

# Eagle Scout Service Project Proposal

Project Description and Benefit Eagle Scout candidate: Scout's name

**Briefly describe the project. Attach sketches or “before” photographs if this will help visualize it**

- State what you are going to do. State numbers, dimensions, amounts. Be as specific as you can, at this point.
- Include a diagram (not to scale) or picture of the final product (if a construction project). If you are doing a landscape project, then a diagram showing the layout would be helpful. Place the diagram in an appendix, and reference the appendix in this area of the write-up.
- Please include a street map showing location in the community (Appendix)
- Please include a satellite map of the campus to show where in the campus of a church, school or park (Appendix)
- Before pictures are really not necessary unless you feel it would help explain the project (rather than the need for the project)

**Tell how your project will be helpful to the beneficiary**

- Briefly state how it will help—please don't just fill with jibber jabber to fill a box
- If the sponsoring organization is not self-explanatory, please explain the group and whether it is a nonprofit charity, a for-profit community organization, or a commercial business.

**When do you plan to begin work on the project?**

- Month and year

**How long do you think it will take to complete?**

- How many days or weeks

**Giving Leadership**

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

- How many youth and how many adults?

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

- School club meetings, Troop meetings, Facebook page, etc.

**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 yet need a detailed list of exact quantities, but you must Show you have a reasonable idea of what is required.**

- State approximately what materials you will need
- Don't just say wood but pine wood, pressure treated yellow pine. Other items might be screws, nails, cement, mulch, hinges, etc.

**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.**

- Disposable tarps?
- Lunch for the work crew?
- Lunch supplies such as paper plates and paper towels?
- Fundraising supplies (envelopes, stamps, paper, etc.)?
- Markers?
- Posterboard?
- Paper for flyers?

**ALL PROJECTS NEED:**

- First aid kit
- Notebook to take notes or draw diagrams for volunteers
- Garbage bags
- Pencils or pens

## Tools

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

- Name all the tools you think you will need – not quantities. List any tools you will need to rent.

## **ALL PROJECTS NEED:**

- 2 Cell Phones
- Extra workgloves
- Extra Eye protection

**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?

- City building permits?
- Permission from the parks or schools?
- Certificate of Insurance for public land?
- Is a Tour Plan necessary?

## Preliminary Cost Estimate

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

## Materials

- Provide a rough estimate of what the materials will cost. You will need to research the costs of the main materials and add some amount of “padding” to cover the details you haven’t researched yet.

## Supplies

- Provide a rough estimate of what the supplies will cost. You will need to research the cost of the supplies and add some “padding” to cover the details you haven’t researched yet. Include fundraising costs as well.

## Tools

- This pertains only to tools you need to rent or purchase for the project. If you are borrowing or supplying tools you do not need to estimate cost.

## Other\*\*

- Estimate such costs as food, water, gasoline, parking, permits, equipment rental, sales tax (include assumed %), etc.

**Fundraising** (Explain where you will get the money for total costs indicated below, left)

- Basically what is your fundraising plan? Not the details but what is your Plan A. You should include a Plan B even if it is “Repeat Plan A until sufficient funds are raised”.
- Will you need to submit a fundraising application?

## Project Phases

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.

## Suggestions / Examples

1. Complete the Final Plan
2. Calculate actual anticipated costs
3. Solicit Volunteers
4. Raise the funds
5. File necessary permits
6. Procure materials, supplies, tools
7. Prepare the work site
8. Carry out the project
9. Clean up
10. Finish the final report

**Logistics** (*A Tour 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 Plan?**

- Use the Milton District Line: **Volunteers under the age of 18 will be transported to and from the worksites by their parent or guardian or as arranged by their parent or guardian. Volunteers over the age of 18 will be responsible for their own transportation.**
- What type of vehicles will you require to transport the materials, supplies tools? Notice it says what type of vehicle, **NOT WHOSE VEHICLE**
- What types of vehicles will you need to transport the completed project if applicable?

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

**Scouts need to check the Guide to Safe Scouting prior to writing their project proposal or plan because it is CONSTANTLY UPDATED**

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

- Safety cutting wood – distracted cutter, wood chips to the eyes, cut fingers/hands
- Safety in operating power tools – distracted operator, slivers to the eyes, cut fingers/hands
- Safety in operating manual tools – distracted operator, slivers to the eyes, cut fingers/hands
- Traffic control – volunteers being harmed by a moving vehicle
- Location of closest hospital –
- Hazards to the eyes – objects flying into the eye and causing eye damage
- Hazards to the hands – cuts to the hands, splinters to the hands
- Hazards to the feet – toe injury due to falling object or stubbing
- Hazards going to strangers homes – abuses, kidnapping, or worse
- Hazards of meeting strangers alone in a store worksite – abuses ,kidnapping, or worse

**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.*) for example, “Complete a more detailed set of drawings.”

#### **Suggestions / Examples**

- Make sure the area is safe to dig in. Call the utilities if necessary
- Make sure all permits are filed and accepted
- Complete the step by step
- Create, draw or obtain diagrams to aid in understanding and completing the step by step
- Create criteria to judge if the project is completed and acceptable for transfer to the sponsor
- Create a complete fund raising plan. Fill out and file a fundraising application if needed
- Create a plan for obtaining volunteers. Include source of volunteers; method of soliciting for volunteers, method for keeping track of volunteers hours. Creation of and lead by the patrol system in the project
- Create a time schedule for processing the plan. Plan for inclement weather
- Consult the Guide to Safe Scouting and then create a safety plan

**Candidate’s Promise – Beneficiary Approval – Unit Leader Approval – Unit Committee Approval**

- Read and understand what you are agreeing to
- All of these signatures must be in place before you submit your proposal to the District

**Council or District Approval**

- District Advancement Chairman will sign here

# Eagle Scout Service Project Final Plan

**Eagle Scout Candidate:** Your Name

**Project Start date:** When do you plan to start the project?

**Projected Completion date:** When do you plan to complete the project?

## Comments From Your Proposal Review

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

- These will be made when you submit your proposal for approval to the District Advancement Chairman. **It is important you submit this page when you submit for approval as the District Advancement Chairman will write down suggestions or concerns you will need to take into account in your Final Plan.**
- You can count on:
  - Saw Yard and Saw yard safety if cutting wood
  - Safety considerations if using power tools such as chain saws or nail guns
  - When cementing ensuring the object is level, or leaving the last two inches for dirt to give a more natural look
  - Traffic safety if using a car wash as a fund raiser
  - Selecting a Quartermaster to help with the logistics
  - Selecting a Treasurer to help with the Finances
  - Whether a tour plan would be required
  - Safety Plans in effect
  - Knowledge of the closest hospital
  - Using the Patrol Method

## 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. If more space is needed to describe changes, please add an attachment.*

## How will your project be different from your approved proposal?

- List any changes that you determined were necessary as you completed your Final Project Plan.
- If there are major changes you need to consult all those who signed off – Beneficiary, Unit leader, Committee Member and District
- If you are in doubt whether the change is major or not, **ASSUME IT IS AND CONSULT THEM.** It is always better to be safe than sorry later on at a Board of Review

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

- We are not talking about whether you needed to make small alterations in the project (e.g. cut a piece of wood an inch smaller to fit), but **MAJOR** changes. For example using screws instead of nails to make the object sturdier, or adding water sealant etc.
- Note: This is not whether the changes are helpful to you, but whether or not they are helpful to the **BENEFICIARY**

**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).**

- **Pictures can help the reviewers more than anything you can describe.** Good pictures show the need for the project.
- Brief explanation is good but don't fill with jibber jabber just to fill a space. If adding pictures make sure you reference to the attachment and label as well as title the attachment.
- Put a comment on the pictures so the viewer understands what you are trying to show

**Project Phases** (*You may have more than eight phases, or fewer, as needed; if more, place in an attachment.*)

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

Phase 1:

Phase 2:  
 Phase 3:  
 Phase 4:  
 Phase 5:  
 Phase 6:  
 Phase 7:  
 Phase 8:

- Check what you told the District the phases would be and adjust here, if necessary.
- Make sure to include details of what these phases will include and the timing of these phases – order and say how long phase 2 will begin after the start of phase 1

**Work Processes**

Prepare a step-by-step list of what must be done and how everything will come together: site preparations, sizing, forth. Consider asking your project coach for assistance with this.

Attach further plans as necessary, with drawings, diagrams, maps, or pictures that will help you succeed and that are to scale. If you are planning an event or activity, a program outline or script might be appropriate.

- This is the Step-By-Step of the Project. This is what your physical part of the project will entail.
- BE DETAILED IN YOUR STEPS! You have to convince a Board or Review that you knew what you were doing before it was done. Otherwise they will assume an adult figured it out and did it for you.
- INCLUDE APPROPRIATE DIAGRAMS SO THE STEP BY STEP IS UNDERSTOOD. Use the model airplane approach (step with diagrams) to show what you are trying to do. If you are truly leading this project you should be able to hand the steps and diagram off to the patrol leader of the patrol responsible for the function and they can perform it without you standing over them. Include a cutting list or diagram if you are cutting wood for a project.
- This description should go from procurement of materials, supplies, tools to transporting materials, supplies to tools, to preparation of the work site, to the actual construction or performance of the service project, to finishing work to clean up

**Permits and Permissions (*The Tour Plan has also been called the “Tour Permit.”*)**

Will a Tour Plan be needed (this must be confirmed with the local council policies)

- The District will discuss this with you when approving your proposal. If the travel is outside the Atlanta Area Council boundaries or it involves an overnight activity or it involves dangerous activities such as water, climbing etc., you will be required to have a Tour Plan.
- It is always better to have one and have it as unnecessary, than not to and find out you should have had one when there is a liability issue later on.

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

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

- Are you obtaining them or is the sponsor?
- It is recommended that the sponsor obtain all permits, except for the Tour Plan and Fundraising Application.

**Materials**

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

*\*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.*

**For example:**

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plywood 3/4",	4' X 8', B-C interior grade	3 sheets	\$20.00	\$60.00	ABC Hardware donation*

- **Item:** What is the item you are purchasing? Pine wood, pressure treated wood, nails, screws, cement, shrubs, hinges, hardware, etc.
- **Description:** Be specific about what you are purchasing? Use dimensions, sizes and qualities, proper name of plant. **This should be so specific that your quartermaster will know exactly what he needs to purchase. Use brand names, weights, counts, etc.**

- **Quantity:** How many of this item do you require?
- **Unit Cost:** How much does this item cost individually?
- **Total Cost:** Quantity times unit cost gives total cost.
- **Source:** Instead of naming a specific store, you should just use general terms like Local Building Supply Store (LBSS – which covers Lowes, Home Depot, Ace Hardware, etc.), Discount Department stores (which covers Target, Wal-Mart), or food stores (such as Kroger, Publix), or Nursery, etc.

**Total Cost of materials** \_\_\_\_\_

**Supplies**

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

Plastic tarp	9' X 12', 2ml thick	2 tarps	\$4.00	\$8.00	ABC Hardware purchase
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Source</b>

Same as Materials

**Total Cost of Supplies** \_\_\_\_\_

**Tools**

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

List each tool, with its quantity, unit cost, total cost, source, and who will operate or use it. For example:

Circular power saw* 1	\$0	\$0	Mr. Smith	Mr. Smith
<b>Tool</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Source</b>
				<b>Who will operate/use?</b>

- **Tool:** Name the tool specifically – not saw, but circular saw. Not hammer, but claw hammer. Not screwdriver, but battery operated Phillips-head screwdriver, etc.
- **Quantity:** How many of the tool do you require?
- **Unit Cost:** Only if you purchasing or renting this tool for your project. Borrowed tools do not require a price
- **Source:** Where are you obtaining this tool from? You can name a specific person or just say volunteers if borrowed. If rented or purchased you can say Local Building Supply Store etc.
- **Who will operate/use:** you can name a specific individual or just differentiate Adult or Youth

**Total Cost of tools** \_\_\_\_\_

**Expenses**

<b>Item</b>	<b>Projected Cost</b>
Total materials (from above)	
Total supplies (from above)	
Total tools (from above)	
Other expenses	
<b>Total cost</b>	

This should give you the total cost of the project

**Revenue**

**Total to be raised:** \$ \_\_\_\_\_

**Contribution from beneficiary:** \$ \_\_\_\_\_

**Describe in detail how you will get the money for your project. Include what any helpers will do to assist with the effort.**

- This is your fundraising plan.
- Describe IN DETAIL how you will raise the funds
- Think of it as a step by step for fundraising.
- Include your Plan A, Plan B, etc.
- Will you need to file an Eagle Scout Service Project Fundraising Application?

## Giving Leadership

Complete the chart telling about the specific jobs 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).

**Job to Be Done:** List the task such as: work at the car wash, measure the wood, cut the wood, build the bench, dig the hole, mix the cement, install the structure. etc.

**Skills Needed (If any):** Heavy lifting which would show the need for older volunteers, or cut wood which would imply adult task. If anyone could do the job, just say none.

**Adult or Youth:** Is this a task an adult must do or a youth must do or either?

**Helpers Needed:** How many youth and how many adults does this job or task require?

**Helpers So Far:** How many have you already recruited to fill this task?

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

- Are you giving a briefing at the start of the task?
- Will you give the patrol leader a copy of the step by step with diagrams?

**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?**

- Are you using the Quartermaster to remind them prior to the work date?
- Do you have a Communication patrol?
- Will you supply maps of the location?
- Will you send out a reminder email with what to bring when to be there and location map with directions?
- Will you be using Facebook, text messages, phone trees, etc?

## Logistics

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

- Use the Milton District text (as shown above in the proposal section) which covers it all or decide on car pooling

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

- Do you have a Transportation team?
- Will you use the Quartermaster team?
- What vehicles will you need to move the items?
- How will you secure them? Bungees? Rope?

**How will the workers be fed?**

- Are you supplying lunch or are you asking workers to bring their own?

**Will restrooms be conveniently located?**

- Explain

**What will be done with leftover materials and supplies?**

- Remember you or your unit cannot make a profit over an Eagle Scout Project.
- Leftover materials and supplies should generally be donated to the Beneficiary
- Donations to your Charter Organization or another Charity are also appropriate
- You should not keep the extra materials or supplies unless they were yours to start with

**What will be done with the tools?**

- Use the Quartermaster?
- Return to owner in equal or better condition?

## Safety

**Will a first aid kit be need for your project? If so where will it be kept?**

- All projects require a first aid kit
- Decide on a central location that all can find easily

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

- Gasoline? Cleaning chemicals? Paint? Stain?
- How will they be handled? Gloves, masks, eye protection, well ventilated room, etc.

**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 by qualified adults)?**

Potential Hazard	What will you do to prevent problems?
Cutting wood with electric saw	Set up saw yard by roping off an area, Only the cutter and helper to hold the wood allowed to enter. Anyone inside the saw area will wear eye protection. Adults only will operate electric saws
Power Tools	Adults only if dangerous tool such as chain saw, log splitter, nail gun, bobcat, etc.
Moving vehicles	Set up a one way flow of traffic, using traffic cones All volunteers will wear either bright colored T shirts or traffic vests. Safety officer to monitor and direct volunteers out of the traffic lanes
Eye Injury	All operators or tools, electric or manual will wear eye protection. Painting or staining will require eye protection Sanding will require eye protection Cementing will require eye protection
Splinters	Gloves to be worn when handling unsanded wood
Toe injury	Closed toe shoes required to be at the worksite
Poison Ivy	Long pants to be worn, poison ivy wash at site
Dehydration	Water supplied to workers—Bottled in ice cooler or cooler filled with ice water
Insect Bites	Insect repellent on site
Sunburn	Sun screen on site
Injury	Knowledge of nearest hospital as well as map with directions to nearest hospital. First aid kit on site. 2 working cell phones on site

**How do you plan to communicate these safety issues and hazards to your helpers? If so, when?**

- Reminder (email, text, phone call, etc.) to bring safety gear to work site such as closed toe shoes, work gloves, eye protection
- Safety briefing before starting task

**Who will conduct it?**

- You? Safety officer?
- You should have a safety officer assigned to monitor and make sure all safety precautions are in place

**Contingency Plans**

**What could cause postponement or cancellation of the project?**

- Will the project be done rain or shine, or will only severe thunderstorms prevent the project?
- For winter projects, what are your plans for snow or sleet?

**What will you do should this happen?**

- What are your plans?
- Is the work taking place in proper shelter?
- Are you going to call off the work day if weather forecast states such? If so who does this, and how are they going to notify everyone?

**Comments From Your Project Coach About Your Final Plan**

*(A project coach is not required but can be extremely helpful.)*

- Insert your Project Coach's comments here

# Eagle Scout Service Project Fundraising Application

This is required if your fund raising is not limited to family, Project Beneficiary, chartered organization or Unit members and family's donations. If you collect money outside this group of people, you must file an Eagle Scout Service Project Fundraising Application

## Eagle Scout Candidate

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

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

Fill out all spaces

LEAVE NO BLANKS

## Describe how funds will be raised:

State your methods (mailing letters, special website, PayPal donations, etc.)

## Proposed date the service project will begin:

Date you plan to start the project. This date should allow for sufficient time after the proposed fundraising dates (two weeks, three weeks?)

## Proposed dates for the fundraising efforts:

Dates stating from start to finish. If doing a mail solicitation you will need at least 2 weeks for the donations to reach you.

## How much money do you expect to raise?

Realistically how much do you think you can raise using your methods? Your plan should cover all the funds necessary to complete the project.

**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 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.***

Specifically who will be asked to donate, how will you do this and is it you or the fundraising team or project treasurer?

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

It is preferred that if a contract is to be signed, it is not by the scout or Scout Unit. Rather the Project Beneficiary should sign the contract. If it is to be signed by a member of the Scout Unit, it must be clear that the Contract is not binding to the Boy Scouts of America. It is only binding to the person signing the contract. The contract signatory, and not the Boy Scouts of America, is liable.

## Contract Details:

State what the terms of the contract are.

## Approvals

Beneficiary – Unit Leader – Authorized Council I Approval

- All Signatures are required before you start to raised funds
- The Authorized Council Signature is the District Advancement Chairman or his designee

# Eagle Scout Service Project Report

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: **Your Name**

Once planning was completed, when did the work begin? **Actual Start Date**

When was it finished? **Actual End Date**

## Summary

**What went well?**

**Your answers**

**What was challenging?**

**Your answers**

## Changes

**What changes were made as the project was conducted?**

Changes that deviated from the Final Project Plan should be listed here.

## Leadership

**In what ways did you demonstrate leadership?**

- Did you use the Patrol Method?
- You led Patrol Leaders, who led your volunteers?
- Did you delegate responsibility such as using a Project Treasurer, Project Quartermaster? Project Safety Officer?

**What was most rewarding about being the leader?**

**Your answer**

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

**Explain**

## Materials, Supplies, Tools

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

**Answer and explain**

## Entering Service Project Data

Categorize and total the hours from your volunteer log, and enter the information here.

	No.	Hours
<b>The Eagle Scout candidate</b>	1	<b>Your Hours</b>
<b>Registered BSA youth members</b>		
<b>Other youth</b> ( <i>brothers, sisters, friends, etc., who are not BSA members</i> )		
<b>Registered BSA adult Scout leaders</b>		
<b>Other adults</b> ( <i>parents, grandparents, etc., who are not BSA members</i> )		
<b>Totals</b>		

## Funding

### Describe your fundraising efforts:

- What did you do to raise funds. In your plan, you might have listed Plan A, Plan B, Plan C but only needed Plan A and B. No need for detail here, just the how. For example, solicitation via the mail, or door to door campaign, or car wash etc.

How much was collected? **Amount**\_\_\_\_\_

How much was spent? **Amount**\_\_\_\_\_

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

Explain

If you had money left over after the project completion, did you turn it over to the Project Beneficiary? If No when and how long will that take place?

Explain. Note that all excess funds must go to the beneficiary.

### How were the donors thanked?

- Verbal at the time?
- Thank you note?
- Receipt? It is recommended that receipts come from the Beneficiary, and not from the Unit.

### 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.

Include:

- **Pictures of the finished project.** The Board of Review needs to understand what you did. It is suggested to avoid pictures of the process as some pictures might create issues at the Board of Review
- Any handouts or flyers used in the project
- The volunteer hours sheet showing sign in and sign out times. Scan and attach
- The financial ledger you used to keep track of donations coming in. Scan and attach
- Expense sheets showing payments or expenses going out.
- Any maps or diagrams used for the project.
- A plan showing the outlay of the project.
- Any permits or tour plans required.
- Any contracts that were signed.

### Candidate’s Promise Completion Approvals

Beneficiary name:

Unit leader name:

- Read, Understand and Sign
- Obtain signatures from the Beneficiary and from your Unit Leader