

## EAGLE PROJECT WORKBOOK USERS MANUAL

The following “Users Manual” will help you succeed in using the [Eagle Scout Leadership Service Project Workbook](#) (18-927D). Nothing in this Users Manual should be viewed as a requirement. This document only provides advice on how to succeed.

The Workbook contains several major sections

- Your Eagle Scout Leadership Service Project (Getting Started)
- Project Description
- Project Details
- Approval Before You Start
- Carrying out the Project
- Approval After Completion
- The 12 Steps from Life to Eagle (The Eagle Board of Review)

This users manual will provide advice on how to use each section of the Workbook.

Our first advice is to obtain a copy of the Workbook from the CD and start a three-ringed binder for the Workbook and all the associated materials.

### 1. GETTING STARTED

The first section of the Workbook contains a good discussion of [Leadership Service Projects](#) and how to get started. Our best advice here is work with your unit leader to get started.

This section is a mixture of advice and requirements.

Notice that there are limitations on the benefactor of the project. There are special limits on fundraising so that you do not create a conflict with other BSA activities.

Notice also that you need to demonstrate leadership of “others”. This does not always mean fellow scouts. You can enlist members of the community to help you carry out the service project.

By leadership, we mean that

- 1) You create a service project objective or concept,
- 2) You plan the work,
- 3) You present the plan and obtain approvals,
- 4) You organize the personnel needed, and
- 5) You direct the project to its completion in accordance with the plan.

The project concept is “What” you plan to do. The project plan is “How” you plan to do it.

Be very careful if you select a “Drive” for your project. Remember that you must lead others to complete your plan. Placing a box in the church lobby for a book or toy drive does **not** demonstrate leadership. However, if you enlist a group of helpers, who you train and assign objectives, to carry out the drive according to your plan, then you are demonstrating leadership.

The Denver Area Council does not support blood drives as Eagle projects, except under very special circumstances. This is due to the fact that our local blood bank, *Bonfils Blood Center*, does all the planning and controls the project during the day of execution.

## 2. PROJECT DESCRIPTION

**Concept:** A concept is a rough idea of “What” your project will accomplish.

To formulate an idea follow these general steps:

- (1) Think of an idea for an Eagle Project and what organization will benefit by the project.
- (2) Discuss the idea with a leader at the organization and get some type of general approval (no signature at this point) from the organization for which you will be doing the project. (It makes little sense to develop an idea, have your unit leader agree with the project, and then find that the organization does not want the project.)
- (3) Try to establish minimum expectations, in case the project takes more effort than you plan.
- (4) Print or type as much as you can think of about your suggested project in your Workbook and attach separate pages to the Workbook in order to be “*thorough*”, as noted on **Page 4** of the Workbook. Include, the name and address of the organization that will receive benefit. State that you have discussed the project with the organization and describe how your Eagle Project will benefit the organization.
- (5) Present your Workbook to your unit leader for review. If your unit leader agrees with the concept, you can go back to the receiving organization for acknowledgment of your project.
- (6) To make sure that you and the organization are on the same thought processes, go back to the benefiting organization and present the basic idea to the organization representative. Obtain the representative’s signature on **Page 6** indicating that the concept is agreed between the two of you.
- (7) Once the organization approves the concept, you begin the "planning process". At this point there are no signatures or dates on **Page 9** of the Workbook! You only seek the **Page 9** signatures after you develop a plan of **How** you will execute each project task.

### 3. PROJECT DETAILS

**Project Plan:** This is a description of “How” each step or task of your project will be conducted.

This section of your Service Project Workbook will include a specific, detailed description of your project. You may want to break this down in outline form or at least discuss all of the following points, which are requirements:

#### A. Present Condition

Describe the need you are filling and what the situation is now. Attaching photographs is optional and depends on your project, since some projects do not have a specific project area that will be improved. If appropriate, before and after photos provide clear examples of your accomplishment.

#### B. Method

This is the section where you will *thoroughly* describe “How” each task or step will be completed.

- (1) How will you do the project? First make a list of tasks or steps. Then describe in detail how each task or step in the project will be performed. Include in this discussion how you will train the helpers and employ the tools for each task. Define optional tasks and minimum expectations.
- (2) How much will the project cost and how will you get the money to complete the project? Preferably you should raise the money to pay for project materials through community donations or fundraising activities. Discuss here what you plan to do if too little or too much funding is realized.

If you intend to write a letter that you will send or give to others when asking for donations, include the letter here. Be sure that you include the project concept, your name, benefactor organization, Troop number, Troop affiliation (church, school, or other organization), address, and phone number in your letter.

As a last resort, funding may be donated by anyone (family members, chartered organizations, sponsors, etc.). Significant funding by parents/guardians is discouraged. (Complete funding by parents may not indicate desired "leadership.")

- (3) Show clear, clean, detailed drawings, or written descriptions of your project. Include all measurements on the drawings. Have someone, who is familiar with the kind of work you are planning, look at the plans to make sure that you have included all the details needed.

Define what permits are required to carry out the work and how you expect to obtain them.

The drawings and permits will probably get a good look from the District Advancement Committee when you go for approval of your project.

- (4) Describe the location where each task or step will be performed. Discuss any transportation or preparation issues that exist at each site. How will you dispose of trash?

**C. Materials Used for Your Project**

Define and discuss materials, supplies, or components used in your project. This includes purchased, donated, rented and loaned supplies, equipment, and tools.

Even though you may have indicated the materials on your drawings, include them again in this section as a list. If you are building something, what kind of material will you use? Give details about each part; for instance, the number and size of screws or bolts. Do you have a backup plan if you run short of materials?

Define which materials will be donated or loaned and which will be purchased or rented. Discuss the sources of these materials. What will you do with left over materials?

What tools will be needed and who will provide them? Do you have a backup plan if critical supplies, tools, or equipment do not arrive at the site or they break?

**D. Project Helpers**

Who will help with your project? Will they be Scouts, community members, adults, or friends? Who will do what parts or tasks? Include the people who may be needed for transportation. Discuss how you plan to recruit this help. If you plan to have fliers and a sign up sheet, include them here.

Remember, a major part of the Eagle Service Project is leadership. In fact, you **MUST** direct and manage the project, not build or do the project yourself. You are the Project Manager not a member of a crew. This can be difficult for some Scouts especially if several adults are assisting in the project.

**E. Time Schedule**

Write down when you plan to begin and finish your project. Make sure that the dates you select do not conflict with Troop or benefactor activities.

Estimate the number of labor hours you anticipate that each task or step will take to complete. This will just be an educated guess and will be no problem to adjust later. In fact, part of the Eagle Project is adjusting to change (**Page 12** and the questions on **Page 4** of the Workbook). Altering plans, times, or anything on your project is okay; just explain what happened and why you changed. No one is expected to have a project without changes.

Describe the timing of any prerequisites, deliveries, or permits. Do you have a backup plan for delays, such as weather or traffic?

**F. Safety Hazards**

Explain how you will ensure the safety of those carrying out the project. Consider a safety briefing for all those who will work on the project.

Who will run power tools, if used? Will gloves, goggles, respirators, hats, sunscreen, water, or first aid kits be needed and if so who will provide them? Are there any health, electrical, water, or traffic hazards?

There are safety issues for all projects, so don't forget to **thoroughly** define and discuss them.

#### 4. APPROVAL BEFORE YOU START

- A. After you have completed your Project Details section, take your Workbook back to the receiving organization representative and present your completed plans. Have the representative sign and date the first line at the bottom of **Page 9** of the Service Project Workbook. This is your agreement with the receiving organization as to what they expect to get from your Eagle project work. You may have to modify your plans to obtain this signature.
- B. Present your detailed plans to your unit leader for signature **Page 9**. This must be signed after the organization representative has agreed to the plan and signed the Workbook.
- C. Present your plans to the unit committee and ask them to sign and date **Page 9**. This means a member of the unit committee signs, preferably the committee chair.
- D. **BEFORE starting work on the project you must get the signature of the District Advancement Committee Representative.**

Schedule a meeting with the District Advancement Committee Representative to present your plans and obtain approval. Ask an adult (Eagle Mentor, unit leader, or parent) to attend the District meeting with you and ask that adult to go over the Workbook with you before the meeting.

When you meet with the District Representative, you will be asked questions about your project and go over each step. The District Representative is evaluating four issues: 1) Valid Benefactor, 2) Feasibility of the Plan, 3) Safety, and 4) Will the project demonstrate leadership?

Note: If for some reason, your District Advancement Committee Representative finds that you need additional planning, DON'T PANIC! Remember, you have come a long way, and this won't stop you from getting your Eagle!

The District Representative will provide you specific steps that are required to complete your project planning. Be sure to write down what you need to add to your Project Details to get approval. Be tactful! After you write down what is needed, ask the District Representative to agree that these additions will meet his/her approval and that you will get permission to begin your Eagle Project when these additions are complete.

Ask the District Representative to sign and date **Page 9** of the Workbook.

## 5. CARRYING OUT THE PROJECT

Use *Pages 10 to 12* of the Workbook to record the project hours, activities, materials, and changes to the plan. We advise you to keep a journal or take handwritten notes each time you do something related to your Eagle Project. These notes should tell you what you did, with whom, and how much time was involved on each date. This should include planning time, visits to the organization and/or site, talking with others about the project, making phone calls, raising money, anything at all related to doing your project. The better your notes are, the easier your final write up will be.

**Page 10:**      **Your Hours:** Keep track of your personal time for planning, carrying out the project, project activities, and writing up the project.

**Helper Hours:** Keep track of the people who help you, when, and the hours worked. This is necessary to complete the write-up.

**Page 11:**      **Material Required:** Describe how you actually used the planned materials. Describe any additional materials needed to complete the project, the costs, and why they were needed.

**Page 12:**      **Changes:** Describe all changes and the reasons for each. All projects have changes. Being adaptable, and flexible is actually expected to be part of the service project.

## 6. APPROVAL AFTER COMPLETION

Completion of your project must be approved by your unit leader and the organization representative on **Page 13** of the Workbook (18-927D).

You must first sign the Workbook on **Page 13** certifying that 1) you consider the project completed and 2) you started and completed the project as a life scout.

Before seeking additional approval signatures, we advise you to prepare your “Leadership Service Project Report”. The contents of this report should at least answer the questions on **Page 4** of the Workbook:

- In what ways did you demonstrate leadership of others?
- Give examples of how you directed the project rather than doing the work yourself.
- In what way did the religious institution, school, or community group benefit from the project?
- Did the project follow the plan?
- If changes to the plan were made, explain why the changes were necessary?

The write-up of the Eagle Project is a very important part of the Eagle package that is submitted to the Eagle Board of Review. One of the responsibilities of the Eagle Board of Review is to review and “**approve the manner in which the project was carried out**”. In order for the Eagle Board to carry out their duties, we advise you to:

1. Describe in detail the steps that were actually taken to complete the project.
2. Describe your role in carrying out the project.
3. Discuss what you would do differently if you were to begin the same project again.
4. Discuss what you learned by doing the Eagle Service Project.
5. Describe in detail how you demonstrated leadership.

This will help the people who must review your project to understand the details.

## 7. EAGLE BOARD OF REVIEW

You are now ready for your Eagle Board of Review. Your unit leader should go with you and introduce you to the Board, a group of three to six adults along with a District Advancement Committee representative.

The Board's job is to discuss your Scout experience, Scout Spirit, leadership, community spirit, and your Eagle project. From *Step 9* of the [The 12 Steps from Life to Eagle](#):

**”There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate's participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered.”**

The Board also has been given the following direction, so be prepared:

**”A discussion of the Scout Oath and Law is in keeping with the purpose of the review.”**

If your religious leader, or parent, does not provide a religious letter of recommendation, be prepared to discuss Duty to God as part of the Scout Spirit discussion.

Your Eagle service project, and how you demonstrated leadership, is likely to be discussed at your Eagle Board of Review. [The 12 Steps from Life to Eagle](#) contains a discussion of the procedure.

Note in *Step 8* that

**“The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and *leadership service project report*.”**

We advise you to bring at least one additional copy of the project report, so that more than one person can read the details at the same time during this 30-minute period.

A major goal of the Board is to see that you have done all the paperwork needed.

The date of your Eagle rank is the date of completion of your Eagle Board of Review. However, do not plan your Eagle Court of Honor until you receive notification from the Denver Area Council that the National Eagle Scout Service has approved your application.