



Frontier District, LAAC
Boy Scouts of America
Eagle Scout Service Project Checklist

Scout Name: _____ Phone: _____ Unit #: _____
 District Reviewers: _____ and _____ Date: ____/____/____
 Scout's 18th Birthday: ____/____/____ Scout's E-Mail Address: _____

Important: Before beginning an Eagle Project, the project must be approved by the Frontier District Eagle Project Chair. No detailed planning, fundraising or completion of any project tasks can occur before Frontier District approval has been granted. To receive Frontier District approval, the Eagle Scout Service Project Proposal section of the Eagle Scout Service Project Workbook must be completed.

Has the Scout completed his Life Board of Review? Life Board of Review Date: _____

Eagle Scout Service Project Workbook:

- Use form 512-927 (2014 printing) Eagle Scout Service Project Workbook in **pdf format** published by NESAs. (Other formats will NOT be accepted.) [http://www.scouting.org/filestore/pdf/512-927_fillable.pdf]
- Note:** This is the document that the Eagle Character Board will be reviewing during your final Board of Review to determine if you fulfill the requirements of an Eagle Scout.

Eagle Scout Service Project Considerations:

- Will the project provide a sufficient opportunity to meet the Eagle Scout Service Project requirements?
- Does the project have a beneficiary? If so, whom? _____
- Does the beneficiary qualify? (Is the beneficiary a religious institution, a school, or a community organization?)
- Will the Scout be able to show planning, development, and leadership with the project?
- Who will directly benefit from the project? _____
- Who will indirectly benefit from the project? _____
- Does it appear that the Scout can be successful in leading and executing the project?

Eagle Scout Service Project Proposal:

- Make sure you complete the Eagle Scout Service Project Proposal Section on pages 2-1 through 2-4.
Note: It is highly recommended that you provide a draft of your Eagle Scout Service Project Proposal to the Frontier Eagle Project Chair via e-mail **prior** to getting the required signatures to ensure that you have properly completed the proposal. (Refer to Frontier District Rank Advancement Committee found at www.boyscoutla.org)
- Make sure your Eagle Scout Service Project Proposal has been signed by you, your Unit Leader, your Unit Committee Chair, and your Beneficiary on page 2-4 **after** the initial review.
- Make sure you enter the name, address, phone number, e-mail address and BSA PID Number for **EACH** person on your Contact Information page (page 1-6) of the Eagle Scout Service Project Workbook.
- IF** you will raising funds from sources other than the Project Beneficiary, your Troop, or your Family you will need to complete an Eagle Scout Service Project Fundraising Application on page 3-7 of the Eagle Scout Service Project Workbook
- IF** you will be fundraising, make sure that your Eagle Scout Service Project Fundraising Application is signed by the Project Beneficiary and your Unit Leader on page 3-7. The Frontier Eagle Project Chair will sign as the Authorized Council Representative.
- Secure an appointment with the District Eagle Project Review Chair by e-mail for your Eagle Scout Service Project Proposal Review. (Refer to Frontier District Rank Advancement Committee found at www.boyscoutla.org)
- Make sure you bring your completed and signed Eagle Service Project Proposal to the appointment.
Note: It is highly recommended that your Eagle Scout Service Project Proposal be in a 3-ring binder.
- Make sure you are in full uniform when attending the appointment.

Eagle Scout Service Project Proposal continued:

Project Description- Provide the name of the organization that will benefit from the project and what the project will



Frontier District, LAAC
Boy Scouts of America
Eagle Scout Service Project Checklist

entail.

Project Benefit- How will the project be helpful to the beneficiary? How will the project provide lasting benefit to the organization? What is the expected outcome for the project?

Giving Leadership- How many people will likely be required? Where will you recruit help? What do you anticipate will be your challenges in leading your project? How will you organize your project to insure that it is executed well and effectively?

Materials/ Supplies/ Tools- List out all materials, supplies, and tools that you will need for the project. You do not need to specify quantities but you should have a very good idea of what you need.

Permits and Permission- At a minimum, you should include the BSA Tour Plan – LAAC requires that all Scout activities, including Eagle Scout Service Projects have an approved Tour Plan. If your Unit requires Scouts to have a permission slip for an outing, then you should also include the permission slips for the Scouts.

Cost Estimates- These are just estimates of what you think your project will cost. Be certain that if you are planning to feed the people helping on your project that you include the cost of food.

Project Phases- In the order of what must be done, what are the major steps to complete your project? e.g. Initial Project Plan, Project Plan approval, Fundraising..., write up of the Final Project Report.

Logistics- How will you get all the materials, people, tools, and supplies to your project site?

Safety Issues- Identify all of the potential hazards that might be associated with your project. What are the potential safety issues and how will you address them to assure everyone's safety?

Further Planning- What are all the things you need to do to complete your Final Plan and "Be Prepared" for the day(s) of your project? What are the action steps to plan the project in detail? You must list the key steps you will take to make certain that your plan has enough detail to be carried out.

Contact Information- Is the page complete? Have you listed all names, addresses, phone numbers and BSA PID numbers for yourself and your Scout Leaders?

Fundraising- If you are going to fundraise for your project, have you completed the Eagle Scout Service Project Fundraising Application? Has the application been approved and signed by your Unit Leader and the Beneficiary?

Eagle Scout Service Project Final Plan

This step is completed after your Eagle Scout Service Project Proposal has been approved by the District Eagle Project Chair.

Note: The guidance is that the Final Plan should be detailed enough based on your contents so that someone else could execute your project without you being there. The detailed Final Plan does not need to be completed for the Frontier District approval, but it must be completed prior to executing your Project.

Note: It is **highly recommended** that you select an Eagle Project Coach to review your detailed plan **prior** to your project to help insure that the project is executed well. It is important to you, your Unit and the reputation of the BSA that your project is planned and executed well. It is also the one criteria that the Eagle Character Board will evaluate when deciding if they will recommend you for the rank of Eagle Scout. The Frontier Eagle Scout Project Chair can serve as your Eagle Project Coach if you choose.

Project Description-

- Provide a complete description of the project. ("before" and "after" photos, pictures, maps, drawing, or sketches as appropriate.)
- How will the project be organized?
- How will Scout show leadership?

Project Phases/ Work Processes-

- Provide a complete list in the order of what must be done, what are the major steps to complete your project?

Permits and Permission-

- Provide the completed Tour Plan and any Unit required Permission Slips.



Frontier District, LAAC
Boy Scouts of America
Eagle Scout Service Project Checklist

Materials/ Supplies/ Tools-

- Provide a complete list (break down and number required) of all materials, supplies, and tools needed for the project. (electricity, tools, transportation etc.)
- A list of the source (retail outlet, organizations, beneficiary, parents etc.) of these items.

Expenses-

- Provide a complete accounting of all funds raised for the project.
- How were funds raised? (fundraiser, donations [Include donation letter sample.], benefiting group, etc.)
- What was the final cost of the project?

Providing Leadership-

- Provide a complete description of the jobs, necessary skills needed, who will complete the task, and the number of people needed.
- How will these people be recruited? (Scout Unit, family, friends)
- How many people will be needed and when? (schedule of personnel, required skills, who is needed)

Logistics-

- Provide a complete description of how materials, people, and supplies will be transported to the site.
- If you are feeding people, how will they be fed?
- Have dates been set for working on the project?
- What are contingency plans in case dates don't work out? (inclement weather, missing materials, etc.)
- How will volunteers sign in/sign out? (Include Name, Time In/Time Out, Total Hours worked on the project.)
- Complete a time log of each contact, discussion, purchase of materials, appointments, phone calls, hours working on the project.
- If you are feeding people, how will food be provided/stored?
- Who will provide water? (What if someone forgets?)
- Will restroom and/or wash facilities be available? (If not, do they need to be?)

Safety Issues-

- Provide a complete list all of the potential hazards that might be associated with your project. (sun/rain protection, power tools)
- How will you address them to assure everyone's safety?
- Will you/someone else conduct a safety briefing?
- Do you have a first-aid kit available? Who will be your first-aid specialist?
- What are contingency plans in case dates don't work out? (inclement weather, missing materials, etc.)

Flyer-

- Include Name, Phone Number, Where, When, Brief details of the project, Map, What should volunteers bring.

Tour Plan-

- Is your Tour Plan complete?
- Has your Tour Plan been approved?
- Have you included it in your Eagle Scout Binder?