

# ***Your Journey to Eagle Scout***



**Gerald R. Ford Council # 266  
Boy Scouts of America**

# LIFE TO EAGLE GUIDE

This guide is written to help Boy Scouts, Scoutmasters, Troop Committees and parents understand what their roles are and how they can assist their Scouts as they journey from the rank of Life Scout to the rank of Eagle Scout. This guide is being provided by the Gerald R. Ford Council Advancement Committee for use in Eagle Spirit District, Five Rivers District, Lakeshore District, and Pere Marquette District.

This material is broken into areas so that the reader can find specific answers. Any comments on this guide can be referred to Steve Rowe at 616-676-3290 or to your District Advancement Chair.

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## **Requirement 1. Be active in your troop for at least 6 months.**

The Scout handbook says “**TO GAIN FULL ADVANTAGE** of all that Scouting has to offer, you need to be present when things are happening. Take part in meetings, in planning activities, and in the fun of adventures. If you’re there, you can do your part to make your patrol and troop a success”.

The required six month minimum of time served between Life Scout and Eagle Scout begins from the day you pass your Life Board of Review.

**HELPFUL HINT:** Sometimes after a Scout earns their Life rank, they become involved in outside activities like jobs, sports, school activities, and friends. Their involvement in Scouting may drop off until they turn 17 when they realize earning their Eagle Scout Award is important to them. At this point, their troop may or may not have a patrol of older Scouts to join a patrol. Rest assured your troop does have the need for your presence and leadership!

Even though you may be busier, you should speak to your scoutmaster and agree on how to be active in your troop.

## **Requirement 2. Demonstrate Scout Spirit by living the Scout Oath and Scout Law in your daily life. Can you Explain each of the various points and tell how you fulfill it in your daily life?**

The Scout handbook says

“**DEMONSTRATE SCOUT SPIRIT. By now, doing good turns** should be a regular part of your day. You are always on the lookout for ways to help others.

By now, *be prepared* should describe your efforts to make the most of educational opportunities, get along with others, and take part in outdoor activities.

By now, the Scout Oath and the twelve points of the Scout Law should be the guidelines by which you direct your actions in your family, community, church, school, and nation.

Living by these high standards is always a personal choice and something only you can fully measure. But by now, many other people should be seeing qualities in you that make it clear you are choosing wisely.”

The Boy Scout handbook, 6<sup>th</sup> edition, 1959 says:

**“Your standing as a Scout does not depend so much on the skills of your hands or the badges on your merit badge sash, as on the spirit in your heart – on what you are willing to do for others, on whether you are doing your very best to live by the Scout Oath and Law.”**

**HELPFUL HINT:** The Scout Oath and Law takes on a different meaning or application as you get older. The key to reminding yourself is not just saying the words but reviewing what they mean. It may have been a while but *please reread* what it says in your Scout Handbook. The following pages are for your reference. You will be expected to know their definitions and how you fulfill them.

## Scout Oath, Law, Motto and Slogan

The following is directly from the Boy Scout Handbook.

**The Meaning of the Scout Oath.** Before you pledge yourself to any oath or promise, you must know what it means:

***On my honor...*** By giving your word, you are promising to be guided by the ideals of the Scout Oath.

***...I will do my best...*** Try hard to live up to the points of the Scout Oath. Measure your achievements against your own high standards and don't be influenced by peer pressure or what other people do.

***...To do my duty to God...*** Your family and religious leaders teach you about God and the ways you can serve. You do your duty to God by following the wisdom of those teachings every day and by respecting and defending the rights of others to practice their own beliefs.

***...and my country...*** Help keep the United States a strong and fair nation by learning about our system of government and your responsibilities as a citizen and future voter.

America is made up of countless families and communities. When you work to improve your community and your home, you are serving your country. Natural resources are another important part of America's heritage worthy of your efforts to understand, protect, and use wisely. What you do can make a real difference.

***...and to obey the Scout Law...*** The twelve points of the Scout Law are guidelines that can lead you toward wise choices. When you obey the Scout Law, other people will respect you for the way you live, and you will respect yourself.

***...To help other people at all times...*** There are many people who need you. Your cheerful smile and helping hand will ease the burden of many who need assistance. By helping out whenever possible, you are doing your part to make this a better world.

***...To keep myself physically strong...*** Take care of your body so that it will serve you well for an entire lifetime. That means eating nutritious foods, getting enough sleep, and exercising regularly to build strength and endurance. It also means avoiding harmful drugs, alcohol, tobacco, and anything else that can harm your health.

***...mentally awake...*** Develop your mind both in the classroom and outside of school. Be curious about everything around you, and work hard to make the most of your abilities. With an inquiring attitude and the willingness to ask questions, you can learn much about the exciting world around you and your role in it.

***...and morally straight...*** To be a person of strong character, your relationships with others should be honest and open. You should respect and defend the rights of all people. Be clean in your

speech and actions, and remain faithful in your religious beliefs. The values you practice as a Scout will help you shape a life of virtue and self-reliance.

**The Meaning of the Scout Law.** The Scout Law is the foundation of Scouting. It is expressed in just twelve simple points, but the standards they set for you are high. Use the Scout Law to guide your actions when you are alone and as a member of your family, community, and nation. The Scout Law will show you how to live as a boy and as a man.

*A Scout is **trustworthy**.* A Scout tells the truth. He is honest, and he keeps his promises. People can depend on him.

A reputation for being trustworthy is important to you now and in years to come. Trustworthiness will help you make and maintain good friendships. But more than that, your honesty is a sign of your character – the kind of person you are inside. Your parents, teachers, and friends expect you to tell the truth and to keep your promises. They know they can rely upon you to do your best in every situation.

Of course, there will be times when your judgment fails and you make mistakes. Now and then that happens to everyone. Your baseball might smash a window. You might misread your map and come home late from a hike. If you quickly admit what you have done and make good on any damage, others will soon forget the incident. By learning from your errors, you can do better in the future.

You must also have trust in yourself. You know when you have done right and when you have done wrong. Live in such a way that you can respect yourself, and others will respect you, too.

*A Scout is **loyal**.* A Scout is true to his family, friends, Scout leaders, school, and nation.

Loyalty starts at home. You show through your actions that your family can count on you. The success of your Scout troop and patrol also depends upon your loyalty and that of other Scouts as you support your leaders and pitch in to do your share of the work. Your loyalty to the ideals of your school can make the learning experience good for everyone.

Express your loyalty to the United States by respecting the flag and government, and by participating in the democratic process. See where things can be made better and work toward that ideal. Our form of government allows each of us to voice our concerns and act within the system to make changes. Give real meaning to your loyalty by helping improve your community, state, and nation.

*A Scout is **helpful**.* A Scout cares about other people. He willingly volunteers to help others without expecting payment or reward. You promise in the Scout Oath to help other people at all times. The Scout motto asks you to be prepared. The Scout slogan reminds you to do a Good Turn daily. These three ideals work together: you promise to help, you can help because you have learned how, and you do help because you care about people.

Scouts want the best for everyone, and act to make that happen. While a Scout might work for pay, he does not expect to receive money for being helpful. A Good Turn that is done in the hope of getting a tip or a favor is not a Good Turn at all.

*A Scout is **friendly**.* A Scout is a friend to all. He is a brother to other Scouts. He offers his friendship to people of all races and nations, and respects them even if their beliefs and customs are different from his own.

Friendship is a mirror. When you have a smile on your face as you greet someone, you will probably receive a smile in return. If you are willing to be a good friend, you will find friendship reflected back to you.

Accept who you are, too, and celebrate the fact that you don't have to be just like everyone else. Real friends will respect the ideas, interests and talents that make you special.

*A Scout is **courteous**.* A Scout is polite to everyone regardless of age or position. He knows that using good manners makes it easier for people to get along.

"A Scout is courteous" is another way of saying "a Scout is a gentleman." Open a door for someone. Offer your seat on a bus or in a busy waiting room to an elderly person, a pregnant woman, or anyone who needs it more than you. Greet others with a firm handshake. Do your share of family chores in a pleasant way. Say "Please" and "Thank-you" or "Pardon me" and "I'm sorry" whenever appropriate.

Being courteous shows that you are aware of the feelings of others. The habits of courtesy that you practice as a Scout will stay with you throughout your life.

*A scout is **kind**.* A Scout knows there is strength in being gentle. He treats others as he wants to be treated. Without good reason, he does not harm or kill any living thing.

Kindness is a sign of true strength. To be kind you must look beyond yourself and try to understand the needs of others. Take time to listen to people and imagine being in their place.

It should never be difficult to show kindness to those in need and those who cannot defend themselves. What can be harder is being kind to people you don't know or with whom you disagree. We live in a world that has more than its share of anger, fear, and war. Extending kindness to those around you and having compassion for all people is a powerful antidote to the poisons of hatred and violence.

Kindness is not limited to how we feel about people. Be kind to pets and wildlife. Be kind to the earth by protecting natural resources and by using no-trace methods of hiking and camping.

*A Scout is **obedient**.* A Scout follows the rules of his family, school, and troop. He obeys the laws of his community and country. If he thinks these rules and laws are unfair, he tries to have them changed in an orderly manner rather than disobeying them.

Your family cares for you and wants you to be safe. Help them out by following the rules set for you by your parent or guardian.

There are others besides family members to whom you owe obedience. When teachers give you homework, it is usually because the assignments will help you learn. When an employer gives you a task to be done, it is usually for the good of the business. When your Scout leader asks you to do a job, it is because your efforts will help your patrol and troop. Being obedient also means following city, state and national laws.

Obedience must be guided by good judgment. If someone tells you to cheat, steal, or do something else you know is wrong, you must say no. Trust your own beliefs and obey your conscience when you know you are right.

*A Scout is **Cheerful**.* A Scout looks for the bright side of life. He cheerfully does tasks that come his way. He tries to make others happy.

Some people grumble when they are doing homework or losing a game. They might become upset if the weather turns bad on a Scout hike or if the trail is long and dusty. Others are cheerful. They jump at opportunities, and their sense of joy makes everything easier for them and those around them.

You know that you cannot always have your way. Now and then you must do things that you don't like very much. A cheerful attitude can make the time go by more quickly, and can even turn a task you dislike into a lot of fun.

You have a choice of whether or not to enjoy the experiences and challenges of life. You can complain if you want to and be grumpy all the time, but it is easier and much more enjoyable to decide from the start to be cheerful whenever you can. Cheerfulness is infectious – the smile on your face can lift the spirits of those around you.

*A Scout is **thrifty**.* A Scout works to pay his way and to help others. He saves for the future. He protects and conserves natural resources. He carefully uses time and property.

On Scout campouts you will learn to live comfortably with little more than the clothes you are wearing and the gear in your pack. Likewise, you can live other parts of your life simply and well, taking care of what you have and being generous to others.

Paying your way with money you have earned gives you independence and pride. When you save your own money to buy a Scout uniform or something else you need, you learn the real value of those items. You will also be sure to take good care of them.

Even if you have only a few dollars, get in the habit every month of saving money in a bank account. Share what you have with others, too, though what you give does not have to be cash. Volunteering your time and talent is just as valuable as donating money.

Another part of thrift is protecting and conserving the earth's natural resources – its soil, water, forests, wilderness areas, and wildlife. Recycle papers, glass, and metal used in your home and community. Do all you can to minimize waste.

*A Scout is **brave**.* A Scout can face danger although he is afraid. He has the courage to stand for what he thinks is right even if others laugh at him or threaten him.

Since 1910 when Scouting came to America, thousands of Honor Medals have been awarded to Scouts who saved lives at the risk of their own. They proved themselves ready when emergencies arose. They might have been frightened, but each one of them went to the aid of someone in serious trouble.

Saving lives is not the only test of bravery. You are brave every time you do what is right in spite of what others might say. You are brave when you speak the truth and when you admit a mistake and apologize for it. And you show true courage when you defend the rights of others.

*A Scout is **clean**.* A Scout keeps his body and mind fit. He chooses the company of those who live by high standards. He helps keep his home and community clean.

You can't avoid getting dirty when you work and play hard. But when the game is over or the job is done, that kind of dirt washes off with soap and water.

There's another kind of dirt, though, that can't be scrubbed away. It is the kind that shows up in foul language and harmful thoughts and actions.

Swearwords and dirty stories are often used as weapons to ridicule other people and hurt their feelings. The same is true of racial slurs and jokes that make fun of ethnic groups or people with physical or mental limitations. A Scout knows there is no kindness or honor in such tasteless behavior. He avoids it in his own words and deeds. A Scout avoids pornography of all kinds and runs with a clean crowd.

*A Scout is **reverent**.* A Scout is reverent toward God. He is faithful in his religious duties. He respects the beliefs of others.

Wonders all around us remind us of our faith in God. We find it in the tiny secrets of creation and in the great mysteries of the universe. It exists in the kindness of people and in the teachings of our families and our religious leaders. We show our reverence by living our lives according to the ideals of our beliefs.

Throughout your life you will encounter people expressing their reverence in many different ways. The Constitution of the United States guarantees each of us the freedom to believe and worship as we wish without government interferences. It is your duty to respect and defend others' rights to their religious beliefs even when they differ from your own.



## **Scout Motto:** Be Prepared

“Be prepared for what?” Someone once asked Baden-Powell, the founder of Scouting.

“Why, for any old thing,” he replied.

The training you receive in your troop will help you live up to the Scout motto. When someone has an accident, you are prepared because of your first aid instruction. Because of lifesaving practice, you might be able to save a nonswimmer who has fallen into deep water.

But Baden-Powell wasn't thinking just of being ready for emergencies. His idea was that all Scouts should prepare themselves to become productive citizens and to give happiness to other people. He wanted each Scout to be ready in mind and body for any struggles, and to meet with a strong heart whatever challenges that might lie ahead.

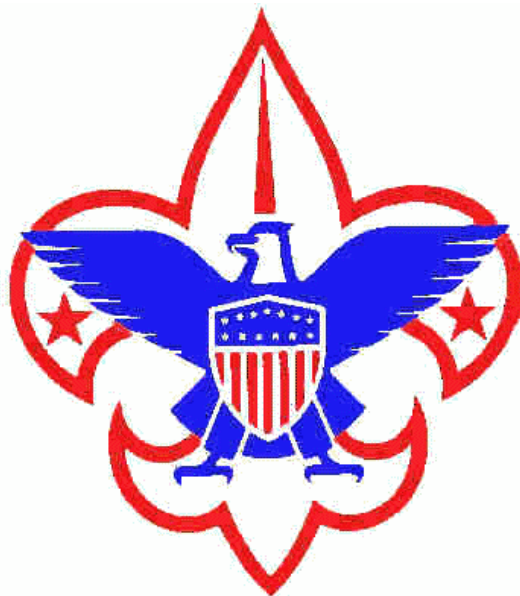
Be Prepared for *life* – to live happily and without regret, knowing that you have done your best. That's what the Scout motto means.

## **Scout Slogan:** Do a Good Turn Daily.

Some Good Turns are big – saving a life, helping out after floods or other disasters, recycling community trash, working with your patrol on conservation projects.

But Good Turns are often small, thoughtful acts – helping a child cross a busy street, going to the store for an elderly neighbor, cutting back brush that is blocking a sign, doing something special for a brother or sister, welcoming a new student to your school.

A Good Turn is more than simple good manners. It is a special act of kindness.



**Requirement 3. Earn a total of 21 Merit Badges.** Included topics: How do you find a merit badge Counselor? What is your responsibility with the “blue” cards? How do you resolve partials?

In order to earn the Eagle Scout Award, you must complete 21 merit badges. Of the 21, twelve badges are required by BSA to round out the skills expected of every Scout. The other 9 badges give you more skill in things you like to do; or to give you a chance to try out new activities, so that you can find new things that you really like.

The twelve required merit badges are:

1. First Aid	2. Citizenship in the Community
3. Citizenship in the Nation	4. Citizenship in the World
5. Communications	6. Personal Fitness
7. Emergency Preparedness <b>OR</b> Lifesaving	8. Environmental Science
9. Personal Management	10. Camping
11. Swimming <b>OR</b> Hiking <b>OR</b> Cycling	12. Family Life

If you have a permanent disability, you may earn your Eagle Scout Award by qualifying for as many required merit badges as you can and apply for alternative merit badges for the rest. If you seek to earn your Eagle Scout Award under this procedure, you must submit a special application to the DeVos Family Center for Scouting. Your application must be approved by your Council Advancement Committee *before you can work on alternative merit badges.* Contact your District Advancement Chairperson for assistance in this process.

**How do you find a merit badge Counselor?** Obtain from your Scoutmaster a signed merit badge application (Blue Card) and the name of a qualified counselor for that merit badge. Your Scoutmaster has a list of merit badge counselors for that specific merit badge who are currently registered as a counselor. Only registered counselors can sign off on your badge. Remember Safe Scouting, and only meet counselors using the Buddy System or in public locations.

**What is your responsibility with the “blue” card?** After you have the blue card from your Scoutmaster, you should contact the counselor. Along with another Scout, a relative, or a friend, set up and attend your first appointment with the merit badge counselor. The counselor will explain the requirements for the badge and help you plan ways to fulfill them so that you can get the most out of the experience. Complete the requirements, meeting with your counselor whenever necessary until you have finished working on the badge. After you finish, the counselor will sign-off on the blue card. This blue card should be returned to your Scoutmaster or to any person designated as your Troop Advancement Chairperson.

**How do you resolve partials?** Occasionally a Scout starts a merit badge and is not able to finish it for any number of reasons. You might attend a Scout summer camp, and one of the requirements takes longer than one week to complete. In this case, your counselor will indicate on your blue card the requirements you have completed. To finish your merit badge, speak to your adult leaders to get the name of a registered merit badge counselor. Contact the counselor, following the steps in the above paragraph. When you meet with the counselor, they will first verify that whoever signed off on your completed requirements is a registered counselor. After that you are to complete the unfinished requirements. Your new counselor should NOT retest or have you redo any requirements previously completed. If they persist in retesting you, just let your scoutmaster know this and they will talk to the counselor. If questions arise, your District Advancement Chairperson should be contacted.

**Requirement 4. Serve actively for a period of six months in a “position of responsibility”.** Which positions qualify? What is expected of you in the position? At your Eagle Scout Board of Review, explain what you did to fulfill your responsibility.

The longer you are in Scouting, the more your troop will recognize your experience and knowledge by offering you positions of leadership. Being a good leader is a skill that can be learned only by doing. Troop leadership opportunities will allow you to speak in front of people, guide discussions, make decisions, and encourage others toward greater achievements.

***“Training boy leaders to run their troop is the Scoutmaster’s most important job.”***  
***– Robert Baden-Powell.***

**Which positions qualify?** While a Life Scout, you are to serve actively for a period of six months in one or more of the following positions of responsibility:

**Boy Scout troop.** Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, or instructor. *Note: The Patrol leader position qualifies, but other Patrol leadership positions, such as Assistant Patrol leader and patrol quartermaster, do NOT qualify.*

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

**What is expected of you in the position?** Every time your troop has elections, the Scoutmaster and Senior Patrol Leader (“SPL”) are to conduct training called “Troop Leadership Training”. This training is laid out in an 18 page training kit available at the National Scout Store. In it are three modules to be taught:

1. **Module One – Know** – focuses on the troop organization and introduces each youth leader to his role.
2. **Module Two – Be** – covers the Scoutmaster’s vision of success and introduces two key tools: EDGE, a model for teaching, and Start-Stop-Continue, a tool for evaluating progress.
3. **Module Three – DO** – teaches Scouts the expectations of their individual positions and how to define success.

The following pages outline a position description of each qualifying leadership position. They are part of the Troop Leadership Training kit.

The best source for understanding troop leadership positions are two books sold at the National Scout Store called “The Senior Patrol Leader Handbook” and “The Patrol Leader Handbook”. If your troop doesn’t own these, encourage your troop to buy them *or* purchase them on your own. Also, your Scout Handbook has sections dealing with leadership.

**At your Eagle Scout Board of Review, explain what you did to fulfill your responsibility.**

After reading the above about your position of responsibility, you should get the point about knowing what is expected of you. Be prepared to explain what you did to fulfill your responsibilities and what you learned about leadership from your experiences.

## The Troop's Youth Leaders

The troop is actually run by its boy leaders. With the guidance of the Scoutmaster and his assistants, the youth plan the program, conduct troop meetings, and provide leadership among their peers.

### Junior Leader Positions

**Senior Patrol Leader** – presides at all troop meetings, events, activities, and annual program planning conference; chair the patrol leaders' council; appoint boy leaders with the advice and consent of the Scoutmaster; assign duties and responsibilities to other youth leaders; work with the Scoutmaster in training youth leaders; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law; show and help develop Scout spirit.

**Assistant Senior Patrol Leader** – be responsible for training and giving direct leadership to the following appointed youth leaders: Historian; Order of the Arrow Troop/Team Representative; Scribe; Librarian; Instructor; Quartermaster; and Chaplain Aid; help lead meetings and activities as called upon by the Senior Patrol Leader; guide the troop in the Senior Patrol Leader's absence; perform tasks assigned by the Senior Patrol Leader; function as a member of the patrol leaders' council; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law; show and help develop Scout spirit.

**Troop Historian** – gather pictures and facts about past activities of the troop and keep them in scrapbooks, wall displays, or information files; take care of troop trophies and keepsakes; keep information about troop alumni; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law; show and help develop Scout spirit.

**Librarian** – establish and maintain a troop library; keep records on literature owned by the troop; add new or replacement items as needed; have literature available for borrowing at troop meetings; maintain a system to check literature in and out; follow up on late returns; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law; show and help develop Scout spirit.

**Instructor** – instructs Scouting skills as needed within the troop or patrols; prepare well in advance for each teaching assignment; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law; show and help develop Scout spirit.

**Chaplain Aide** – keep troop leaders apprised of religious holidays when planning activities; assist the troop chaplain or religious coordinator in meeting the religious needs of troop members while on activities; encourage saying grace at meals while camping or on activities; lead worship services on campouts; tell troop members about the religious emblems program for their faith; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law; show and help develop Scout spirit.

**Junior Assistant Scoutmaster** – function as an assistant Scoutmaster (except for leadership responsibilities reserved for adults 18 and 21 years of age or older); accomplish any duties assigned by the Scoutmaster; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law; show and help develop Scout spirit.

**Patrol Leader** - plan and lead patrol meetings and activities; keep patrol members informed; assign each patrol member a task and help them succeed; represent the patrol at all patrol leaders' council meetings and the annual program planning conference; prepare the patrol to take part in all troop activities; show and help develop patrol spirit; work with other troop leaders to make the troop run well; know what patrol members and other leaders can do; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law

**Assistant Patrol Leader** – helps the patrol leader plan and lead patrol meetings and activities; help the patrol leader keep patrol members informed; help the patrol leader prepare the patrol to take part in all troop activities; lead the patrol in the patrol leader's absence; show and help develop patrol

spirit; represent the patrol at all patrol leaders' council meetings in the patrol leader's absence; work with other troop leader to make the troop run well; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law.

**Order of the Arrow Troop/ Team Representative** - serve as a communication link between the lodge or chapter and the troop/team; encourage year round and resident camping in the troop/team; encourage Scouts to actively participate in community service projects; assist with leadership skills training in the troop/team; encourage Arrowmen to assume leadership responsibilities in the troop/team; encourage Arrowmen in the troop/team to be active participants in lodge and/or chapter activities and to seal their membership in the Order by becoming Brotherhood members; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law and the OA Obligation; show and help develop Scout spirit.

**Troop Guide** – introduce new Scouts to troop operations; guide new Scouts through early Scouting activities; shield new Scouts from harassment by older Scouts; help new Scouts earn First Class rank in their first year; coach the leader of the new patrol on his duties; work with the patrol leader at the patrol leaders' council meetings; attend patrol leaders' council meetings with the patrol leader of the new-Scout patrol; assist the Assistant Scoutmaster with training; coach individual Scouts on Scouting challenges; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law; show and help develop Scout spirit; teach basic Scout skills.

**Den Chief** – serve as the activities assistant at den meetings; meet regularly with the den leader to review the den and pack meeting plans; if serving as a Webelos den chief, help prepare boys to join Boys Scouting project a positive image of Boys Scouting; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law; show and help develop Scout spirit.

**Quartermaster** – keep records of patrols and troop equipment; keep equipment in good repair; keep equipment storage area neat and clean issue equipment and see that it is returned in good order; suggest new or replacement items; work with the troop committee member responsible for equipment; set a good example; wear the Scout uniform correctly; live by the Scout Oath and Law; show and help develop Scout spirit.

**Scribe** – attend and keep a log of patrol leaders' council meetings; record attendance and dues payments of all troop members; record advancement in troop records and on the troop/team advancement chart; set a good example; wear the Scout uniform correctly; work with the appropriate troop committee members responsible for finance, records, and advancement; live by the Scout Oath and Law; show and help develop Scout spirit; handle correspondence appropriately.

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### The Patrol Leaders' Council

The patrol leaders' council, **not the adult leaders**, is responsible for planning and conducting the troop's activities. The patrol leaders' council is composed of the following voting members: senior patrol leader, assistant senior patrol leader, patrol leaders, troop guide, Venture crew chief, Varsity team captain.



The troop's activities are selected and planned at the annual program planning conference. The troop's yearly plan is then submitted to the troop committee for approval. The troop committee either approves the plan or makes alternative suggestions for the patrol leaders' council to consider. At its monthly meetings, the patrol leaders' council organizes and assigns activity responsibilities for the weekly troop meetings. The troop committee interacts with the patrol leaders' council through the Scoutmaster.

**Requirement 5. While a Life Scout, plan, develop, and give leadership to others in a service project frequently called your “Eagle Scout Leadership Project.”**  
Listed are steps needed to complete an Eagle Project.

**Item 1. Selecting a Project:** What sort of projects make for a good Eagle Scout Leadership Project? What things should I be looking for? Who should I ask to help find an Eagle Project? What were some notable previous projects done in the Gerald R. Ford Council?

**What sort of projects make for a good Eagle Project?**

A project that allows you to demonstrate leadership skills is a good project. A project where you can plan, organize, pull together a team, lead them in the construction, creation, or completion of a worthwhile community task would be considered a good project. Remember, you will reflect upon your Eagle Scout Leadership Project long after it is completed.

**What things should I be looking for?**

Safety of your work crew is extremely important. Arrange for water and safety equipment. You must oversee the entire project. Thorough preparation will help the project to be successful, but just as important are the decisions you make as unforeseen situations occur. Work along side your crew, and value adult advice, but you must be recognized by all present as the person who is in charge of the project and has the final say. Pledge to assist younger Scouts when they are working on their Eagle Scout Leadership Project, and write thank-you notes to all who help complete your project.

**Who should I ask to help find an Eagle Scout Service Project?**

You should talk with members of your unit, both adult and youth. Talk with community leaders and members of other units. Discuss your ideas with your District Advancement Chair. You will need the written approval of the organization that benefits, your troop, and the District Advancement Chair before you can start your project. View the list of past Eagle Scout Leadership projects:

**What were some notable previous projects done in the Gerald R. Ford Council?**

- Oversaw the reconstruction of signs for Trufant Cemetery, Chamber of Commerce, softball fields, and Petersen Park
- Supervised construction of adirondack for Crystal Central Michigan Sportsman Club
- Oversaw the placement of flagpole and supervised landscaping at Stoney Lakeside Park
- Led landscaping and directional posts for Baldwin Housing Commission
- Directed the trail clearing, bridge building and trail marking for Michigan Nature Association in Shelby
- Supervised the construction of storage area, replacing door, ceiling, & shelving for Degage Ministries Community Ctr
- Oversaw the collection and packaging of personal care kits for armed servicemen and women
- Organized the construction of two handicapped accessible picnic tables for Whistlestop Park
- Directed the construction of a science lab garden with native Michigan plants for Our Savior Lutheran School
- Supervised the rescue of a community garden and distribution of harvest to needy families in Grand Rapids
- Oversaw the survey of Big Prairie Evert Cemetery and inputting data onto spreadsheet for Newaygo Historical Society
- Directed the construction of computer lab at Community United Methodist Church
- Supervised the construction of bocce ball court for Our Lady of Grace Church
- Led the construction of dumpster fencing and erection of flagpole at the Church of Jesus Christ Latter-Day Saints
- Led the construction of bridge over trout stream at Ravenna Conservation Club
- Reconstruct sign and electrical at Child Care Center of Calhoun County
- Supervise patching cracks and holes in drywall, prime, and paint walls. Repair 50 chairs for Delton Athletic Boosters
- Oversaw the construction of eleven crest-stage gages for DNR to evaluate water levels in Talmadge Twp.
- Directed construction of new benches, shed, painting electrical box, and run new sprinkler system at Spring Lake Elem
- Organized the construction of an observation platform for Grand Haven High School Marching Band

- Led the construction of lawn furniture for Habitat for Humanity
- Supervised renovation of the bathroom facilities at Casa de la Paz “House of Peace”
- Led the construction of a Cross Country Records board at Saranac High School
- Oversaw the construction of a cross country course at Community Presbyterian Church in Ludington
- Directed the construction of seven picnic tables at Black Lake Campgrounds
- Supervised restoration of the Grand Haven Schools greenhouse.
- Led the construction of a “Reflection Garden” at Fifth Reformed Church
- Oversaw the construction of a soccer wall and eight team benches at Beegle Field
- Directed the landscaping and construction of a handicapped ramp at Rocking Horse Home
- Supervised construction of a fire bowl with benches and wood storage at Great Lakes Naval Museum
- Led the power washing of three cabins, replaced windows and basketball backboard, painted cabins and court.
- Oversaw the construction of agility obstacles for dogs in Park Township
- Supervised construction of 50 birdhouses with 4<sup>th</sup> graders and assist in placement throughout Spring Lake
- Oversaw the construction of flag holders for three cemeteries in Ganges Township
- Directed the cleaning, resurfacing, and relining of parking lot at First Baptist Church in Grand Haven
- Organized artifacts and photographs, constructed display case in Spring Lake Police and Fire Department
- Led the construction of an orienteering course in Hodenpyl Wood in E. Grand Rapids
- Supervised construction of a natural habitat area at Cold Water Creek
- Led the construction of a handicapped accessible bridge at Montcalm Community College
- Supervised the construction of 22 picnic tables and refurbished 7 more for the Village of Saranac
- Led the construction of an entryway and bridge for the North Country Trail Association
- Directed military informational shadow boxes at three cemeteries in Barryton
- Oversaw construction of a handicapped ramp at Palo United Methodist Church
- Organized the repair of bikes for the Flat River Outreach Ministries
- Supervised the landscaping of hill with rocks & plants to prevent erosion at VFW 3794
- Directed the construction of a sand volley ball court and spectator area for the Ludington community
- Led the construction of a horseshoe pit, tether ball area, & added safe boundary to volleyball area in Wyoming
- Oversaw the renovation of a kitchen & installation of appliances for Wyoming Homefront Church
- Supervised the construction of an amphitheater for Goodwillie Environmental School
- Led the renovation of a nature trail at Byron Center Middle School
- Directed the renovation of the library and constructed shelving at Faith Reformed Church
- Organized the construction of moveable/stackable benches for Grand Rapids Home for Veterans
- Supervised construction of 100 wood duck and bat houses for Montcalm County Conservation Association
- Led the restoration and painting of 75 fire hydrants for Tallmadge Township
- Managed the production of a DVD to promote early childhood literacy for Muskegon Public Schools
- Oversaw renovation of youth room and install rocks for roof drainage at Twin Lake United Methodist Church
- Organized the creation of a meditation garden at Prince of Peace Catholic Church
- Supervised the construction of a nature trail with landscaping at the Poppen Hospice House
- Directed installation of signage, removed trash, sorted metals, & donated receipts from metals to State Park Fund
- Directed the construction of 18 steel fire pits and entryway for Fisherman’s Landing Campground
- Oversaw the construction of 35 can recycling bins for athletic booster program
- Led the makeover for a community garden, including construction of 5 benches and landscaping
- Coordinated information on veterans in local cemetery and posted on website
- Oversaw removal of old carpeting, installation of new flooring, kitchen, & shelving for mission
- Supervised construction of prayer garden with landscaping and waterfall.
- Oversaw the repainting of 76 fire hydrants.
- Supervise the scraping, priming, and repainting of a caboose for the Saranac Community
- Organized construction of orienteering course at elementary school and at high school

Determine the talents, skills, and opportunities for yourself and members of your unit. Don’t limit yourself to projects listed above. The leadership you develop and demonstrate during your Eagle Scout Leadership Project will not only determine whether you become an Eagle, but will help you throughout your life. Select a project that you will be proud of and can revisit when you bring your own child into Scouting ten or twenty years from now.

**Requirement 5 – Item 2. How do I write-up my Eagle Scout Leadership Service Project Workbook.** This includes a practical guide on how to write-up a project, a final checklist to use before submitting your project, and other helpful hints.

**Practical guide on how to write-up a project.** Although there are many ways to approach writing up an Eagle Scout Leadership Service Project Workbook (“Workbook”), here is one way that many find successful.

1. Secure a current copy of the Eagle Scout Leadership Service Project Workbook (18-936) AND READ IT FROM FRONT TO BACK. Many Scouts find that using fill-in electronic version a real time saver to use for writing up a project. It helps make editing the Workbook a breeze and if you need to send it back and forth to someone, email makes it much faster. You can secure one at <http://www.nesa.org/how-to-manuals.html>. Most computers accept this format but in case yours doesn't, you can still use your computer and complete the major writing portions in some form of word processing such as Word. As a last resort, you can fill it in using a pen but be sure to start with a copy of the Workbook before writing in the original Workbook.
2. Ask your Scoutmaster who you should work with for the write-up phase. Each troop has its own procedures. Some units have Eagle Scout Advisors, some work with the Advancement Chairman, some the Troop Committee Chairperson and some directly with the Scoutmaster. We will refer to whoever this person is as the “Advisor.”
3. As you begin planning your project be sure to keep a log of all hours you spend working on your planning details. When your project is completed you will be asked to record how many hours you spent planning your project, working on your project and how many hours others spent working on your project.
4. Meet with your advisor. Explain your project and ask how to write up your project. You're off to a great start by discussing this with your advisor! Your advisor should have some good ideas for you. You might ask if they have a sample project you could review with them to get a better idea as to how a final Workbook might look.
5. Meet with the representative of the benefiting organization. Be sure you both agree on what is to be done and how it is to be done.
6. To see a complete guide on how to write up a Workbook, consult a guide written by Randall C. Smith. Randall Smith has written a very helpful guide that has helped thousands of Scouts. Some councils require Scouts to follow it. *Although it is not required in this council,* you may find it helpful. You can download it at <http://www.flash.net/~smithrc/eagleprj.htm>.
7. While writing your Workbook, use the attached Checklist to see that you've done everything. When you think you are totally done, go through the checklist again to double check your work.
8. Secure the approval signatures of the representative of the benefiting organization, your Troop Committee and your Unit Leader. Your project proposal must be approved by the District Advancement Committee before you can begin work.



## **Requirement 5 – Item 3. How do I get approval of my project from my Troop or Crew and the District Advancement Committee?**

**How do I get approval of my project from my Troop or Crew?** You will need two signatures from your Troop or Crew. You will need one from your Scoutmaster or Crew Advisor and one from your unit committee.

You need to schedule a meeting with your Scoutmaster or Crew Advisor. Be sure to schedule a time when they are not distracted by other responsibilities and can devote their attention to your project. Be sure they look at it in detail. Have a copy of the checklist for them to use. They should review that all the project details are complete. They may offer suggestions about what still needs to be done before they sign.

You also need to meet with your Unit committee. Your committee may delegate this responsibility to the unit advancement chairperson. They will discuss your project proposal with you and review it for completeness. Be sure to have a copy of the checklist for their use. This is a good opportunity to make a presentation and talk about your project proposal!

Once you have the approvals from the benefiting organization, your unit leader and unit committee you are ready to seek the approval of the District Advancement Committee. **YOU MUST SECURE ALL FOUR SIGNATURES BEFORE YOU MAY BEGIN WORK ON YOUR PROJECT.**

## **How do I get approval from my District Advancement Committee?**

**Five Rivers District.** To get approval of your Eagle Scout Leadership Project, it is all in the location of where you live.

If you live in the northern area of Big Rapids, Barryton, or Morley, contact Mr. Jim Lindsey (231) 796-6400 or (231) 598-6400; if you live in the western area of Howard City down to Sparta, contact Mr. Tony Owen at (616) 696-0316; if you live in the north central area of Lakeview, Trufant, Edmore, Vestaburg, contact Mr. Chuck Champlin at (616) 984-2648; if you live in the central area of Greenville, Belding, Crystal, Sheridan, contact Mrs. Robin Kiste at (616) 754-3681; and if you live in the southern area of Lowell, Saranac, Ionia, Muir, contact the Five Rivers District Advancement Chair Mr. Dirk Ritzema at (616) 897-9524.

Once you have made contact for the Advancement Team member in your area, they will tell you how to get in direct contact with them and go over the project workbook with you to get you started. Make sure that the entire appropriate signatures are on it before you contact them. You may either contact Mr. Ritzema by mail or phone calls for any questions that you might have and you also may contact Mr. Ritzema at the Five Rivers District Roundtable held in Greenville on the second Thursday of the month.

**Pete Marquette District.** Joe Singerling is the Pere Marquette District Advancement Chairperson. You may contact him at [JPSINGERLING@YAHOO.COM](mailto:JPSINGERLING@YAHOO.COM) or by phone at (231)744-9472. You may arrange to meet with him by telephone or emailing information. He is normally at

the District Meeting at Fifth Reformed Church, 2330 Holton Rd, Muskegon, 49445 on the first Thursday of each month, and at District Roundtable/Order of the Arrow on the second Thursday of each month at First Evangelical Lutheran Church, 1206 Whitehall Rd, Muskegon, 49445. Both meetings start at 7:00 p.m., but contact Joe prior to the meeting, so he knows you are coming. You can also make arrangements to meet with him, using Safe Scouting procedures.

Before obtaining his approval signature, you will need the signature from the organization benefiting from your project and both approval signatures from your unit. You must also have all contact information and project description completed. Speak to Joe at any time for clarification or assistance. If you are unable to meet in person, you may mail your project to him, after first talking to Joe and obtaining the other three signatures. He will provide an address for mailing when you contact him. Include a self-addressed stamped envelope for return mail.

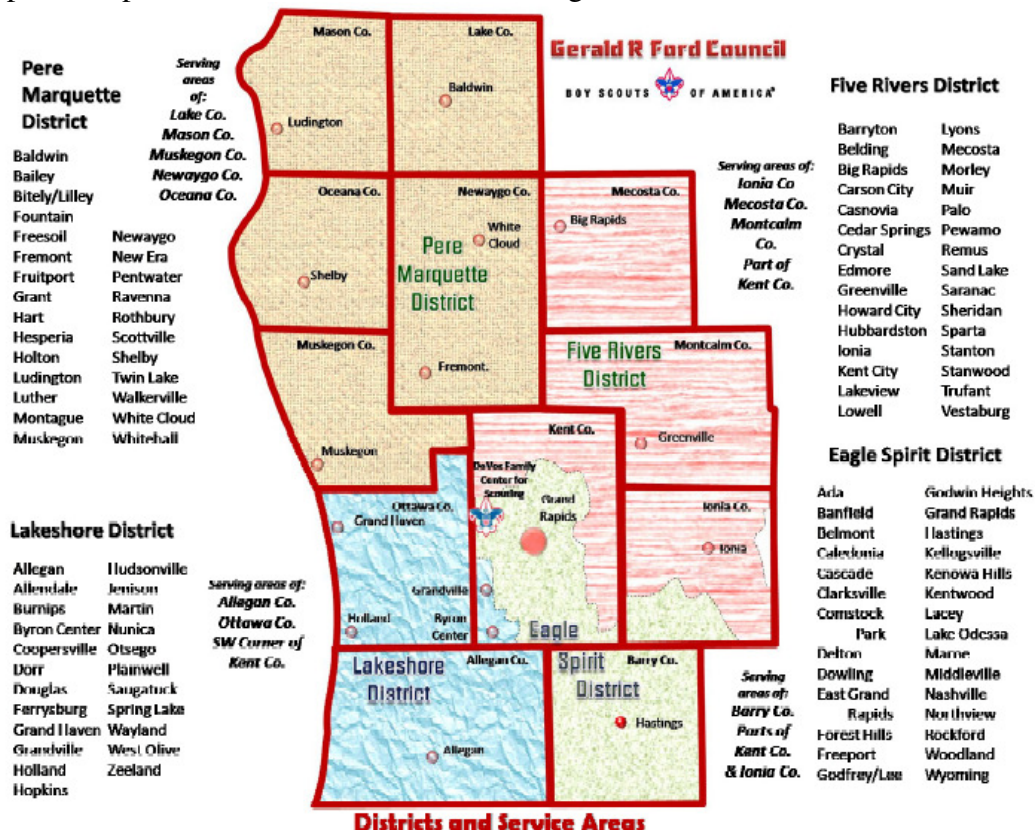
**Lakeshore District.** Scouts in the Lakeshore District should contact one of the following people to arrange a meeting to discuss their project. Be sure you have all the required signatures before you meet with the District Advancement Representative. Lisa Harris, in Grandville, can be reached at (616) 261-4743 or [dave-lisa-harris@sbcglobal.net](mailto:dave-lisa-harris@sbcglobal.net). Morrie Minnema, in Holland, can be reached at (616) 335-5837. Jim Menerick, in Spring Lake, can be reached at (616) 846-8622 or [jmenerick@hotmail.com](mailto:jmenerick@hotmail.com).

**Eagle Spirit District.** Bill Asakevich is the Eagle Spirit District Eagle Project Coordinator. You may contact him at [wasak@mei.net](mailto:wasak@mei.net) or by telephone at 269-623-5483. The following details the process for obtaining approval of your project proposal.

- Eagle Scout Leadership Service Projects (“Projects”) are approved by any one of three district approval committees. They meet each month at the following locations, dates and times.
  - DeVos Family Center for Scouting located at 3313 Walker Ave NE Grand Rapids. They meet the second Wednesday of each month except July. The meeting begins at 7 PM.
  - Church of Jesus Christ of Latter day Saints located at 2780 Leonard St NE. They meet the third Wednesday of each month except July. The meeting begins at 7 PM.
  - Hastings LDS Church located at 600 N Airport Road just off M-37 between Middleville and Hastings. They meet the first Thursday of each month except July. The meeting begins at 7 PM.
- Scouts can have their project approved in two ways. The first is to present the project in person at one of the above meetings. At each meeting there are 3-5 members who are eager to hear about your project and critique the Workbook. They will ask you to describe your project and then they will ask some questions about it. If changes are needed your presence will allow you to make the changes at the meeting. By the time you leave that evening, you may have an approved project. If changes are needed that can’t be done on the spot, you will leave with a very clear idea of what needs to be done. Most Scouts choose to present their project and utilize this process. *You are not required though to present your project in person.* You can choose to send your project proposal and the committee will review it at one of the meetings. If there are questions, they will be emailed or mailed to you for your response. This process of course could extend the time it takes to get your project approved.

- If while writing up your project, you have questions about something or would like to have your draft reviewed, contact Mr. Asakevich. He would be happy to help you in any way he can. You can either email him or give him a call. Over the years he has helped hundreds of Scouts so feel free to make use of his experience.
- When your Workbook is ready for District approval, the first step is to contact Mr. Asakevich. You can choose to have your project proposal previewed by the committee before you submit your project OR RSVP to submit your project for approval at one of the District Approval meetings. Here are a few details about each of the methods:
  - **Emailing your project in before presenting it.** Many scouts find it very helpful to have their project proposal previewed by the committee before presenting it for approval. They will look for details that are missing or incomplete. Examples are missed materials, or a working time schedule showing dates and number of workers needed. Questions and comments will be returned to you by email so that you can make the necessary revisions at your convenience. Scouts that utilize this process will usually find that when they present their project, the committee will have fewer questions and there is a higher probability that it will be approved that evening. Right now about 50% of Scouts choose to use this process.

**Scheduling a meeting to present your project.** You can schedule to have your project reviewed for approval at any of the three meetings held each month. Please schedule a date with Bill Asakevich by email or by phone no later than the Friday before the meeting. Meetings are canceled on the Saturday before the meeting if there are no projects to review. If you are presenting in person, you should attend in complete uniform. Bring your project proposal with the original signatures plus 5 copies of the workbook to the meeting.





## Checklist for Eagle Scout Project Approval

### Gerald R. Ford Council

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#### Project Description:

- ☐ Brief Description of project.
  - ☐ Benefiting Group's Name
  - ☐ Phone Number of benefiting group
  - ☐ Address of Organization
  - ☐ How will the group benefit?
  - ☐ Date discussed with the unit leader?
  - ☐ Representative's Name?
  - ☐ Date met with representative?
  - ☐ Representative's title?
  - ☐ Representative's Phone number?
- 

#### Project Details:

- ☐ Complete description of the present condition? (Include pictures, drawings, maps, etc. as appropriate)
  - ☐ Methods used to complete the project. How will the work be organized? How will the Scout demonstrate leadership?
  - ☐ Blueprints for any construction. Include sketches or drawings of project if appropriate.
  - ☐ Materials required for the project. Give a complete list of all materials needed. Include a breakdown of the materials and the amount and cost of each material needed.
  - ☐ Where will the Scout secure materials? (Retail, organizations, benefiting group, etc.)
  - ☐ How much will the materials cost? Include a total cost for the project, including the value of donated materials.
  - ☐ How will funding for the project be secured? (Fundraisers, donations, benefiting group, etc.)
  - ☐ Resources and supplies required to complete the project. (Tools, electricity, transportation, etc.)
  - ☐ Where will the Scout secure the supplies? (Provided by Scout or family, friends, Troop, benefiting organization, purchase)
  - ☐ Time schedule for completing the project. Include date to start, date to complete and scheduled time and dates to work. If working outdoors be sure to include back up plans for inclement weather.
  - ☐ Project helpers needed to complete the project. List number of people needed and when.
  - ☐ Who will be the project helpers? Designate youth and adult workers. Remember two-deep adult leadership is required.
  - ☐ Provide an estimated number of man-hours required to complete the project.
  - ☐ Identify safety hazards and explain how you will protect your workers. (Sun/rain, power tools, dehydration, injuries)
  - ☐ Availability of first aid and access to emergency services.
  - ☐ Are work breaks, food, water, restroom facilities, wash facilities, etc. addressed?
  - ☐ **Review your details. Are they complete enough that someone else could use them to carry out your project without having to do any additional planning?**
- 

#### Approvals:

- ☐ Signature of the benefiting organization representative
  - ☐ Date
  - ☐ Signature of the Unit leader
  - ☐ Date
  - ☐ Signature of the Unit committee member
  - ☐ Date
- 

#### District Approval:

- ☐ Contact your District Advancement Chairperson or the DeVos Family Center for Scouting for information on how to get your project approved by the District.
- ☐ You must use the Eagle Scout Leadership Service Project Workbook #18-927 or an approved electronic version of the workbook in meeting this requirement.
- ☐ You can download an electronic version of the workbook at <http://www.nesa.org/trail/manual.html>.

## **Requirement 5 – Item 4. After the project is complete, how do I write-up the final report?**

Congratulations, you are on your home stretch! Your project is not done until you finish your last section in the ‘Eagle Scout Leadership Service Project Workbook’ called “CARRYING OUT THE PROJECT”. In doing this, you will review what was done and see what lessons were learned.

This section is fairly self explanatory and includes:

- Entering the hours you spent planning the project.
- Entering the hours you spent working on the project.
- Listing the hours spent by Scouts, Venturers, or other individuals who worked on your project.
- Cost, materials and supplies you needed, or if you had a lot left over.
- List of changes made to the original project plan and explain why those changes were made.
- Pictures – We hope you took lots of pictures!!! Your Eagle Board of Review loves to look at them and they help you show your leadership.

The one section you should take time to reflect on is the section on “Changes.” A good guide for writing up the changes comes from Randall C. Smith’s “Eagle Scout Leadership Service Project Planning Guide.” It says:

**“Changes.** You should use your project plan as a guide for preparing the final report. Go through each section of the plan and write a summary of the results versus the plan. Summarize the actual costs, the tools used (and tools needed that you did not have), what objectives were accomplished or not accomplished (and why not), how your workers performed their tasks, how you handled any major problems, and anything of interest (both positive or negative).”

How you react to issues and make the necessary changes are good examples of leadership.

If you want to read more about what Randall C. Smith says on writing up other sections of your final report, you can go to: <http://home.flash.net/~smithrc/eagleprj.htm>.

A copy of Randall Smith’s guide is at the end of this workbook.





## Completing your Eagle Scout Application

You can download an application at [www.nesa.org/trail/58-728.pdf](http://www.nesa.org/trail/58-728.pdf). There is a new application required to be used beginning May 1, 2008. The new application asks for the Project Name and Grand total of hours under Requirement 5. If your application doesn't have it, you'll have to get an updated application.

The following will assist you in completing your Eagle Scout Application ("Application") **AND the required Attachment for Requirement 6.**

Much of what is written here was taken in whole or in part from the web site [www.eaglescout.org](http://www.eaglescout.org). We give them credit in providing some clear guidance.

First and foremost, use a current version of the application and **BE NEAT**. The quality of your application is, like everything else, a reflection of you. In the application, it asks for many dates. Ask someone in your unit who keeps these dates and ask them to assist you in filling out these portions of the application. A copy of your permanent record may also be obtained from the DeVos Family Center for Scouting. All you have to do is stop by or call (616) 785-2662. They will stick one in the mail right away. Many Scouts or units get this before completing their application. If your unit uses Internet Advancement, a printout is easily available from your unit advancement chair.

The top part of the front page of the application is straightforward. Just make sure you use the actual Board of Review dates, not the date of the Court of Honor when it was presented to you, for the dates asked for.

**Requirement 1.** Use the date of the actual Board of Review.

**Requirement 2.** List people who know you well. Try to get a varied selection – meaning, don't list four teachers, rather select people from different areas of your life. Always ask permission to use them as a reference. This is also a good time to inform them of their responsibilities as a reference. They will be mailed a questionnaire to be returned to the DeVos Family Center for Scouting. Your application will not be processed until they are returned. This is also the time to verify their mailing address and phone number. With the address, **DON'T FORGET THE CITY AND ZIP CODE.** – this is the Council's biggest delay mailing out the questionnaire!

If you do not have an employer, it is permissible to put a line through that title and use the space to list another reference.

Since a Scout is reverent, you should have a religious reference. If your personal religious practices don't include interaction with a pastor, rabbi, priest, or some similar person, list an acquaintance you consider to be a spiritual advisor.

If you are home-schooled you might not know what to do with the "Educational" line. If this is the case for you, you should think about other educational sources: music lessons, a sports coach; etc. It should be someone who has a major role in one of your educational pursuits.

There MUST be a minimum of five references for the application to be processed.

**Requirement 3.** It would be helpful if in this section you used the ACTUAL merit badges you used for Star and Life ranks. This will assist the DeVos Family Center for Scouting in speeding-up the verification of your application.

Be sure to cross out the badges not used in items #6 and #9 of the application.

Be sure to list the Unit number (Troop) where you earned the badge.

**Requirement 4.** Make sure you remember to list at least six months of service after your Life Scout Board of Review. Check your date on the front of the application to double check.

**Requirement 5.** Input completion date as stated. **Note: Your application asks for your project name and grand total of hours worked on your Eagle Project. If your application does NOT ask for this, you are using an older Application version and you need to start over with a correct version!**

**Requirement 6.** Input completion date as stated.

You **must 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.

This requirement should be broken into two parts.

Part 1. Sit back and think about your ambitions and life purpose. This is a good opportunity to tell your Board of Review about your hopes and dreams for the future.

Part 2. You are asked to list positions you have held outside of Scouting in the various organizations or groups you belong to. Your Eagle Board of Review focuses on leadership – not just the leadership you’ve shown in Scouting, but in your life. **Don’t be shy about bragging! List them all!** Don’t forget to list various awards and honors you’ve achieved along the way. This should even include things like a letter from a principal or volunteer organization recognizing your contributions.

Last but not least, your Unit leader (Scoutmaster or Crew Advisor) and your Unit Committee Chairperson, need to sign and date the application.

## YOUR SCOUTMASTER CONFERENCE FOR EAGLE

By this point you have had at least six Scoutmaster Conferences as you progressed in rank from Scout to Life. For Scoutmasters, conducting these conferences is an enjoyable part of their job. They have watched you grow-up, mature, and had fun with you on campouts, summer camps, and high adventures. He (or she) has also observed you mature in your understanding of the Scout Oath and Law along with watching you take on more leadership responsibilities in Scouts and other activities.

The vast majority of Scoutmasters have been trained on how to conduct a meaningful Scoutmaster Conference. There are certain topics that should be covered by your Scoutmaster, but if yours doesn't bring them up to you, YOU should bring them up! These are the same topics that an Eagle Scout Board of Review will likely ask you about, so you might as well take this opportunity to get used to discussing them.

- Personal Data - Discuss your Scouting interests, about school and your outside interests, future goals in life such as college, what do you do with your spare time etc.
- Scouting is a value-based organization. The meaning of the Scout Oath and Law is at Scouting's core. You should discuss in great deal what the Scout Oath and Law means and what you do to live by it. Let's look at two examples: 1) in the Scout Oath it says "On My Honor I will do my best..." What does it mean when you say "On My Honor"? 2) The 12th point of the Scout Law is "A Scout is Reverent". What does this mean to you? What do you do to fulfill your responsibilities to be reverent?
- Leadership is an important element of Scouting. You should reflect what your responsibilities are in your "Position of Responsibility," what you did to carry them out, and what you learned? Also, explain in what other organizations you might have demonstrated leadership skills.
- Discuss your Eagle Scout Leadership Service Project. Discuss what your project was and how you got your idea for it? How did you demonstrate leadership of others? What did you learn about leading this project? What changes were made to your project? How did you handle any major changes or problems?
- Review your Eagle Scout Application together including Requirement 6 that asks you to write a statement of your accomplishments, ambitions, and life purpose.
- Discuss what involvement you plan on having in Scouting after you are an Eagle Scout. Discuss how you plan to give back to Scouting.





## Submitting your packet to the Gerald R. Ford Council

When your Eagle Scout Leadership Service Project Workbook is complete and you have all the required signatures, the Eagle Scout Packet must be delivered to the DeVos Family Center for Scouting. Your packet must include:

- Eagle Scout Rank Application (“Application”)
- Attachment to Eagle Scout Application with your statement of ambitions and life purpose
- Eagle Scout Leadership Service Project Workbook

When the Packet arrives at the DeVos Family Center for Scouting, it is given to Diana Venema the Council Program Secretary for processing. When describing the person doing the processing, we will refer to them as (“Council”).

The Council will log it in as being received and note the date.

Within one or two days of receipt of the Packet, letters are sent out to all the references listed in the Application. ***It can’t be emphasized enough to make sure you have the correct address with the correct zip code.*** *If any letters are returned undeliverable, Council will contact the Scout and ask them to get a correct address. Assuming the Scout knows about when the packet will get to Council, they should contact their references one more time to alert them the letter will be received within a few days and ask them to please return it to Council within a few days of receipt.*

The next step done at the Council level is to do a general review of all the paperwork to see that everything is filled in correctly including all the signatures and dates.

Next, the Council looks up the individual Scout record in their computer system to verify rank advancement dates and merit badges listed on the application. If the Scouts unit has submitted everything properly, it should all be there. If there are any discrepancies, they go to the Unit advancement sheets to try to resolve it. If it can’t be resolved, the Council will contact the Unit advancement person and they will work out the problems. After everything is corrected, the computer generates a form that the Council signs saying everything is verified. This is included in the Packet that is sent out to the District for the Eagle Scout Board of Review.

By this time, most of the Scout’s references should have been returned to the Council. The average time for this is 2 – 3 weeks. If after one month, all the references are not in, the Council will call the Scout and tell them which one(s) they are missing and ask the Scout to contact the reference.

After everything is completed, a copy of the Packet is made and kept at the Council. The original packet is mailed to the designated District Advancement Chair to schedule the Eagle Board of Review.

## Preparing for your Eagle Scout Board of Review

The following are some areas that may be discussed during your Eagle Scout Board of Review.

**Review Area 1. Your activities and experiences in your troop and patrol.** Scouts will be asked to talk about their troop, patrol and the different activities they participated in. This might include campouts they've done, high adventures, summer camps, troop meetings etc. We will want to know about what you liked, disliked and suggestions you'd make to improve your troop. You have been in Scouting many years so you should have much to share!

**Review Area 2. Scout spirit by living Scout Oath and Law.** Scouts should be prepared to discuss each point in the Scout Oath and Law. You can expect questions about what each point is, what it means to you, how you fulfill it, what areas you could improve on and what you are doing to improve on them. Take time to review your Boy Scout Handbook on the Scout Oath and Law. If asked to recite them, show how to stand, give Scout sign, and recite them.

The following is some background as to what the Boy Scouts of America is all about. It also gives ideas of what else might be discussed. You don't need to remember what is below, but just the general concepts involved. You may be able to reflect upon some of your Scouting experiences to see if they meet the mission statement and the aims of Scouting.

The Boy Scouts of America has a Mission Statement that is the most basic explanation for its existence. It reads:

“The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.”

### AIMS OF SCOUTING

Closely connected with its Mission Statement are three aims of the Boy Scouts of America:

1. Character development,
2. Citizenship training,
3. Mental and physical fitness.

**The first aim is growth in moral strength and character.** We may define this as what the boy *is* – his personal qualities, values, his outlook.

The values we strive to instill are based on these found in the Scout Oath and Law:

#### SCOUT OATH

*On my honor I will do my best*

*To do my duty to God and my country and  
to obey the Scout Law;*

*To help other people at all times;*

*To keep myself physically strong, mentally awake, and morally straight.*

## SCOUT LAW

*A Scout is trustworthy, loyal, helpful,  
Friendly, courteous, kind, obedient, cheerful,  
Thrifty, brave, clean, and reverent.*

**The second aim is *participating citizenship*.** Used broadly, citizenship means the boy's relationship to others. He comes to learn of his obligations to other people, to the society he lives in, and to the government that presides over that society.

**The third aim is *development of physical, mental, and emotional fitness*.** Fitness includes the body (well-tuned and healthy), the mind (able to think and solve problems), and emotions (self-control, courage, and self-respect).

**Review Area 3. Discuss experiences with merit badges.** You will be asked about your experiences earning merit badges. This might include questions such as: which merit badge did you learn the most from, which ones did you enjoy the most, what was the most effective style of instruction, which was the hardest, did any lead into hobbies or career choices. You **will not** be retested on any of the merit badge requirements.

**Review Area 4. Discuss your role in the “position of responsibility” you served since becoming a Life Scout.** To earn your Star, Life and Eagle ranks, you must “serve in a position of responsibility”. The Boy Scout Handbook has the following to say about this:

“The longer you are in Scouting, the more your troop will recognize your experiences and knowledge by offering you positions of leadership. Being a good leader is a skill that can be learned only by doing it. Troop leadership opportunities will allow you to speak in front of people, guide discussions, make decisions, and encourage others toward greater achievements.”

In this area you might be asked about what your position(s) were, what you did in these positions, and what you learned from them. Sometimes questions about leadership in general come up i.e. what is your key to getting others to follow you, what challenges in leadership have you encountered etc. You might be asked about other leadership roles you have in school, sports, family and church.

The Scoutmaster's number one job is to train Scouts to be leaders, make available to them the resources and guidance they need to lead well, and then steps into the background and lets them do their jobs. How does your Scoutmaster/troop train boy leaders? What could your troop do to improve leadership training?

**Review Area 5. Being of Service.** Service to others has been a hallmark of the Boy Scouts of America since its beginning. Good Turns and projects involving your patrol and troop have encouraged you to seek ways to help others. For Star and Life rank, you were asked to give at least 6 hours of service to others. To earn your Eagle Award, you did an “EAGLE SCOUT LEADERSHIP SERVICE PROJECT.”

You will likely be asked quite a few questions about your project. They may include: describing your project, why and how did you pick it, what parts went as planned – what changes did you make, how did you show leadership on your project, and what did you learn about leadership. How could a bystander tell that you were the project leader, and not one of the adults?

**Finally, after everything is done and approved at the District Level, what happens to my package at the DeVos Family Center for Scouting and at National BSA level?**

After your Eagle Scout Board of Review, the packet is returned to the DeVos Family Center for Scouting by the District Advancement Committee. Diana Venema, or another staff person at the Service Center will see that the District Advancement Committee has signed all the necessary paperwork including the original Eagle Scout Application and a computer generated form given to them by Diana or another staff person. When everything is in order, the computer generated form with the District Advancement signature is given to the Council Scout Executive, Michael Sulgrove, for his signature.

With all the signatures in place, Diane Venema or another staff person at the Council level will enter in the computer system that the Scout is now an Eagle Scout. The BSA National Council via the computer now knows of the Eagle Scout and they begin their processing of the Eagle Scout Certificate and mail it to the DeVos Family Center for Scouting. Note: in the normal case, our Council does not send any paperwork to the National Council. The only time they mail something is in very specific cases.

The National Council typically sends the Eagle Certificate out in 2-3 weeks depending on their workload. If a Scout does not want to wait this period, they can use expediting procedures below.

If for some reason a Scout doesn't want to wait 2-3 weeks for the certificate, the National Council has a process that will speed it up. They will rush the process for a \$40 expedite fee. After the Scout Executive has approved the Eagle Scout Award, Diana or another staff person inputs the advancement into the computer as normal. They will also fax a special form to the National Office with the credit card information to charge and the National Council will charge the credit card. The certificate will be done in one or two business days and then is mailed overnight back to the Council. For example, if the DeVos Family Center for Scouting faxes the form on a Friday, it will normally be received back the following Tuesday or Wednesday.

After your Eagle Scout Certificate is received, your Scoutmaster will be notified that the certificate and your original Eagle Project Service Workbook can be picked up at the DeVos Family Center for Scouting.

**Congratulations Eagle Scout!!!!** Our Council Advancement team is excited to help you reach your goal!! Each year in March, The Gerald R. Ford Council hosts all the Eagle Scouts from the previous class year, at a special Building Character Celebration. It is sponsored at no-charge for the Eagle Scout. Parents pay a special discounted rate. Look for your invitation in February, the year after you achieve your Eagle Scout award. Plan on attending!!!



## **Appendix**



# Eagle Scout Leadership Service Project Planning Guide



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Attention Life Scouts - If you are beginning the planning for your Eagle Scout Leadership Service Project, this guide is for you. Other web sites may give you project ideas, but this guide tells you HOW TO PLAN the project, write up the proposal, carry out the work, and prepare the final report. Read on.

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**Tejas District / Longhorn Council**

**Troop 389 - Arlington, Texas**

**Boy Scouts of America**

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## Background On This Guide

After working with many Scouts, at both the troop and district levels, it became obvious to me that they do not know what was expected of them or how they should begin working their Eagle Service Projects. This led to delays and frustration in doing what was required. Since the BSA Eagle Leadership Service Project Workbook is somewhat vague, the adults helping the Scouts are free to interpret the requirements differently. These different interpretations tend to cause problems in advising the Scouts and in receiving approval at the district level. This guide has been developed to help the Scouts and adult leaders understand the requirements, provide a benchmark to judge the project, and provide an aid in preparing the project plan and final report.

Since 1989, I have helped more than 50 Scouts through their projects with slowly evolving versions of this guide. Even though they ranged from 13 to 17 years of age, these Scouts proved they were capable of performing to this high level and were proud of their accomplishment when their projects were complete. Perfection is not expected, but a Scout is expected to "do his best".

## **Introduction**

The hardest part of your Eagle Leadership Service Project is getting started because you are not sure what is expected. This document has been prepared to provide you guidance in choosing, planning, and completing your project. This information is compiled from several district, council, and 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.

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. You are considered a Life Scout the day you successfully complete your Board of Review.

## **Choosing a Project**

The Eagle Project must demonstrate leadership of others and provide service to a worthy institution other than the Boy Scouts. This may be a religious institution, school, or your community. See the first page of the Eagle Scout Leadership Service Project Workbook for all BSA requirements and limitations. You should try to choose a project idea, which is valuable to the community and a challenge to you. It does not have to be an original idea, but you must do all of the planning for your project and may not use someone else's plan.

The project may not be routine labor (like cutting the grass at the church or picking up trash along the road). It may not benefit the BSA or any Scout property or any business or individual. Fundraising is only permitted to obtain money to pay for materials you need for your project. The project may not be a fund-raiser in itself. Your project workers may include members of your or other Scout units, or may be done entirely by non-Scouts, if you choose.

While not required, it is a good idea to get a troop leader (other than your Scoutmaster) to 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 things nearly as well as you can read them from your notes later. Your advisor may not want to tell you the same thing again and again.

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 interests you. You should not spend much time actually planning a project until you have talked the idea over with your Scoutmaster or troop's Eagle Project Advisor to insure that it is a valid idea. Also, be aware, that the District Advancement Committee is the final approval authority of the project idea, as well as the detail plan (before beginning the actual work), and the final report (after all work is complete). If there is any doubt about your idea being a valid project, you or a troop leader should contact the District Advancement Committee and get their buy-in before spending a lot of time planning a project they will not accept.

The project cannot be for the benefit of a business or individual. Not benefiting a business is straightforward, since that is a commercial enterprise. However, Scouts occasionally get confused about helping a needy individual. Building a wheelchair ramp at an elderly person's home would seem like a worthy project, but the BSA does not permit that (see the Limitations section of the Eagle Project Workbook). Whereas building a wheelchair ramp at a church or community building is acceptable. Keep this in mind when choosing a project.

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. There are many Internet web sites devoted to Eagle Project ideas. Use an Internet search engine like Google, Yahoo, DogPile, Excite, or Metacrawler to search for "Eagle Scout Project." Some projects completed by Troop 389 Eagles are listed below:

- Built 3 newspaper recycling boxes for an elementary school
- Built 2 camp chuck boxes for a Girl Scout Troop
- Repaired and painted the playground at the church
- 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
- Built a foot bridge in an Arlington city park
- Repaired the church sign and re-landscaped around it.
- Built a janitor closet in the church Fellowship Hall
- Built storage cabinets in Sunday School rooms



- Re-roofed and painted gazebo at church
- Repaired a local troubled youth facility, inside and out, including woodwork, painting, carpeting
- Collected children's books and toys and setup a play area at a public hospital neighborhood clinic.
- Painted a mural on the wall of his Synagogue depicting Jewish life
- Modified church's storage building, adding double door for tractor access, shelves, permanent window covering
- Planted trees and placed boulders in a local park to stop off-road vehicles from damaging grounds
- Conducted a bicycle safety program at a community summer camp for underprivileged children
- Built a nature trail and erosion dams in a city park
- Rebuilt and greatly improved a patio at a local troubled youth home

Other examples of projects are listed on page 3 of the BSA Eagle Project Workbook and on the new NESA (National Eagle Scout Association) website.

A large percentage of Eagle Projects involve building something that is relatively permanent, as listed above. However, you are not required to build a permanent structure. You may choose to do service for a particular group, or present an entertaining or educational program. Each type of project has its own challenges and value. In all cases, remember that you are to demonstrate leadership of others, so you must involve enough other people to accomplish that. Painting the ceiling of the Sistine Chapel (like Michael Angelo did in 1508-1512) alone would not be a valid Eagle Project.

If you choose a construction project, then you can think of yourself as the project engineer or construction supervisor. In this case, the leadership role is straightforward. You develop the plans, obtain the materials, and then lead your crew in the labor.

If you choose a program type of project, then you'd be considered the writer, producer, and/or director. Being the leader on this type of project may be harder to grasp. Review the Leadership section near the end of this guide and see if you can plan how to establish yourself as the man-in-charge.

You may choose a project where you would work closely with an established community organization; an organization that's mission is to benefit the community on a continuing basis. Examples are blood banks, food pantries, women's shelters, Habitat for Humanity, the Salvation Army, and probably hundreds more. These can be the basis for great Eagle projects, however, there are some challenges you need to be aware of. Since these organizations are already in

place and have developed processes and procedures they have found work best in their particular area of interest, you may find it more difficult to establish yourself as the true leader. If you would like to do a project to support a community organization like this, make sure you can define your leadership role. You may also want to verify with your district or council Advancement Committee that they will accept such a project before you spent too much time developing a detail plan.

Another issue to keep in mind when choosing a project is what becomes of your project once you have submitted your final report, passed your Eagle Board of Review, and moved on to other, exciting challenges in your life. Many more permanent structural projects are normally turned over to the benefiting organization for long-term maintenance. If you choose to do a one-time entertaining or educational program, then this is may not be an issue. However, you may have started a valuable program that should be continued for the community's benefit. Consider how you will handoff your project plan so others can follow-up and keep your good idea going. Some projects are not much value, at all, if not maintained long-term. An example would be an Internet website. Just producing a website and maintaining it for a couple of months is worthless. In this case, you would be expected to ensure its long-term upkeep as part of your original plan or it most likely would not be approved at all.

## **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, which will be submitted to the district or council for approval. Remember, you cannot begin actual work on the project until it is approved by the district or council, 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 Leadership Service Project Workbook (BSA 18-927), from the council office or from one of the troop leaders to use in preparing your plan. You may use an electronic version of the workbook. Either the PDF (Acrobat Reader) or RTF (Rich Text Format) versions of the Eagle Scout Leadership Service Project Workbook are available for downloading from the National Eagle Scout Association (NESA) website. This is the official BSA Eagle website. The RTF version may be opened using various word processing software, including Microsoft Word. The PDF version may only be printed, but not directly edited on your computer. This is the official booklet, which must be submitted to the district for approval. It includes the official BSA requirements that must be met – while this guide just provides additional information to help you meet those requirements. Read and understand 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. You should include the following information as shown in the workbook.

Hint: Make an outline with the following headings, then work your way through each area and discuss each topic as it relates to your project. Leave out the headings that do not apply to your project.

As you decide how much detail to include, try making a goal that in your absence, a friend or another Scout could successfully work the entire project, doing only what was written in the original Project Plan. Of course you'll not really be that detailed, but this will get you thinking what you would want to be see if you had to do someone else's project based on just what he included in the plan. In the end, just do your best.

### ***A. - Project Description***

Briefly (approximately one to two paragraphs) describe the project. This section 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. All of the details will be covered later.

### ***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 (except in the most indirect way). Do not describe the project again, just focus on the benefit of the project. Some possible benefits to consider are: improves safety, enhances appearance, helps needy people, provides essential services, provides entertainment to a needy group, or improves functionality of a facility. These are just examples and are not all possible benefits to your project

You should also work with an official of the institution in planning the project. See the section below for some hints on working with an agency.

### ***Hint - Coordination with Benefiting Agency***

Discuss your coordination with the agency that is benefiting from your project. Be sure to include the name, position within the agency (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. You should also obtain a letter from the agency authorizing you to conduct your project. Do not get into a position of saying, "I talked to some lady a few weeks ago." Whenever you call the agency again, be able to ask for your contact by name.

Finances are of particular interest. Be sure both you and the agency understand all financial obligations, and preferably have them stated in writing. Are they going to "fund your project" (which you might assume means they will pay for everything) 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.

Another area where you should ensure complete understanding is in the materials to be provided. When an agency 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 agency 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 government agencies can be particularly frustrating if you do not ensure that all details are understood by both parties. Making assumptions is dangerous!

### ***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 to carryout the project. 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 or how it will be in the future, 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.

#### ***Local Government Compliance Issues***

There may be local laws or other requirements / limitations that could impact your project. Check with a knowledgeable authority to see if your project is in compliance with all community zoning laws. You may also be required to obtain a Building Permit for some construction projects. These are rarely a problem for Eagle Projects, but they are better resolved in advance than to be surprised on your workday or after the project is completed. If you will need to dispose of a significant amount of trash / garbage, investigate possible community dump fees, or other waste disposal regulations / limitations. Pay particular attention to hazardous waste regulations. Some permits may take some time to acquire, so plan ahead.

#### ***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 that 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. All plans,

drawings, or figures should be labeled with a Figure Number and a Title (e.g. "Figure 1, Playground looking east"). Refer to them in the appropriate sections of the text.

### ***Scripts / Program Outlines***

If you chose to put on an educational or entertaining program for an authorized group, you should include the program outline, to include the times each activity is allotted. If a script is required for your participants to play their individual parts, that should also be included here, as well. You may not have the final script worked out before submitting your plan for approval, but you need to have a detailed outline of the script to show what is being presented.

### ***Written / Printed Information***

If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy each in the plan. These should be included as attachments to the workbook should have a Figure Number and Title (e.g. "Figure 6, Sample handout to the troop") and be referenced in the appropriate section of the text.

### ***Materials***

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/amount 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 or table attached to extra pages in the workbook. Tables should include a Table Number and Title (e.g. "Table 1, Materials & Supplies") and be referred to in the appropriate section of the text.

***The Materials table may look something like this:***

***Table 2 - Materials***

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plywood	¾", 4'X8" B-C interior grade	3 sheets	\$20.00	\$60.00	Home Depot - Donation
Paint	Sherwin Williams interior off-white (#1342)	2 gal.	\$15.00	\$30.00	Sherwin Williams - Purchase
Etc.					
Etc.					

### ***Supplies***

Supplies are those expendable things which do not become parts of the finished product, but that are 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 (see above); but label it as such.

## ***Tools***

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/size 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?

***The Tools table may look something like this:***

***Table 3 - Tools***

<b>Tool</b>	<b>Quantity</b>	<b>Source</b>
Claw Hammer	6 minimum	Workers to bring
Air Compressor	1	Mr. James' company will loan
Garden Rakes	4 minimum	2 from church, 2 from Mr. Hightower
Circular Power Saw (7 in)	1	My dad
Extension cord, grounded (2 prong, 50' minimum	2	1 from Mr Haygood, 1 from church
Camera, 35mm automatic (to document work)	1	My mother
Cooler, 5 gallon (for drinks)	1	Scout Troop
Etc.		
Etc.		

## ***Schedule***

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 may be in the form of a Gantt Chart (bar chart), a calendar with tasks entered on the appropriate days, or just a list of tasks and the date when they will be done. Include project planning and approval on 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.

## ***Step-by-step Workday Instructions***

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

***A sample detailed workday plan may look something like this:***

8:00	My dad and I arrive at work site and begin preparation
8:15	Workers and other leaders scheduled to arrive Donuts & Juice/coffee provided for workers as they arrive
8:30	Brief 3 team leaders on their duties
8:45	Get all workers together and tell them what we are going to do. Discuss safety Assign workers to one of 3 teams
9:00	Team 1 begins clearing ground Team 2 begins cutting lumber according to plans. Team 3 begins clearing brush and moving dirt to designated area.
10:00	Teams 1 & 2 begin constructing the thing-a-ma-gig according to plans. Etc. etc.
12:00	Lunch
12:45	Teams 1 & 2 construct the ting-a-ma-gig according to plans Team 3 finishes moving all dirt and brush to the designated areas. Etc. etc
3:00	Teams 1, 2, and 3 paint the thing-a-ma-gig with one coat (note: 2 <sup>nd</sup> coat will be applied next week)
4:00	All workers begin cleanup and put trash bags in Mr. Haygood's truck
4:30	All Workers go home Mr. Haygood and 2 volunteers take trash to dumpster

***Financial Plan***

Every project will cost something and you need to discuss those costs in your plan. Provide a list of all materials, tools, supplies, etc. with a cost of each. This information may be shown on your list of materials/supplies. If items are loaned or donated, state so. Remember to include any fees (e.g. building permit fees, city dump fees, etc.) 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, from your parents, or any other legitimate source. While your project MAY NOT BE A FUNDRAISER, you may conduct fundraising 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.

***Hint – Requesting Funding:*** You will have better success in getting funds or materials donated by an organization or business if you can show them exactly what you need. Take your list of Materials / Supplies, with associated costs, when you meet with an organization or business leader. They will be more likely to help if they feel that you know what you are doing and have a real plan.

After the source of your funding is established, you should also consider how the money is to be handled. As money is brought in from fundraising activities, where will it be held for safekeeping? Exactly how will supplies and materials be paid for? It is strongly suggested [by this author] that you do not put your parents or yourself in the position of holding any substantial amount of money. Discuss this issue with the organization that is providing financial support. Consider letting the sponsoring organization's treasure manage the funds. Your troop treasure may also be willing to help. Whatever you decide, ensure you have a complete paper trail for all financial transactions and include a summary in your final report.

One last financial point to consider – since your project must benefit a not-for-profit organization, see if the organization has an exemption from state sales taxes. If so, find out how to take advantage of this savings before you go to buy your materials. This may help you stay within your budget. If they are not tax exempt, then don't forget to include the sales tax (normally 6 to 8%) in your budget plan.

### ***Helpers / Workers***

You may recruit your workers from your Scout unit, your school, your friends, or anywhere you can find willing volunteers who you feel will follow your leadership. You are not required to use Scouts to work your project. Your workers may be youth or adults, but a word of caution – adults will be more likely to 'take charge', thinking they are helping you. However, their leadership may actually interfere with your chance to demonstrate leadership (which is the purpose of the project). If you are going to use adult workers, make sure they understand that you have to be the leader to get credit for this Eagle requirement.

In this section, discuss who will be doing the work. You do not need to state names (which you most likely will not know yet), just the number of people, what organization they are part of, and what special skills will be required. 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? 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).

***Hint – Recruiting Workers:*** Don't just make an announcement at a couple of troop meetings and assume that everyone you need will just show up. While you do not need a list of workers by name when you turn in your initial project plan, you should make a list of potential workers no later than a couple of weeks before your workday. Remind any



Scouts on your crew that they will earn service hours toward their own advancement by working on your project. You should then contact each potential volunteer and get a commitment from them that they will be there on the workday. If they hedge by saying, "I'll try to be there," (which often implies they do not really want to help, but are reluctant to tell you so) remind them about how important this is and how much you really need them. Try to get them to say, "Sure, I will be there."

The final task in getting your workers to show up is to call each one a couple of days before the work date and remind them. Tell them how much you appreciate their help and how you won't be successful without them. If someone said they would help and they do not show up on the workday, you may consider calling them and seeing if they just forgot. You may feel like you are pressuring people – and you are. As the leader, it is your responsibility to make things happen and you need help to get the job done.

Also, it helps if you give each potential worker a handout telling him or her the date, time, and location for the project. Include a map to the work site, if it is not well known. You should also let your crew know if you are serving lunch or if you expect them to bring a sack lunch. Try to give them an idea about when you expect to finish, too. People are more likely to participate if they understand what is expected of them.

## **Safety**

The supervisor of any project, in Scouting or otherwise, is responsible for the safety of the workers. While the adult leaders who are present during your project will step up to handle any real emergency, you as the project leader should prepare for the overall safety of your workers in your project plan. The key to a safe project is avoiding accidents and being prepared to handle likely consequences if an accident does happen.

There will be safety hazards peculiar to your project and your worksite(s) and you should review these as part of your planning. Inspect the worksite for potential hazards and either plan to correct them early on your workday or develop a way to keep your workers away from the danger. Simply marking minor hazards to alert workers may be acceptable. Watch out for the life-threatening hazard of tools or work materials coming in contact with overhead electrical wires. You should review the worksite hazards during your first project briefing to your workers.

Often the tools you will be using may create a safety hazard. Picks, axes, hammers, electrical wires / extension cords, and motorized vehicles may all cause injury if not used properly. Power tools are especially dangerous and you should ensure that only qualified people operate them. If youth are to operate power tools, they must do so under the supervision of a trained adult. Anyone (youth or adult) using special tools must be trained in their safe operation. You or a qualified person may need to provide training before dangerous tools are used.

Do not forget the common health & safety issues like sunburn, poison ivy, heat stroke, heat exhaustion, hyper / hypothermia, and a supply of safe drinking water. Warn everyone to watch

out for poisonous snakes, if appropriate. Discuss these and any other safety issues during your worker briefing, before they begin any physical work.

As with any Scouting activity, you should have a suitable first aid kit available on-site. It would be a good idea to actually open it up and ensure it is clean, properly stocked, and that items are organized so you can quickly find what is needed in an emergency. A serious accident will require more than a first aid kit. It may become necessary to seek professional medical attention, either at a doctor's office or hospital emergency room. Ensure a suitable vehicle is available at the worksite and that you know where the nearest hospital with an emergency room is located. In case of a very severe injury, you may need to call an ambulance, so access to a telephone or cell phone should be planned.

The BSA Guide to Safe Scouting is a valuable resource in planning a safe project workday. You must also ensure that you follow all BSA safety policies. There are strict policies on the use of fuels, vehicle operation, adult leadership, and use of power tools, so read through this document and address any areas applicable to your project.

### ***Adult Supervision***

Boy Scout policy (Guide to Safe Scouting, p. 4) states: "Two registered adult leaders, or one registered adult and a parent of a participating Scout, one of who must be at least 21 years of age or older, are required for all trips or outings." It is your responsibility to ensure that this policy is followed. Don't assume that the required adults and leaders will just 'be there' – arrange, in advance, for them to be there. You should state how you will ensure this in your plan. Without the proper adult supervision, you will not be able to work your project.

Also, remember that the adults are not your Eagle Project's leaders. They should be there as safety monitors or they may do some work at your direction. You may need to help the adults resist the temptation of taking charge of your project. (see the Hint in the Leadership section below)

### ***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 approval from your Scoutmaster or unit project advisor that your idea will qualify as a valid project. You should get this before spending too 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 Scout Leadership Service Project Workbook. A responsible representative from the organization you are doing the project for is the first signature required. It is also a good idea to get a letter from the organization, if possible. Next, your Scoutmaster or project advisor signs, followed by a member of the Troop Committee. The project plan is now ready to turn in to the District or Council Advancement Committee for approval to proceed. Note: you should keep a photocopy copy of the project, exactly as turned in to the District, in case it is lost during the approval cycle. It is a good idea to write down the date and the name of whom you gave the plan to, in case follow-up is necessary.

Be aware that each district or council has their own particular procedures for submitting and approving Eagle Project Plans. Check with your district and make sure you follow their procedures.

It is very important that you do not DO any of the project work, except planning, until the District or Council Committee has signed it. Once they have approved the project plan, it will be returned to you in accordance with the particular District Advancement Committee's procedures. After you have the approved version of your project, 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 will have or it won't be approved by the district), 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.

### ***Leadership***

A couple of years ago, the title of the Eagle Scout Service Project was changed to the Eagle Scout Leadership Service Project. As stated in the BSA Project Workbook, the real purpose of

the Eagle Project is to give you an opportunity to “demonstrate leadership of others.” This is not to say that service to the community is not important, just that leadership is equally important.

Eagle Scouts are considered leaders, both in Scouting and in their community. From the time you first joined Scouting, you have been receiving leadership training. Hopefully you have been a member of a “boy led troop.” The Patrol Leaders Council (PLC), which is made up of the Senior Patrol Leader, Patrol Leaders, and several other youth leaders should have been leading your troop: planning the troop meetings and campouts. To reach the ranks of Star, Life, and Eagle you have served in several leadership positions in your troop and most likely served on the PLC. The Eagle Project is just another chance for you to lead others in accomplishing a significant goal for the benefit to your community. This time, you get to choose the activity that interests you.

So how do you “demonstrate leadership of others?” First, you need to establish yourself as the man in charge, the one who others look to for guidance. This means you must take the initiative to choose your project, coordinate it with the appropriate agency, and prepare the detail plan on how to accomplish the goal. Don’t wait for others to do your job. This makes you the expert – the man with the answers. Others will come to you to learn what they need to do to complete their task.

The leader coordinates all the activities of others to make sure the final goal is reached. He considers everyone’s talents and decides which tasks each member is given, and then makes sure they understand their assignment. The leader takes care of his team. He ensures they are safe and have sufficient food and water to remain healthy and productive. He makes sure they have the proper training and tools to do the job.

The leader is the problem solver. No matter how well a project is planned, there will be things that don’t go according to plan. When problems arise, the project leader must consider all available information and make a decision on how to resolve that problem. If it is not safe or practical to force the project to follow the plan, he may need to revise the plan, or even redefine the final goals. It is ok if your project doesn’t reach all the original goals, but you need to be able to explain why and how you solved the problem.

A good leader will consider advice and suggestions from others, but in the end, the leader must make the final decisions. A wise Scout would listen to his troop’s adult leaders and parents because they have many years of experience to share. However, be careful that the well-meaning adults don’t lead your project. Beware of a common problem, which can easily hamper your chance to lead. During projects where an adult’s technical skill is required, the adults often tend to take over the leadership role. Both you and your adult technical advisor should be very aware that YOU must lead the project. Your advisor should only give you guidance and suggestions, but he should not give direct instructions to your work crew, unless

you have directly assigned him to supervise a small team for a specific task. That would deny you your leadership opportunity.

**Hint:** You and your advisor should talk this over and agree on a signal which you will politely give him if you see him taking too much control of your workers (which is a very natural thing for adults to do). For example you may agree to say something like, "Mr. Coffman, would you like something to drink?" He would get the point and agree that he was thirsty and go "get a drink." No one else would know what you were doing, but later you and Mr. Coffman can laugh about how "thirsty" he was on that workday.

The leader gets the job done and keeps the group together. Getting the job done is fairly easy to understand. Keeping the group together means you help the group enjoy the activity, feel appreciated for their efforts, and earn a sense of pride in the accomplishments of the group. A leader continually encourages his workers and gives them positive feedback on what they do well. He helps his workers understand when they are doing something that does not help the group accomplish the goal and he gives them guidance on how to do the right thing. Often when workers aren't doing what the leader wants, it is because the leader did not do a very good job of explaining the task to them.

Leadership is a very rewarding activity. As the leader, you should feel a sense of pride for what your team accomplished under your guidance. A well-led activity is also rewarding for those who follow. In the end, the goal is reached and the team feels good about their collective accomplishment. The leadership skills you have learned in Scouting and demonstrated in completing your Eagle Project will serve you throughout your life.

## **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 Scout Leadership Service Project Workbook, titled, 'Carrying Out the Project'.

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! In the 'Carrying Out the Project' workbook section, briefly describe what was done and how you deviated from the plan. The following sections are required.

## **Changes**

You should use your project plan as guide for preparing the final report. Go through each section of the plan and write a summary of the results versus the plan. Summarize the actual costs, the tools used (and tools needed that you did not have), what objectives were

accomplished or not accomplished (and why not), how your workers performed their tasks, how you handled any major problems, and anything else of interest (both positive or negative).

### ***Materials Required to Complete the Project***

Discuss if you had all of the materials and supplies you needed or if you had a lot left over. If you had a shortage, how did you resolve this? If you had a significant surplus, what did you do with those items? The simplest way to show this information is to include an updated version of the Materials / Supplies Table from the original plan, with all changes annotated (possibly in a 'Remarks' column replacing the 'Source' column). You may also choose to just describe the materials in a text paragraph.

### ***Hours Spent Working the Project***

Provide a record of all the time worked by you and your volunteers. Don't forget to include all the time you spent planning the project, writing the plan, getting approvals, and gathering tools / materials, not just the time doing the labor. This can be documented in a list or table showing names, dates, hours worked, and tasks performed by you and each volunteer. Also, don't forget to give your Scoutmaster a list of those who worked on your project so that they can get credit for service hours toward their own advancement.

Note on Minimum Hours – The BSA Eagle Project Workbook specifically states: "Size – How big a project is required? There are no 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 is necessary for you to demonstrate your leadership of others."

The BSA Advancement Committee Policies and Procedures (#33088D) says: "There is no minimum number of hours that must be spent on carrying out the project." (pg. 27) This BSA document also states: "No council, district, unit, or individual has the authority to add to or subtract from any advancement requirement." (pg. 23)

Therefore, it would violate the stated BSA policy for anyone to add a new "minimum hour" requirement.

### ***Photographs***

Include a section in your final report for representative photographs, which you took during each phase of the project. The photos help the Eagle Board of Review members better understand your project and it will be easier for you to discuss the project if you can show them the actual work in progress and the final results. 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. A group photo of your work crew is also a good memento of your project. Of course, the photographs should be securely mounted and labeled, not just thrown in an envelope.

Since the objective of the project is to demonstrate leadership of others, you should discuss your leadership role. Give examples of 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 task and you most likely learned something about this. The final reviewers want to read about what you learned about leading people.

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 / her 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.

Suggestion: While you are writing your final report would be a good time to write thank-you notes to those who donated materials or made other significant contributions for your project. Many companies have a budget for donations to organizations like Scouting and a small thank-you can help them understand the value of their donations and encourage them to continue helping future Eagle candidates.

The organization may also appreciate a copy of your final report, which will reinforce the significance of the Eagle Leadership Service Project. Many people not associated with Scouting are very impressed with the effort required and the special talent it takes for a young man to complete the Eagle Project.

You aren't expected to write notes to all your volunteer workers, but some recognition at your next troop meeting would certainly be appreciated.

## **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. You also need the signature of your Scoutmaster or unit project advisor. The representative of the institution benefiting from your project must also sign your workbook after you complete the work. While these are the only signatures required in order to submit it, the project's final approval will come during your Eagle Board of Review. Remember that each district or council has their own particular procedures for submitting and approving Eagle Project Reports and Eagle applications, so check with your district and make sure you follow the required procedures. The full project write-up is kept until your Board of Review, and then returned to you. Remember to keep a photocopy of the final write-up when you submit it, just in case it is lost.

### ***Hint – The Eagle Board of Review***

Among other topics, the members of the Eagle Board of Review will ask you about your Eagle Project. This is the final judgment on whether your overall project (the plan, how it was carried out, and the final report) meets the BSA requirements. While your plan was approved in

advance of beginning any work, how you worked that plan and your final write-up are evaluated here.

The Board members will likely ask you to describe what you did and why you chose that project. They will want to know how it went, and in particular how the actual work compared to your original plan; what went right, what went wrong. They will probably ask how you handled any changes in plan; any shortage in materials, supplies, and tools; and any worker issues. While you are not required to accomplish every objective of the original plan, you should be prepared to discuss why it was not possible to meet all of your goals. Beware: Poor planning is not a very good excuse, however.

Since the real purpose of the Eagle Scout Leadership Service Project is for you “to demonstrate leadership of others”, they will certainly want to discuss this area in some detail.

If you need an electronic version of the official BSA Eagle Leadership Service Project Workbook (BSA #18-927), download it from the official BSA National Eagle Scout Association (NESA) website.

### ***Copyright***

This is a copyrighted © document. I ask that you do not modify this guide in any way and please keep my name and address on all copies. However, please feel free to print all the copies you need to help the Scouts within your troop, district, or council. I encourage you to add a link to this guide on your Scouting web sites, but please do not copy any part of this HTML file to other websites, in any form. If you are still tempted to copy or modify my work, please read this.

### ***Disclaimer***

This is an unofficial guide, which should help you in producing a complete, well-planned project. Some elements stated here might exceed the minimum BSA requirement. Think of this as the guide to an “A+” project. If you are only interested getting by with the minimum (a “C-” project), then disregard anything stated here which is not specifically listed in the official Eagle Scout Leadership Service Project Workbook.

There are two BSA publications, which present all of the official Eagle Project requirements and limitations: the BSA Eagle Scout Leadership Service Project Workbook (BSA #18-927), and the BSA Advancement Committee Policies and Procedures (#33088). Other BSA publications may repeat some of this information, but do not offer anything additional. The final approving authority on your project is your unit and your district/council Advancement Committee, but they must work within the requirements of these two BSA documents.



I hope this guide proves of value to you. However, if you have any questions concerning the approval of your project, please seek the approval of your troop leaders and/or district committee before proceeding.

### ***Questions or Comments***

If you have any questions, problems, or comments about your project or this web site, please feel free to contact me. I also enjoy receiving feedback from the Scouts, Scouters, and parents who are using this guide. I make revisions based on your comments and questions, so help me help other Scouts with your input.

### ***Troop Leader Resources***

I have posted two additional web pages to help the adults as they guide the Life Scouts through the Eagle Project experience. These are specifically for the adults, since everything for the boys is in this project-planning guide. Although the Scouts may find the information interesting, they do not even need to go to those sites in order to prepare for their projects.

This is an extra resource for troop leaders to explain the Eagle rank requirements and process to their Scouts and the Scout's parents. This link takes you to an Eagle Candidate Seminar overview web page. There is also an associated PowerPoint presentation, which may be adapted for your unit's use.

I have finally posted my long-promised guide to the Eagle Project for parents, troop leaders, and the benefiting organization to help them help the Eagle candidate with his project: Guide to the Eagle Scout Project for Adult Leaders and Benefiting Organization Representatives.

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(Please include "Eagle Project Planning Guide" in e-mail subject line or my Spam filter / virus scanner may not route your message)

Web address of this guide is: <http://www.flash.net/~smithrc/eagleprj.htm>

28 January 2009

### **About the Author**

Randy Smith began his Scouting career in Huntington, WV at the age of eight, when his mother volunteered to serve as a Den Mother. He completed the Cub ranks of the day: Wolf, Bear, and

Lion and then earned his Arrow of Light before graduating to Boy Scout Troop 55, in 1959. Randy enjoyed camping and rarely missed a campout (or any troop activity) during his 7 years in the troop. In fact, he was kicked off the Jr. High football team for going camping and missing one practice (priorities!) He even had the opportunity to go on a Tri-state Area Council sponsored Philmont trek in the summer of 1965 – his first backpacking outing. He was also active in the Order of the Arrow, serving on the lodge dance team and as Lodge Vice-Chief. After enjoying all aspects of troop activities, Randy earned his Eagle in 1965, just prior to his 18<sup>th</sup> birthday.

While staying registered in the troop as an ASM during his college years, Randy was essentially inactive for many years – until his only son was Cub Scout age. He re-joined Scouting in the Longhorn Council (Ft. Worth, TX) as an Assistant Den Leader, but was soon recruited as Pack 389's Cubmaster; a position he held for two years.

When his son earned his Arrow of Light and transitioned to Boy Scouting, Randy was persuaded to take over as Troop Committee Chairman, to fill the vacancy of the outgoing CC. As the only member of the troop's sponsoring church, Randy also served as the Chartered Organization Representative.

As the COR, he was asked to help the troop's first Eagle candidate with his project, which was being done for the church. This is the conception of the Eagle Scout Project Planning Guide. As several more charter members of the troop approached their 18<sup>th</sup> birthdays, they also faced the dreaded Eagle Project and Randy was the natural choice to help these young men with that requirement. His son earned his Eagle in 1996, but Randy remained to guide several more boys through their projects, before fading from routine troop activities.

While serving as Troop Committee Chairman & COR, Randy re-discovered his love of camping and attended nearly every campout during the years his son was in the troop. He also attended the basic leader training course (Scoutmastership Fundamentals) in 1989 and was invited to take Wood Badge in the fall of 1990. He was in the Beaver patrol on course SC-401. As a Wood Badge ticket item, Randy agreed to serve on the staff of the Tejas District Scoutmastership Fundamentals course, which began his extended training staff career. He served on the district training staff for several years and, during that period, joined the District Committee as Training Chairman.

While active in the troop during his son's Boy Scouting days, Randy served as an adult advisor to the Charles L. Sommers Canoe Base ('90) and two Philmont Treks ('92 and '94). He also attended the Philmont Training Center in 1998.

Randy continued serving on the district committee as both Training Chairman and Advancement Chairman, several times, each. As Advancement Chairman, he was responsible for approving the Eagle Project plans for all Scouts in the district, as well as conducting their Eagle Boards of Review. These district positions also got him involved with the Longhorn Council's Training and Advancement Committees.

In 1997, Randy was invited to serve on his first Wood Badge staff (SR-210), and has staffed 7 Wood Badge courses; the last as Scoutmaster / Course Director on SR-632 in the fall of 2004. He served on the council Wood Badge Sub-committee for two years.

Randy has held many positions in the district and council, primarily focusing on training and advancement. He has staffed various courses at the University of Scouting, Commissioner's College, Merit Badge Colleges, Trainer Development Conference, and several supplemental adult leaders' courses. His most recent training adventure is serving as an adult mentor on the Longhorn Council' Twin Arrows NYLT (National Youth Leader Training Course), in summer 2008. He was presented with the District Award of Merit in 1995 and the Silver Beaver in 2000. Randy is a member of the National Eagle Scout Association. In his non-Scouting life, Randy is a project engineer for a major aircraft manufacturer.

His Eagle Scout Project Planning Guide -- which had its origin as a troop-level document with the troop's first Eagle candidate in 1989 -- has evolved into an Internet resource available to all Scouts. The guide was first posted on the Internet in 1997 and, with input from Scouts, parents, and Scouters, has been evolving since. There are links to his website on literally hundreds of troop, district, and council websites around the country and he has received many hundreds (thousands?) of e-mails from Scouts, parents, and Scouters asking about the Eagle project.