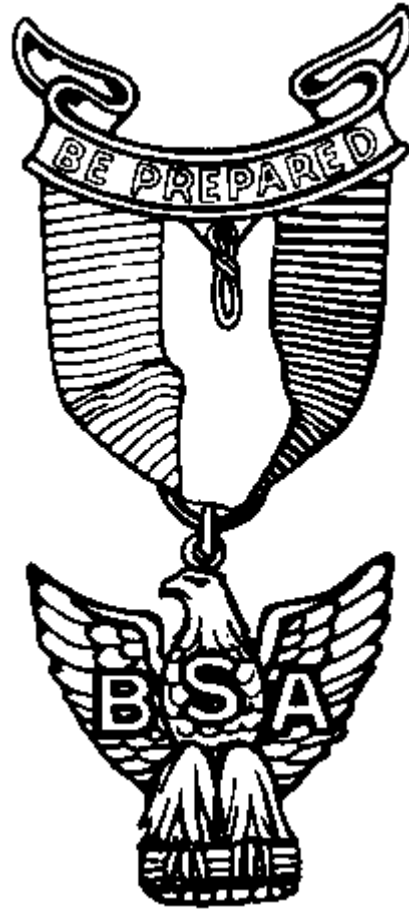


EAGLE SCOUT



GUIDELINES FOR THE SERVICE PROJECT WORKBOOK

PROJECT DESCRIPTION

Concept

Describe the project you plan to do.

Briefly (no more than 1/2 page) describe an overview of your project. Describe your vision as though you were telling a friend what you were going to do. Do not include the planning details of the project, as they will be described later.

Sample:

I plan to build a one rail fence around the equestrian area of the park. The fence will be made of salt treated wood and will stand 3 feet high.

What group will it benefit ?

Name the group or organization who will benefit from your project

Name of religious institution, school, or community

Address (location)

My project will be of benefit the group because:

*Describe how your project will benefit them. Remember, the project cannot be for the benefit of the Boy Scouts. **Do not describe the project again, just focus on the benefit of the project.***

Sample:

The fence will provide a boundary for the vehicles to park, without interfering with the horses.

The concept was discussed with my unit leader on _____
Date

The project concept was discussed with _____
Name

Title

Phone Number

of _____
Religious institution, school, or community

Date

PLANNING DETAILS

Plan your work by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out. Describe any safety hazards you might face and explain how you will ensure the safety of those carrying out the project.

*This is where you apply the skills of planning that you have learned throughout your Scouting career. **This section should be of such detail, that any person on your project team could use it to guide him through the entire project.** Most of your effort will be applied here, to ensure success. Listed below are various sections of information needed to carry out a good project*

Present Condition

Describe the current condition or situation that you are going to change. Do not repeat the benefit of the project, but focus on creating a word picture of how things are now.

Sample:

At present, the equestrian area of the park is a wide open field, with no designated area to park. I plan to build a boundary fence used to designate the parking area.

Pictures

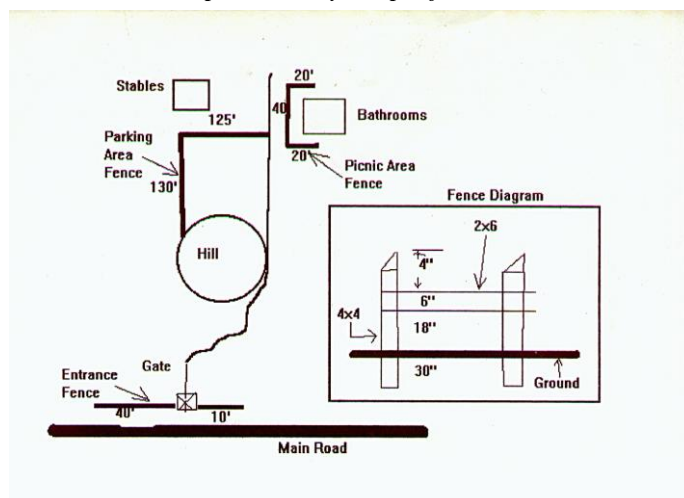
This is a good place to include pictures (either photographs or drawings) of the project area in its present condition. If you have a picture of something you are building or designing, include that also.

Remember, the District Advancement Committee does not know what your church or school or park looks like so they cannot understand why your project is important unless you show and tell them.

Sketches or Drawings

Attach a copy of a sketch or drawing of the project. It should show all dimensions, floor plans, layouts, or other detail that can be drawn.

The purpose is to support your list of materials and the dimensions that you plan to cut, assemble, plant, etc. your project.



Materials and Supplies

This is where you make a listing of all the materials needed to complete the project. This includes lumber, nails, dirt, mulch, paint, shrubs, flowers, etc. This is really a shopping and cost list. You need to include the type, size, quantity, cost each, and total cost. If the items are going to be donated, state so, but still include the cost, as you need to know the entire value of the project. Your cost should be from two or three companies to enable you to do a cost comparison.

An example is shown below.

Lowe's					
Description	Size	Cost Each	Quantity	Total Cost	Remarks
Lumber	2x4x8	\$2.99	5	\$14.95	
Lumber	4x4x12	\$4.97	16	\$79.52	
Mulch	Cu Yds	\$25.00	3	\$75.00	
Paint	Gal	\$14.95	3	\$44.85	
2 Penny Nails	box	\$2.50	1	\$2.50	
3" Deck Screws	box	\$3.15	1	\$3.15	
Paint Brushes	2 1/2 in	\$2.50	3	\$7.50	
Cement	40 lb bags	\$1.99	9	\$17.91	
Disposable Drop Cloth	9x12	\$2.30	2	\$4.60	
Masking Tape	2 in roll	\$3.99	3	\$11.97	
Marble Bench	2' x 4'	\$399.00	1	\$399.00	Donated by church
TOTAL COST				\$660.95	
Home Depot					
Description	Size	Cost Each	Quantity	Total Cost	Remarks
Lumber	2x4x8	\$3.05	5	\$15.25	
Lumber	4x4x12	\$3.50	16	\$56.00	
Mulch	Cu Yds	\$23.00	3	\$69.00	
Paint	Gal	\$18.99	3	\$56.97	
2 Penny Nails	box	\$2.50	1	\$2.50	
3" Deck Screws	box	\$3.20	1	\$3.20	
Paint Brushes	2 1/2 in	\$2.25	3	\$6.75	
Cement	40 lb bags	\$2.15	9	\$19.35	
Disposable Drop Cloth	9x12	\$1.25	2	\$2.50	
Masking Tape	2 in roll	\$2.75	3	\$8.25	
Marble Bench	2' x 4'	\$399.00	1	\$399.00	Donated by church
TOTAL COST				\$638.77	

Tools

*Tools are those items used to aid in making the work easier, or even make it possible to do at all. Examples of tools are hammers, shovels, tractors, drills, levels, screwdrivers, saws, etc. Provide a list of all tools required to work the project, don't take for granted that required equipment will just appear when you need it. Be very specific (e.g. number of hammers, type of shovels, type of paint brushes, etc.). Tell how those tools will be obtained. **Power tools must be operated by an adult.** You should be able to borrow most tools from the people who are working on the project or from someone else.*

An example of a tool listing is shown below:

Tool	Quantity	Source
Hammers	3	Dad
Bow Saw	1	Mr. Adams
Screwdrivers	3	Dad, Mr. Jones
Drill	1	Dad
Generator	1	Chesapeake Rental
Post Hole Diggers	2	Mr. Smith
Cordless Drill	1	Dad
Extention Cord	2	Mr. Dixon and Dad
Saw Horses	1	Sams construction
Shovel	3	Dad, Mr. Jones & my brother
Wheelbarrow	2	Church and Dad
Hose	1	Dad
Circular Saw	1	Dad
Square	2	Dad and Mr. Adams

Schedule

A good schedule is a necessity for any successful plan. It shows when everything is done and in what order each step happens. You must make your best estimate of how long tasks will take and in what order they will be done. It is recommended that you not have the exact date, but to list it as "Day 1", "Day 2", etc.

No project follows the planned schedule exactly, but it helps make things happen logically. When you complete your project and do the final write-up, you will discuss how well the project followed the planned schedule and why you think it deviated from it. This is to be a learning process as well as a leadership one.

Step-by-step instructions

These instructions should read like a recipe in a cookbook. It should explain exactly what the workers are to do. Include a list of every task you can think of, what order they will be done, who will do them, and how. In other words, provide instructions that can be used to complete the project if you are not there.

A sample schedule / step by step instruction is shown below:

DAY 1 (1 adult and 2 Scouts)	
	<ul style="list-style-type: none"> a. Go to job site and apply "roundup" to the areas where the flowerbeds will be developed. (allow one week to take effect) b. Measure and Mark spots for post holes to be dug
DAY 2 (3 adults and 6 Scouts)	
	<ul style="list-style-type: none"> a. Dig post holes (make sure that the distance from center to center does not exceed the length of the board) b. Make 45 degree cuts on end of 4x4's c. Place post in the holes that were dug d. Tie chalk line to mark level top of fence post e. Pour 1/2 bag of quickcrete in post hole f. Make post level (vertical) and up to the chalk line g. Repeat steps (e)-(h) h. Wet concrete with garden hose (don't need very much water) i. Clean up debris
DAY 3 (3 adults and 8 Scouts)	
	<ul style="list-style-type: none"> a. Using chalk line, establish a reference point for the fence board to be installed. b. Using the 2x6x10's, start at the first pole and start attaching them to the 4x4, using the 3" deck screws. Make sure that the boards are level. c. Continue step (a) with each succeeding pole. d. Using shovels, dig a shovel's depth and turn over the ground for the flowerbed. e. Plant the bushes 4 feet apart in each flowerbed, as shown in drawing. f. Spread mulch, 4 inches thick, over the entire flowerbeds g. Plant the flowers, 1 foot apart, around the outer edge of the flowerbeds. h. Clean up debris

Financial plan

*Cost is a major milestone in your project. Earlier you described your list of materials and their cost. **Here you will explain how you will obtain your material or the funds to purchase that material.***

*If items are loaned or donated, state so. However, the materials should not be donated by the person or organization that you are doing the project for, nor from your parents. You may consider several sources for material or funding, including donations from friends, neighbors, local companies, or any other legitimate source. While **your project may not be a fund raiser**, you may conduct fund-raising activities to finance the supplies and materials needed for your project. Obtaining the funds to do the project is your responsibility, don't assume that someone will cover cost until you have asked them. A major part in any project, whether for church, community, or a business, is funding. If you cannot come up with all the money you need, look at reducing the cost to get within your budget. You may even find that the project is too expensive and you will have to modify it or chose another one. Any correspondence to solicit funds or support should be included as an attachment to the project workbook.*

List where you intend to get the materials donated from (company name).

Sample:

My plan to get my material is to go to the major hardware stores, like Home Depot, Lowes, Lumber City, Treated Lumber Outlet and Kempsville Building Materials and ask for wood (lumber) donations face to face. I have been told that John Smith and Mike Jones will give \$50 donations and sell me the lumber for its original price. I plan to go see these two people in person. I have already contacted these places and got prices. If I don't raise all the money or lumber by this method, I plan to right letters to individuals and other smaller hardware's asking for cash or lumber

You should also have a letter made up, explaining who you are, describe your project, include a list of the materials needed, and thank them for their support. The companies donating materials need this letter for their records, for tax purposes.

Adult Supervision

Boy Scout policy requires at least two adult leaders be present at all times during any Scouting activity. At least one of them must have Youth Protection' certification (check with the Scoutmaster). It is your responsibility to ensure that this policy is followed. Don't assume that the right people will just 'be there' -- arrange, in advance, for them to be there. You should state how you will ensure this in your plan.

Work Site

Where will the work be done? If you are going to build something, are you going to build it at the location where it will be used or somewhere else then moved? Remember that you must get permission to use any work site from the responsible person/owner. Think about how the

weather will affect your work site.

Sample:

All work will be accomplished at Northwest Park, Equestrian area. In case of bad weather, we will have to reschedule to another weekend. I will confirm approval from the park ranger for each day we plan to work. I will arrange for the gate to be open as well.

Transportation

How will you move people, materials, supplies, and tools to/from a work site.

List the type of vehicles needed, such as pick up trucks to move materials or cars and vans to move scouts. Identify where you expect to obtain this transportation.

Note: When transporting Scouts, BSA that an adult be used to transport Scouts; ensure you are aware of these limits and work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion. All of this is your responsibility.

Sample:

I will move the lumber by pick up truck (my dad has one). If the workers need a ride, we will meet at the church at 8:00 a.m. I have two adults that will provide transportation from the church and home. Those that want to go directly to the work site, their parents will have to take them. We will cook hot dogs and serve chips and drinks at the work site. All drivers transporting Scouts will have to be 21 years old.

Approval Signatures for Project Plan

Project plans were reviewed and approved by

Religious institution, school, or community representative

Date

Scoutmaster/Coach/Advisor

Date

Unit committee member

Date

Council or district advancement committee member

Date

Important note: You may proceed with your leadership service project only when you have

- Completed all the above mentioned planning details
- Shared the project plans with the appropriate persons
- Obtained approval from the appropriate persons

CARRYING OUT THE PROJECT

Keep a record and make notes as your project progresses. Include dates worked, those assisting you and their time spent, and the materials (type and cost), if used.

Dates of actual project work _____
Dates

Notes

This is the section where you describe what actually happened as you carried out the plan, from the beginning of the planning phase to the completion of the project.

It is important that you keep very good notes about everything that is done. The best way is to keep DAILY NOTES in the form of a diary. Include what you did, who was involved and the time it took to do it.

An example is shown below:

Sample:

June 12. My dad and I met with the park ranger and discussed the overall concept of the project. He explained to me that there were certain standards that had to be met in order to keep all the fences in the park looking the same. (2 HRS)

June 16. Started writing up the planning phase of the project. I talked to my Scoutmaster, who provided me with some guidelines and suggestions. (1 ½ HRS)

June 17. Made a list of materials needed for my project. (1 HR)

June 22. Visited Lowes to get the prices for the materials needed. (2 HRS)

July 25. Met with Mr. Jones and reviewed my project write-up. He told me that I still needed to refine the schedule because I had too much to be done on the same day. (1 ½ HR)

July 1. Met with Mr. Jones again and got my project signed off. (1/2 HR)

July 10. Visited Sam's Hardware to try to get materials. They donated 12 bags of quickcrete. I also gave them a letter.

July 14. Visited Joe's Hardware to ask for material donations. They told me that they could not help me because they have already spent their allowance for donations.

PHOTOGRAPHS

Hopefully, you took many photographs during each phase of the project. Include a section in your report for photographs. A photo of you presenting the finished product to the organization for which you did the work help shows off the value of the project. Of course, the photographs should be labeled.

You will most likely require some advice from your project advisor before you are ready to turn the project in for final signatures. Consult with him often as you are completing the report. Once you and your advisor are happy with the result, it is time to get the final approval signatures.

Assisted By

I was assisted by the following Boy Scouts, Varsity Scouts, Explorers, and/or other individuals:

<u>Name</u>	<u>Date</u>	<u>Hours</u>
Joe Smith	7/24/99	6
Nick Adams	7/24/99	4
Tom Southerland	7/24/99	6
Mr. Adams	7/25/99	5
Mr. Miller	7/24/99	3
Jeff Miller	7/24/99	3
Larry Jones	7/24/99	2

Provide a record of all the time worked by your volunteers. This can be done in a list or table-showing names, dates, hours worked by each volunteer.

Leading people is a difficult skill and you most likely learned something about this. The final reviewers want to read about what you learned about leading people.

TOTAL HOURS WORKED

29

Changes

The original project plans were followed except the following changes (include reasons for change):

As with any project, it is important to review what was done and see what lessons were learned as well as providing a historic record. Describe how you deviated from the original plan. Go through each section of the plan and summarize the results versus the plan. For example, discuss if you had all of the materials you needed or if you had a lot left over. Summarize the actual costs, tools used (and tools needed that you did not have), or anything else of interest.

- Decided to use deck screws instead of nails. This allowed me to put the boards up before the cement cured.
- Had to move the gate to the right 3 feet because I forgot to allow for the driveway
- Had to purchase a cutter for the auger because the ground was too hard

Materials (if used)

Type

Cost

Keep track of all of the actual materials, supplies, tools, etc. used, paying particular attention to any differences from your original plan. Include all receipts. This should look like the list of materials needed.

TOTAL RETAIL COST

Time Spent

The amount of time spent should be as adequate as necessary for you to demonstrate your leadership of others (two or more) in planning and carrying out your project.

Total time I spent planning the project _____

Total time I spent carrying out the project. _____

Total time spent by others assisting on the project _____

Only a couple of signatures are required on your final report, the most important of which is yours. If you are proud of your effort and pleased with the write-up, then sign it on the last page. The only other signature is that of your Scoutmaster or project advisor. While these are the only signatures required, the project's final approval will come during your Eagle Board of Review.

Approvals for Completed Project

Start date of project _____

Completion date of project, including paperwork and final signature _____

The project was started and has been completed since I received the Life Scout rank, and is respectfully submitted for consideration.

Applicant's signature

Date

This project was planned, developed, and carried out by the candidate.

Signature of Scoutmaster/Coach/Advisor

Date

Signature of the representative of religious institution, school, or community

Date