

Eagle Scout Leadership Service Project – Review Process – Checklist

Project Plan - The Eagle project plan is an important document. Scouts are reminded that the Project plan submitted for final approval by the Council should stand alone, assume that the board knows nothing about the project, or the institution that will benefit. A properly written project plan will be comprehensive enough that a complete stranger could pick it up and start the project. Also remember that the project plan is a step of the project itself, not a last minute detail to ‘rush’ through before starting work. A good Eagle project should take 2-6 months to complete; the project plan should be good evidence of that hard work and research. If handwritten, it must be very neat.

Leadership – The Scout shall provide a specific and thorough explanation of how he intends to provide leadership to those involved in the project. The Scout is reminded that this is his Eagle Scout Leadership Service Project, and attention must be given to this key element.

Detailed Work Plan – The Scout shall provide a detailed work plan summarizing by day: tasks to be completed, number of people, number of hours, and the total number of hours for these work days. This plan is a key element of the Scout’s submission, and should be given the proper amount of thought and attention.

Defined Goals – The Scout shall outline specific goals he plans to meet, that when reached, will indicate the project has been successfully completed. Objective, quantitative goals, should be provided as part of the Scout’s submission.

Equipment List – The Scout shall provide a list of specific equipment to be used during the implementation of the project. The list shall include tools, mechanical aids, and any other device used to facilitate the project’s completion.

Materials List – The Scout shall provide a detailed list of all materials to be used in the performance of the project. Examples include: building materials, teaching aids, craft supplies, kits, and any other tangible items to be used in the successful completion of the project.

Hours – While a specific number of hours is not required for the successful completion of the project, the review committee generally looks for a minimum of 100 aggregate man-hours. These may include a minimum number of adult hours, specifically completing tasks where safety and/or advanced technical skills are required; but must not include hours accumulated in fund-raising activities. Hours spent planning the project may be included, but as a *rule of thumb*, should not exceed 10% of the total hours. Since part of the Scout’s objective is to demonstrate his leadership of others, while carrying out the project, his own hours should not exceed 25% of the total.

Safety – Safety shall be addressed in the Scout’s project submission. Any activity performed within the execution of the project, causing safety concerns, must be addressed by the Scout in his project proposal. Proper training of the participants, preparation of personnel and equipment, and relevant precautions, should all be considered. Scouts involved in the project shall not operate heavy machinery or use power tools, although cordless drills and screw drivers are allowed, if operated in a safe manner. It is always a good idea to have a First Aid kit and cell phone on-site during project work.

Detailed Construction Dimensions – If the Scout’s project requires the construction of any item(s), detailed dimensions, typically in the form of scale drawings, are required to be submitted as part of the proposal.

Pictures – Where applicable, the Scout shall provide pictures identifying the condition of the project area, before the project begins. These may be followed later by pictures of the completed project, to aid the Scout’s Eagle Scout Board of Review Committee.

Forms Provided – The Scout shall only submit proposals that include the proper forms and signatures required for the project’s approval.

Project Scope – The Scout shall submit a project proposal that is of the scope worthy of Scouting’s highest rank. While service projects required for the completion of Scouting’s lesser ranks have value, projects submitted for the Eagle Scout rank should be of greater caliber. When choosing a project for submittal, the Scout should ask himself if it includes tasks requiring substantial effort, and significant contributions to the group it is designed to benefit. ***Scope is not defined as how large the project is, but how significant!***

One Day Projects – It is the review committee’s opinion that all projects should be carried out over a series of work days, and none should be completed in one day. To carry out the project in a series of work days better allows the Scout to develop his planning and leadership skills, and also prevents accidents that may be caused by attempting to accomplish too much in one day.

Service Provided – The project should provide a significant service to the group benefiting from it. The Scout should ask himself if the completed project will provide *real benefit* to the community, or simply a token gesture to meet the minimum requirements for rank advancement.

Costs – The Scout shall provide detailed cost estimates for materials required to complete the project, and some explanation of how funds are to be provided to cover these costs.

Permanence – Defined is ‘lasting or meant to last indefinitely.’ As a Scout reviews his project submission he should ask: ‘How long will I be able to see the end result of this project?’ If you return to the site of your project two years from now, will it still be there? Landscaping projects are good examples of this. While initially taking hard work and dedication to complete with immediate and visually gratifying results, they often do not stand out only a few months later, and thus lack real ‘permanence.’