



New functionalities for this electronic workbook include expandable text boxes and the ability to insert images in JPEG, GIF, TIF, and PNG formats. Please let us know how we may further improve your experience by sending comments to advancement.team@scouting.org<mailto:advancement.team@scouting.org>.

Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Ryan Ogilvie

Message From the Chief Scout Executive

Congratulations on attaining the rank of Life Scout. Each year, approximately 57,000 Scouts just like you reach this milestone. And, since you're reading this, I know you are looking forward to achieving the pinnacle of your Scouting experience: the rank of Eagle Scout.

Think of your Eagle Scout service project as the ultimate "application phase" of what you have learned thus far in Scouting: leadership. . . responsibility. . . managing projects. . . applying your Scout Oath --"to help other people." An Eagle Scout project is a crowning achievement following years of fun, adventure, and advancement. In completing it, you provide an example for others that they can do the same thing.

Some may suggest how big your project should be, or how many hours should be spent on it, but that is entirely up to you. Service, impact, and leadership are the objectives and measurements. Use these as your criteria to consider, select, develop, and evaluate your project. For most, the Eagle Scout service project becomes a truly defining moment in your quest for excellence. Planning and leadership skills utilized and memories of outcomes achieved will last you a lifetime. You will want to share those stories with others, so make it a worthy project!

Legendary hall-of-fame basketball coach John Wooden said, "It's not so important who starts the game but who finishes it." Let me be among the first to encourage you to take Mr. Wooden's remark to heart. You have made it to Life Scout, but Eagle represents the finish line. Keep striving. I know you will cross it, and you will be glad you did!



Wayne Brock
Chief Scout Executive

Scouts and Parents or Guardians

Be sure to read "Message to Scouts and Parents or Guardians" on page 4-5 and "Excerpts and Summaries From the *Guide to Advancement*" on page 4-6. Those pages contain important information that will help you ensure requirements are properly administered according to National Council policies and procedures.

Completing This Workbook

If you are working from a printed copy of the *Eagle Scout Service Project Workbook*, you may complete it legibly in ink, or with a typewriter. Feel free to add as many pages as you wish. This may be necessary if more space is needed, or as you include photographs, photocopies, maps, or other helpful printed materials.

A fillable version of the new workbook is available at www.scouting.org (click on "Youth", then "Boy Scout", then "Advancement, Awards, Recognition"). If you experience difficulties with the fillable PDF, you may need to download a more recent version of Adobe Acrobat reader (available free online). Or, it might be necessary to use a printed copy.

Although this new electronic version of the workbook is now available, the workbook will continue to be available for printing a hard copy that can be completed by hand or with a typewriter.

Minimum System Requirements

For maximum functionality, please be sure you have updated Adobe Reader.

PC: Free Adobe Reader version 9 or later

Mac: Free Adobe Reader version 9 or later

Available at <http://get.adobe.com/reader/>

Eagle Scout Service Project Workbook

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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 Boy Scouts of America. The official fillable version can be found at www.scouting.org. Although it is acceptable to copy and distribute the workbook, it must maintain the same appearance with nothing changed, added, or deleted.

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 other layout or informational elements of the workbook. It is permissible, however, to print, copy, or send individual pages or forms within the workbook as long as they are not changed in the process.

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.

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 Boy Scouting.) 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 demonstrate or hone, or to learn and develop, leadership skills. 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 Boy Scouts of America has recently redefined "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, section 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, or coordinating multiple events.

An Internet search can reveal hundreds of service project ideas. Your project doesn't 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

- 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.
- 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" on page 17.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects may not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It also includes four forms: a proposal, a final plan, a fundraising application, and a project report.

Before completing any of the forms, read with your parent or guardian the "Message to Scouts and Parents or Guardians." If your project is worthy and meets Eagle Scout requirement 5 as it is written, the message will help you successfully present your proposal through the approval process.

Contact Information: Complete the contact information sheet with as much information as is available.

Preparing the Project Proposal Go to Page 2-1.

Your proposal must be completed first. It is an overview, but also the beginnings of planning. It shows your unit leader, unit committee, and council or district that the following tests can be met. For your proposal to be approved, it must show the following:

- 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 complete.
- 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 does get 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 has enough details to be carried out successfully.
- 5. You are on the right track with a reasonable chance for a positive experience.**

Your proposal need only be detailed enough to show a reviewer that you can meet the tests above. If you find in order to do that, the proposal must be lengthy and complicated, your project might be more complex than necessary.

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

The Final Plan Go to Page 3-1.

Complete the Eagle Scout Service Project Final Plan after your proposal has been approved. This is a tool for your use—no one approves it—and it can be important in showing your Eagle Scout board of review that you have planned and developed your project as required. For this reason you are **strongly encouraged** to share the final plan with a project coach. This might be the council or district person who approved your proposal, or perhaps someone who has agreed to work with you. A coach can help you avoid many problems associated with service projects, and thus improve your chance of passing the Eagle board of review. If materials, etc., were not needed, mark those spaces "not applicable."

The Fundraising Application Go to Page 3-8 .

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, submitting the fundraising application is not necessary. If you will be obtaining money or materials from any other sources, you must submit a completed application to the local council service center. For more information, see "Procedures and Limitations on Eagle Scout Service Project Fundraising" on page 18.

The Project Report Go to Page 4-1.

Complete this portion after the project has been finished. Note the space for you to sign (confirming that you led and completed the project), and also the signature lines for the beneficiary and your unit leader's approval that your project met Eagle Scout requirement 5. As with the proposal and final plan, if materials, etc., were not required, mark those spaces "not applicable."



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Ryan Ogilvie

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 Boy Scouting.) 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.

Eagle Scout Service Project Proposal

Project Description and Benefit

Eagle Scout candidate: Ryan Ogilvie

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

I will be renovating part of a newly acquired property of St. Francis Episcopal day school. This school was my middle school and they only recently acquired this new land and it needs some improvement. I will be focusing my project on the building called the Richmond house. I plan to clean up and renovate the overgrown areas around the house to make it more presentable. I plan to have my project consist of renovating these things:

- repair and paint fence
- clean up courtyard
- clean up landscape around house
- repair and paint lattice work around the house
- plant bushes and shrubbery around house

Extra (if we have time)

- clean up trash in a runoff stream in the back of the property



Clean up and re-set bricks in patio area.



Cut away all brush and trees from fence



Repair/Replace broken & rotted fence posts & paint fence



Reset brick and clean up - Black Plastic and sands



Repair green lattice and paint around base of Richmond House



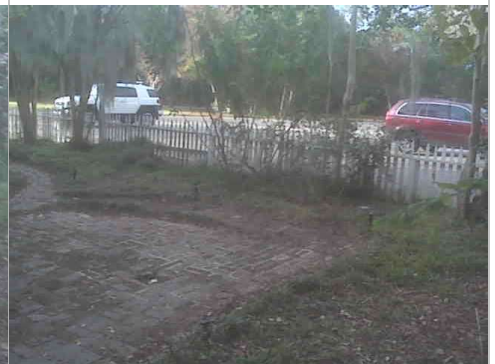
Dig & Plant new scrubs & flowers



Clean up Patio



Cut all brush away from fence



Eagle Scout Service Project Proposal, continued



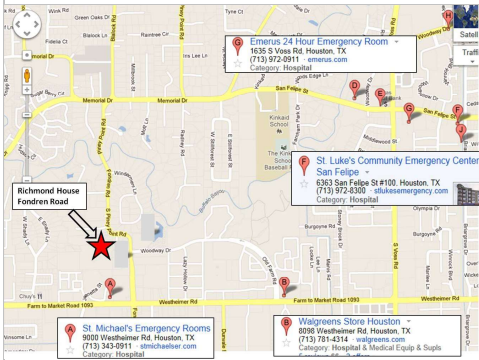
Repair/replace/paint broken green lattice



Remove brush & repair/paint green lattice



Remove/trim brush from Richmond House



Emergency centers close to worksite

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

It will help to clean up around the house to be more presentable to the general public and those who use it. The Richmond House is the first thing that people see when arriving at this new property. They plan to use this facility for large gatherings and fund raising events.

When do you plan to begin work on the project? Spring 2013

How long do you think it will take to complete? One to two Weeks, One Full Saturday with all the Scouts/Adults

Giving Leadership

Approximately how many people will be needed to help on your project? 10-20

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

Troop 993 Scouts and Adults

I will contact them with e-mail and I will have announcements at the meetings and flyers. Will also contact MRS. DISA LYON (Chairperson) put on the TROOP 993 Troop CALENDAR.

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

I believe the most difficult part will be keeping the scouts on task. I will need to constantly have jobs for them to do in order for them to be able to stay on task. The extra work in the back of the property can be given if I end up with more scouts than necessary. I will need to set everything up ahead of time (materials, etc.) organize the troop into PATROLS for the SATURDAY project.

Materials *(Materials are things that become part of the finished project, such as lumber, nail, and paint.)*

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

Nails, fence posts, 4x8 sheets of lattice, paint, plants, soil, sand, black plastic, etc.

Eagle Scout Service Project Proposal, continued

Supplies *(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)*

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

masking tape, garbage bags, tarps, electrical cords, safety glasses, gloves, goggles, rags, drop clothes, orange flagging, painting trays, hoses, food, water. I will provide breakfast items (coffee, juice, donuts, etc.) and lunch (subway or similar) at noon for my workers.

FIRST AID kits for cuts, etc.

Tools

What kind of tools, if any, will you need?

Circular saws, hand saws, drills, jig saws, screw drivers, hammers, brushes, gardening tools, shovels, pick axes, trimmers, saw horses, work benches, etc.

Note: Circular saws will only be used by adults.

Permits and Permissions *(Note that property owners normally secure permits.)*

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them? How much will they cost? How long will it take to secure them?

No permits to my knowledge are needed, I will reconfirm when I secure final approval for my eagle project from Mr. Lair at SFEDS.

Eagle Scout Service Project Proposal, continued

Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonable expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses.)

Items	Cost	Fundraising Explain where you will get the money for total costs indicated below, left.
Materials	\$340	Two 4x8 sheets of Lattice - treated \$35/ea. - \$70 - Home Depot/Lowes Wood fence post & 2x4 repair wood - 20+ @ \$5/ea. - \$200 Wood Stakes - 50 - \$10 (Lowes/HD) Orange Flagging - \$10 (Lowes/HD) Sand for Bricks - 10 bags - \$5/ea. (\$50)
Supplies	\$300	Plants (Small Trees/Scrubs/Flowers) - No cost - Supplied St. Francis (Mr. Liar) White Exterior Paint - 3-4 gallons \$25/gallon (\$100)- Home Depot/Lowes Paint Brushes - too be supplied - 10 @ \$5/each - \$100 - Home Depot/Lowes Large 40 gal Black Trash Bags (20) - No cost - Bring from home Drop Cloths - Volunteers bring from home Safety Glasses - Collect some that people already have plus buy additional (Lowes/HD) for scouts and adults. - \$30 Electric Cords - No cost - Volunteers bring from home Saw Horses - Bring from home Tables & Chair - Volunteers bring from home. Breakfast/lunch - Moms & dads - purchase and bring. \$50 Black Plastic for brick underlay - \$20
Tools	\$30	Hammers No cost - scout volunteers to bring from home Fence Nails \$20 - Home Depot/Lowes Circular Saws - No cost - scout volunteers to bring from home Pick Axes - No cost - scout volunteers to bring from home. Water Hoses - No cost - Bring from home Hand Saws - No cost - scout volunteers to bring from home Tape Measures - No cost - scout volunteers to bring form home Work Gloves - No cost - bring with them Painting Gloves (surgical) - Will supply Box \$10 - Home Depot/Lowes Shovels - No Cost - Volunteers to bring shovels from home Brooms - No cost - volunteers bring from home Pruners & Trimmers - No cost - volunteers bring from home.
Other*		
Total costs:	\$670	Ask for donations through Scouts/Drake Fund/ Scout Account (Car Washes, Wreaths Across America, etc.)/St Francis supplying plants/ parents/

*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.

Project Phases (You may have more than eight phases, or fewer, as needed; if more, click the button to add a phase.)

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others 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.

1.	Project Scoping - Initial Meeting w/ Mr. James Lair at SFEDS to discuss project options, took photos (December 6th , 2012) - DONE
2.	Initial Project Planning - Organize photos, discuss scope, filling out workbook (January 12-13, 2013) -DONE

Eagle Scout Service Project Proposal, continued

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others 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.

	Set up Meeting with Mr. Jim Petrie to discuss & outline project (January, 19, 2013) - DONE
3.	RECEIVED Feedback from Mr. Petrie on Project (Feb 10, 2013) -DONE Revised Work Plan and Resubmit to Mr. Petrie (Feb 23, 24, 2013) Submit Revised Project Work Plan to SFEDS - Mr. Lair via E-mail - (February 25th, 2013)
4.	Get project approval & date for project (April, 2013) Set up date on TROOP CALENDER for event - Contact Mrs DISA LYON
5.	Set up time to Flag work Areas for Richmond House and Meet with Mr. Liar (April 2013)
6.	Make up Flyer and send out email and handout at Troop Meeting with time and date for project.
7.	Arrange for plants, tools, materials, supplies to be delivered
8.	Project Prep weekend before actual project
9.	Project Execution - Preferable a Saturday (April/May, 2013) - Phone calls, etc.
10.	Take photographs afterwards of final product & any follow-up and finishing touches.
11.	Final Project Documentation and Finish up work book, finances, receipts, etc.
12.	
13.	
14.	
15.	
16.	

Eagle Scout Service Project Proposal, continued

Logistics

(A tour and activity plan has also been called a "tour permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a tour and activity plan?

MATERIAL TRANSPORTATION

- * Home Depot/Lowes supplied & material will be purchased ahead of time and transported in DAD's SUV to site.
- * Plants (Small trees/Scrubs/Flowers) to be delivered to site by Mr. Liar unless other arrangements made.
- * Other tools & supplies will be brought by scout parents when they come to SATURDAY project.

WORKERS TRANSPORTATION

- * Scouts and adults will be responsible for driving to the location since it is within 20 minutes of the Scout Hut.

ACTIVITY PLAN

I will tell everyone the address on the flyer and e-mail and when to be there. Will set up MORNING (8AM- 12NOON) and AFTERNOON (12-4 PM) schedule that scouts and adults can sign up for. One full day project.

I will organize the workers into 3 Patrols (Morning) and 2-3 Patrols (Afternoon):

Patrol 1 (MORNING): Brush and Tree Clearing Patrol: I will put orange flagging on all the small trees and brush that need to be removed or trimmed up around Richmond House. (to be done with Mr. Liar & Dad ahead of time w/ flagging); Clean up and Clear out Patio and rearrange/repair Brick Patio - Shovels, Hand Saws, Gloves, Safety Glasses, Trimmers & pruners, etc. ; 2 adults and 4-6 scouts

Patrol 2 (MORNING): Fence Repair Patrol - I will put orange flagging on all the fence post and wood pieces that need to be removed and replaced at Richmond House (flagging done ahead of time w/ Mr. Liar and Dad) - Nails, Hammers, Safety Glasses, 2x4" wood; power saws, circular saws, hand saws, tape measure, gloves, wood fence posts replacements, etc. - 2 adults (power tools) and 2-3 scouts.

Patrol 3 (MORNING): Lattice Repair Patrol - I will put orange flagging on the lattice that needs repair/replaced at Richmond House (flagging done ahead of time with Mr. Liar & Dad) - two 4 x 8 sheets of treated lattice; hammers, nails; circular saw; tape measure, gloves, safety glasses - 2 adults (power tools cutting) and 2 scouts.

Patrol 4 (AFTERNOON) - Fence Painting Patrol - Paint all the fence posts with WHITE Paint. - Drop clothes; 3-4 gallons of WHITE Paint (water based exterior), Paint brushes, Safety Glassed, Paint Gloves (surgical) - 2 adults and 2-4 scouts

Patrol 5 (AFTERNOON) - Digging & Planting Patrol - I will place wood stakes with orange flagging on all the areas around Richmond House where we will dig holes and plan small trees, scrubs, and flowers. (TBD a head of time with Mr. Liar and Dad - Spring Break) - shovels, work gloves, plants & flowers (supplied & delivers ahead of time by Mr. Liar), hoses, water, etc. - 2 adults and 4-6 scouts

Patrol 6 (AFTERNOON) - Bridge Cleanup - If we have over flow of lot of scouts, will get a patrol to go over to bridge area and clean up and pick up all the trash in the woods around the creek and bridge. Work Gloves, Trash Bags, etc. - 2-4 Scouts with Adult supervision.

Eagle Scout Service Project Proposal, continued

Safety Issues *(The Guide to Safe Scouting is an important resource in considering safety issues.)*

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.

Saws, drills, shovels, paint in eyes, hammers and nails that could cause accidents. Only the adults will be allowed to use the power tools. In case of an accident I will have a first aid kit on site. In case of emergency the closest urgent care/hospitals are:

St. Michael's Emergency Rooms
9000 Westheimer Rd, Houston, TX
(713) 343-0911 · stmichaelser.com

St. Luke's Community Emergency Center - San Felipe
6363 San Felipe St #100, Houston, TX
(713) 972-8300 · stlukesemergency.com

SEE MAP attached in Photos in PROJECT DESCRIPTION section.

Further Planning *(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)*

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

1. Make a list of the exact tasks with details that need to be done.
2. Make drawing of the outside of Richmond House showing what areas need to be cleaned, painted, landscaped, planted.

Candidate's Promise *(Signed before approvals below are granted)*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4-4. 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 chosen as beneficiary.

Signed

Date

Unit Leader 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 him.

Signed

Date

Unit Committee Approval*

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 to 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

Beneficiary 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) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed

Date

Council or District Approval

I have read sections 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 complete a final plan and further encourage him to share it with a project coach.

Signed

Date

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



Eagle Scout Service Project Final Plan



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name: Ryan Ogilvie

Project start date: Aug 10, 2013 Projected completion date: Aug 18, 2013

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this final 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. Note, however, that it is not necessary to provide details that are not necessary to the accomplishment of your project.

A Scout who is prepared will complete the final plan and ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may take on this important role. His or her involvement and review of your final 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.

Eagle Scout Service Project Final Plan, continued

Comments From Your Proposal Review

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

if possible, put two or three small groups, led by young scouts so that the younger scouts can learn though experience about leadership

Project Description and Benefit-Changes From the Proposal

As projects are planned, changes usually are necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also share major changes with those who approved your proposal, and also with your coach to be sure you still have a chance of passing the board of review.

How will your project be different from your approved proposal?

Since it already took a very long time to do the first part of the project and the fact that the beneficiary didn't have the plants ready we did not plant new plants on the project site.

We also substituted different pickets in place of the old ones because you couldn't find the old pickets for the fence.

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

Less helpful because we aren't planting the plants he originally asked us to do. The beneficiary was okay with this, he was already very happy with everything else we planned to do.

the pickets don't make much of a difference at all.

Present Condition or Situation *(It is extremely helpful to have "before" photographs to show the board of review)*

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

everything is overgrown and people could get stuck with branches trying to clear everything out.

Project Phases *(You may have more than eight phases, or fewer, as needed; if more, click the button to add a phase.)*

Look at the phases from your proposal. Make any changes, then provide a little more detail, including timing.

1.	Set up Meeting with Mr. Jim Petrie to discuss & outline project (January, 19, 2013) - DONE
2.	RECEIVED Feedback from Mr. Petrie on Project (Feb 10, 2013) -DONE
3.	Revised Work Plan and Resubmit to Mr. Petrie (Feb 23, 24, 2013)
4.	Submit Revised Project Work Plan to SFEDS - Mr. Lair via E-mail - (February 25th, 2013)
5.	Get project approval & date for project (April, 2013)
6.	Set up date on TROOP CALENDER for event - Contact Mrs DISA LYON
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9.	Arrange for plants, tools, materials, supplies to be delivered
10.	Project Prep weekend before actual project
11.	Project Execution - Preferable a Saturday - Phone calls, etc.
12.	Take photographs afterwards of final product & any follow-up and finishing touches.
13.	Final Project Documentation and Finish up work book, finances, receipts, etc.
14.	

Eagle Scout Service Project Final Plan, continued

Work Processes

Prepare a step-by-step list of what must be done and how everything will come together: site preparations, sizing, assembly, and fastening of materials; uses of supplies and tools; finishes to be used (paint, varnish, etc.); and so forth. Consider asking your project coach for assistance with this.

Beforehand

1. Contact scouts to get workers
2. Getting all materials to work site
3. bringing tools to work site
4. flagging the trees we want to keep

Project day

- Initial clearing

1. Clear out all overgrown bushes and branches
2. dig out all dirt in the way of the fence
3. cut down the tree next to the house
4. rake up all leaves plants

- preparation for fence and lattice work

1. remove all boards on fence
2. remove all lattice
3. repair frame on fence (cut boards to fit)
4. remove and replace old lattice frame if it is rotted

(this has to be measured and cut)

- Replacement and painting

1. put all fence pieces back on with the new pattern
(reuse good boards to save money and put new pickets in between)
2. cut lattice pieces to fit in each slot
3. scrape off all old paint on fence frame and old boards
4. repair fence door hinges
5. paint fence

- After paint is dry (next weekend with a small amount of help)

1. cut black plastic and place it all inside the fenced area and around fence
2. place mulch everywhere there is black plastic
3. final cleanup and trash pickup

Attach further plans as necessary, with drawings, diagrams, maps, or pictures that will help you succeed and that might be helpful to your workers, your coach, the project beneficiary, and your board of review. Drawings should be to scale. If you are planning an event or activity, a program outline or script might be appropriate.

Permits and Permissions

(The tour and activity plan has also been called the "tour permit.")

Will a tour and activity plan be needed (this must be confirmed with local council policies)? If you will need permission or permits*, what is being done to obtain them, and when will they be issued?

N/A

**Permissions and permits could include building or electrical permits, dig permits, event permits, permission to access property, etc.*

Materials

List each item, and its description, quantity, unit cost, total cost, and source. For example:

Eagle Scout Service Project Final Plan, continued

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
pickets	wood picket bundle (25)	6	\$35.10	\$210.60	Lowes
2by 4	treated 2/4's	24	\$2.37	\$56.88	home depot
nails	1 pound nail boxes	10	\$3.97	\$39.70	home depot
lattice	green lattice	4	\$25.97	\$103.88	home depot
edging	patio edging	70	\$1.38	\$96.60	home depot
mulch	pine mulch bags	40	\$2.47	\$98.80	home depot
sand	leveling sand	2	\$3.48	\$6.96	home depot
paint	white paint	5	\$27.97	\$139.85	Benjamin Moore
black plastic	black sheeting (1 large roll)	1	\$59.98	\$59.98	home depot
Total cost of materials				\$813.25	

**If you plan for donations such as the one shown in the sample, you will most likely need to complete the Eagle Scout Service Project Fundraising Application on page 17.*

Eagle Scout Service Project Final Plan, continued

Circular power saw*	1	0	0	Mr. Smith	Mr. Smith

Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
shovels	6		\$0.00	home/ adult leaders	adult/ scouts
clippers	8		\$0.00	home / adult leaders	adult/ scouts
hand saws	3		\$0.00	home/ adult leaders	adult/ scouts
safety glass	10		\$0.00	home/ adult leaders	adult/scouts
saw horses	2		\$0.00	home/ adult leaders	adult
chop saw	1		\$0.00	home/ adult leaders	adult
circular saw	2		\$0.00	home/ adult leaders	adult
rakes	3		\$0.00	home/ adult leaders	adult/ scouts
lawnmower	1		\$0.00	home	adult
Total cost of tools			\$0.00		

* Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See the Guide to Safe Scouting.

Expenses

Item	Projected Cost
Total materials <i>(from above)</i>	\$813.25
Total supplies <i>(from above)</i>	\$67.39
Total tools <i>(from above)</i>	\$0.00
Other expenses	\$0.00
breakfast and lunch food	\$30.00
Total cost	\$910.64

Revenue

Total to be raised:	\$	\$0.00
Contribution from beneficiary:	\$	\$880.64
<i>Describe in detail how you will get the money for your project. Include what any helpers will do to assist with the effort.</i>		
The project will be fully funded by the beneficiary.		
Food for breakfast and lunch will be provided by my parents (~\$30)		

Eagle Scout Service Project Final Plan, continued

Giving Leadership

Complete 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
clear out overgrown plants	pruning and cutting	adult supervisors and youth	3A 7S	3A 7S
clear dirt around fence	shovels and raking	adult supervisors and youth	1A 4S	1A 4S
take out tree on house	sawing	adults	4A 1s	4A 1s
remove old paint boards	hammering	adult supervisors and youth	2A 5S	2A 5S
paint fence	painting	adult supervisors and youth	3A 3S	3A 3S
remove old lattice	hammering	adult supervisors and youth	2A 3S	2A 3S
cut and put in new lattice	measuring, cutting, hammering	adults	3A 2S	3A 2S
cut and lay out tarp	measuring, cutting	adult supervisors and youth	1A 2S	1A 2S
place mulch on tarp	spreading	adult supervisors and youth	2A 2S	2A 2S
cut new fence boards	measuring and cutting	adults	3A 3S	3A 3S
place new fence boards on	hammering leveling	adult supervisors and youth	3A 3S	3A 3S

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

I will brief them on the initial plan of the project at the beginning of each shift. From there I will split them up into groups to work on each part of the project and tell them specifically what needs to be done in their area.

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

I will tell them when I expect them to be done and for each group I will tell them exactly what they need to do each job. I will also be constantly moving around to make sure the scouts are doing what needs to be done properly. I will also assign adult supervision for each task.

Logistics

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

Parents will drive scouts to and from the workplace and some scouts will drive themselves

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

Adult leaders will bring all tools in and leave with their tools
We will carry in all necessary supplies materials in by car beforehand
We will make trips to Lowes and Home Depot as necessary

How will the workers be fed?

Breakfast - coffee for adults, juice, breakfast snacks
lunch- pizza and drinks brought in by adult volunteers

Will restrooms be conveniently located? Yes No If no, explain:

What will be done with leftover materials and supplies?

Leftover supplies and materials that can be returned will be returned.
Leftover materials will be either left at the work site for any future repairs or touch ups

Eagle Scout Service Project Final Plan, continued

What will be done with the tools?

Tools brought by the adults will go home when they leave or I will return the tools to the adults at the next scout meeting.

Safety

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

Yes, we will have three on hand.

They will be in the cars of the adult leaders and one will be left on the porch

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

gasoline for lawn mower, handled by an adult.

List hazards you might face. (These could include severe weather, wildlife, hazardous tools or equipment, sunburn, etc.) What will you do to prevent problems (for example, hazardous tools operated only by qualified adults)?

Potential Hazard	What will you do to prevent problems?
Severe weather	There is a roof if it gets bad and we will bring tents as well possible cancellation if too severe
sunburn	sunburn lotion in first aid kit and sunscreen provided
Circular saw	only operated by qualified adult
small tree removal / using hand saws	Qualified adults will cut it down

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

inform them of the days jobs and tell them who I expect to complete the different jobs. I will also inform them of the safety concerns at this worksite

Will you hold a safety briefing? yes If so, when? at the beginning

Who will conduct it? Myself

Who will be your first-aid specialist? My dad, Jeff Ogilvie

Contingency Plans

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

benefactor changing dates or having some other commitment - change date to next available weekend

Very severe weather - change date to Sunday

Comments From Your Project Coach About Your Final Plan *(A project coach is not required but can be extremely helpful.)*

N/A

Eagle Scout Service Project Fundraising Application

Before completing this application, it is important to read the "Procedures and Limitations on Eagle Scout Service Project Fundraising." It can be found at the back of this application. 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 adjustment/s must be made. Use this form, not the Unit Money Earning Application.

Eagle Scout Candidate

Name: Ryan Ogilvie Preferred phone Nos.: _____

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____

Check one Troop Team Crew Ship Unit No. _____

District name: _____ Council Name: _____

Project Beneficiary (Name of religious institution, school, or community)

Name: _____ Preferred phone Nos.: _____

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____

Project Beneficiary Representative (Name of contact for the project beneficiary)

Name: _____ Preferred phone Nos.: _____

Address: _____ City: _____ State: _____ Zip: _____

Email address: _____

Describe how funds will be raised?

Proposed date the service project will begin. 2013-08-10 _____

Proposed dates for the fundraising efforts: _____

How much money do you expect to raise?: _____

Prospective Donors

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

* You must either provide or attach a list of prospective donors 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? Yes No If so, by whom? _____

Contract details:

See "Procedures and Limitation" following this application.

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

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

*Councils may delegate approval to districts or other committees according to local practices.

Procedures and Limitations on Eagle Scout Service Project Fundraising

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising or securing donations of materials*. Send the completed form 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 appropriate.

**This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members of his unit, or the beneficiary. All money left over, regardless of the source, goes to the beneficiary.*

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, and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, 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 for deposit to an account of the beneficiary or the candidate's unit, 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, 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.



Eagle Scout Service Project Report



Eagle Scout candidate's name: Ryan Ogilvie

Project start date: Aug 10, 2013 Projected completion date: Aug 18, 2013

This section is to be completed after the service project has been concluded. It is not necessary to provide length answers. Please be prepared to discuss your responses at your board of review.

Eagle Scout Service Project Report

*This section is to be completed after the service project has been concluded. It is not necessary to provide lengthy answers.
Please be prepared to discuss your responses at your board of review.*

Eagle Scout candidate: Ryan Ogilvie

Once planning was completed, when did the work begin? Aug 10, 2013 When was it finished? Aug 18, 2013

Summary

What went well?

The clearing at the beginning of the project went very well. Everything was removed very quickly. It did take longer than expected but replacing the fence posts went fairly quickly as well as the prep work and painting on the fence that followed. Laying out the tarp on top afterward also went very quickly and smoothly after painting was complete.

What was challenging?

The lattice work took a lot longer than expected and the original lattice wood mounts were almost all too old and rotten to be re-used

Changes

What changes were made as the project was conducted?

We had to buy extra wood 2x4's to be used to mount the lattice too. Since the original was all rotten more than expected had to be cut and replaced. This took a lot longer than expected and had to be finished the next weekend. The project altogether also took a lot longer than expected so we had to work the next weekend to finish it. We had a few select adult leader come out the second weekend to finish the lattice work, fence, and the black plastic and mulch.

Leadership

In what ways did you demonstrate leadership?

As the project leader I was able to have the opportunity to lead a significant number of scouts in completing my own project. I split them up into groups to work on different jobs in order to finish it as soon as possible. I also helped some of the scouts by showing them how to do some of the jobs.

What was most difficult about being the leader?

It is often difficult to keep some of the younger scouts on task and can be hard to be the bad guy telling them to get back to work. I also found it difficult to not help on some parts of the project since I was the acting leader.

What was most rewarding about being the leader?

I got to see all the scouts and adult leaders come together to help and work on my own project. It was rewarding to see this project I worked so hard to set up come together so quickly and I got to see the project all the way through to when it was finished. In particular the white fence that took the longest amount of time looked amazing at the end.

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

This project help teach me how to lead many scouts in one huge project. It can be hard to control all them at once so I often had some adults overseeing and helping the scouts with the different jobs. Leading many scouts can be difficult, but as long as I can get them all working the project will go very smoothly and quickly.

Materials, Supplies, Tools

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

The was a lack of wood 2 by 4's for replacing the lattice work frame. We had expected that we could reuse most of the original frame but too much was rotten or falling apart. We only had to go out and get an additional wood. We also underestimated the amount of wood pickets we needed for the fence. We just went out and got more.

Eagle Scout Service Project Report, continued

Entering Service Project Data

The Boy Scouts of America collects information on the hours worked* on Eagle Scout service projects because it points to achievement on our citizenship aim. So that you can assist with the data collection, please keep a list of the people who help on your project, and a log of the number of hours they work. Then, please provide the information requested below. Be sure to include yourself, and the time spent on planning.

	No.	Hours
The Eagle Scout candidate	1	46
Registered BSA youth members	15	60
Other youth (brothers, sisters, friends, etc., who are not BSA members)	1	6
Registered BSA adult Scout leaders	7	40
Other adults (parents, grandparents, etc., who are not BSA members)	4	15
Totals	28	167

* There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.

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

Describe your fundraising efforts: All Funds for this project were provided by the beneficiary Food was provided by my parents
How much was collected? <u> 910.64 </u> How much was spent? <u> 910.64 </u> If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid. N/A
If you had money left over after the project completion, did you turn it over the the project beneficiary? If "No," when and how long will that take place? N/A
How were the donors thanked? I sent a letter to the beneficiary thanking him for supporting this project with his very large donation to fund the project.

Photos and Other Documentation

If you have them, attach any "before," "during," and "after" photographs. Attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.



Eagle Scout Service Project Report, continued

Candidate's Promise

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

Signed:

Date:

Completion Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name: Mr. Lair

Unit leader name: Mr. Brochu

Signed:

Date:

Signed:

Date:

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 the Eagle Scout candidate and his parents or guardians the same information we provide to council and district volunteers responsible for project approvals throughout the Boy Scouts of America. You will learn what they can and cannot require.

In addition to reading this entire workbook, the candidate and his parent or guardian should consult the *Guide to Advancement*, No. 33088, beginning with section 9.0.2.0, "The Eagle Scout Service Project."

The *Guide to Advancement*, along with the *Boy Scout Requirements* book, No. 34765, and this workbook, are the only official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Boy Scout Requirements* book are available in Scout shops or on www.scoutstuff.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 may not add requirements or ask you to do anything that runs contrary to or exceeds the policies, procedures, or requirements of the Boy Scouts of America.

What an Eagle Scout Candidate Should Expect

First, the Eagle Scout service project belongs to the Eagle Scout candidate. His 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*, section 9.0.2.1.

1. Questioning and probing for his 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. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his 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 his 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. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he 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

Many units, districts, and councils use Eagle Scout service project “coaches.” They may or may not be part of the proposal approval. Though it is a Scout’s option, coaches are highly recommended—especially those from the council or district level who are knowledgeable and experienced with project approvals. Their greatest value comes in the advice they provide after approval of a proposal as a candidate completes his planning. A coach can help him 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 shall *not* have the authority to dictate changes, withdraw approval, 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 the right 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 position) and have taken BSA Youth Protection training, and may come from the unit, district, or council level.

What Is Meant by “Give Leadership to Others ...”?

“Others” means at least two people in addition to 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 the time worked on a project. The most important thing here is that the Eagle Scout candidate exhibits leadership.

Evaluating the Project After Completion

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 our motto to “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.

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 modifications were so material that the extent of service or the 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. He may choose to meet these requests, or he may decide—if he believes his completed project worthy and in compliance—to complete his Eagle Scout Rank application and submit his project workbook without final approval. He must be granted a board of review should he request it. If it is thought a unit board may not provide a fair hearing, a “board of review under disputed circumstances” may be initiated. See the *Guide to Advancement* for more information.

Risk Management and Eagle Scout Service Projects

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 with project execution. As with any Scouting activity, the *Guide to Safe Scouting* applies. The “Sweet 16 of BSA Safety” must also be consulted as an appropriate planning tool. It can be found online at “Scouting Safely,” www.scouting.org/scoutsources/healthandsafety/sweet16.aspx.

At the time of publication of this workbook, changes were being made to the *Guide to Safe Scouting* that will affect how service projects are conducted. The changes limit the use of hazardous power tools, machinery, and equipment, and also such activities as working at heights or on ladders, and driving motor vehicles.

Insurance and Eagle Scout Projects

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 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 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.

*The *Guide to Advancement* is available in Scout shops or from www.scoutstuff.org.



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