

## Eagle Scout Leadership Service Project Plan Checklist

Eagle Candidate's Name: \_\_\_\_\_

Troop#: \_\_\_\_\_

### **Overview**

The District Advancement Committee (DAC) can approve plans only after they meet the standards. Requirements noted below refer to Advancement Policies book #33088. (18-927D refers to the Eagle Project workbook itself).

### **Limitations (33088)**

- I may not begin work until the project plan meets the stated standards and is approved.
- All work will be completed before my 18<sup>th</sup> Birthday, as a Life scout.
- I know my project must be worthy, and this project is not routine labor, a job or service normally rendered.
- I am not performing this project for a business, as a commercial venture, or as a fund-raiser.
- I will demonstrate leadership skills in completion of this project.

### **Beneficiary (33088)**

- I have confirmed that the beneficiary is neither a for-profit business or associated with the BSA.
- The beneficiary of this service project is a religions institution, school, or community.
- I have identified the beneficiary representative who can verify completion.
- The work must conform to the wishes and regulations of the benefactor.
- I have listed the beneficiary, phone, address, city, state, & zip & explained how my project will be of benefit.
- The project is not shared credit with another Eagle Scout Candidate.
- The work does not involve council property or other BSA activities.
- I have described how the beneficiary receives real value from my project.

### **Written Plan (18-927D)**

- I have described the project I plan to do.
- I have included specific, identifiable, and measurable goals.
- I have discussed the project concept with unit leader & beneficiary. (Note name, title, dates, & time spent)
- I have described my project to the fullest extent possible
- I have used a title that accurately states the purpose of the project.
- My plan is detailed enough to allow someone else to understand and complete the project without my help.

### **Present condition (18-927D)**

- I have included "before" pictures to show the needs the project will address.

### **Detailed Construction Drawings and/or Landscape Plot Plans (18-927D)**

- I have included scaled or dimensioned drawings for all items to be constructed or landscaped.

### **Detailed Materials List (18-927D)**

- I have included a list of all materials, supplies; consumable goods needed and quantities of each.
- I have included samples of all teaching aids / instructions / printed information that I plan to use.

**Detailed Equipment List** (18-927D)

- I have included a list of all tools, equipment, and machines needed and quantities of each item.
- I have shown the source of the tools, equipment and machines identified.

**Detailed staffing list** (18-927D)

- I have included a realistic estimate of all work-hours of others involved in my project.

**Detailed Work Plan** (18-927D)

- I have identified my planned work-days (and contingency dates).
- I have shown how the work will be organized by tasks.
- I have included listings of work-day tasks, manpower needed per task, and an estimate of work-hours by task.
- I have included step-by-step instructions for tasks to be accomplished each work-day.
- I have identified where and how I will recruit helpers and how many will be needed.
- I have identified the work location and any necessary transportation.

**Financial Plan** (18-927D)

- I have included an itemized estimate of costs for my project.
- I have described how I will obtain funding to cover the cost (and contingency methods of funding).

**Forms Provided** (18-927D)

- I have provided complete home addresses on the proposal coversheet including city, state and zip code.
- I have identified and listed all inspections, permits or certificates needed, and who issues them, if applicable
- I have filed tour permits for all transportation of scouts and youth involved.

**Safety** (18-927D)

- I have identified known Safety Hazards (such as heat, cold, rain, traffic, heights, tools, power tools, motorized equipment, etc.)
- I have identified Youth Protection-trained adult supervision required for my project.
- I have described the training of my workers in order to prevent accidents.
- I have described the precautions and awareness to be employed.
- I have described the availability of first aid supplies and eyes / hearing protection.
- I have described how water and food will be available.
- I have described how toilet and wash facilities will be available.

**Approval Process (33088)**

- I have used the Eagle Scout Leadership Service Project Workbook, #18-927D, or the rtf file.
  - I have used dark ink or word processing to complete the workbook.
  - I have brought at least 3 copies of my plan to the project review meeting.
  - I have had my project reviewed to make sure it meets the stated standards before the project is started.
- I have the signatures of approval of:  unit leader  unit committee  benefactor.
- I will wear my uniform when meeting with the project review committee.