

# Guidelines For Accomplishing The Eagle Scout Leadership Service Project Workbook

The purpose of these guidelines is to ensure that the application of the requirements for the Eagle Scout Leadership Service Project Workbook is equitable among the Choctawhatchee District Eagle Advisors.

The entire contents of these guidelines must be discussed with the Life Scout. The Unit or Troop Eagle Advisor should point out the requirements for a discussion of leadership in the project workbook (See the last bullet in the section "Project Details" and the first bullet in the section "Carrying Out The Project" below)

## Preliminary

- Is the Scout a "Life Scout"?
- Is the Eagle Scout Leadership Service Project Workbook (#18-927, most current printing), or correct electronic version being used? (Back Cover)
- Has the Scout read, and does he understand, all sections of the Eagle Scout Leadership Service Project Workbook, including "The 12 Steps From Life To Eagle"? (Back Cover)
- Has the Scout allowed enough time to complete each phase of the project before the Scout's 18<sup>th</sup> birthday?

## Cover Page (Page 1)

- Is the Eagle Scout Leadership Service Project Workbook cover page filled in completely and accurately?

## Project Description (Pages 5-6)

- Is there a synopsis, or "high-level" overview of the project?
- Is the beneficiary of this project a "qualifying" group or organization?
- Is the benefiting group or organization's information complete and accurate?
- Is there an explanation of how the project is of benefit to the group or organization for which the Scout is doing the project?
- Is the date of the concept discussion with the unit leader filled in? (This should be the date the unit leader approved the Scout to proceed with writing up the project concept; it is not the date of the Unit Committee's approval.)
- Is the information regarding the concept discussion with the benefiting group or organization's representative filled in completely and correctly?

## Project Details (Pages 7-9)

- Does the description of the "Present Condition" convey a clear visual picture?
- Is there a detailed discussion describing the method for carrying out the project?
- Is there discussion, and a listing of the materials / tools to be used? Does the Scout understand that there is a later requirement to specify the cost of each of the materials?
- Is there a discussion of how many people will be needed to carry out the project, where they will be recruited from (fellow Scouts from the unit, Scouts from other units, family members, friends, or relatives) and the approximate "mix" (adults and youth)?
- Is there a time schedule for carrying out the project? Has the Scout allowed enough time to complete each phase of the project? Are there contingency plans in case the dates provided do not work out?
- Have all safety hazards involving the worksite, tools, materials, and weather been addressed to insure the complete safety of everyone involved? Are the safety measures in compliance with BSA standards and policies?
- Has project funding been addressed? (Is the organization for which the project is being done providing the funding for the materials, will material donations be sought from local businesses, or will there be a combination of both?)
- Have potential problems and possible solutions been addressed?
- Has transportation been arranged?
- Are there provisions for drinks, snacks, meals, or other refreshments for the workers - if appropriate?
- Have bathroom facilities been taken into consideration?
- Are designs, maps, drawings, sketches, or other visual aids included, as appropriate?
- Are there "Before" photographs? Are they in the quality and quantity to accurately depict the "Present Condition"?
- Does the Scout understand that after completion of his project, the Scout must answer the question "In what ways did you demonstrate leadership of others?" It may be helpful in meeting this requirement if the Scout discusses how he proposes to "demonstrate leadership of others" in this section of the project workbook.

## Approval Signatures (Page 9) (MUST be "Original" signatures)

- Has the religious institution, school, or community representative signed and dated the form?
- Has the Scoutmaster / Coach / Advisor signed and dated the form?
- Has the unit committee member (preferably the Unit Committee Chair) signed and dated the form?
- Is the council or district advancement committee member's signature the last to be obtained?
- Does the Scout understand that:

- Although he acquired the above four signatures of approval, these signatures are only a "preapproval" to do the project?
- This preapproval of the project does not mean that the Eagle Board of Review will approve the way the project was carried out, or that the final write-up of how the project was accomplished is sufficient and acceptable?
- The Eagle Board of Review decides whether or not a completed project meets the standards and is officially accepted and approved as an Eagle Scout Service Project?

## Overall

- Is this Eagle Scout Leadership Service Project write-up grammatically correct, i.e., spelling, punctuation, sentence structure, overall "flow" of the paragraphs, etc?
- Does it conform to the format of the Eagle Scout Leadership Service Project Workbook (#18-927, most current printing)?

## Carrying Out The Project (Page 10)

- "Record the progress of your project"
  - The technical side of everything (how and what) that was done to complete the project
  - The Scout must answer the question "In what ways did you demonstrate leadership of others?"
  - The Scout must give examples of how he directed the project rather than doing the work himself.

It may behoove the Scout to create a written narrative that addresses these topics and insert it under this workbook heading. Other options may include, but not be limited to photographic or video documentation that accurately recorded the progress of the project from start to finish. The alternative is to be prepared to discuss these topics, in depth, during the Scout's Eagle Board of Review.