

# EAGLE SCOUT SERVICE PROJECT PROCESS

(The Scout must: 1. Download the Eagle Scout Service Project Workbook - **Workbook** - from NBoF - <https://newbirthoffreedom.org/resources/advancement-resources/eagle-scout-resources-2/> or National Council - <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>)

2. Use a computer to type into the PDF fillable form or write legibly in ink)  
The term “**Scout**” includes Venturer and Sea Scout.

- \_\_\_1. The **Scout** chooses the project idea using a descriptive name. The project must follow the official guidelines in the **Workbook**. The **Scout** should read the entire **Workbook**. The Scout should note that the project is to be **done with honor and to the best of his/her ability. The project is for the Scout to manage as ‘HIS/HER PROJECT,’ but the project is for and BELONGS to the BENEFICIARY.**
- \_\_\_2. The **Scout** begins to record their and other people’s time spent on planning and developing the project. Record with the categories found in the **Workbook, Project Report** section.
- \_\_\_3. The **Scout** discusses the project idea with the **Unit Leader**, the troop’s **Eagle Coach**, and the beneficiary.
- \_\_\_4. The **Scout** completes the **Contact Information** and **Project Proposal** pages of the **Workbook**. The project description should quantify the work to be done as best as possible – number of trees to be planted, length and width of trail to be built, number of benches to be made, how many people to be served or canvassed, etc. It should be reviewed with the **Eagle Coach** and the project beneficiary. The **Scout** makes any needed changes. The **Scout** should be prepared to make any other needed changes as a result of other reviews.
- \_\_\_5. The **Scout** signs the **Workbook** and makes appointments for the next four signatures. The next three signatures may be in any order, **but the District signature is last.**
- \_\_\_6. The project beneficiary reviews, approves, and signs.
- \_\_\_7. The **Unit Leader** reviews, approves, and signs.
- \_\_\_8. The assigned **troop committee member** reviews, approves, and signs.
- \_\_\_9. The **Scout** submits parts of the **Workbook** as instructed to the designated **District Advancement Committee member** for review, approval, and signature of the **Project Proposal**. (It is helpful if the **Scout, on first contact with the District, emails the Contact Information and Proposal pages to him/her.** The **Scout** should plan up to two weeks for this step as there may be changes that need to be made.)
- \_\_\_10. The **Scout** is strongly encouraged to complete the **Workbook’s Project Plan after all the approvals have been given**, included are drawings, diagrams, analyses, service or product examples, before-photos of the project site, etc. This may take at least a week to do, and it may take a month or more if dealing with government agencies. If the project cost exceeds the NBoF limit of \$1,000 from businesses or some form of fundraising activity, a **Fundraising Application** must be approved by the Council. The council Eagle Scout Project Fundraising Policies can be found here: <https://newbirthoffreedom.org/wp-content/uploads/2021/05/NBOF-Eagle-Project-Fundraising-Policies.pdf>.
- \_\_\_11. The **Scout** should confer with the **Eagle Coach** and the beneficiary after completing the **Project Plan AND before beginning work.**
- \_\_\_12. The **Scout**, schedules the project, may help the beneficiary get any permits, procures needed products and/or services (and keeps the receipts), recruits, organizes, and leads the workers, makes a list of workers, and all the time donated to the project, and completes the project before his/her 18<sup>th</sup> birthday.
- \_\_\_13. The **Scout** completes the **Project Report** and assembles all pictures, drawings, diagrams, receipts, list of workers and their work times, and other items of the project into a 3-ring binder – the **Eagle Binder** with his/her name, project name, and unit number on the cover.
- \_\_\_14. The **Scout** should confer with the **Eagle Coach** and the beneficiary before signing the **Project Report**. The **Scout** should sign first but there is no specific order for the other two signatures.
- \_\_\_15. The **Unit Leader** reviews and certifies the project has been completed and signs.
- \_\_\_16. The Beneficiary reviews and signs. A letter of completion from the beneficiary is encouraged.

- \_\_\_17. The **Scout**, after completing all required entries on the **Eagle Scout Rank Application - Application - and after making copies of all signature pages in both the Workbook and Application and after assembling the Application in the Eagle Binder**, submits it to the Council office. (See Item 4 on the **Eagle Scout Application Process**.)
- \_\_\_18. The completed project is reviewed by the Eagle Scout Board of Review. (See items 6 - 8 of the **Eagle Scout Application Process**.)

## TIPS FOR EAGLE SCOUT SERVICE PROJECTS

While a Life Scout, the Eagle candidate must plan, develop, and give leadership to others in a service project that has a benefit with impact to a religious institution, school, or community in any place in the world. **The project is for the Scout to manage as 'HIS/HER PROJECT,' but the project is for and BELONGS to the BENEFICIARY.** The Life Scout is encouraged to work with an **Eagle Coach**. Here are some key items to keep in mind.

1. The keywords are **plan, develop**, and **give leadership to others** and **benefit with impact**. This project is entirely different from Star and Life service projects. In those projects, the **Scout** could be a follower. For the Eagle Scout rank, the **Scout must be the leader**. Their leadership ability is demonstrated by:
  - a. Originating and designing the project.
  - b. Getting approvals and doing all the paperwork.
  - c. Planning the phases and the work to be done.
  - d. Organizing people to do the tasks of the project.
  - e. Training, directing, and caring for the workers.
  - f. Completing the project with honor.
2. For the Eagle Project, the **Scout** expands the "service to others" philosophy by going outside the Scouting community to do a project of value to a religious institution, school, or community in any place in the world.

For project ideas, the **Scout** can consult parents, school, religious, or governmental leaders, park authorities, hospital or other medical facilities, community service organizations, troop and district leaders, and others.

**Work involving BSA property or activities is not acceptable. The service may not be performed for a business or commercial entity or just be a fundraiser for some organization.** However, if there are questions, refer to the latest copy of the BSA "Guide to Advancement" - GTA - section 9.0.2.5 for clarification.

3. Routine labor, jobs, or services normally rendered are not considered appropriate for an Eagle project. Total time involvement must be enough to demonstrate leadership and should represent the candidate's best possible effort. **There is no set number of service hours needed for a project.** For questions on "routine labor," refer to the latest copy of the GTA section 9.0.2.11.
4. Even though the project has been approved four times, this does not imply that the **Eagle Board of Review will accept the way the project was carried out.**
5. A **Scout** may ask for donations of materials, supplies, services, or money for a project - but only for their project. **All such items are for the beneficiary, not for the Scout, the troop, or BSA.** It is recommended that any collected or donated funds should be monitored by the beneficiary.

When the **Scout** goes to get donations, they **ARE NOT TO WEAR THEIR UNIFORM.**

It is recommended the Scout have a letter on the **beneficiary's letterhead** requesting the needed project materials, supplies, services, or money.

A **Fundraising Application** form is required if:

- a. The cost of the Scout's needed project materials, supplies, or services is more than \$1,000 or
- b. The money needed for the project amounts to more than \$1,000 and
- c. Either a. or b. is to be obtained from a commercial source or some fundraising function.

The **Fundraising Application** must be approved by the council. Please allow two weeks to get approval.

6. All work on the project and the **Unit Leader** conference must be completed before the **Scout's** 18<sup>th</sup> birthday.
7. The Eagle Board of Review may be held any time up to two years after the **Scout's** 18<sup>th</sup> birthday.