

EAGLE PROJECT PROPOSAL ~ A HELP SHEET FOR SCOUTS

This guideline is intended to help scouts in the Tillikum District complete the Eagle Scout Leadership Service Project Proposal.

The Project workbook is divided into sections, these include: 1) Information about the Scout, 2) Your Project Description & the Organization Benefitting from your project, 3) Your Project Planning, 4) Carrying out your Project, and 5) the After Completion information. This sheet is intended to help with understanding the workbook and completing the steps to get your eagle Project Proposal approved parts 1-3.

FORMAT:

1. Use Form 512-927 or the newest version on the NESA web site at <http://www.NESA.org>
2. Include all of the pages in the workbook. This includes the cover, the letter from the Chief Scout Executive, and the instructional pages.
3. Have your workbook bound securely, flat report/presentation folder or a narrow binder. They may be moved into a larger binder after the project proposal is approved. Make sure all pictures and attachments are secured or in pouches with tops. You do **not** need to have each page in a plastic cover.

SCOUT'S INFORMATION page 1:

1. Include all the proper information requested. (If the page does not ask for your birthday then you are using an old workbook, return to the Format Section above.)

PROJECT DESCRIPTION & BENEFITTING ORGANIZATION, page 5-6:

1. Select a project of sufficient size and complexity to permit you to demonstrate your leadership skills. The project should NOT be 'routine labor'; involves council property or other BSA activity; for a business and/or individual; of a commercial nature; or a fund-raiser (fund raising is permitted for securing materials or supplies for project).
2. Include a name for your project as requested at the top of the page. This name will be used on your Eagle Application.
3. Write a brief general description of your project. Include **what** you will be doing, **where** it will be carried out, **who will benefit** from your project, why you picked this project and organization. Include the full name of the benefiting organization and the address if different from the project site.
4. **(Page 6)** Write full name of the beneficiary organization, phone number, and address.
5. Briefly explain how your project will benefit the religious institution, school or community.
6. Discuss the project with your unit leader and write the date in the workbook.
7. Discuss the project concept with a representative of the beneficiary organization. List their name, title, phone number, and the date of your meeting.

PROJECT DETAILS page 7:

Include all of the following items; add more pages as needed (without page numbers).

1. Description of **present condition** and **before pictures**.
2. Write a **detailed explanation** of how you will carry out the project. This includes the break down of each step to complete the project. Step by step instructions such that another scout could use your instructions and get the same finished project.

3. Include a **Site plan &/or Maps**. A scale drawing of the project site including the roads and land marks in the project area. Include the location for your project's "headquarters."
4. Write a **Time schedule** for each day carrying out the project with the helpers. This is a scheduled or an agenda for the project day. Include your set up time, a safety talk, explaining your plans, breaks, meals, and clean-up.
5. List all the **materials needed** to carry out your project and figure out the estimated cost:
 - the number/amount of each;
 - the estimated cost (for purchased and donated items, not for borrowed materials);
 - the source of materials (vendor, store, donated, or borrowed); you do not need specific names of donors or borrowers
6. List the **equipment, tools and supplies** needed and an estimated cost if appropriate:
 - the number of each;
 - the estimated cost (for purchased and donated items, not for borrowed materials);
 - the source of materials (vendor, store, donated, or borrowed); you do not need specific names of donors or borrowers.
7. Estimate the number of **man hours** needed to complete your project and include the following information:
 - a) The **number of helpers** you want to carry out the project;
 - b) The **estimated total number of hours from each** of the helpers;
 - c) An estimate of your total **planning and preparation time**;
 - d) And a **total estimated man hours**, $d = (a \times b) + c$
8. Review the area and plans for safety issues. Make a list of safety hazards. Include a safety plan to address the potential safety hazards identified. Know that by BSA policy only adults may use power tools.
9. How will the project be funded? What are your plans for fund raisers?

SIGNATURES of APPROVAL:

1. Current Unit leader, (not Eagle Project Advisor)
2. Beneficiary organization's representative
3. Unit Committee Member

CARRYING OUT THE PROJECT

This section and all the pages following the Project Approval Signatures are to **remain blank** at the proposal step of your Eagle Project.

Questions may be directed to Mary DeBroeck, 425-337-1407 or maryde5@verizon.net