El Camino Real District
Eagle Application Checklist

Item	Description	Checklist	Completed
1.	Eagle Scout Rank Application	Date Joined BSA matches Scouts BSA history report. Merit badge dates match Scouts BSA history report. Line out merit badge description not done on #8, 9, and 11. Qualifying leadership position date is after Life Scout award date. Project name includes description, city and hours. Application is signed by Applicant, Scoutmaster and Committee Chair.	_____ _____ _____ _____ _____
2.	Letters of Reference	Seal Reference Letter brought to board of Review by Scoutmaster	_____
3.	GLAAC Application Checklist	Fill in Scout information. Complete items 4, 6, 7.	_____ _____
4.	Scouts BSA History Report	Required from Scout Book.	_____
5.	Candidate statement	Written narrative on Scout's journey to Eagle.	_____
6.	Eagle Resume	Complete the Form. A written narrative may be used for page 2.	_____
7.	Eagle Project Workbook	Include original approved project proposal.	_____
8.	Eagle Scout Service Project Plan and Report	Complete the report with narratives and hours. Report is signed by candidate, beneficiary and unit leader.	_____ _____
9.	Awards	Optional	_____
10.	Create Binder	Follow above checklist to create a binder to submit at Board of Review.	_____

EAGLE SCOUT RANK APPLICATION

TO THE EAGLE SCOUT RANK APPLICANT. This application is to be submitted after you have completed all requirements for the Eagle Scout rank. **Print in ink or type all information. List the month, day, and year for all dates.** When you have completed this application, sign it and submit it to your unit leader.

COUNCIL MUST COMPLETE	
COUNCIL NO.	TYPE OF UNIT
CST	UNIT NO.
PID NO. (REQUIRED)	
POSTHUMOUS: ○	

FULL NAME

Street address or P. O. box

City State ZIP code

Telephone (Including area code) Email

Troop, crew, ship, or Lone Scout Unit No.

Unit City State ZIP code

	Month (mm)	Day (dd)	Year (yy)
Date joined Scouts BSA			
Date joined a Venturing crew			
Date joined a Sea Scout ship			
Date of First Class Scout board of review			
Date of Star Scout board of review			

Were you a Cub Scout? ☐ Yes ☐ No

Were you a Webelos Scout? ☐ Yes ☐ No

Did you earn the Arrow of Light Award? ☐ Yes ☐ No

Had you completed fifth grade upon joining? ☐ Yes ☐ No

AGE REQUIREMENT ELIGIBILITY. Merit badges, badges of rank, and Eagle Palms may only be earned by registered Scouts, and qualified Venturers and Sea Scouts. They may earn these awards until their 18th birthday. Any Venturer or Sea Scout who achieved the First Class rank in a Scout troop or as a Lone Scout may continue working for the Star, Life, and Eagle Scout ranks and Eagle Palms while registered as a Venturer or Sea Scout up to their 18th birthday.
Scouts, Venturers, and Sea Scouts who have completed all requirements prior to their 18th birthday may be reviewed within 24 months after that date with no explanation. Refer to the *Guide to Advancement,* No. 33088, section 8.0.3.1, for boards of review beyond that period.

A Scout, Venturer, or Sea Scout approved to be registered beyond the age of eligibility may work toward Scouts BSA rank advancement after their 18th birthday. See the *Guide to Advancement,* section 10.0.0.0, for details.

Date of birth (Month (mm) / Day (dd) / Year (yy))

REQUIREMENT 1. Be active in your troop, crew, or ship for at least six months as a Life Scout.

Date of Life Scout board of review (Month (mm) / Day (dd) / Year (yy))

REQUIREMENT 2. As a Life Scout, demonstrate that you live by the principles of the Scout Oath and Scout Law in your everyday life and tell how you have done your duty to God. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf.

	Name	Address (including City, State, Zip)	Telephone	Email
#1				
#2				
#3				
#4				

REQUIREMENT 3. Earn a total of 21 merit badges (required badges are listed). List the month, day, and year the merit badge was earned and the unit number it was earned in.

MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.	MERIT BADGE	DATE EARNED	UNIT NO.
1 CAMPING			*8 EMERGENCY PREPAREDNESS *OR* LIFESAVING					
2 CITIZENSHIP IN THE COMMUNITY			*9 ENVIRONMENTAL SCIENCE *OR* SUSTAINABILITY					
3 CITIZENSHIP IN THE NATION			10 FIRST AID					
4 CITIZENSHIP IN SOCIETY			*11 SWIMMING *OR* HIKING *OR* CYCLING					
5 CITIZENSHIP IN THE WORLD			12 PERSONAL MANAGEMENT					
6 COMMUNICATION			13 PERSONAL FITNESS					
7 COOKING			14 FAMILY LIFE					

***Cross out badges not earned.** If a crossed-out badge in #8, #9, or #11 was earned, it may be reentered in 15 through 21.
You must attach the Application for Alternative Eagle Scout Rank Merit Badges for those merit badges earned in place of the Eagle required badge(s).

Scouting America

REQUIREMENT 4. While a Life Scout, serve actively in your unit for a period of six months in one or more of the following positions of responsibility. **List only those positions served after Life board of review date.**

Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, outdoor ethics guide.

Venturing crew/Sea Scout ship. President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, chaplain aide, outdoor ethics guide, crew leader, media specialist, specialist or webmaster.

Lone Scout: Leadership responsibility in your school, religious organization, or club, or elsewhere in your community.

Date of Life Scout board of review | Month (mm) | Day (dd) | Year (yy)

Position _____ FROM | Month (mm) | Day (dd) | Year (yy) TO | Month (mm) | Day (dd) | Year (yy)

Position _____ FROM | Month (mm) | Day (dd) | Year (yy) TO | Month (mm) | Day (dd) | Year (yy)

REQUIREMENT 5. While a Life Scout, **plan, develop, and give leadership to others** in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Scouting America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. **You must use the *Eagle Scout Service Project Workbook,* No. 512-927, in meeting this requirement.**

Project name: _____ Date project finished | Month (mm) | Day (dd) | Year (yy)

Grand total of hours: _____ (from *Eagle Scout Service Project Workbook*—for statistical purposes only)

REQUIREMENT 6. While a Life Scout, participate in a unit leader conference.

Date conference was held | Month (mm) | Day (dd) | Year (yy)

CERTIFICATION BY APPLICANT. On my honor as a Scout, Venturer, or Sea Scout all statements on this application are true and correct. All requirements, with the exception of my board of review, were completed prior to my 18th birthday.*
In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.

Signature of applicant _____ Telephone_____ Date | Month (mm) | Day (dd) | Year (yy)

***Or the date established by an extension of time granted by the National Council (see the *Guide to Advancement,* section 9.0.4.0.). The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the *Guide to Advancement,* section 10.0.0.0.**

UNIT APPROVAL (personal signatures required)

Signature of unit leader _____ Telephone_____ Date | Month (mm) | Day (dd) | Year (yy)
Scoutmaster, Advisor, or Skipper

Signature of unit committee chair _____ Telephone_____ Date | Month (mm) | Day (dd) | Year (yy)

LOCAL COUNCIL VERIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

Signed _____ Position_____ Date | Month (mm) | Day (dd) | Year (yy)

REQUIREMENT 7. Successfully complete your board of review for the Eagle Scout rank.

The applicant appeared before the Eagle Scout board of review on this date, and this application was approved. Date | Month (mm) | Day (dd) | Year (yy)

_____ Signature of Eagle Scout board of review chair

_____ Signature of council/district board representative (if applicable)

I certify that all procedures, as outlined in the *Guide to Advancement,* have been followed. I approve this application.

Scout executive _____ Date | Month (mm) | Day (dd) | Year (yy)

Presentation of the rank may not be made until the Eagle Scout credentials are received by the local council.

NATIONAL EAGLE SCOUT ASSOCIATION. As an Eagle Scout, you may now join the National Eagle Scout Association, a fellowship of the top achievers of Scouting America. As a NESA member, you have networking opportunities with other Eagles and will stay connected to the latest Scouting news. A portion of your membership fee supports NESA's many programs such as providing college scholarships.

Apply for your NESA membership https://nesa.org/why-join/

512-728
January 2025 Revision

GREATER LOS ANGELES AREA COUNCIL
EAGLE APPLICATION CHECK SHEET

Eagle Candidate Name: _____ District Number: _____ Unit: _____

Address: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

DOB: _____ Date Joined: _____ Verified: _____

Scoutmaster Name: _____ Email: _____

Date of First Class Rank: _____

1) Four months between First Class and Star Rank Verified by District: _____
2) Six months between Star and Life Rank Verified by District: _____
3) Six months between Life Rank and Eagle BOR Verified by District: _____
4) **Required Merit Badges**: Use number of the Merit Badge as listed on Eagle Application (1 – 13)
   A. None earned prior to Join Date: _____
   B. Four Required Prior to Star Rank Date of Star Rank: _____
      1. _____ 2. _____ 3. _____ 4. _____
   C. Three Required Prior to Life Rank Date of Life Rank: _____
      1. _____ 2. _____ 3. _____
5) All Eagle Requirements Completed Prior to Scout's 18th Birthday. Verified by District: _____
6) While a Life Scout, served in a position of responsibility in the unit, actively for six months:
   Position: _____
   Position: _____
7) Eagle Leadership Project
   Name of Beneficiary: _____ Total Project Hours: _____
   Description and Location of Project: _____

FOR COUNCIL USE ONLY:

Council Control Number: _____ Date of Eagle Board of Review: _____/_____/_____

Date Documents Received at Council: _____/_____/_____ Received by: _____
(PRINT Name)

Date Documents Submitted to National: _____/_____/_____

Eagle Credentials Delivered to: _____
(Name)

Receipt Signature: _____ Date: _____/_____/_____

Generated: 05/01/2023 20:23:04

Scouts BSA History Report

[redacted] Antelope Patrol

Date Joined Scouts BSA: 07/01/2017 **Rank:** Life (02/18/2022)

BSA ID: [redacted] **osition:** Junior Assistant Scoutmaster 08/12/2022

Scout	12/01/2017
1a Scout Oath & Law	
1b Scout Spirit	
1c Salute & Sign	
1d First Class Badge	
1e Outdoor Code	
1f Pledge of Allegiance	
2. Attend meeting; Complete 2a-2d	
2a Describe Youth Leadership	
2b Describe Advancement	
2c Describe Ranks	
2d Describe Merit Badges	
3a Patrol Method	
3b Patrol Spirit	
4a Knots (3)	
4b Whip and fuse rope	
5 Knife safety	
6a Personal protection	
7 Scoutmaster conference	

Tenderfoot	08/31/2018
1a Prepare to camp	
1b Sleep in tent	
1c Outdoor Code	
2a Help cook a meal	
2b Show cooking safety	
2c Explain patrol eating	
3a Square knot	
3b Two half-hitches	
3c Taut-line hitch	
3d Wood tools	
4a First Aid	
4b Poisonous plants	
4c Injury prevention	
4d First-aid kit	
5a Buddy system	
5b Explain actions if lost	
5c Safe Hiking Rules	
5d Why it is important to hike on trails	
6a Fitness benchmark	
6b Improvement plan	
6c Test fitness plan	
7a Flag basics	
7b Service project	
8 EDGE method	
9 Scout spirit	
10 Scoutmaster conference	
11 Board of review	

Second Class	03/29/2019
1a Participation	
1b Leave No Trace	
1c Select patrol camp site	
2a Explain cooking fires	
2b Prepare cooking fire	
2c Build a fire	
2d Camp stove	
2e Plan & Cook Meal	
2f Sheet bend	
2g Bowline	
3a Orient a map	
3b Hike 5 miles	
3c Describe hike hazards	
3d Demonstrate navigation	
4 Identify wild animals	
5a Know safe swim	
5b Beginner swim test	
5c Water rescues	
5d Swimming rescues	
6a First aid	
6b Hurry case actions	
6c Injury prevention	
6d Emergency responses	
6e Car accident response	
7a Be physically active	
7b Reflection & Goal Setting	
7c Substance Abuse Risks	
8a Flag ceremony	
8b Flag respect	
8c Plan an earning goal	
8d Compare 3 prices	
8e 2 Hours of Service	
9a Personal Safety	
9b Understand bullying	
10 Scout spirit	
11 Scoutmaster conference	
12 Board of review	03/29/2019

* Items pending leader approval

Generated: 05/01/2023 20:23:04

[redacted]

Scouts BSA History Report

First Class	11/15/2019
1a Participate in 10 events	
1b Tread Lightly!	
2a Plan a campout menu	
2b Develop menu budget	
2c Know cooking tools	
2d Know food safety	
2e Cook on 1 campout	
3a Know lashing uses	
3b Demonstrate knots	
3c Demonstrate lashings	
3d Lash camp gadget	
4a Orienteering course	
4b GPS use	
5a Identify native plants	
5b Weather forecasts	
5c Hazardous weather	
5d Local weather	
6a BSA swim test	
6b Safety Afloat	
6c Boat parts	
6d Show boating body position	
6e Line rescue	
7a Bandages	
7b Transport others	
7c Heart attack	
7d Utility hazards	
7e Emergency plan	
7f Potable water	
8a Be physically active	
8b Reflection & Goal Setting	
9a Discuss citizenship	
9b Study an environmental issue	
9c Track garbage & recycle	
9d Complete service project(s)	
10 Invite a friend to Scouts	
11 Demonstrate Scout spirit	
12 Scoutmaster conference	
13 Board of review	

Star	10/09/2020
1 Active 4 months	
2 Demonstrate Scout spirit	
3 Six Merit Badges	08/12/2019
Swimming #	08/03/2018
Enviro. Science #	08/03/2018
Cit. in World #	11/10/2018
Cooking #	02/16/2019
Fingerprinting	04/28/2018
Art	11/10/2018
4 Service Project(s)	
5 Position of responsibility	
6 Personal Protection	
7 Scoutmaster conference	
8 Board of review	10/09/2020

Life	02/18/2022
1 Active 6 months	
2 Demonstrate Scout spirit	
3 Five Additional Merit Badges	08/12/2019
Cit. in Nation #	03/30/2019
Family Life #	03/30/2019
First Aid #	08/03/2019
Fishing	08/03/2019
Metalwork	08/03/2019
4 Complete service project(s)	
5 Position of responsibility	
6 Teach EDGE method	
7 Scoutmaster conference	02/11/2022
8 Board of review	02/18/2022

Eagle	
1 Active 6+ months	
2 Demonstrate Scouting spirit	
3 Earn 21 merit badges	
First Aid #	08/03/2019
Cit. in Comm. #	02/27/2023
Cit. in Nation #	03/30/2019
Citizenship in Society #	02/19/2023
Cit. in World #	11/10/2018
Communication #	08/03/2019
Cooking #	02/16/2019
Pers. Fitness #	03/17/2023
Emergency Prep. #	07/22/2022
Enviro. Science #	08/03/2018
Personal Mgmt. #	03/08/2023
Swimming #	08/03/2018
Camping #	08/03/2019
Family Life #	03/30/2019
Fingerprinting	04/28/2018
Art	11/10/2018
Metalwork	08/03/2019
Fishing	08/03/2019
Genealogy	08/12/2019
Orienteering	07/22/2022
Forestry	07/22/2022
4 Position of responsibility	
5 Eagle project	10/29/2022
6 Scoutmaster conference	
7 Board of review	

Eagle Palm Pin #1 (Bronze)	
1. Be active in the Boy Scouts of America for at least three months after becoming an Eagle Scout or af...	_____
2. Since earning the Eagle Scout rank or your last Eagle Palm, demonstrate Scout Spirit by living the S...	_____
3. Continue to set a satisfactory example of accepting responsibility or demonstrating leadership abili...	_____
4. Earn five additional merit badges beyond those required for Eagle or last Palm. 16	_____
Bird Study	07/22/2022
Radio	07/22/2022
_____	_____
_____	_____
_____	_____
5. While an Eagle Scout, participate in a Scoutmaster conference.	_____
6. Successfully complete your board of review.	_____

* Items pending leader approval

Generated: 05/01/2023 20:23:04

[redacted]

Scouts BSA History Report

Completed Merit Badges		Completed Merit Badges		Completed Merit Badges	
Art	11/10/2018	Cooking #	02/16/2019	Genealogy	08/12/2019
Bird Study	07/22/2022	Emergency Preparedness #	07/22/2022	Metalwork	08/03/2019
Camping #	08/03/2019	Environmental Science #	08/03/2018	Orienteering	07/22/2022
Citizenship in Society #	02/19/2023	Family Life #	03/30/2019	Personal Fitness #	03/17/2023
Citizenship in the Community #	02/27/2023	Fingerprinting	04/28/2018	Personal Management #	03/08/2023
Citizenship in the Nation #	03/30/2019	First Aid #	08/03/2019	Radio	07/22/2022
Citizenship in the World #	11/10/2018	Fishing	08/03/2019	Swimming #	08/03/2018
Communication #	08/03/2019	Forestry	07/22/2022		

* Items pending leader approval

Generated: 05/01/2023 20:23:04

[redacted]

Scouts BSA History Report

Leadership	Start Date	End Date
Patrol Leader (Tiger)	08/13/2021	12/31/2021
Instructor	01/01/2022	08/11/2022
Junior Assistant Scoutmaster	08/12/2022	

Activities	
Total Service Hours	35
Total Hiking Miles	19.50
Total Camping Nights	10

Awards (0)

Training Courses Completed

Order of the Arrow

Member Number

Elected

Ordeal

Brotherhood

Vigil

Partial Merit Badges	Start Date

SCOUTBOOK
Advancement Sync with BSA national database

Eagle Statement

EAGLE SCOUT RESUME

Name: Troop Number:

OFFICES HELD IN UNIT

Title	From	To

SUMMER CAMP EXPERIENCES

1.
2.
3.
4.
5.
6.
7.

MEMORABLE CAMPING TRIPS OF TWO NIGHTS OR MORE (APPROX. DATES AND PLACES)

1.
2.

TOTAL NIGHTS CAMPING:

TOTAL MILES ON DAY HIKES:

OTHER SERVICE PROJECTS

EAGLE SCOUT RESUME, CONTINUED.

Name: Troop Number:

EAGLE SERVICE PROJECT

Eagle Scout Service Project Workbook

BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Please give a name to your project

Eagle Scout Service Project Workbook No. 2023a
February 2023

Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the Guide to Advancement that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when Eagle Scout candidates submit their project proposal they will promise they have read this entire workbook. Doing so will be important to their success.

Only the Official Workbook May Be Used

Eagle Scout candidates must use the official Eagle Scout Service Project Workbook, No. 512-927, as produced by the BSA and found at www.scouting.org/advancement. Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. However, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find “Navigating the Eagle Scout Service Project,” an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the “Message to Scouts and Parents or Guardians” found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

Preparing the Project Proposal

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read “Instructions for Preparing Your Proposal” which appears right after the proposal cover page in this workbook.

The Project Plan

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are strongly encouraged to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

The Fundraising Application

If your fundraising effort involves contributions only from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See “Procedures and Limitations on Eagle Scout Service Project Fundraising,” which appears on page B of the fundraising application.

The Project Report

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

Meeting Eagle Scout Requirement 5

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the Guide to Advancement, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions and Other Considerations

There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.

- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.

Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with you, the Eagle Scout candidate, and your parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, you and your parents or guardians should consult the Guide to Advancement, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The Guide may be accessed at www.scouting.org/advancement.

The current Guide to Advancement, No. 33088, along with the Scouts BSA Requirements book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The Guide to Advancement and Scouts BSA Requirements book are available in Scout shops or on www.scoutshop.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on www.scoutshop.org is an Eagle Project plaque to place at your project location at the completion of the project (https://www.scoutshop.org/catalog/product/view/id/6831).

What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. The candidate's parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the Guide to Advancement, topic 9.0.2.1.

1. Questioning and probing for their understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. Scouts will be allowed, if they choose, to have a parent, unit leader, or other adult present as an observer at any time while they are discussing their proposal or project with someone who is reviewing it.

2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the Eagle Scout Service Project Workbook.

3. If requested by the Scout or the Scout's parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.

4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.

5. Candidates who believe they have been mistreated or their proposal wrongfully rejected, will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

**An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.*

Excerpts and Summaries From the Guide to Advancement

Eagle Scout Service Project Coaches (See the Guide to Advancement, topic 9.0.2.9)

Many units, districts, and councils use Eagle Scout service project "coaches," because the advice they provide after approval of a proposal can be invaluable as candidates develop their project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the Guide to Advancement, topic 9.0.2.9. Note that there should be only one coach that is designated for you by your council or district; but your unit may also provide people to coach you.

What Is Meant by "Give Leadership to Others …?" (See the Guide to Advancement, topic 9.0.2.4)

"Others" means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

Evaluating the Project After Completion (See the Guide to Advancement, topic 9.0.2.13)

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, "Be Prepared." However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. The candidate may choose to meet these requests or may decide —if he or she believes the completed project worthy and in compliance—to complete an Eagle Scout Rank Application and submit the project workbook without final approval. If requested, the candidate must be granted a board of review. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the Guide to Advancement, topic 8.0.3.2.

Risk Management and Eagle Scout Service Projects (See the Guide to Advancement, topic 9.0.2.14)

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held responsible for safety concerns. As with any Scouting activity, the Guide to Safe Scouting applies. BSA also expects leaders to use the four points of SAFE when delivering the program. The SAFE Checklist can be found at: https://www.scouting.org/health-and-safety/safe/. The most current version of the Guide to Safe Scouting can be found at: https://www.scouting.org/health-and-safety/gss/.

Insurance and Eagle Scout Projects (See the Guide to Advancement, topic 9.0.2.15)

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.

This page intentionally left blank

Eagle Scout Service Project Proposal

BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Please give a name to your project

Eagle Scout Service Project Workbook No.2023a
February 2023

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the beginnings of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies,etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, “Navigating the Eagle Scout Service Project.” This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

“Navigating the Eagle Scout Service Project” will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully “Navigating the Eagle Scout Service Project” so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to each other. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name:		Birth date:	
Email Address:		BSA PID number:	
Address:	City:	State:	Zip:
Preferred telephone(s):		Life Board of Review date:	

Current Unit Information

Check One: Troop Crew Ship		Unit Number:	
Name of District:		Name of Council:	

Unit Leader

Check One: Scoutmaster Crew Advisor Skipper

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Unit Committee Chair

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Unit Advancement Coordinator

(If your unit has one)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Beneficiary

(Name of religious institution, school or community)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Your Council Service Center

Contact Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State	Zip:
Email Address:			

Project Description and Benefit

Briefly describe your project

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

When do you plan to begin carrying out your project?

When do you think your project will be completed?

Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)?

Explain:

What do you think will be most difficult about leading them?

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list , but you must show you have a reasonable idea of what is required.

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..

What other needs do you think you might encounter?

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter your estimated expenses below (include sales tax if applicable)

Materials:

Supplies:

Tools:

Other:

Total Costs:

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 10 phases, attach a separate page with your continued phase list.

1
2
3
4
5
6
7
8
9
10

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns of which you and your helpers should be aware.
Read the "Age Guidelines for Tool Usage" at Scouting.org

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example, "Complete a more detailed set of drawings."

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Candidate's Promise*	*Sign below before you seek the other approvals for your proposal.*
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chose as beneficiary.	
Signed	Date

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project has been approved.*

Unit Leader Approval*		**Unit Committee Approval***	
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow them.		This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.	
Signed	Date	Signed	Date
Name (Printed)		Name (Printed)	

Beneficiary Approval*		**Council or District Approval**	
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) to which we have agreed. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.		I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.	
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." ***Yes*** _____ ***No*** _____			
Signed	Date	Signed	Date
Name (Printed)		Name (Printed)	

** While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*

Eagle Scout Service Project Plan

BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Eagle Scout Service Project Name

Planned start date **Planned completion date**

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then review it with the designated project coach before carrying out the project. The council or district representative who approved your project may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out the project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.

Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your project?

Project Description and Benefit - Changes from the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Present Condition or Situation *Include "before" photographs to show the board of review as attachments.*

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

Project Phases

You may have more than ten phases, or fewer, as needed.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase. If you have more than 10 phases, attach a separate page with your continued phase list.

1
2
3
4
5
6
7
8
9
10

Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

Attachments

If you are unable to attach items within this workbook, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate

Permits and Permissions

If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

** Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.*

Materials *List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.*

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware Donation

Item	Description	Quantity	Unit Cost	Total Cost	Source

Total cost of materials:

Supplies *List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.*

Plastic tarp	9' x 12', 2mil think	2	4.00	8.00	ABC Hardware

Item	Description	Quantity	Unit Cost	Total Cost	Source

Total cost of supplies:

Tools

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate or use it. See example.

Circular power saw*	1	0.00	0.00	Mr. Smith	Mr. Smith

Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?

Total cost of tools:

Other Needs

List each item, description, quantity, unit cost, total cost, and source. For donated items, show value in cost columns. See example.

Printing	Marketing brochure	2000	0.01	20.00	ABC Hardware

Item	Description	Quantity	Unit Cost	Total Cost	Source

Total cost of other needs:

Expenses

Item	Projected Cost
Total materials (from above)	
Total supplies (from above)	
Total tools (from above)	
Total other (from above)	
Total cost	

Revenue

Total to be raised: $

Contribution from beneficiary: $

Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.

Giving Leadership

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth

Job to Be Done	Skills Needed (if any)	Adult or Youth	Helpers Needed	Helpers So Far

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

How long will your helpers be working each day? (Recommend no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?

Safety

Will a first aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	**What will you do to prevent problems?**

How do you plan to communicate these safety issues and hazards to your helpers?

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

When will you hold a safety briefing? Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

Contingency Plans

What would cause postponement or cancellation of the project? What will you do should this happen?

Comments From Your Project Coach About Your Project Plan

A project coach's comments can be extremely helpful in assuring your project is successful.

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			
Check One: Troop Crew Ship		Unit Number:	
Name of District:		Name of Council:	

Project Beneficiary

(Name of religious institution, school or community)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Project Beneficiary Representative

(Name of contact person for the project beneficiary)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email Address:			

Describe how funds will be raised:

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?

If people or companies are asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?*

**You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.*

Are any contracts to be signed? If so, by whom?

Contract details:

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary		Unit Leader		Authorized Council Approval*	
Signature	Date	Signature	Date	Signature	Date

Procedures and Limitations on Eagle Scout Service Project Fundraising

Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

**This application is not necessary for contributions from the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.

2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.

3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.

4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.

5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.

6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.

7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.

8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than $500 does not require an application."

This page intentionally left blank

Eagle Scout Service Project Report

BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name

Eagle Scout Service Project Name

Project start date **Project completion date**

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

Project Execution:

Once planning was completed, when did the work begin? When was it finished?

Project Description

Please provide a brief description of your project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

Observations

What went well?

What was challenging?

Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked
The Eagle Scout Candidate - Planning Hours		
The Eagle Scout Candidate - Execution Hours		
Registered BSA youth members		
Other youth (brothers, sisters, friends, etc., who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
Grand Total of Hours (enter here and on your Eagle Scout Rank Application)		

***There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service projec**t.
If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected? How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

Photos and Other Documentation

If you have them, submit photographs taken before, during and after project completion on a separate document. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

Candidate's Promise *Sign below before you seek the other approvals.*

On my honor, I was the leader of my Eagle Scout service project and executed it as reported here

Signature Date

Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 3 of this workbook.

Beneficiary name:	**Unit leader name:**
Signature Date	Signature Date

Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the impact or benefit the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the Scout must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

Projects Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a “Project Plan” form in your Scout's Eagle Scout Service Project Workbook, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be pre-approved by the BSA unless provided by your organization; by the Scout, the Scout's parents, or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

Supervision

To meet the requirement to “give leadership to others,” your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

Project Execution and Approval

After the project has been carried out, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.

Navigating the Eagle Scout Service Project is available for download at http://www.scouting.org/advancement

Eagle Service Project Workbook - Revision Tracking

Version 2021a - Released 1/3/21

Version 2021b - Released 1/6/21

- Free text date fields length increased
- Scout name copied to footer on all pages
- Scout and project name copied across pages
- Scout name copied to fundraising application
- Made the Safety section much larger and added link to BSA Tool Safety web page
- Added an email address to the Council Service Center contact block

Version 2021c - Released 1/29/21

- Warnings about digital signatures locking the document have been added near all signature areas
- Candidate hour reporting split into separate planning and execution blocks*
- Page reference on Proposal Page H corrected
- Page reference on Fundraising Application Page A corrected
- Page reference on Project Report Page C corrected
- Formatting of all telephone fields removed to allow international phone numbers

Version 2021d - Released 11/1/21

- Fixed a gender-specific pronoun

Version 2022a - Released 12/16/2022

- Updated Risk Management section

Version 2023a - Released 2/5/2023

- Repaired Security Settings
- Repaired and improved formatting Eagle Name footer for very long names