General:

Is the project doable by a scout or is it a professional adult job in disguise?
Is the project a free labor project or did the scout actually work on the plans
Is it of a commercial nature?
Is it for a business that will enhance the business?
Is it a fund raiser only?
Does the Scout show leadership or is it just an "I will" adventure
Is the scope large enough…If needed look at realistic hours spent on the project times number of helpers... Should be greater than 100 preferably in the 150 man hour range
Is it neatly done? Uses a ruler to draw lines, prints or hand writes neatly?
Is the proposal in sufficient detail that it can be handed off to another Life Scout and they can perform the project equal to or better than the Eagle Candidate?

We don't want to tell a scout how to do his project but sometimes our experiences can help a scout. These can be added as Suggestions so the scout can use them or ignore at his wish

Cover Sheet

All filled in with proper identifiers

General:

Pages numbered
All pages have a header or footer stating scout's name, troop and eagle project
All attachments labeled with a title and an identifier—A or 1
All attachments referenced to in the text

Describe the project you plan to do.

Does the scout specifically state what the project is?
Do you understand what the project is about?
Is the goal clearly stated?

My Project will be of benefit to the group because:

Does he explain why it will benefit the group he is working for.
Does he explain the group if not obvious, e.g. Drake House is a shelter for women and children who have left their abusive homes

The project concept was discussed with the following representative of the group that will benefit from the project

Has the scout clearly identified who has approved this project from the donor side? Is this an appropriate person to approve? For example the booster club president is not appropriate when a project is done at a school.
 This will be the signature that will accept the proposal and also signify the project was completed to the sponsor's satisfaction. Also identified who the representative is in the organization

Present Condition
What is the site or condition prior to the project? This shows why the project is needed. Pictures are almost a necessity for this

Plans / Drawings / Designs
Show the building plans
Show the site plan or map of the construction site
Show organizational schemes.
If any plans are not original then quote the source here
NOTE: This is not where the scout discusses a description this is only for Architectural or schematic plans/drawings

Materials
Materials - left at workplace, Supplies - consumed during project, Tools - reusable,
Lists all materials required to carry out the project
All materials mentioned here need to be explained in the text
Items that have dimensions require units of measure
Nails/ screws require sizes and lengths as if buying in a store
All Materials are listed as they would be bought, the number of these units required for the project, the cost per unit and then the total cost of the material and where they will be purchased (a specific store is not required but a hardware store, a mail order catalogue etc)

Subtotal cost
Add Tax
Subtotal of materials with tax

Supplies
Lists all supplies required for the project
All Supplies are listed as they would be bought, the number of these units required for the project, the cost per unit and then the total cost of the material and where they will be purchased (a specific store is not required but a hardware store, a mail order catalogue etc)
All materials mentioned here need to be explained in the text
All fund raising items are supplies and need to be included
First aid kit is a supply

Every project will need pencils and paper, trash bags
Ropes or caution tape for saw yard are supplies

Subtotal cost
Add Tax
Subtotal of materials with tax

Tools
List all tools that are required for the project. If you list a tool a need needs to be seen in the text
Specifically name the tool—not hammer but claw, sledge, ball peen etc
Screwdrivers—Phillips, slotted, Douglas? Electric or manual
Drills cordless? Or power cords
Drill bits what sizes needed
Saw—electric or hand—circular, reciprocal, jig saw, table saw?
Electric cord, tape measure hose, or level—what size?
Rented tools. Cost of renting and per what unit (hour/day etc) source of rental tool
Extra work gloves
Extra eye protection
Extra masks if needed
Special safety equipment
Cell Phones

Subtotal cost
Add Tax
Subtotal of materials with tax

Grand total of the cost of the materials, supplies and tools including tax

Step-by-step instructions
Specific directions in accomplishing the actual project in the describe your project. Do not include extras like soliciting helpers or fundraising—those belong in their sections and are just repetitive filler here. All a scout needs to state is step one solicit help –see helpers Step 2 raise funds—see financial plan
The first real step is procure materials and supplies.
Then the step by step should be explanatory such that
a) You feel comfortable that the scout really knows what he is doing and can do it based on his step by step
b) The structure or goal will be met and be an addition to the good name of the Boy Scouts of America not a detriment
c) The step by step is such that the project can be handed off to anyone semi competent and the can perform the project to the level of expectation. Diagrams

are usually a requirement. I like to equate it to a model plane kit where you have directions with a diagram several times over.

Financial Plan
Needs to state:
Cost of Materials, supplies, tools, including tax and contingency funding: $
Value of donated items: $
Amount to be fundraised: $

Is the project fiscally sound!
1) Does the scout understand the magnitude of his fund raising... e.g. garage sale is not just throw some items outside
2) Will the fund raising plan realistically be able to fund the project?
3) Is his fund raising plans, if nontraditional explanatory enough that the reviewer understands it and that it can be repeated by another?
4) Is there a reasonable profit margin from costs of fund raising?
5) If there is a question of whether the fund raiser will be sufficient is there a plan B to raise funds
6) If preferable is a team being used to raise funds? If it is meeting businesses it is alright to go solo.
7) If accepting money from family **Must** state in the financial plans that no more than 25% of the total project will be from family

If the scout is collecting donations-- is he tracking it—with a ledger-Need a copy of the ledger as an attachment and a reference to it here?

Who do checks get made out to—the scout, his parents, the troop, the church the organization are all acceptable –the scout needs to just state who

Does the project require start up money (change for a car wash etc) how does this money appear and get repaid

What happens to any extra money—can not go to the troop but can go to an eagle fund if separate from troop accounts.

Schedule
Does not need to state man-hours… that is for the reviewer to decide.
Needs to state the work days
Needs to state the work hours as in 8am to 5pm not 9 hours, include whether that includes a 30 minute lunch break or is it straight work through
Needs to state what will be accomplished in each work day.
Do items need to be done prior to work day and if so when such as calling the utility company, special ordering materials etc
Any period of down time required, e.g. letter writing fund raiser will take at least two weeks for funds to be. Needs to show there will be a two week gap etc

Should include an extra work day or two for unexpected work delays

Helpers / Workers

1) State the source of volunteers—scouts, family, friends, church mates, school mates etc
2) How will they solicit their help—anything written must be included as an attachment and referenced to here such as flyers, emails, facebook postings
3) How are they going to keep track of those who volunteer—a sign up list -- attachment and referenced to here
4) How will they keep track of the volunteers hours—sign in sign out sheet— attachment and referenced to here

Now describe what crews/teams/patrols you will need
a) How many youth and how many adults will be in this crew
b) How will this crew be led?
c) What are the responsibilities of each crew?

Specifically who will keep the ledger of donations /
Specifically who will set up the work site prior to the volunteers arrival—usually the quartermaster

Almost every project needs a quartermaster patrol or some crew whose responsibilities are:
Purchase the materials, supplies
Assists in the transportation of all materials, tools and supplies
Make sure all borrowed tools are on site and returned in equal or better condition
Remind the volunteers to bring specific safety items such as eye protection, work gloves etc
Prepares the work site prior to the arrival of the volunteers
Makes sure the work site is cleaned up and all gear stowed at the end of the work day

Adult Supervision

Must always have at least two adults at any work site at all times. At least one must be youth protection trained.

2 deep is not acceptable as it refers to 2 scouts and one adult
Specific other training such as first aid or CPR is not required and if a scout states he will have this, then he must have this on site... If his CPR adult is ill and can not attend then he must cancel the work day so it is recommended to keep it simple and just state what is required. Anything more doesn't have to be stated to occur

Work Sites

States each work site, its address and reference to map that will show location in the community. Specific site map is needed that shows the campus and where the worksite is located on campus

Do not use terms like my house, or my parent's house, rather Jones's Residence

Transportation

Two ways to go about it—car pooling or no car pooling

If car pooling a tour permit is required and stated here

If no tour permit or no car pooling the transportation statement must represent this or no hitchhiking. It is encourage just to write the district statement that states:

All youth under the age of 18 will be transported to and from the work sites by their parent or guardian or as arranged by their parent or guardian." This takes the onus off the scout and places it on the parents or guardians

Need to also state the transportation needs to move materials, supplies, tools etc—van, truck, trailer etc. it is discourage to name a specific person's vehicle. If that person's vehicle breaks down is the project cancelled/ We just need to know that the scout realizes what his transportation needs are.

Safety

Can the project safely be carried out?

Has the scout taken all safety precautions necessary to avoid usual accidents?

2 cell phones on site

First aid kit on site

Power tools operated with proper safety equipment such as masks, gloves, eye protection as needed

Use of most tools require eye protection

Painting or spraying requires eye protection

Sanding or cementing require eye protection

Long pants?

Closed toe shoes?

Buddy system?

Colored shirts or traffic vests/

Cones for directing traffic?

Safe sawing area—totin chit rules followed—roped off area or limited access room for sawing—Only the sawer and a helper allowed in.

Scouts 16 or older may use all power tools except chain saws and log splitters.

Where is the closest hospital to work site(s) map and written directions referenced to here?

If a project has an overnight or campout or an element of danger a tour permit is required

Written/Printed Information
List all attachments with name and label

Signatures
Are all signatures besides the District Advancement Chairman in place?

Attachments
All attachments need to be referenced in the text
All attachments need a name identifying what you are looking at and a label that is referenced to in the text
Attachments should be organized as they are referenced to in the text
Attachments should be grouped together e.g. all plans in sequence all maps in sequence all charts in sequence