



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Jake Clark 385-200-2867

Eagle Scout Service Project 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 the Boy Scouts of America.) The 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.

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

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 carry out.
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 gets 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 will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that 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.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: _____ Birth date: _____
Email address: _____ BSA PID number*: _____
Address: _____ City: _____ State: _____ Zip: _____
Preferred telephone(s): _____ Life board of review date: _____

* BSA PID No., found on the BSA membership card

Current Unit Information

Check one: Troop Crew Ship Unit Number: _____
Name of District: _____ Name of Council: _____
Unit Leader Check one: Scoutmaster Crew Advisor Skipper

Name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

Unit Committee Chair

Name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

Unit Advancement Coordinator *(If your unit has one)*

Name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

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

Name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

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

Name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

Your Council Service Center

Contact name: _____ Preferred telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____

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 telephone(s): _____
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 telephone(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Email address: _____

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Chain saw, hand sanders, chisels, drill, measuring tools (ruler, speed square, measuring tape) bubble level, router, plainer, jointer, wide belt sander, paint brushes, table saw, extension cords.

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

Registration for library

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take? I will need the city's permission to place my library on their property. I will go and ask the city. Less than a week.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. 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. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below:
(Include sales tax if applicable)

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:	\$35.00	I am planning on going around and asking family members, and the troop for donations. The donations will then be given to the church where they can keep exact account of the money.
Supplies:	\$20.00	
Tools:	\$10.00	
Other:	\$40.00	
Total costs:	\$105.00	

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases 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; brief, one line descriptions are sufficient.

1. Get all required signatures to start on project
2. Get permission from the city to put the project down at the city offices
3. Collect donations and organize scouts to go out and collect books from the residents of Elk Ridge
4. Obtain hollow and sand log
5. Obtain boards and make the shelves
6. Assemble and register the library
7. Put up library at the city offices
8. Stock library and open library to the public.

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

The transportation of the tools, supplies, and materials will all be done safely in cars or trucks. The transport of helpers will vary. With the unit they will be transported with the Unit leaders in the leaders vehicles. Friends will transport themselves in own vehicles. Other adults will also transport themselves with their own vehicles.

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.

The helpers should be aware that many of the tools that we are using can be dangerous if mishandled, and they will be trained on how to use the tool before they use it. They must always be aware of their surroundings so that they can keep themselves and all others safe. If I do not feel they can work safely or prevent others from working safely I will ~~am~~ ^{make} sure that they are moved to somewhere else that they can be safe.

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings." I will need to come up with exact dimensions of log and boards. I will plan out the specific times that I will have helpers come over and help me. I will need to get the exact prices so I know how much money I need to raise. I will also need to select the specific time and place for the pick up of the log.

Candidate's Promise* *Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. 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

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

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

Name (Printed)

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

Name (Printed)

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 fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

Yes No

Signed

Date

Name (Printed)

Council or District Approval

I have read topics 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 prepare a project plan and share it with the designated project coach.

Signed

Date

Name (Printed)

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