

many thanks to Ray Ziemba and the other leaders of T-1345 in Dumont, NJ for this Guide

## Meeting Eagle Scout Requirement 5 / Leadership Project

### 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 District Advancement Committee 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 (“project sponsor”). 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.

**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, development, or leadership, the planning effort would not meet the test. In that example, 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.

- **Note that the Scout MUST lead the project.** If you are not willing to let the Scout run his project, or the project is such that the Scout cannot carry out the project with the Scout leading a group of youth carrying out the project with a minimum of adult involvement, then the project is not a good candidate for an Eagle project.

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.

### Discussing Your Project Idea

To begin the process, write a **brief** description of your project ideas on a piece of paper. Describe at a high level what you intend to do for your project, who the project will benefit (the project Beneficiary or “sponsor”), and a brief description of the steps you will take in carrying out your project. Review this with your Eagle Scout advisor or Project Coach (if your troop has one).

Your Scoutmaster has primary responsibility to help you with your Proposal, while an Eagle Project Coach (if your troop has one) primarily will be a sounding board for your Final Plan.

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## Preparing the Project Proposal

Your written Proposal must be completed first. It is an overview, but also the beginnings of planning which is a key part of the requirement. It shows your unit leader, unit committee, and district committee 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.***
  - a. 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.***
  - a. You must show the project is realistic for you to complete.
3. ***Safety issues will be addressed.***
  - a. 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.***
  - a. 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.***

## The Initial Project Proposal:

Your written initial Proposal will include the following items:

1. **Project Description and Benefit:**
  - a. Briefly describe the project.
  - b. Tell how your Eagle Project will be helpful to the beneficiary (the project "sponsor").
  - c. Explain why the project is needed.
  - d. When do you anticipate being able to start work on your project.
  - e. How long do you think the project will take to complete (time estimate). This includes the project proposal and the final project write up (usually longer than the project itself).
    - i. Give an estimated number of hours for each of the Phases in your project.
2. **Giving Leadership:**
  - a. State approximately how many people will be needed to help you with your project.
  - b. State from where you will recruit your workers (troop, classmates, friends, neighbors, family, Others). **NOTE: it is often difficult for family and relatives to step back and let you be the leader!**
  - c. Explain what you think will be the challenges in organizing and leading your helpers.
3. **Materials:**
  - a. List what materials you will need for your project.
  - b. Materials are items that become part of the finished product (such as lumber, nails, paint).
4. **Supplies:**
  - a. List what supplies you will need for your project.
  - b. Supplies are items you use up during the project (such as paper, markers, tape, garbage bags).
5. **Tools:**
  - a. What tools will be needed for your project.
6. **Permissions and Permits:**
  - a. What permissions will you need to obtain for your project (such as permission to use a school, carry out a project at a ballfield on Dumont Day, work on water company property, etc).
  - b. What permits will you need (such as construction permits or insurance certificates).
7. **Preliminary Cost Estimate:**
  - a. How much money do you think you will need to carry out your project.
  - b. Estimate costs for materials, supplies, tools, and other costs.
  - c. Explain where you think you will get the money from to carry out your project.

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- d. Will you need to raise funds as part of your project.
- 8. Project Phases:**
  - a. Think of your project in terms of phases, and list what they might be.
  - b. Phases may include: planning, approvals, getting helpers, getting materials, project execution, project write up.
- 9. Logistics:**
  - a. How will you handle transportation of materials, supplies, tools, helpers, and things like collected items.
  - b. Will you need a tour permit.
- 10. Safety Issues:**
  - a. Describe hazards you may need to deal with.
  - b. Describe safety concerns you may need to deal with.
- 11. Further Planning:**
  - a. List some action steps you will take to complete your final plan.

### Who Approves Your Proposal? (Project Coach does not approve your Proposal):

Your written Proposal will need the following approvals:

1. Eagle Scout candidate (your signature). This will indicate that you have reviewed the process, carefully read the entire Eagle workbook, and that you and your parents have read the "Message to Scouts and Parents / Guardians".
2. Unit Leader Approval (your Scoutmaster - no one can substitute for him)
3. Unit Committee Approval (usually Troop Committee Chair and/or Advancement Chair)
4. Beneficiary Approval
5. District Approval ([the approval process involves circulating the Proposal to the Committee Members for their suggestions and comments; and often takes as long as 30 days to complete](#))

## Initial Project Proposal



*BSA is strongly encourages Eagle Candidates to present their project Proposals to members of the troop committee; and to consider their comments and suggestions as part of the Unit's approval process.*

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## **The Project Proposal – The Final Plan:**

Only after you have received all the approvals in writing on your project Proposal, you are expected to Develop, Organize, Plan and finally Write a much more detailed Final Project Plan.

The more detailed project plan will include:

1. **Comments and suggestions from the review of your Proposal.**
  - a. Any ideas that were added to the proposal by your advisors.
2. **Project Description and Benefits – Changes from your initial Proposal.**
  - a. How will your project differ from the initial Proposal.
  - b. Will the changes make the project more or less useful to the beneficiary (“project sponsor”).
3. **Describe present condition or situation.**
4. **List project Phases.** This should coincide with the estimated hours you proposed per Phase.
5. **Work Processes:**
  - a. **STEP-by-STEP** list of what must be done. This is the detail of the project plan.
  - b. This is the most detailed section of your project plan. Once this section is completed, the Scout will have a detailed plan to follow in order for them to be successful in their project. **Scouts should refer back to this OFTEN when carrying out their project!**
  - c. This section may contain any supporting documents, such as drawings, maps, lists, diagrams, or pictures.
6. **Permissions and Permits:**
  - a. If any permissions and/or permits are needed, they will be detailed here.
7. **Detailed materials list:**
  - a. Items, descriptions, estimated quantities, estimated costs, estimated sources.
8. **Detailed supplies list:**
  - a. Items, descriptions, estimated quantities, estimated costs, estimated sources.
9. **Detailed tools list:**
  - a. Describe tools needed, quantity, cost if needed to buy, source, who will operate them.
10. **Expenses and Revenues section:**
  - a. This section will detail out any expenses.
  - b. This section will detail out where money will come from, including if it was given to you for the project, donations, and any fundraising that may have been done to support the project.
11. **Giving Leadership section:**
  - a. This is where you will detail which jobs/tasks need to be completed, who you anticipate may complete these jobs/tasks, whether it is suitable for youth or adult helpers, what skills are needed for the jobs/tasks.
  - b. Identify your plan for leading your helpers through this project.
  - c. Identify your plan for communicating to your helpers.
12. **Logistics:**
  - a. How will workers get to and from your project locations.
  - b. How will you transport materials and supplies.
  - c. How will workers be fed and/or hydrated during your project.
  - d. What will be done with leftover materials and/or supplies.
13. **Safety Items:**
  - a. Where will the first aid kit be located.
  - b. What hazards need to be identified and addressed.
  - c. How will you lead people to deal with the safety issues.
  - d. How will you communicate safety issues to your helpers.
  - e. Who will be the safety / first aid specialist.
14. **Contingency Plans.**
15. **Comments from your coaches/advisors on your project plan.**

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### The Final Project Plan Approvals:

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, such as the troop Eagle Advisor if your troop has one. 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 your Eagle Scout Board of Review.

Troop 1345 will strongly encourage a review of the scout's written Final Project Plan before any work on the project begins, and having done so, will provide the following written approvals via initials (which are **optional**, but strongly encouraged):

1. Troop Eagle Advisor and/or Project Coach

## Final Project Plan Write Up



### Project Execution:

A Scout who has received the required initial Proposal approvals, and then reviewed the Final Project Plan write-up with his Eagle Advisor and/or Project Coach, is now ready to carry out his project.

Things to keep in mind during the project:

- **The Scout MUST be in charge!! Too much adult involvement may jeopardize the scout's "leadership" over his project.**
- Do not drastically change or alter the project. Minor changes are OK (and a fact of life), but if there are significant changes in scope or complexity from the approved Proposal, the project may need to be re-approved. Make sure all changes and/or additions are clearly documented.
- Make sure to use time sheets for all helpers working on the project.
- Take plenty of pictures. Pictures tell a great story, and provide evidence of the project execution.

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### **Final Project Write Up – the Final Report:**

A Scout that has completed his project execution will then need to complete a final project write up. The final project write up shall be thorough enough and detailed enough to provide sufficient evidence to any outsider not involved with the project (such as somebody sitting on the Eagle Board of Review) that the scout provided the necessary leadership in executing the project in accordance with the project approval and the written project plan. The final project write up will cover topics such as:

- What went well with the project.
- What was challenging.
- What changes were made as the project was conducted.
- In what ways did the scout demonstrate leadership.
- What was the most difficult part of being a leader.
- What was most rewarding about being a leader.
- What did you learn about leadership.
- How were your leadership skills leveraged and/or enhanced.
- Review of materials, supplies, and tools.
- Review of project funding.
- Review of manhours for the project (including timesheets):
  - Total project hours
  - Hours put in by the Eagle Scout Candidate
  - Hours put in by youth
    - Scouts
    - Others/Friends
  - Hours put in by Relatives/Family members
  - Hours put in by adults
    - Troop leaders
    - Other Adults
- Photos and other documentation

### **Final Report Approvals:**

A Scout that has completed his final project write-up will need to get three signatures on the completed project workbook before it is submitted to the District Committee:

1. Eagle Scout candidate (i.e., yourself)
2. Project Beneficiary
3. Scoutmaster (only the Scoutmaster can sign)

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## 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.

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 scout sources. 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 district and council advancement chairs 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.

### 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.

There may be instances where upon its completion, the unit leader or project beneficiary chooses not to approve a completed project. One or the other may determine modifications were so material from the approved Proposal 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 to the District Advancement Committee without final approval. He must be granted a Board of Review should he request it. If it is thought his Unit leaders will not be fair a “Board of Review under Disputed Circumstances” may be requested of the District Advancement Committee by the eagle candidate.