

Eagle Scout Service Project Planning Guide



Eagle Scout Leadership Service Project Planning Guide Frontier District Boy Scouts of America



Attention Life Scouts and Adult Leaders: This guide tells you **HOW TO PLAN** the project, **WRITE** the project up and **HOW TO WORK** the project.

This guide has been developed to help the Scouts understand the expectations, aid them in preparing their plan, and to serve as a benchmark for the adults to judge a project plan against. Criteria in preparing the project plan is that the plan should be detailed enough that another Scout could successfully work the entire project, doing only what was detailed in the plan.

This is a project-planning guide that the Frontier District Advancement Committee has determined is within the intent of the Eagle Project and the guidelines of the BSA Eagle Scout Leadership Service Project Workbook. It has been adopted by the Frontier District and distributed to troops within the district by the Advancement Committee.

Introduction

The hardest part of your Eagle Service Project is getting started because you are not sure what is expected. This document has been prepared to provide you guidance in choosing and completing your project. This information is compiled from several BSA sources. Nothing stated herein overrides the higher authority of the district, council, or national, but is a compilation of that information to help you in doing the project. If at any time you do not understand what is expected or do not know what to do, ask a troop leader for help. If the troop leader does not understand have them contact the District Advancement Chairman.

The Eagle Project will require a lot of time to complete, possibly 2 to 6 months. Since you do not have to complete all 21 Eagle merit badges before beginning your project, you should choose a period when you can most afford to put in the time. For example, summer would be a better time than the period just before Christmas. Remember, you must work within your helpers' schedules, not just your own. For the leaders and your own sake, please begin your project at least 6 months before your 18th birthday. All Eagle requirements must be completed, and that includes the project and the final write-up, before you are 18 (NO exceptions). Plan ahead! However, you must plan and execute your project while a Life Scout, so do not start too early.

Choosing a Project

The Eagle Project must demonstrate leadership and provide service to a worthy institution other than the Boy Scouts. See the first page of the Eagle Service Project Workbook for all requirements. You should try to choose a project idea that is truly valuable to the community and a challenge to you.

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Originality

Does the project for Eagle have to be original, perhaps something you dream up that has never been done before? The answer is "No, but it certainly could be." You may pick an Eagle project has been done before, but you must accept responsibility for planning, direction, and following through to its successful completion.

Limitations

Routine labor (a job or service normally rendered) should not be considered. Work involving council property or other BSA activities is not permitted. The project also may not be performed for a business, be of a commercial nature, or be a fund-raiser. (Fundraising is permitted only for securing materials or supplies needed to carry out your project. It should not be a majority of the project.)

Size

How big a project is required? There are not specific requirements, as long as the project is helpful to a religious institution, school, or community. The amount of time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as necessary for you to demonstrate your leadership of others and be a challenge to you. Typical projects are from 125 to 500 total man-hours.

Helpers

Your project may include members of your troop or other troops, family, friends, or may be done entirely by non-Scouts, if you choose.

Project Ideas

While it is nice to do projects for your sponsoring organization, it is not at all required. Project ideas can be found in many places: in the newspaper, at your church, at your school, or from community organizations. Let the word out that you are looking for project ideas and see what input you get. As you look around for ideas, write down several which interest you. You should not spend much time planning a project until you have talked the idea over with your Scoutmaster or other leader to insure that it is a valid idea.

Your Scoutmaster or his appointed advisor will serve as your project advisor. This leader can help you choose a project, help you determine what needs to be done in planning it, and help you get the write-up ready to go to the district for approval. Always take detailed notes when talking to your advisor -- you cannot remember nearly as well as you can read your notes later. Your advisor may not want to tell you the same thing again and again.

You may choose to build something, do service for someone, present a program to a group, or correct a problem area for the benefit of an authorized organization. Some projects completed by Frontier District Eagles are listed below:

- Organized an Emergency Disaster Center at a local church or school
- Repaired and painted the playground at a church or Park
- Landscaped the church grounds, including shrubs, ground cover, and edging
- Repaired fencing and outdoor facilities at a church sponsored nursing home and organized a social function for the residents
- Paint the facilities at Rio Hondo Temporary Home
- Repaired the church sign and re-landscaped around it.
- Organized and painted a recreation room for the Association for Retarded Citizens
- Built storage cabinets in the school basement
- Re-furbished a shelter for a park
- Conservation projects in the Angelus National Forest
- Repaired a room in a local abused women's shelter
- Collected children's books and toys and setup a play area at a Hospice
- Assembled complete wheel chairs from a collection of broken wheel chairs
- Conducted a program for kindergarten children about dangers of abduction and fingerprinted them for their parents
- Conducted a bike safety clinic and repaired bikes for the community.

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Initial Planning & Project Write-up

After you have talked over possible project ideas with your troop leaders and chosen the right one for you, it is now time to begin the detail planning and initial write-up that will be submitted to the District for approval. Remember, you cannot begin actual work on the project until the district approves it, but there is a lot of planning to be done before you get that far.

Get a current copy of the Life to Eagle Packet, which includes the Eagle Scout Service Project Workbook, from the council office or from one of the troop leaders to use in preparing your plan, or download it from the internet. This is the official booklet that is submitted to the district for approval. Read everything in it before beginning to write up your plan.

The project plan may be typed on a typewriter or computer, or may be hand written, but it must be very neat. While this is not an English paper, you should use your best grammar. The plan should tell someone else everything they would need to know to carryout your project without you. You should include the following information as shown in the workbook: Versions of the project workbook are available on the internet on the official BSA web site at the following address:

<http://www.bsa.scouting.org/boyscouts/eagleproject/index.html>

You may use the printed form or either of the versions available from the BSA web site to complete your workbook.

A. - Project Description

Briefly (approximately one to two paragraphs) describe the project. This should not include any details. Those will come later. Address this section as though you were telling a friend what you were going to do. Think of this as an executive summary of the overall project.

B. - Who Will Benefit

Name the group or organization that will benefit from your project and how your project will benefit them. Remember, the project cannot benefit the Boy Scouts Do not describe the project again, just focus on the benefit of the project.

Coordination with Owner

You are entering into an agreement with a group or agency to do a project for them at no cost for labor. They are the owner of your project. The owner sets the rules for your project and you are required to meet their requirements for time and cost. Remember that you represent all of Scouting to the owner.

Discuss your coordination with the owner, which is benefiting from your project. Be sure to include the name, position within the group (e.g. Personnel Director, Community Relations Coordinator, etc.), and phone number of your point of contact. Use proper titles (e.g. Mr., Mrs., Dr., Chief, etc.) when referring to adults. Discuss your coordination meetings with the agency to include dates you have met or talked on the phone, who was present, and exactly what they agreed to provide to you and what you agreed to do for them. Do not get into a position of saying, "I talked to some lady a few weeks ago." Whenever you call the owner again, be able to ask for your contact by name.

Finances are of particular interest. Be sure both you and the owner understand all financial obligations, and preferably stated in writing. Are they going to "fund your project" or "pay up to \$100 toward your expenses"? No one should try to cheat you, but a misunderstanding can create hard feelings or cost you more than you had planned.

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Coordination with Owner (continued)

Another area where you should ensure complete understanding is in the materials to be provided. When an owner says they will provide building materials, make sure you both understand exactly what is to be provided (see the materials section below). Find out if the owner will deliver the materials to your work site or if you must pick them up. If you are going to have to go get materials, find out exactly where (i.e. address) and the name and phone number of the person you need to talk to when you get there. Do you need to call ahead and setup an appointment to pickup the materials? Dealing with the government can be particularly frustrating if you do not ensure both parties understand all details. Do not make assumptions.

Be sure the owner approves your plan and signs your paper work after all the planning details are completed and not before. Give the owner a copy of your project plan.

C. - Planning Details

This is the heart of the project plan and the area that will require the most work. The plan should include all details needed by someone else to carryout the project as though you were not around. The plan will include the sections discussed below, if appropriate. All sections are not applicable to all projects, so may be omitted if not needed. Since there is limited space in the workbook, you may attach extra pages with the details. You may prefer to write or type the plan on separate pages and then cut and paste them into the proper section of the workbook after your advisor has helped you get it into the final form.

Present Condition

Describe the current condition or situation that you are going to change. Do not repeat the benefit of the project, but focus on creating a word picture of how things are now. This is a good place to include pictures (either photographs or drawings) of the project area. Remember, the District Advancement Committee does not know what your church or school or park looks like so they cannot understand why your project is important unless you show and tell them.

Plans / Drawings / Designs

If your project is to build something, you will need detail plans or drawings. These are like blue prints and should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn.

Plans or drawings are usually done on graph paper which has guidelines, but blank paper is acceptable as long as you are neat. Photographs may also be of value here for some projects. If you have made a design (e.g. emblem, logo, etc.) include it in this section.

Schedule of Tasks

A good schedule is a necessity for any successful plan. It shows when everything is done and in what order each step happens. You must make your best estimate of how long tasks will take and in what order they will be done. Your schedule just a list of tasks what resources are required, and how long that task will take.

Task includes 3 different areas.

General Project Tasks

- Plan/Schedule
- Meetings
- Making Handouts
- Phone Calls
- Material Gathering
- Tools Gathering
- Fund Raising
- Training Preparation

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Implementation Tasks

- Training
- Safety
- Materials Preparation
- Area Preparation
- Assembly
- Installation
- Breaks

Completion Tasks

- Cleanup
- Follow-up
- Walk-through with owner
- Benefited Group Acceptance
- Final write-up

Break each task down until others easily understand it.

Include project task planning and approval in your schedule. No project follows the planned schedule exactly, but it helps make things happen logically. When you complete your project and do the final write-up, you will discuss how well the project followed the planned schedule and why you think it deviated from it.

In addition to the schedule that shows the dates when you think tasks will be worked, you will also need detailed instructions. These instructions should read like a recipe in a cookbook. These tell the workers exactly what to do. Include a list of every task you can think of, what order they will be done, who will do them.

When you are done, check the list backwards to verify that items needed are completed before this task is executed.

Tasks to be performed	Materials Required.	People Required	Time For Task	Total Task Time
				0
				0
				0
				0

TOTAL 0

Resources

Resources come in materials used, supplies, tools, and helpers.

Materials are those things that become part of the finished product. Examples are lumber, paint, nails, concrete, etc. This is truly a shopping list, so include material specifications (exact size, quality, brand, finish, etc.), number of each item, and cost. Don't just say, "lumber", you need to describe exactly what pieces of lumber. If items are to be donated, state so. This section is best presented in the form of a separate list attached to extra pages in the workbook.

Supplies are those expendable things which do not become part of the finished product, but that is used to complete it. Examples of supplies are sandpaper, trash bags, posters, gasoline, pens, markers, paper, paint rollers, drop cloths, etc. Provide a list of all supplies you will need and where you will get them. Since supplies cannot normally be reused, you need to either buy them or have them donated.

You cannot 'borrow' something that you cannot return. You may choose to combine the materials and supplies into one list; but label it as such.

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Resources (continued)

Tools are those items used to aid in making the work easier, or even make it possible to do at all. Tools are not used up and should be saved and used again and again. Examples of tools are hammers, shovels, tractors, or saws. Provide a list of all tools required to work the project; don't take for granted that required equipment will just appear when you need it. Be very specific (e.g. number of hammers, type of shovels, type of paint brushes, etc.). Tell how those tools will be obtained. If you must purchase tools, include them in the financial plan. You should be able to borrow most tools from the people who are working on the project or from someone else. Try not to spend much money on tools since they are expensive but not part of the finished product. If you must buy tools, discuss what is going to be done with them after your project is complete. Are you going to keep them, give them to the troop or other organization, or maybe to the organization who is funding the project?

Helpers/Workers

Discuss who will be doing the work. You do not need to tell names, just the number of people, what organization they are part of, and what special skills will be required. However, if you can make a list of potential helpers (with their phone numbers) it will help you get volunteers later. For example, are you going to need a carpenter? Describe how you are going to organize the workers to get the work done efficiently. Will they be divided into teams and if so who will lead the teams? What tasks will each team be doing? How will you use adult leaders? Discuss how you will ensure the safety of the workers. Remember, you do not have to DO any of the physical work yourself; you are responsible for LEADING others in carrying out the project and ensuring that everything is done the way you want it (i.e. show leadership).

Look for slack in your project. Avoid putting too many people in one area to do one task. Also avoid people standing around. This will make it hard to control the group.

Adult Supervision

Boy Scout policy requires at least two adult leaders be present at all times during any Scouting activity. At least one of them must have 'Youth Protection' certification. It is your responsibility to ensure that this policy is followed. Don't assume that the right people will just 'be there' -- arrange, in advance, for them to be there. You should state how you would ensure this in your plan.

Safety

Discuss and address any safety issues, including power tool operation, safety glasses, etc that may be required for your project. Since this is a Scouting event there must be a **Tour Permit**. Please have an adult leader assist you with this form. You need to make prior arrangements to have this signed by the appropriate people.

Financial plan

Every project will cost something and you need to discuss those costs. Provide a list of all materials, tools, supplies, etc. with a cost of each. This information may be part of your list of materials/supplies. If items are loaned or donated, state so. Remember to include fees (e.g. city dump fees) in your cost estimate. Once you have determined how much the project is going to cost, you must find the money to pay for it. You may consider several sources for funding, including the organization for which you are doing the project, donations from others, from your allowance, or any other legitimate source. While your project **MAY NOT BE A FUND RAISER**, you may conduct fund-raising activities, if necessary, to finance the supplies and materials needed for your project. Obtaining the funds to do the project is your responsibility; don't assume that someone will cover cost until you have asked them.

A major part in any project, whether for Scouts, church, community, or a business, is funding. If you cannot come up with all the money you need, look at reducing the cost to get within your budget. You may even find that the project is too expensive and you will have to choose another one.

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Written /Printed Information

If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy of those in the plan. These should be included as attachments to the workbook.

Work Site

Where will the work be done? If you are going to build something, are you going to build it at the location where it will be used or somewhere else then moved? Remember, you must get permission to use any work site from the responsible person/owner. If the location where you are going to work requires special facilities or tools, state so. Think about how the weather will affect your work site.

Transportation

Moving people, materials, supplies, tools to/from a work site will most likely be required. Discuss what needs to be moved, what vehicles you will need, where you will get those vehicles, and who will drive.

BSA policy places limitations on drivers under 21 years old; ensure you are aware of these limits and work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion. NO ONE, child or adult, should ever ride in the bed of a moving truck under any circumstance! All of this is your responsibility.

Initial Project Approval

There are several approvals required for your project along the way. The first is the verbal approval from your Scoutmaster or project advisor that your idea will qualify as a valid project. You need this before spending much time writing up the detail plan. After your advisor has helped you get the written plan in order and ready to submit, you will then need several signatures in the Eagle Service Project Workbook. A responsible representative from the organization you are doing the project for is the first signature required. Set up a meeting with the organization and go over the plan. This may require getting on an agenda at the next board meeting. Next, your Scoutmaster or project advisor signs, followed by the Troop Committee Chairman. You will need to set up meetings with both groups. Their time is valuable; do not waste it.

The project is now ready to turn in to the District Advancement Chairman or his designee for approval to proceed. Note: you should also bring a Xerox copy of the project for the District Advancement Chairman or his designee. One or all of these groups may suggest changes and improvements that may be required prior to acceptance of the project plan. This may take several meetings.

It is very important that you do **NOT DO** any of the project, except planning, until the District Advancement Chairman or his designee has signed it. Once they have approved the project plan, THEN you can begin to DO the project!

Working the Project

Now that the hard part is over, you can begin the fun part - working the project! If you have prepared a good plan (which you did or you will not be working on it), all you have to do is follow the plan and make the project happen. Do what you said you were going to do.

It is important that you keep very good notes about everything that is done. Keep lists of all work done, who does the work, and how much time they each spent. For your final report, you will need to discuss how well the plan worked and all areas where you were not able to follow the plan, so keep good track of this information as you go along. Take pictures of each stage of the work. These will be included in the final report and will be a nice souvenir of an important milestone in your life. Keep track of all materials, supplies, tools, etc. used, paying particular attention to any differences from your original plan. Save all receipts. Keep all newspaper articles.

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Final Write-up

After the actual work on the project is completed, you are ready for the last phase of your project -- the final report. This is the section where you describe what actually happened as you carried out the plan. This information is entered in the last section of the Eagle Service Project Workbook, following the Initial Planning section that was approved by the District.

As with any project, it is important to review what was done and see what lessons were learned as well as providing a historic record. In this case, you also need to write a final report because your project is not complete without it! You should use the project plan as guide for preparing the final report. In the 'Carrying Out the Plan' workbook section, briefly describe what was done and how you deviated from the plan. Go through each section of the plan and write a summary of the results versus the plan. For example, discuss if you had all of the materials you needed or if you had a lot left over. Summarize the actual costs, tools used (and tools needed that you did not have), or anything else of interest.

Provide a record of all the time worked by your volunteers. This can be done in a list or table-showing names, dates, hours worked, tasks performed by each volunteer. Discuss how you were able to lead the volunteers. Did you have any problem with getting them to come to work or to stay focused on the assigned tasks? Leading people is a difficult skill and you most likely learned something about this. The final reviewers want to read about what you learned about leading people.

Hopefully, you took many photographs during each phase of the project. Include a section in your report for representative photographs. A photo of you presenting the finished product to the organization for which you did the work helps show off the value of the project. Of course, the photographs should be labeled.

You will most likely require some advice from your project advisor before you are ready to turn the project in for final signatures. Consult with him often as you are completing the report. Once you and your advisor are happy with the result, it is time to get the final approval signatures.

Final Project Approvals

Only a couple of signatures are required on your final report, the most important of which is yours. If you are proud of your effort and pleased with the write-up, then sign it on the last page. The only other signature is that of your Scoutmaster or project advisor. Please get a letter from the organization benefited that you have completed the project.

While these are the only signatures required, the project's final approval will come during your Eagle Board of Review. You will submit the project (plan and final report) to the District Advancement Committee through your Scoutmaster. The full write-up is kept until your Board of Review, and then returned to you.

Submit your completed Eagle Scout application along with a statement of life purposes and other leadership positions held to the Scout Office. They will send the form to the District Advancement Committee.