Troop 770 Instructions for Eagle Projects and filling out the

Eagle Scout Service Project Workbook

19 January 2015

"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."

IMPORTANT NOTES: Accurate spelling, punctuation, capitalization and completely filling out the Eagle Project Workbook is **mandatory**. The more detail and thought you put into your project paperwork the more successful you will be when it comes time to perform your project. It will also save you immeasurable amounts of time in rework and corrections from your project coach, Scoutmaster, and District Advancement Committee. Only your best is expected and nothing less will be accepted.

PART I: PROPOSAL

1. Attend a District "Life to Eagle" presentation at Round Table <u>if possible</u> as this does a good job of describing the requirements and the Eagle Project Workbook
2. Download a current version of the Eagle Project Workbook from the BSA website to ensure you have the current form. http://www.scouting.org/. The form changes periodically, and the District will require you to redo your work if not on the current form.
3. Once on the BSA website type "eagle project" in the "Search BSA" box in the top right hand corner of the website. As of January 2015 the current form was Eagle Scout Service Project Workbook 512-927
4. Download the form to your own computer. Recommend that when you save the pdf file that you add your name to the file, for example "Sam Smith Eagle Project". This will make it easier for your troop leaders and your coach it you need to email them your project.
5. **FIRST** read all of the instructions in the **entire** workbook before you meet with a potential project beneficiary or filling out your proposal.
6. If you don't know what you want to do for a project here are several suggestions. 1. Search the internet for ideas. 2. Meet with an organization you are interested in, explain what is required for an eagle project and see if they have ideas. 3. Meet with your Scoutmaster, Committee Chair and Advancement Coordinator for ideas or contact information of organizations who have supported the Troop with projects in the past.
7. If you do have an idea for a project or the organization, arrange a meeting with the person who would be the project beneficiary (for example your school principle). Before the meeting print off ""Navigating the Eagle Scout Service Project," at the back of

the workbook and provide this to the beneficiary. Take good notes, make sure you have a good idea of what is required, and what is desired to complete the project. Find out if they will donate supplies, workers, etc. Find out when the project has to be completed and who all has to approve the project (for example if you are doing a painting project for your church the Church Board may have to approve the project and paint color). Find out if any permits are required, this is mainly if you are working on public land, campgrounds, or if you will have to dispose of materials on that land.

8. Account for all the hours you spend on your project from the beginning of your proposal to the end of the final report including the time of the adults who met with or helped you with your paperwork. This includes all meetings with the beneficiary, your project coach, and District reps. You will need this information for your final report.

9. After meeting with your project beneficiary, write your first draft of your proposal and either meet with the Advancement Coordinator or email him/her your proposal.   Make your best effort and proof read PRIOR to Advancement review to reduce the number of drafts you prepare. The Advancement Coordinator will offer suggestions and critique your paperwork. If your idea meets the requirements for an Eagle Project and has a good possibility for success (see Meeting the Five Tests of an Acceptable Eagle Scout Service Project on Proposal Page A) he will recommend you meet with the Committee Chair, Mr. Keplinger to get his informal approval as well as recommendations on what he will expect in the final draft of your proposal. NOTE: The proposal is not your final plan. You do not need all the details figured out, but you should have a good idea of the scope of your project, and what it will take to complete it (time, money, types of materials, volunteers, special skills, tools, etc). Make sure the "Contact Information" page is filled out completely and correctly.

10. If the troop leaders approve you to continue with your proposal take "before" pictures and include them in your proposal. This will help people better understand your project and show what was accomplished when you add the "after" pictures in your final report. **NOTE:** If the file size of the pictures is large you are better off pasting them into WORD and NOT into your Eagle Project file. Photos with a large file size will significantly slow the opening and saving of our project file and make it almost impossible to email it to your coach for review. If you save photos into another document just type "see attachment for before photos" in the appropriate block on your proposal. Your final paper work will be printed off and reviewed on paper so each page should be placed in document protectors and into a three ring binder.

11. For your project you may have materials, supplies, and tools donated, but in your proposal and final plan need to include the actual cost of the items if they were not donated (see instructions on Proposal Page D). If you need to include the cost of donated tools, one suggestion is to go to a Lowes or Home Depot and find the cost of

new items. As it says in the project book ""Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost."

12. Once the Advancement Coordinator has approved your proposal paperwork, print a copy (in color if possible) of all pages from the front cover to the signature page (Proposal Page E), place the pages in document protectors, then in a three ring binder. Sign on page E, and then obtain Scoutmaster, Committee Chair, and Beneficiary approval signatures.

13. Once the above three signatures are obtained, call the Thunderbird Bird District Advancement Coordinator, Mr. Buddy Thatcher, and set up an appointment to meet with him to obtain his approval and signature. DO NOT START WORK ON YOUR PROJECT UNTIL DISTRICT APPROVAL IS OBTAINED!

14. The District may assign a Project Coach at this time. If they do not one will be provided by the Troop. Annotated your coach's information on Proposal Page B.

PART II: FINAL PLAN

1. **You must complete the final plan** and have it approved by your coach **prior** to the day you perform your project. Recommend you get approval for your final plan at least **two weeks** prior to the start date of your project or sooner. Coaches frequently provide insight that will help you produce a better plan and in turn better outcomes on project day.

2. Fundraising: There are special rules and limitations about fundraising and are covered in the workbook on Fundraising Application Page B. **MAKE SURE TO USE THE FUNDRAISING APPLICATION IF NEEDED**. This documentation will be checked at your Eagle Board by the District Representative.   This must be signed by the Scoutmaster and Council. Call the Quapaw Area Council office 664-4780 to schedule an appointment with Mr. Terry Sharp (Assistant Scout Executive) to obtain his signature if needed.

3. Write as much detail into your final project as possible. You are much less likely to miss an item, or forget to do it if it is captured in your final plan. For example, if your parents are providing lunch, snacks, drinks, etc your final plan should include what you are buying, amounts, and cost. Think through all the details from before arrival at the project site (i.e. where will you get ice for the water jug), to when you will pick up any equipment borrowed from the Troop.

4. A note on volunteers: Too many workers can be worse than too few. Carefully plan how many people you will need for each task. Some task may require many folks but only for a short time. You may want some people to come for only a short period of time. It is very difficult to manage a large horde of 11 and 12 year olds who don't have anything to do. Plan as if you were paying your volunteers out of your own pocket and

only use as many as you need for as long as you need them. If there portion is done send them home. Also, it may be more efficient to do the project on multiple days. Many projects start the weekend before constructing or preparing materials at someone's home or shop with the on-site work being done at a later date.

5. Safety: Make sure you know the restrictions from "*the Guide for Safe Scouting*" on power tools, ATVs, etc. Don't forget to have a first aid kit and someone who is good at using it. Some task may be hazardous for boys to perform, but very safe for skilled adults. Plan appropriately.

6. Recruiting workers: Plan ahead on how you will get the right type and number of people for your project. **Don't assume people will show up just because you ask them. Get their name and contact number**. Let people know about the project early so they can fit it into their busy schedules. Hand out an information sheet that has the who, what, when (and how long), where (include directions) as well as your phone number. Tell them what to bring and how to dress (i.e. if they need gloves, tools, water bottle, change of clothes, etc.). Let them know if lunch is provided or if they need to bring food.

7. Tools: If you need tools donated make sure you get commitments from people so you have enough of what you need on the project work day. DON'T ASSUME TOOLS WILL APPEAR JUST BECAUSE YOU TELL PEOPLE YOU NEED THEM…PLAN, PLAN, PLAN!

PART III: PERFORMING YOUR PROJECT

1. Arrive prepared to start work. That means you have to get there early with everything set up so your workers time is maximized. Remember, this may mean having buildings unlocked (toilets) water and cups out, etc.

2. You are in charge and responsible for the completion of the project to the satisfaction of the project beneficiary. Your coach will be there to offer suggestions but this is your project. You may have adults who forget that this is your learning experience and be overly helpful – especially if your parent it very involved. If you have this occur most importantly be polite (they are trying to help), ask if they have suggestions (they may have good ideas but don't know your entire plan), and make a decision upon what you feel is the best approach. Remember: the purpose of this project is for YOU to give leadership.

3. Don't do the work: You cannot think and manager your project if you are directly involved in the work. Your job is to keep the work on track, answer questions, and adapt to changing situations. Ensure you monitor your workers to make sure they are safe and have what they need to complete the job. Keep track the status of your supplies. No matter how well you planned you may need more paint, nails, etc than you

purchased so you may need to send someone for more "stuff" or complete that portion at another time.

4. Keep people busy and clean up as you work. If you no longer need folks thank them for their help and send them home.

5. Take pictures. You will want to include "during" and "after" photos in your final report.

6. Keep a log of everyone who worked on the project and the number of hours they worked – including your own!

7. Have the beneficiary present if possible, at least at the end of the project so you can confirm with them that the project meets their requirements and what you agreed to do.

PART IV: AFTER THE PROJECT IS COMPLETE

1. The project is not complete until the paper work is done to the satisfaction of your coach, Advancement Coordinator and Committee Chair. Have someone proof read your complete project paper work for spelling, punctuation, etc. Remember, only your best is expected and nothing less will be accepted. Your completed project paperwork will be reviewed before your Eagle Board of Review so you want to make sure everything is documented and signed correctly.

2. Thank your volunteers. Mailing a thank you note to the adults who participated in your project is entirely appropriate. Some of the adults may have taken time off from work to help you and it may have cost them income to support you. Put yourself in their shoes and make sure they know they were appreciated.

3. Project Report: This portion of the work book is an opportunity for you to reflect on the entire project to cement in your own mind what you learned. Answer the questions seriously, honestly, and completely. The reviewers want to see that learning occurred not that everything went perfectly – no project ever does.

4. Have your coach and advancement coordinator review your completed workbook prior to obtaining final signatures. Once they are satisfied with your paperwork get the beneficiary to sign (first) then Committee Chair.