

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 expenses of:

From these Sources:	A \$ Donated	B Items Bought	C Items Donated	D Items Rented	E Items Loaned
Eagle Candidate	Yes	Yes	Yes	Yes	No
Scout Unit	Yes	Yes	Yes	Yes	No
Beneficiary of the project	Yes	Yes	Yes	Yes	No
Other Sources	Yes	Yes	Yes	Yes	No

Other Source Amounts = _____ + _____ + _____ + _____ = Sum of Other Source Amounts

LEGEND

- 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 Sources = Any person, group, organization **NOT** on any of the 3 lines above

- 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**

DO I NEED A PROJECT FUNDRAISING APPLICATION?

(Found in the Eagle Scout Service Project Workbook)

Is the Sum of Other Source Amounts more than \$1,000 ?

No	<p>No need for a Fundraising Application in the New Birth of Freedom Council.</p> <p>Caution: If your cost estimate for your project is over \$750, it is safer to answer "Yes" because if the total for your project exceeds \$1,000 at project's end; you must have the approved Application in your Workbook.</p> <p>Getting the form TAKES TIME to brief project approvers, justify overage, and get signatures.</p>
Yes	<p>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.</p> <p>Direction: Use the beneficiary's letter head stationary to solicit funds and include a copy in your Workbook</p>

MISCELLANEOUS PROJECT REQUIREMENTS

What do I do if there is a need for:

From:	G Permit	H Contract	I Receipt	J Document	K Left-overs
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	Gets, Signs	Gets, Signs	Gets It	Gets It	Gets Them
OTHER SOURCES	Do Nothing	Do Nothing	Do Nothing	Do Nothing	Do Nothing

LEGEND

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