

# EAGLE SCOUT SERVICE PROJECT FINANCIAL GUIDANCE

## COSTS - PROPOSAL, PLAN ESTIMATES, FINAL EXPENDITURES

(As recorded in the Eagle Scout Service Project Workbook)

*Do I need to record the estimated & final expense of:*

From:	A	B	C	D	E
	<i>\$ Donated</i>	<i>Items Bought</i>	<i>Items Donated</i>	<i>Items Rented</i>	<i>Items Loaned</i>
Eagle Candidate	Yes	Yes	Yes	Yes	No
Scout Unit	Yes	Yes	Yes	Yes	No
Beneficiary of the project	Yes	Yes	Yes	Yes	No

<b>OTHER SOURCE</b>	Yes	Yes	Yes	Yes	No
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**Sum of OTHER = \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ + \_\_\_\_\_ = F**

**LEGEND**

- A = Funds raised by any activity - donation, car wash, "crowdfunding" **DONATED**  
All costs incurred in raising these funds must be included
  - B = The cost of Materials, Supplies, Tools, and Other Items which are **DONATED**
  - C = The cost of Materials, Supplies, Tools, and Other Items which are **DONATED**
  - D = The cost of Supplies, Tools, and Other Items which are **RENTED**
  - E = The cost of Tools and Other Items which are at no cost **LOANED**
- Eagle Candidate = The Scout doing the project, his or her parents, guardians, and relatives  
 Scout Unit = Chartered Org, unit treasury or members (adult and youth) and parents of Scouts  
 Beneficiary = The church, school, or community organization for which the project is being done  
 OTHER SOURCE = Any person, group, organization that is **NOT** on any of the 3 lines above

## DO I NEED A PROJECT FUNDRAISING APPLICATION?

(Found in the Eagle Scout Service Project Workbook)

*Is the estimate of **F** more than **\$1,000** ?*

<b>No</b>	No need for a Fundraising Application in the New Birth of Freedom Council. (Suggestion: If your estimate is over \$750, it is safer to answer <b>"Yes"</b> because if the total for "F" exceeds \$1,000 at project's end, you must have the approved Application. <b>Getting that takes time</b> -- brief project approvers, justify overage, get signatures.
<b>Yes</b>	Fill out the Application, get signatures & give to your Counsel or District Director/Excutive <u>at least TWO (2) WEEKS BEFORE</u> beginning to raise funds. (Suggestion: If asking for donations, include a copy of the letter you use.

## MISCELLANEOUS PROJECT REQUIREMENTS

*What do I do if there is a need for:*

From:	G	H	I	J	K
	<i>Permit</i>	<i>Contract</i>	<i>Receipt</i>	<i>Document</i>	<i>Left-overs</i>
Eagle Candidate	Do Nothing	Do Nothing	Do Nothing	Do Nothing	Do Nothing
Scout Unit	Do Nothing	Do Nothing	Do Nothing	Do Nothing	Do Nothing
Beneficiary of the project	<b>Gets, Signs</b>	<b>Gets, Signs</b>	<b>Gets It</b>	<b>Gets It</b>	<b>Gets Them</b>

<b>OTHER</b>	Do Nothing	Do Nothing	Do Nothing	Do Nothing	Do Nothing
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**LEGEND**

- G = If any kind of permit is needed to authorize project work, it is **OBTAINED, PAID FOR BY:**
- H = A contract is needed for work or services on the project it is **MADE, PAID, SIGNED BY:**
- I = A donor or fundraising participant wants a receipt for their gift, it **COMES FROM THE:**
- J = A donor wants a document identifying their gift to the project, it **COMES FROM THE:**
- K = Left-over funds, materials, supplies, tools at end of project **ALL GO TO THE:**  
(The beneficiary may donate those resources to whomever they wish.)

## FINANCIAL RECORDS

All funds raised by YOU by any means -- donations, selling of products or services, etc. -- should be accrued in and accounted for in the financial records of the Scout unit or the beneficiary. All funds expended for your project should be distributed and accounted for as well. # 2 -- 10/13/2021

# EAGLE SCOUT SERVICE PROJECT HOURS

Instructions: Count ALL time for ALL people involved in your project. At the end of EVERY ACTIVITY, record the accumulated time for each category. Count ALL of your thinking, reading, research, exploring, planning, and write-up times. Count time for ALL phone calls, texting, email, meetings, travel, consulting, & working EACH MULTIPLIED by the number of people involved.

Estimated	Actual	Project Approval Phase		TOTALS
		You, the Eagle Scout Candidate		
		Registered BSA youth members		
		Other youth - siblings, friends (not BSA members)		
		Registered BSA adults - volunteers & leaders		
		Other adults (Parents, grandparents, etc)		
			<b>TOTAL HOURS</b>	

Project approval - District approval date \_\_\_\_\_

## Project Planning & Execution Phase

			TOTALS
		You, the Eagle Scout Candidate	
		Registered BSA youth members	
		Other youth - siblings, friends (not BSA members)	
		Registered BSA adults - volunteers & leaders	
		Other adults (Parents, grandparents, etc)	
			<b>TOTAL HOURS</b>

Project planning complete date \_\_\_\_\_ Execution: Start Date \_\_\_\_\_ Complete Date \_\_\_\_\_

## Project Final Write-up & Approval

			TOTALS
		You, the Eagle Scout Candidate	
		Registered BSA youth members	
		Other youth - siblings, friends (not BSA members)	
		Registered BSA adults - volunteers & leaders	
		Other adults (Parents, grandparents, etc)	
			<b>TOTAL HOURS</b>
			<b>GRAND TOTAL</b>

	You	Reg'd Youth	Other Youth	Reg'd Adults	Other Adults
Project Approval					
Plan & Execute					
Write-up & Approval					
<b>Totals</b>					

>>GRAND TOTAL