

Eagle Project Checklist

The Committee wants every Scout, who has taken the initiative to earn their Eagle Scout rank, to succeed. In an effort to help you succeed with your project we have created this checklist for you to use along the way. We also have sample project binders available for your review. The journey to become an Eagle is not meant to be done alone, feel free to ask any committee member, troop leader, family member or friend for advice and/or counseling. Please keep in mind, your Eagle Project needs to be completed prior to submitting your Eagle application, which needs to be submitted prior to or on your 18th birthday.

Throughout your scouting career, you have fulfilled requirements in the areas of leadership, service and outdoor skills while showing good character, citizenship and physical, mental, and moral fitness. Your Eagle Scout Leadership Service Project is the opportunity for you to demonstrate your leadership skills while performing a project for the benefit of a religious institution, school, or our community.

Planning and Approval

- Decide on your project and think about the general plan
 - How will you show leadership
 - Get a verbal approval from a Troop Leader
- Figure out the group that will benefit from your project
 - Who will be your contact and how will you get in touch with them
- Present the general concept to your contact
 - Be sure your contact will work with you throughout your project
 - Meet with contact and get a verbal approval to work up your details
 - Explain the project process and explain how long your project will take
 - Schedule a follow up appointment with contact to show project details
- Figure out the details of your project
 - Prepare drawings and/or sketches
 - Make a list of tools and materials required
 - Estimate how many helpers and hours your project will need, consider using fellow scouts as helpers
 - List resources (people) you can consult with
 - List fundraising ideas in detail
 - Figure out how you will demonstrate your leadership abilities
- Prepare a draft of your project details – preferably typed
 - Be sure to explain how your project will benefit the group

- Meet with your contact and show them your draft of the project details
 - Obtain another verbal approval from your contact
 - Schedule an appointment to obtain contact signature in workbook
- Meet with a Troop Leader for verbal approval of project details draft

Eagle Project Workbook/Presentation

Your Workbook documentation should be typed and organized in a binder or bound in some way with tabs. It should clearly describe the time and hard work you've put into your project, as well as giving great detail to the project itself. You must use the actual workbook; however, you may add additional pages as needed. Here is a link to the workbook: <http://www.nesa.org/PDF/18-936.doc> Any Committee Member can provide you with a sample project binder for your review.

The following outlines the sections of the workbook, (including the page number) and lists specifically what should be included:

- Description - (page 7)
 - Briefly summarize your project
 - Where the project will take place
 - When you plan to carry out your project
 - How you will lead your project
 - Include name of benefitting group, phone number, and address
- Beneficiary - (page 8)
 - The group that will benefit from your project
 - Describe in detail how the group will benefit
 - Include date you discussed this with a Troop Leader
 - Include your contact's name, date you discussed project concept with contact, your contact's title and their phone number
- Detail - (page 9)
 - Describe present condition of your project area
 - Explain methods you plan to use to complete your project
 - List materials needed
 - List your helpers
 - State how long your project will take to carry out
 - Estimate in detail the project costs
 - Detail how you will obtain the needed funds (donations/fundraisers)
 - Describe any safety hazards you may face
 - Explain how you will ensure safety of those carrying out your project

- “Before” Photographs - (page 10)
 - In most cases before photographs can be very helpful in showing your efforts
 - Drawings and sketches can also be helpful

Your project workbook is now ready for formal approval. You must meet separately first with your contact, then the Troop Leader and then request a meeting with the Troop Committee to obtain required signatures on page 10 of your workbook. After you have received those signatures, your Troop Leader will guide you on how to obtain a signature from Council. Once you receive Council approval you're ready to start your project. Remember, when you meet with your contact, the Troop Leader and the Troop Committee you should be wearing your Class A+ uniform as well as for your Eagle Board of Review.

Remainder of workbook:

- Carrying Out the Project - (page 11)
 - Keep a record of time spent planning and carrying out your project
 - You must lead two or more individuals while carrying out your project
 - After project approval, keep track of your time as well as helpers
 - List days you/they worked and how many hours
 - List materials and their cost needed to complete the project - (page 12)
- Changes - (page 13)
 - List changes made to your original plan and explain why those changes were made
 - Be sure to include material changes
- “After” Photographs - (page 14)
 - This helps give a clearer understanding of your efforts, especially if you also took before photos
- Approvals for Completed Project - (page 14)
 - You must state start date and completed date
 - You must sign and date first
 - Troop Leader must sign and date second
 - Group contact must sign and date last

Now it's time to complete your eagle application and have an official Eagle Board of Review. Good luck! Remember during your Eagle Board of Review the Board must:

- Feel you demonstrated leadership of others during your project
- Believe you directed the project rather than doing all the work yourself
- Your project was of value to the group.