leader.

## Work Plan Details

- I have identified my planned work-days. No work will start until I receive approval from the district advancement Committee.
- I have shown how the work is divided into tasks.
- I have included listings of work-day tasks, man-hours needed per task, and any special equipment or skills needed to complete the task.
- I have included step-by-step instructions for each task.
- I have identified where and when I will recruit helpers and how many will be required.
- I have identified work location(s) and any necessary transportation.

## Equipment List

- I have listed all tools and equipment, needed quantities and special operators for power tools per the guide to safe scouting and sources of the tools.

## Materials list

- I have included a list of ALL materials, supplies, consumable goods needed and quantities.
- I have included examples of all teaching aids/instructions and printed information I plan to use.

## Work Hours

- I estimate that my project will require \_\_\_\_ 10 hours, \_\_\_\_ 50hours, \_\_\_\_ 100 hours \_\_\_\_ 200+ hours to complete including planning and fund raising.
- I have included a realistic estimate of OTHERS work hours to complete my project.

## Safety

- I have recruited at least one Youth Protection trained adult for supervision for my project.**
- I have described the training of my workers in order to prevent accidents.
- I have described the availability of eye and ear protection and first aid supplies.
- I have described how emergency services can be called.
- I have described how food and water will be available.

## Detailed drawings

- I have included scaled or dimensioned drawing(s) for the project.

## Photographs

- I have included "before" photos showing the need for my project.

## Forms

- I have used the proper forms and neatly and fully completed them.**
- I have identified and listed all permits, inspections or certificates needed and who issues them.

### **Financial plan**

- I have included an itemized estimate of costs for this project.
- I have described how funds will be raised for this project.

### **Advancement Committee review**

- Bring the original and at least one copy, which would be helpful, but not required, to your district advancement committee.
- Wear complete scout uniform

### **Project**

- Continue to keep tract of project hours. This will be needed for the ‘Good Turn for America’ certificate.**
  - Hours spent planning the project
  - Hours spent carrying out the project
  - Hours spent by others helping with the project, both planning and completing.
- Remember to record the start date on page 13**
- If there are major changes to the project, check with your advisor, district advancement advisor and benefiting organization ensure that it still meets the intent of the project. Keep a list of changes to the materials on page 11 and project changes on page 12.**
- Take pictures of people helping with the project as well as pictures showing progress of your project. Add to page 13.**
- Once project is completed get signatures on page 13 of:**
  - Benefiting organization signature and date project was completed.**
  - Scoutmaster’s signature**
  - Your signature**
- Schedule scoutmaster conference.**
- Project must be completed before your 18<sup>th</sup> birthday.

### **Eagle Application**

- Fill out Eagle application**, type or print so it is legible. Work with advancement chairman, scout handbook, merit badge cards so all dates are correct. All requirements must be completed before your 18<sup>th</sup> birthday.
- Identify six (6) references and send letters**, samples in service project packet, asking for references on your behalf. At least three (3) letters are required before a board of review can be held. Letters should be sent to Scout headquarters, reference your name on the envelope.
- Write your life ambition statement.**
- Your signature on the application and telephone number stating your application is truthful and correct.**
- Obtain signature of committee chairman and scoutmaster and their telephone numbers.**
- Take completed application, service project booklet and pictures, **Good Turn for America Certificate**, life ambition statement to Scout headquarters. Can be done after turning 18, but must have board done before 90 days after birthday.

### **Scout Headquarters**

- Scout headquarters will review application and dates to insure accuracy with computer records.
- District advancement chairman will be notified and will pick up paperwork.
- Scoutmaster or troop advancement chairman will be called and a board date will be set.
- You will be notified of date by scoutmaster or advancement chairman.

### **Eagle Board**

- Show up in complete scout uniform
- Bring Scout handbook.**
- Bring blue cards**
- At least two (2) adult members of your troop (to be selected by you) and one (1) from the district advancement committee will sit on the board. Good luck!

### **Processing of Application after the Board**

- Paperwork will be returned to scout headquarters by advancement committee member.
- Scout executive will sign
- Application is sent to national advancement committee
- Eagle award will be forwarded to scout headquarters or scoutmaster
- Press release can now be sent to newspapers.

Scout signature \_\_\_\_\_