



Mon Valley District Life to Eagle Guide

2012 Edition

**Laurel Highlands Council
Boy Scouts of America
Mon Valley District
Michael J. Brigode, Advancement Chairman**

March 2012

Dear Life Scout,

Congratulations on achieving your Life rank and arriving at the Eagle Summit! Please keep in mind that the reason that fewer than 4% of all Scouts attain the rank of Eagle is a testament to its stature and difficulty. It is not a guarantee to be received, but rather it is an honor to be earned. This guide was put together to help you through the Life to Eagle process. This process can be confusing and quite challenging at times. As you go through this guide, you will see that it has been arranged in a check list manner and follows both the Eagle application and Project Workbook layout. It is meant to help you organize your thoughts and enable you to carry out a successful project. It is also meant to show you what documentation and paperwork you will need to get your project approved.

Please keep in mind that everyone from your parents, your leaders, and those of us on the Advancement Committee are here to help you. We are here to help you succeed, not to watch you fail. That being said, we cannot help you unless you ask. Remember that this is a “Leadership” project and is not meant for you to do alone. If you just ask, you will be amazed at the help you will get.

Should you have any questions or concerns about your project or the whole Life to Eagle process, please feel free to let me know. Once again I congratulate you on your achievement and look forward to seeing you at your Eagle Board of Review.

Yours in Scouting,

Michael Brigode
Advancement Chairman, Mon Valley District
Laurel Highlands Council, B.S.A.

District Contact Information

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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, co-captain, 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 _____

FROM _____

FROM _____

Date of Life Scout board of review _____

Month Day Year

TO _____

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 plan must be approved by your unit leader and unit committee, by the council or district, and by the organization benefiting from the effort before you start. You must use the Eagle Scout Leadership Service Project Workbook, No. 512-927, in meeting this requirement.

Project name: _____

Date of final signature _____

Month Day Year

Grand total of hours: _____ (from page 10 of Eagle Scout Leadership 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 Scout/Venturer, all statements on this application are true and correct. All requirements were completed prior to my 18th birthday.

Signature of applicant _____ Telephone _____

Date _____

Month Day Year

UNIT APPROVAL. (personal signatures required)

Signature of unit leader _____ Telephone _____

Date _____

Month Day Year

Scoutmaster, Coach, or Advisor

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 Advancement Committee Policies and Procedures, 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 NESA 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 \$25. Life memberships are \$180.

Please use the most current application found at www.scouting.org/scoutservice/nesta/forms.aspx.



EAGLE SCOUT SERVICE PROJECT TRACKING RECORD

Please print information and include with the Eagle Scout Application. This information is helpful for council tracking use and NOT REQUIRED FOR APPROVAL OF THE APPLICATION.

1. _____
(FIRST, MIDDLE, LAST NAME)
2. TROOP # _____ SPONSOR _____
3. DISTRICT _____
4. TITLE OF THE EAGLE SERVICE PROJECT IN SEVEN WORDS OR LESS.

5. NAME OF GROUP OR ORGANIZATION BENEFITING FROM THE PROJECT

6. NUMBER OF HOURS COMPLETING THE PROJECT _____
7. NUMBER OF VOLUNTEERS/SCOUTS WHO WORKED ON THE PROJECT _____
8. ESTIMATED MONETARY VALUE OF THE PROJECT \$ _____

 (_____) + \$ (_____) = \$ (_____)
Labor @ \$12/ hour Materials, Products and donations Monetary value
9. PLEASE PLACE TWO GOOD PHOTOS OF YOUR PROJECT IN AN ENVELOPE AND STAPLE IT TO THIS REPORT. PHOTOS CANNOT BE RETURNED.

Top 10 Reasons for an Eagle Scout Application to be Rejected

From the National Office, Boy Scouts of America

10	No Council Number on Application This requires the application to be removed from the daily work stack and placed in a special file until time is allotted to perform council lookups.
9	Signatures Missing This requires the rejected application to be mailed back to council. This oversight will cause a delay of at least four weeks because the postal service will be used.
8	No Boy Scout joining date or wrong date Failure to indicate Boy Scout joining date requires us to reject the application to request the proper date. This is because all requirements must be met after a boy joins Scouting.
7	No Board of Review Date We must have a board of review date to ensure all requirements were completed prior to the board of review. This date is also necessary since it is printed on the Eagle Scout credentials.
6	Duplicate Merit Badges on application A total of 21 separate merit badges must be earned. Any application that requires a correction to merit badges that are listed twice on the application will be rejected.
5	Explanation for delay in board of review not furnished. We will ask for a letter when this time frame as described on the application is not met.
4	Proper badges are not indicated in merit badge numbers 6 and 9.
3	If six months leadership between Life Scout and Board of Review does not indicate sufficient time, we must return for correction.
2	Valid leadership position between Life Scout and Board of Review The only valid leadership positions are those listed on the 2012 printing of the Eagle Scout Rank Application. If it is not listed on the 2012 printing, it is not a valid leadership position.
1	New Eagle Scout Rank Requirements (as of 1 April 1999) have not been met. Scouts having completed any Eagle Scout rank requirements after 1 April 1999, must earn the Personal Fitness merit badge and Cycling, or Hiking or Swimming merit badges. We must reject the application if it does not meet this new requirement.

Mike's Universal Truths About Eagle Projects

- 1. Eagle projects always take longer than you think.**
- 2. Murphy's first law is in full force. "Whatever can go wrong probably will."**
- 3. Having a "Plan B" is more than a good idea.**
- 4. A well fed work crew is a happy work crew.**
- 5. You always get less help the longer a project goes.**
- 6. Nothing kills morale or loses you help like disorganization. PLAN YOUR WORK DAYS!!**
- 7. Do not cut corners or rush. Projects take as long as they need to.**
- 8. Remember that the quality of your work will either help or hinder the next Life Scout doing a project.**
- 9. Thank all donors and workers often.**

Eagle Application Guidelines and Checklist

Life Scout _____

Date _____

The Eagle application is one of the final steps along your Trail to Eagle. Please take care in filling out this application, it is a direct reflection on you and the quality of work you do. Below are some general guidelines to help you with this process.

General Information

- Please secure the latest copy of the Eagle Application. You can download this from http://www.scouting.org/filestore/pdf/512-728_web.pdf. **Your copy should be dated 2010.**
- **BE NEAT!** Please print legibly and use ink. If your application cannot be read, it will be rejected. You may type the information on your application.
- How your name is listed on the application, is how it will appear on your Eagle Certificate.
- Have your unit leader secure a copy of your records from Flag Plaza. Your unit leader can also get your records from councils internet re-chartering by using this link: <http://www.gpc-bsa.org/Program/Advancement/Internet%20Advancement.aspx>
- Turn in your application, and project book, to Flag Plaza before you turn 18.

The Application

Personal Information

- Is your name is on the application **EXACTLY** as you want it to appear on the certificate?
- Is your address is correct?
- Is your unit information is correct?
- Is the date you joined a Boy Scout Troop correct?
- Is the date became a Varsity Scout correct? (if applicable)
- Is the date became a Venturer correct? (if applicable)
- Is the date of First Class board of review is correct?
- Is the date of Star board of review is correct?
- Were you a Cub Scout? Yes or no.
- Were you a Webelos Scout? Yes or no.
- Did you earn the Arrow of Light? Yes or no.
- Had you completed the fifth grade before joining? Yes or no.

Age Requirement

- Is your date of birth correct?
- Is the date of your Life Scout board of review correct?

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

- The word “active” for tenure is measured by “being current in registration fees, no disciplinary dismissal, and is engaged by unit leadership on a regular basis”. There are no numerical values used.
 - **Please note that some units may have their own requirements for determining when a Scout is considered “active” or not.**

Requirement 2: Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

- I have secured a letter of recommendation from my parents/guardians and all of the address information is correct.
- I have secured a letter of recommendation from my religious leader and the address information is correct. If the Scout does not have a religious leader, he needs a letter from an individual attesting that the Scout believes in a higher power.
- I have secured a letter of recommendation from an educational source, and the contact information is correct.
- I have secured a letter of recommendation from my employer and the contact information is correct. (if applicable)
- I have secured two other letters of recommendations and the contact information is correct.
 - **Please make sure that the letters of recommendation that you secure, match the names you have listed on the application.**

Requirement 3: Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned.

- Have you earned at least 21 merit badges?
- Have you earned the following required merit badges:
 - Camping
 - Citizenship in the Community
 - Citizenship in the Nation
 - Citizenship in the World
 - Communications
 - Emergency Preparedness or Lifesaving
 - Environmental Science
 - First Aid
 - Cycling, or Hiking, or Swimming
 - Personal Management
 - Personal Fitness
 - Family Life
- Are the dates earned for the merit badges correct?
- Are all of the unit numbers correct?

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.

The position or positions of responsibility must be one from this list:

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; (Effective Jan. 1, 2010) Webmaster and Leave No Trace trainer

Varsity Scout team. Captain, co-captain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief

Venturing crew/ship. President, vice president, secretary, treasurer, den chief, quartermaster, historian, guide, boatswain, boatswain's mate, yeoman, Purser, storekeeper

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

- Is the date for your Life board of review correct?
- Are the dates of service for the leadership position or positions you have held correct?
- Did these positions last at least 6 months?

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 plan must be approved by your unit leader and unit committee, by the councilor district, and by the organization benefiting from the effort before you start. You must use the Eagle Scout Leadership Service Project Workbook, No. 512-927, in meeting this requirement.*

- Is the grand total of hours correct? Does this number match the number on page 10 of the project workbook?
- Is the project completion date correct?
- Do you have a title for your project?

Requirement 6: *Take part in a Unit Leader conference (with Scoutmaster, Coach, or Advisor). 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.*

- Has the Scoutmaster conference occurred only **AFTER** all other requirements have been met?
- Is the date of the conference correct?
- Have you included your statement of life purpose? Does it include all of the items mentioned above?

Signatures/Certifications

- Have all of the requirements for the Eagle Scout award been met **BEFORE** your 18th birthday?
- Have you signed and dated your application? Is your phone number correct?
- Has your unit leader signed and dated your application? Is their phone number correct?
- Has a member of your unit committee signed and dated your application? Is their phone number correct?

Once your application is complete, take it along with your project workbook to Flag Plaza where your information will be checked and your application certified. They will then notify the District Advancement Chairman that you are ready for an eagle Board of Review. If for some reason there is a problem, be polite and find out what the problem is and contact the District Advancement Chairman.

District Contact Information

Mr. Mike Brigode, Advancement Chairman
823 Meadow Avenue
Charleroi, PA 15022

Home Phone: 724-483-6901
Work Phone: 412-787-1645, ext. 14218
e-mail: mbrigode@comcast.net

The Eagle Scout Leadership Service Project

The Eagle Project can be the most difficult thing a Scout has been asked to do. It requires tremendous planning and leadership skills to be successful. Over the years, I keep seeing the same problems crop up when reviewing a project with a Life Scout. Most of the issues center on a lack of planning.

- Missing “before” pictures.
- No drawings or schematics of the work to be done.
- Lack of an adequate project description.
- Work that should be done is missing.
- The project lacks enough elements to make it a successful project.
- The project lacks the “finishing touches” to make it complete.
- There is a lack of a definite goal.
- No authorization from the controlling legal authority. (Need School Board approval not approval from a teacher or principal of a school)
- Scout has not talked to the authorizing body himself.

Example 1: A scout was planning to fix up a town park and picnic area. His work included repairing the pavilion and 10 of the 18 picnic tables in the park. When asked about the other 8 tables, he informed me that they needed repaired also, but his leader suggested that he was already doing enough work. I asked him what he thought the community would say about not having all of the tables repaired. He thought they would be upset, and wonder why he did not repair them also. The Scout rewrote his project to include these 8 other picnic tables.

Example 2: A project for the consolidation and renovation of town’s war memorials was proposed. The Scout showed me his project, but did not include any photos of the current condition of the memorials, and did not state what repairs would be needed. Additionally, there were no drawings as to what the finished memorial area would look like. It is difficult to approve something if there is no definite idea as to what the finished project will look like.

Example 3: A project for putting together care packages for soldiers is proposed. The Scout has a list of the items he is putting in these packages, but does not have a clue as to how many he will ship. Without a definite goal, how do we know when the project is complete? Additionally, without a goal, he could conceivably assemble just one care package and call his project finished.

Example 4: A Scout meets with me to discuss installing handicapped seating at a theatre. In his entire Eagle Scout Handbook, there is only 1 barely legible sentence, written in pencil. He is told to come back when his project is more thought out, and better documented. When he shows up for his Eagle Board of Review, there is no write up of how the project went and no records. He was sent away to put together a more complete book.

Example 5: When putting together a project for the renovation of a memorial, the Scout neglects to include some vital work. He is installing flagpoles, but has made no provisions for the flags to be lit and he wants to do some landscaping, but not too much since he is close to his 18th birthday. When informed that the flags must be lit and the landscaping that is to be done needs to be more extensive than he wanted, he gets upset. What he

wanted to do is a quick one day project to get his Eagle over and done. He thought that since he was so close to 18 that he could get by with doing a sub-standard job.

- *Remember that Eagle projects always take longer than you expect, and when you try to cut corners, you really hurt those Eagles that come after you.*

Example 6: A Scout plans on erecting welcome signs at all of the entrances to his community. Although he has the signs designed and has met with the town council, he has not secured the permission of the property owners on whose land the signs are to be erected. Additionally, he has not talked to Penn Dot to make sure he has met all of their restrictions.

Example 7: A Scout proposes to move all of his towns various memorials into one central location. He has talked to the town's historical society and various veterans councils, all of which are backing his plan. He has everything set to go except he has not talked to the town council. He needs their approval since the memorials will be moved onto property which the town owns.

Example 8: While in the middle of renovating his church's hall and recreation field (basketball court and volleyball court) the Scout is informed that the church wants to be repaid for the funds it has spent on his project. It seems that the Scout never talked to the Pastor or church board himself, but relied on a family friend to do so. What the Scout thought of as a grant from the church for his project, the church council understood to be a loan. The Scout had to refigure his project and hold several fundraisers in order to repay the church the money.

Over the last 16 years, we have only turned down 4 Eagles here in the Mon Valley. Each one of these denials has a lesson for all of you.

1. The Scout changed his project significantly from the time of the approval to the time he completed it. The project was changed so much; it did not resemble the project he was approved for. He was getting close to 18 and just made the changes. He was denied his Eagle here in the Valley and also on appeal to the Greater Pittsburgh Council. This could have been avoided had the Scout communicated his problems to me.
2. The Scout did not have the completion signature on his project from the organization he was doing the project for. He was asked to return in a month with the missing signature. He never showed up for his second Eagle Board of Review.
3. A Scout showed up for approval of his project the day of his 18th birthday. He had been told by his unit that since his birthday was on a Saturday, he had until the following Monday to get things completed and have his paperwork turned into Flag Plaza. Just a reminder: All requirements must be completed and the paperwork submitted to the council office prior to the Scout turning 18. So if your birthday falls on a weekend, get that paperwork in on Friday.
4. A Scout finishes his project a few days before he turns 18. With time running out, the decision is made to forge a signature on the project workbook. The forgery is discovered and his Eagle is denied. What he needed to do is to get in touch with his Scoutmaster and the District Advancement Chairman and inform us of the situation. Had he done this I could have submitted this paperwork with an explanation as to why the signature was missing, and he could have worked on getting the signature.

The following checklist should help you in assembling a well thought out and complete project workbook

Eagle Project Checklist**Life Scout** _____**Date** _____

The approval of a Life Scout's Eagle Service Project, both in the planning and in the completion, largely depends on whether it represents the Scout's best effort and fulfills all of its stated objectives and completion of his contract with the sponsoring organization. During this project, it is best to keep in mind that the Scout does not need to do all of the work himself, but **MUST** have demonstrated his leadership skills, both in his organization of the project and in his leadership of others in carrying out the project.

This checklist should be considered a guide in determining whether the Life Scout has satisfied all of the requirements needed for a successful project. The questions asked are based on issues that have arisen in previous Scout's projects. It is meant to be a guide to help you on your path to Eagle, and to answer many of the frequently asked questions that Life Scout's have when they begin a project. It can also be useful to units in making sure that all of the necessary elements are included for a successful project.

Please keep in mind that depending on the project, not all items will be checked off. A completed checklist item documents that the Scout's responsibility for planning, directing, and following his project through to its completion has been followed.

Please take very good notes, preferably in ink, about everything that is done and when it is done. A spiral notebook will work well for this. Also, feel free to use any spreadsheet program, such as Excel, for keeping track of your project's hours.

The Workbook**Workbook usage:**

- Is the current Eagle Service Project Workbook being used? This workbook can be found at :
http://www.scouting.org/filestore/pdf/512-927_fillable.pdf
- Has the workbook been used without modification, except by attachments?
- Is the presentation of the Workbook complete, neat, and clean?
- Did the Scout, and not an adult, fill out the Workbook?
- When completed, does the Workbook accurately reflect and show written evidence of leadership and satisfactory completion of the project?

Page entitled: Contact Information Page 6

- Is the information correct? Is it printed legibly or typed? Are the names spelled correctly and without the use of nicknames?
- Do addresses include city, state, and zip code?
- Do phone numbers include the correct area code?

Page entitled: Eagle Scout Service Project Proposal Page 8

Project Description and Benefit

Is the following information easily identified in the project?

Present Condition

- Where will the work be done?
- Is the present condition clearly stated in the project details?
- Is the statement of present condition current?

Method

- Does the method clearly state what is going to be done?
- Does the method clearly state how the project will be carried out?
- Does the method clearly state where the project will be carried out?
- Are all needed drawing, diagrams, and specifications present?
- Are these drawings, diagrams, and specifications complete, so that someone else could complete this project with the same results?
- Are all handouts, posters, letters, or other written materials to be used in completion of this project included with this plan? These items should be included as attachments to your workbook
- Does the project description fully and accurately describe what is being done? (Not how.) Hint: This description will be what you are committing to complete once all parties are in agreement. While changes are permitted to modify or further improve the project, failure to complete what is described and was under the Life Scout's control may cause the project to be vied as incomplete. This includes all changes made by the District Advancement Committee.
- Is the project a valid BSA Eagle Project?
 - Benefits a religious instruction, school, or community.
 - Is NOT maintenance or routine work.
 - Is NOT a fund-raiser, except for securing materials or supplies needed to carry out the project?

- Is NOT for a business or individual.
 - Is NOT for the BSA.
 - Is NOT a blood drive or similar project which requires virtually no planning, or work, by the Scout. These projects are usually set up entirely by the sponsoring organization and usually require the Scout to just “show up”.
- Is the benefit clearly stated?
 - Do you have a definite start date?
 - Have you planned out your work so you know how long the project will take?

Giving Leadership

- Have you thought about how much labor is needed?
- How will you get the needed help?
- How will you lead this workforce to insure a successful completion of your project?

Materials and Supplies

- Materials are those things that become part of the finished product (lumber, paint, nails, etc.),
 - Supplies are those expendable things that do not become part of the finished product (sandpaper, food, water, paint rollers, trash bags, etc.).
- Is a materials list present?
 - Does this list itemize all of the necessary materials?
 - Are the size, quantity, unit cost and total cost of these items listed?
 - Is there a tool list present? Hint: Avoid buying tools as they may create a problem of what to do with them after the project. If tools are loaned, please state the donor’s name.
 - Are the individuals who will secure the stated materials, supplies, and tools listed?

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Tools

- Do you have access to all of the tools you need?
- Do you have trained people to operate these tools?

Permits and Permissions

- Do you need a building permit?
- Is your work hours restricted?
- Are there costs for these permits?

Preliminary Cost Estimate

- These costs do not have to be exact. The idea is to see if you can realistically fund this project. It should also help you to realize if you can actually complete this project.
- You need to list all proposed fundraising proposals.
- Please include all items such as gas, permits, parking, food, equipment rentals, etc.

Project Phases

- You need to break your project down into workable and manageable sections. This should be a step by step plan that will help you organize your work. This project.
- Does the schedule include planning?
- Does the schedule include the approval process?
- Is the schedule broken down into specific tasks?
- Are the tasks properly ordered?
- Are the tasks necessary to do the project clearly identified?
- Is the estimated number of helpers for each task identified? Is this a realistic number?
- Is the estimated duration of effort for each task identified? Is this a realistic estimate?
- Are the total hours for each task identified?
- Are the total hours for the project identified? **While there is no minimum of hours specified for a project, the typical Eagle project is 100 – 200 total hours. Some projects have been in the 500-750 hour range. Remember these three things: 1. Eagle projects always take longer than expected. 2. Never rush or cut corners to finish your project. 3. Each project is unique and is judged by itself. It is not compared to any other project.**
- Do you have an estimated start date?
- Do you have an estimated completion date?
- How much, and what type of clean-up will be necessary?
- Does the time for completion meet the sponsoring beneficiary's expectations?

Logistics

- Do you have a plan to get your materials to the work site?
- How will your helpers make it to your work site? What material needs to be moved? How many vehicles, and what type, are needed? Who will drive these vehicles? Please avoid using drivers under 21 years of age. Per BSA policy, neither child, nor adult, should ever ride in the bed of a moving vehicle under any circumstances! **YOU** are responsible for the safety of your work site!
- Does a Council Tour Plan need to be filed?
- How will you deal with the garbage created from this project?
- How will you gain access to your work site?
- Is this access restricted in any way?
- Do you need to provide restrooms facilities?
- Do you need to provide water or other refreshments?

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Safety

- What safety issue do you anticipate at your work site?
- Are all risks clearly identified?
- What safety equipment do you anticipate that you might need?

Further Planning

- List all of the steps needed to successfully complete this project

Approval Signatures for the Project Plan

- Is the signature of the Scout present and dated? This signature must be obtained proceeding.
- Is the signature of the representative of the sponsoring organization present and accurately dated?
- Is the signature of the Scoutmaster/Coach/Advisor present and accurately dated?
- Is the signature of the Unit Committee Member present and accurately dated?
- Is the signature of the District Advancement Chairman present and accurately dated?
 - At this point, the candidate may be asked to rewrite parts of his project, or add/delete parts of it by the sponsoring organization, Scoutmaster/Coach/Advisor, or District Advancement Chairman.

IMPORTANT NOTE: ONLY WHEN THE ABOVE FIVE SIGNATURES ARE OBTAINED MAY YOU PROCEED WITH YOUR LEADERSHIP SERVICE PROJECT. DO NOT CONTACT THE DISTRICT ADVANCEMENT CHAIRMAN UNTIL THE OTHER FOUR SIGNATURES ARE SECURED!

Do not do ANYTHING such as preparatory work prior to obtaining these approvals. This can be interpreted as having started the project without approval. This will cause immediate denial of your project!

Criteria for approval of a Life Scout's Eagle Service Project, is whether it represents a Scout's best effort in executing an approved service project, having sufficient breadth and depth to demonstrate the Scout's leadership of others. In essence, you have made an agreement with the sponsoring organization and with the Boy Scouts of America, to execute a well-defined program on an agreed upon schedule for a budgeted price which results in a stated project benefit.

Page Entitled Eagle Scout Service Project Final Plan Page 12

Comments from Your Proposal Review

- Please list the suggestions and changes that were made at your district review. You may attach the Eagle Project Change Form that was used at your meeting here.

Changes form 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.
- Please contact the District Advancement Chairman to discuss any changes.
- How will your project be different from what was first proposed?
- Will these changes make the project more or less helpful to the beneficiary?
- Do these changes substantially change your project from what was first discussed and proposed? If yes, you may need to get it approved again.

Present Condition or Situation

- Describe the present condition of the worksite.
- What is the biggest obstacle to overcome?

Project Phases

- Are there any changes from your initial proposal?
- Please make sure that this list of the project phases is detailed and complete.

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Work Processes

This should be a detailed report of how everything is going to be done.

- Have you included all of the work need to prepare the work site?
- What is needed to put together all of the parts of your project?
- Have you described how these parts are being put together?
- What supplies will be needed?
- What tools are being used?

Attach further plans as necessary, with drawings, diagrams, maps, or pictures that will help you succeed and that to scale. If you are planning an event or activity, a program outline or script might be appropriate.

Page 13 continued

Permits and Permissions

- Have you secured any needed building permits?
- Have you secured permission from all property owners involved?
- Have you filed and secured a Tour Plan from the council office? (This is only needed if you are doing a project outside of the Laurel Highlands Council service area.)

Just a reminder of the definition of materials and supplies:

- Materials are those things that become part of the finished product (lumber, paint, nails, etc.),
- Supplies are those expendable things that do not become part of the finished product (sandpaper, food, water, paint rollers, trash bags, etc.).

Materials

Please provide a detailed list of all items needed to complete your project.

- Have you listed all of the items needed?
- Do you have the cost for each item?
- Where will the items be obtained?

Page 14

Supplies

Please provide a detailed list of all items needed to complete your project.

- Have you listed all of the items needed?
- Do you have the cost for each item?
- Where will the items be obtained?

Tools

Please provide a detailed list of all items needed to complete your project.

- Have you listed all of the items needed?
- Do you have the cost for each item?
- Where will the items be obtained?
- Who will operate these tools?

Please keep in mind that no one under 18 may operate powered equipment on your project. Additionally, if anyone is to use a chainsaw, they must complete require B.S.A. training. For further information, please see the current Guide to Safe Scouting.

Page 14 continued

Expenses and Revenue

- Please total up all of the costs associated with the materials, supplies, and tools needed to complete your project.
- Have you included the costs for permits?
- Have you included the cost for food?
- Have you included the cost for mailings and printing?

This now gives you the total amount of funds you need to complete your project. Please enter it into the Total to be Raised line.

- Will your beneficiary be providing any funding?
- If so, How much?

Funding

- Is the funding for the project clearly stated?
- Are letters requesting any funds attached?
- Does the funding meet the BSA guidelines: Permitted only for securing materials or supplies needed for the project? ***Please see page 18 of the project book for the procedures and limitations on project fundraising.***
- Has approval for fund-raisers been approved?

You must file an Eagle Project Service Project Fundraising Application for every fundraising activity that you plan. This is included on page 17 of the workbook. This application must be submitted to the Laurel Highlands Council for approval. You cannot begin fundraising until this application has been approved.

Giving Leadership page 15

- Do you have a clear definition of all the jobs to be completed?
- How will you tell your workers what needs to be done?
- How will you communicate to your workers so then have adequate notice of work days, work hours, and equipment that may be needed?
- Is there a clear statement as to who will help with the project?
- Is there a clear statement as to how many total people will be needed for the project?
- Is there a clear statement as to how many people are needed for each job?
- What skills are required for the project to succeed?

Giving Leadership page 15

- Are younger Scout's to be used as helpers?
- Since this is a BSA activity, are at least two adult leaders to be present at all times during the activity? Is at least one of these adults trained in "Youth Protection" and "Risk Zone"? Is this training current?
- Remember that one facet of leadership is for you to secure the help you need for your project. It is not up to your troop leaders to schedule your help.
- Do others require training? What is needed for this training?
- How will your work force be divided? What task will they each be doing?

Logistics

- Have you secured food and water for your crew?
- Have you secured access to restrooms?
- Do you have a plan to get your materials to the work site?
- How will your helpers make it to your work site? What material needs to be moved? How many vehicles, and what type, are needed? Who will drive these vehicles? Please avoid using drivers under 21 years of age. Per BSA policy, neither child, nor adult, should ever ride in the bed of a moving vehicle under any circumstances! **YOU** are responsible for the safety of your work site!
- How will you dispose of your trash?
- Do you need to secure a dumpster from a local trash hauler?

Safety

- Have you listed all hazards and you solution?
- Have you secured a person to be responsible for first-aid?
- Will this person be there for every work day?
- Will you have a cell phone or access to a phone in case of an emergency at your project site?
- Do you need to have a safety briefing?
- Does the project follow all BSA safety guidelines as stated in the Guide to Safe Scouting? This can be found at <http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>
- Is there a MSDS (Materials Safety Data Sheet) provided for each material that does not have a clear usage label? These can be found at <http://www.msdssearch.com>.
- Is the proper authority being called to mark any and all underground utilities? Please visit PA One Call at <http://www.pa1call.org>.
- Is appropriate instruction and training being provided? Please refer to the Guide to Safe Scouting for power tool restrictions.
- Are all risks clearly identified?
- For each identified risk, is a preventative measure in place?

- For each risk, is a remedy identified?
- Does the equipment list include safety equipment?
- Are safety glasses, safety shoes, hardhats, or earplugs needed?
- Will a first aid kit be available at all times? Who is responsible for this?

Contingency Plans

- Do you have a plan in place in case your project is delayed due to weather?
- Do you have a plan in place in case your project is cancelled?
- Do you have a plan in case you do not get any workers?

Fundraising application and Regulations Pages 17 and 18

- Are you following all of the current B.S.A. regulations concerning fundraising?
- Have you submitted your fundraising application and received approval from the Laurel Highlands Council?
- Have you secured all of the help needed for a successful event?

Eagle Scout Service Project Report Page 19

- Please provide a write up detailing your project. You should include how the work went, any changes that were made and any challenges you faced.

Leadership

- Your report should include how you demonstrated your leadership ability. Also include the difficulties you faced as a leader and what was rewarding about your experience.
- What did you learn about being a leader?
- How will you use this knowledge?
- How were your skills further developed by doing this project?

Materials and Supplies

- Did you have any issues concerning materials and supplies?
- How did you handle these issues?

Entering Service Project Data Page 20

You must provide a record of the hours spent working on your project. These hours need to be broken down into the following categories:

- The Eagle Candidate
- Registered BSA Youth Members
- Other Youths (under 18 years of age)
- Registered BSA Adults and Leaders
- Other Adults

Project Hour Notes

- Is there an accurate record of how much time you spent planning and then carrying out the project?
Also include the time to write the final pages of the workbook.
- Is there a list of the individuals who worked on the project, including the days (dates) they worked, and the number of hours each one worked each day?
- Is there a summary of the total time each individual worked as well as the tally sheet showing the total number of hours for the project?

Funding

- Please provide a detailed report on the funding of your project. This should include a list of all funding sources and just what and where the money was spent. Please make sure you answer the following questions:
 - What were your fundraising efforts?
 - How much did you raise?
 - How much was spent?
 - How did you handle any funding shortfall?
 - Did you turn over any excess funds to the project beneficiary? If “No”, when will this happen?
 - Have you thanked all of your donors?
 - How have you thanked them?

Photos and other Documentation

- Have you attached all before and after photos?
- Have you attached all handouts, letters, maps, drawings, and other important material?
- Have you included any news articles about your project?

-

Miscellaneous

- What comments did the sponsoring organization make about your project? Is there a final letter from the organization? If so, please attach it.
- **Make a copy of everything!**

Approvals for a Completed Project

- Did you sign and date the workbook indicating you completed the detailed project plan, and was it started and completed while you were a Life Scout?
- Did the Scoutmaster/Coach/Advisor sign and date the workbook verifying that you planned, developed, and carried out the stated project?
- Did the representative of the sponsoring organization sign and date your workbook indicating their satisfaction with your project?

Your project’s final approval will come during your Eagle Board of Review. The Board is required to determine the manner in which the project was carried out. This may include demonstration of leadership, value to the sponsoring beneficiary, and whether the project followed the approved plan and was deemed complete. As stated in National’s Advancement Committee – Policies and Procedures, “The pre-approval of the project does not mean the Board of Review will approve the way the Project was carried out.

Special thanks to the Dan Beard Council in Cincinnati, Ohio for compiling the basic outline of this resource. Thanks to all of the Mon Valley District Staff who have also contributed to this resource...

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