

## Procedures for Eagle Scout Leadership Projects

**The Requirement:** While a Life Scout, plan, develop and give leadership to others in a service project helpful to your religious institution, school or your community. (The project should benefit an organization other than the BSA.) The project plan must be approved by the organization benefiting from the effort, your unit leader (Scoutmaster, Varsity Scout Coach or Venturing Crew Advisor), Unit Committee and by the Council or District Advancement Committee before you start.

- **Limitations** – Routine labor (a job or service normally rendered) should not be considered. Work involving council property or other BSA activity is not permitted. The project also may not be performed for a business or an individual, be of commercial nature or be a fund-raiser. (Fund raising is permitted only for securing materials or supplies needed to carry out your project)
- **Size** – There are no specific requirements, as long as the project is helpful to a religious institution, school or community. The amount of time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as necessary for you to demonstrate your leadership to others.
- **Questions to Consider as a guide to choosing your project:**
  - How will you demonstrate leadership?
  - How will your project benefit others?
  - Will you be proud of the completed work?

### Sections of the work book:

- **Project Description** – This is an overview of the project; a thesis statement; high level description.
- **What Group will benefit from the project** – the name of the group, the location of the group; and a description of how the group will benefit.
- **When was the project discussed with the unit leader** - date
- **Group representative contact information**
- **Before Pictures**

Pictures should show what area you are changing and any details that you need to plan for. More is better to keep on file. Choose the most appropriate for your write up.
- **Project Details (This may contain a few of the following elements)** – Risk/Contingencies, safety plan, Detail work plan/ descriptions. Try to mention when tasks can be done in parallel. Is this written to a level that you can hand it to another Scout and have them do the work with a minimum of questions?
- **Critical Signoffs before actual work can begin on the project including fund raising (Done after Project Details section is completed)**–
  - **Institution/Community Group** – The work is being done for them, they should see the final version so that they can really understand what work is being done.
  - **Unit Leader** – They are the Eagle candidates advocate before the Board of Review and should know what the candidate is doing
  - **Unit Committee** – They help provide resources for the Eagle candidate; they should be primary reviewers of the project description and project work plan. They give guidance to help make sure that all aspects of the project are considered.
  - **District** – They make sure that the project is within the guidelines of the requirement. They have the final signature saying that everything that they see in the Eagle Leadership Service Project Work book will provide the candidate with a successful experience.

### **You can now begin your project!**

During your work parties follow your plan. Take lots of pictures during and after the work parties. Changes will occur from time to time. Make sure the representative of the organization is included in discussing and agreeing to the changes. Please note that running out of time is not really a reason to make a change. Plan another work party. You have committed to completing a project, running over time happens in real life. Doing the work well is very important.

### **Bringing Closure to your Project:**

After the scout feels that the work on the project is complete he should do the following:

- Walk through the project with the representative and your unit leader and make sure the work is done as planned or with the changes agreed upon. If not, plan a work party to get them done.
- After agreeing the work is complete. Get your completion signatures.
  - Completion signature of the Scoutmaster/Coach/Advisor
  - Completion signature of the representative of the religious institution, school or community group the project was done for.
- Any courtesies that need to be extended such as thank you letters or notes?
- Get your write up done quickly, do no wait.

### **After Completion:**

Although your project was pre-approved, the Eagle Scout Board of Review must approve the manner in which it was carried out. The following must be answered:

- 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, did you explain why the changes were necessary?

### **Suggested helpful resources:**

[www.eaglescout.org](http://www.eaglescout.org)

[www.NESA.org](http://www.NESA.org)

[www.macscouter.com](http://www.macscouter.com)

### **District Contacts:**

District Advancement Chair – Matt Wood 661-252-8423 or 818-577-6906; [mwoodgwrc@aol.com](mailto:mwoodgwrc@aol.com)

Project Approvals – Bruce Hall 661-259-0202; [bhalldc@hotmail.com](mailto:bhalldc@hotmail.com)

*↑ Office (tell receptionist about Scouting)*