



SINNISSIPPI COUNCIL

Eagle Project

Resource Guide

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Table of contents

	Page
I. Eagle Board District Chairperson List	<u>aa</u>
II. Resource Guide Overview	<u>bb</u>
III. Introduction	<u>1</u>
IV. Choosing a Project	<u>1</u>
IV. Initial Planning & Project Write-up	<u>2 & 3</u>
* Project Description	<u>3</u>
* Planning Details	<u>4 - 7</u>
* Initial Project Approval	<u>8</u>
V. Working on the Project	<u>9</u>
VI. Final Write-up	<u>9 - 11</u>
VII. Turning in your Project and Eagle Application	<u>11 - 13</u>

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Eagle Project Book Resource Guide

Over View of Key Points

- * The purpose of your Eagle Project is to demonstrate **PLANNING SKILLS, DEVELOPMENT SKILLS,** and **DEMONSTRATING LEADERSHIP OF OTHERS.**
- * The project book is divided into two parts; Planning and Carrying Out The Project. In planning, you need to emphasize how you will demonstrate leadership and then explain how you demonstrated leadership while carrying out the project.
- * Select an Eagle Project that is meaningful to you and the group or organization you are doing the project for. Pages 1 and 2.
- * **IMPORTANT:** Maintain records on your project. Keep a diary or journal starting from the very first day of planning and continue to record your progress all the way to completion. Why? This will be very handy as you are putting together your project book presentation.
- * The writing of your project book can be done with word processing, printing neatly, or writing neatly. Page 2
- * Project Description and Project Details will be your first order of business to submit to the appropriate individuals for approval. Pages 3 through 7.
- * **IMPORTANT:** *Do not begin to carry out your project until you've received all the approving signatures.* Page 8
- * Be sure to take pictures before the project starts, during, and after the project is completed. Visuals enhance the project presentation. Be sure to provide a brief description for each photo.
- * **NOTE:** You are not confined to the space allotted to you in the project workbook. You are encouraged to add extra pages as you need them. Another note to mention - the project workbook does not specifically tell you to provide a write up on how you carried out the project. It is highly recommended that you do include a write-up explaining how you accomplished the project. Page 9.
- * It is requested that you include Letters of Recommendation when submitting your project workbook to the District Eagle Board of Review. The individuals that provide these letters are listed on the Eagle Application.
- * Do not forget to include Requirement Number 6, which is found on the Eagle Application. Pp 12
- * Detail and organization of your project book is important. Eagle Scout is the highest rank and the most prestigious rank to attain; so, remember to **put your best foot forward** and **do your best !!**

I. Introduction

After working with a number of Scouts in preparing their Eagle Projects, it was found that they often did not know what was expected of them or what an Eagle Project Write-Up required in order to be approved. It has also been found that the BSA Eagle Service Project Workbook is sometimes very vague in its explanations.

This guide has been developed to help the Scouts understand what is expected and aid them in preparing and completing their project.

The Eagle Project will require a lot of time to complete, possibly 2 to 6 months. Since you do not have to complete all 21 Eagle merit badges before beginning your project, you should choose a period when you can most afford to put in the time. For example, summer would be a better time than the period just before Christmas. Remember, you must work within your helpers' schedules, not just your own. For the leaders and your own sake, please begin your project at least 6 months before your 18th birthday. All Eagle requirements must be completed, and that includes the project and the final write-up, before you are 18 (**NO** exceptions). **PLAN AHEAD.**

II. Choosing a Project

The Eagle Project must demonstrate leadership and provide service to a worthy institution other than the Boy Scouts. See the first page of the Eagle Service Project Workbook for all requirements. You should look for a project idea which is truly valuable and a challenge to you. Your project may include members of this or other troops or may be done entirely by non-Scouts if you choose. You should not spend much time planning a project until you have talked the idea over with your Scoutmaster or Eagle coordinator to be sure that it is a valid project. You may choose to build something, do service for someone, present a program to a group, or correct a problem area for the benefit of an authorized organization. Where can you find Eagle projects? There are many Internet web sites devoted to Eagle Project ideas. Use an Internet search engine like Yahoo or Excite to search for "Eagle Scout Project." Here is a list of some of the resources that you can go to and seek out projects from:

- ** Your Charter Organization
- ** Churches
- ** School Districts
- ** Cities
- ** County Seat
- ** Department of Natural Resources (DNR)

III. Initial Planning & Write Up

After you have talked over possible project ideas with your troop leaders and have chosen the right one for you, it is time to begin the detailed planning and initial write-up, which will then be submitted to the District for approval.

Remember that you cannot begin actual work on the project until the District approves it.

Get a current copy of the Life to Eagle Packet, which includes the Eagle Scout Service Project Workbook from the Council Office or one of the troop leaders to use in preparing your plan. (The Council generally sends this packet to you.) This is the official booklet that is submitted to the district for approval. Read everything in it before beginning to write up your plan.

You must use the Life to Eagle Packet format to present your project.

Using a word processor, handwriting or printing neatly can accomplish your write-up. We recommend using a word processor primarily because it seems to be easier to work with and it makes it easier to do corrections or to do a re-write if necessary. In the past it was required to use the pages in the Eagle Project Workbook for your write up; however, **diskettes are now available from your District Eagle Board that contains an Eagle Packet Template.** This template may be used for doing your preliminary write up and final write up for submission. It is strongly suggested that you make back up copies of all your work. You never know when something can be misplaced or lost.

Obtain a three-ring binder for your project documents. It is easier to organize your pages and it looks better if you use Poly-View sheet protectors in your binder. Be sure to include every page from the Life to Eagle Packet or diskette template that you have filled in. Also, be sure to fill in all the blanks (your name, address, etc.) on the Service Project Workbook face page.

Take pictures of each phase of your project as well as before and after pictures. Include these where appropriate. Be sure that the photos are clearly labeled; explaining what is depicted in each photo.

If your project is a food or clothing drive, be sure to include the results of the drive (i.e. how many pounds of food, how many bags of clothing, etc.).

Remember, a fundraiser cannot be used as an Eagle Project. Fund raising is permitted only for securing materials or supplies needed to carry out your project.

You should keep a photocopy of your project exactly as turned into the District. In case it is lost during the approval process, you have a back up.

Your Planning Details should tell someone else everything they would need to know to carry out your project without you. You should include the following information as shown in the workbook:

Project Description

Describe what you plan to build or what you plan to do for your project. This should not include any details. Those will come later. Describe briefly how you are going to carry out the project, where you are going to do the project, and for whom you are doing the project. This description should be limited to the space provided in the workbook. This will generally be one paragraph or possibly two.

WHAT GROUP WILL IT BENEFIT

Fill in the blanks appropriately. Name the group or organization that will benefit from your project.

MY PROJECT WILL BE OF BENEFIT TO THE GROUP BECAUSE...

Write one paragraph to explain how your project will benefit the organization or group you plan to help. Again, do not provide details just yet. Just focus on the benefit of the project.

Planning Details

This is the heart of the project and the area that will require the most work. The plan should include all details needed by someone else to carry out the project as though you were not around. Make sure you adequately, and in detail, address the following topics using a separate heading to begin each topic.

PRESENT CONDITION

Describe the present condition of the location or place where you are going to perform your project. It is highly advisable to include photos and/or drawings when possible. Be sure to label the photos or drawings. If your program is a drive or a service program, explain the present condition or circumstances of the people your project will benefit.

THE METHOD

Describe in detail exactly how you will plan and perform your project. The plan should include all details needed by someone else to carry out the project as though you were not around. Detail is the key word.

Divide your project into parts or phases where possible. For example:

Phase One - Purchasing of Materials and obtaining tools and equipment.

Phase Two - Recruiting volunteers.

Phase Three - Your Leadership Role and how the work day(s) agenda will unfold.

Explain each phase in detail and include in your description exactly how you are going to show leadership and planning in each phase of your project.

Examples: "I will recruit my helpers from my Troop and my church" - "I will instruct my volunteers to do this..." - "I will show my volunteers how I want this done." Since there is limited space in the workbook, you may attach extra pages with the details. Be sure to add: "Continued on following pages" to the bottom of the page. If your project is to build something, you will need detailed plans or drawings. These plans should show all dimensions, paint schemes, floor plans, layouts, or other details that can be drawn.

Phase One: TOOLS/MATERIALS

List all the tools, equipment, and materials to be used in your project. Give specific dimensions and quantities of materials. Remember, detail is the key. Also, list the cost of the materials. Estimate if you don't know the exact cost. Below is an example:

<u>TOOLS</u>	<u>COSTS</u>
3 Hammers	Loaned
Circular Saw (Adult to operate)	My uncle's
3 Shovels	Loaned
Wheel barrow	My dad's
6 Paint Brushes	\$22.00
First Aid Kit	My Troop's
<u>MATERIALS</u>	<u>COSTS</u>
5 lbs. Of 1 inch nails	\$11.00
(8) 8 ft 2x4s	\$48.00
(9) 8 ft 4x4s	\$54.00
2 Gallons White Latex Paint	<u>\$24.00</u>
Total Cost	\$159.00

Important: Every project will cost something and you need to discuss those costs. Explain who is donating tools or materials and how you intend to finance the project. Are you or your relatives going to pay for materials or are you going to ask local businesses for donations or is the organization you are helping providing the funds?

If you are going to use handouts, poster, letters or other written materials as part of your project, include a copy of those in the plan. These should be included as attachments to the workbook.

Phase Two: PROJECT HELPERS

You don't have to list the names of your helpers at this time. Explain where you are going to recruit: Troop, church, friends, etc.. List how many helpers (number of Scouts, number of adults, etc.) you plan to use for each phase or part of your project.

TIME SCHEDULE AND ESTIMATED HOURS

A good schedule shows when everything is done and in what order each step happens. It should include the number of helpers needed for each phase of the project. You must make your best estimate of how long tasks will take and what order they will be done.

EXAMPLE:

"I will start this project within one week after it is approved and plan to complete it in two to three weeks."

Recruiting Volunteers

How many workers and estimated time per person?

<u>Youth</u>	<u>No.</u>	<u>Est. Time Per Person</u>	<u>Adults</u>	<u>No.</u>	<u>Est. Time Per Person</u>
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Scouts:
Family:
Friends:

Scout Families:
Family:
Friends:

I estimate that it will take approximately: _____ Working Hours

The project will take: _____ Days

Time Schedule

Dates

Time

Rain Dates

Time

(Note: Although there is no stated minimum number of hours for a project, you must show that you have demonstrated leadership of others.)

Phase Three: Leadership and Safety

Leadership

This section is very important. Explain in detail how you are going to exercise and demonstrate your leadership in carrying out your project.

Be specific. (Examples: “I will recruit my helpers from my Troop and my Church” - “I will have my volunteers meet at the school.” - “I will instruct my volunteers to do this...” - “I plan on dividing my volunteers into three groups with each group being responsible for...” - “I will show my volunteers how I want this done.” etc.)

It is OK to repeat specifics that you have already used in the “Phases” of your Plan write up.

Safety

Describe any safety hazards you might face and explain how you will ensure the safety of those carrying out the project. Remember to include the Buddy System and Adult Supervision in your planning. Also remember that an adult must operate power tools (except for powered screwdrivers). BSA policy places limitations on drivers under 21 years old. When helpers are transported in vehicles, the drivers must be 21 years or older and each passenger must have a seat belt.

*** Initial Project Approval ***

There are several approvals required for your project along the way. The first is the verbal approval from your Scoutmaster or Project advisor that your idea will qualify as a valid project. You need this before spending much time writing up the detail plan. After your advisor has helped you get the written plan in order and ready to submit, you will then need several signatures in the Eagle Service Project Workbook. A responsible representative from the organization you are doing the project for is the first signature required. Next, your Scoutmaster or project advisor signs the form, followed by the Troop Committee Chairperson. The project is now ready to turn into the District Advancement Committee for approval to proceed. Note: You should keep a back up of everything you do (copies).

It is very important that you **DO NOT DO** any of the project, except planning, until the District Committee has signed it.

Once they have approved the project plan, your Scoutmaster or Project Advisor will return it to you. You will receive a signed approval form. It is important that you keep this form in your binder, as this is your proof that your project was approved. Now you can begin to do the project. An exception would be if the project plan has been approved by phone call, because of unforeseen circumstances.

IV. Working On The Project

Now that the hard part is over, you can begin the fun part – working the project! If you have prepared a good plan (which you will have or it won't be submitted to the district), all you have to do is to follow the plan and make the project happen. Do what you said you were going to do.

As you carry out your project, keep detailed notes on everything that is done. Keep detailed lists of everything done, who did the work, and how much time you and each of your helpers spent on each phase of your project. Take pictures of each phase of the project. Detailed notes will greatly aid you in the write-up of your project.

V. Final Write-up

After the actual work on the project is completed, you are ready for the last phase of your project - final report. This is the section where you describe what actually happened as you carried out the plan. This information is entered in the last section of the Eagle Service Project Workbook, following the Initial Planning section that was approved by the District. After your Project is completed, try to include in your binder a letter of acknowledgment from the organization or group for whom you performed your project.

Carrying Out The Project

Include a detailed description of your project in chronological order. Include all the dates that you and your helpers worked on your project. Describe in detail what was done during each phase of the project and who and how many helpers participated in each phase. Remember to describe very specifically how you displayed leadership during each day or during each phase of your project.

Report (Including Leadership Role)

Provide a detailed description of your project in chronological order. Your report can be written in journal entries. **Important!!!** Within your report, summarize in detail how you demonstrated your leadership in carrying out your project. Be specific. (Examples: "I had to recruit my helpers from my Troop and my church: - "I had volunteers meet at the school." - "I instructed my volunteers to do this..." - "I instructed my volunteers on how I wanted this done." etc.) It is OK to repeat specifics that you have already used in your write-up.

Time Spent

Complete this portion of the workbook with the total number of hours you spent planning and carrying out the project and the total hours spent by others assisting on the project.

Assisted By

List all of your helpers and describe what they did and how many hours they worked on each day of the project. Be sure to include the date. Below is a partial example:

Name	Description	Date	Hours
Peter Piper	Discussing Project	April 5, 1998	0.75
Jimmy Digger	Planning	April 8, 1998	1.50
Jerry Slick	Buying Supplies	May 2, 1998	2.00
Ollie Olson	Picking up food sacks	June 1, 1998	5.00
Beau Bumper	Sorting food supplies	June 2, 1998	4.00

Total Project Hours = 152.50

Tools/Materials Used

List all the supplies and materials actually used in the project. Be sure to include the costs of the materials. Also, explain how you paid for the materials used. Below is an example:

<u>Type</u>	<u>Costs</u>
Staplers (6)	Donated
Paper (1000 Sheets and Copying Charges)	\$59.39 (Kiwanis Club)
Rubber bands (1000)	\$ 2.04
Plastic bags (2000)	\$52.25 (Kiwanis Club)
Barrels (4)	Donated
Trash Bags (35)	\$ 6.50
Staples (2000)	\$ 3.00
Gas (30 gallons)	\$33.00

Total = \$156.18

(All costs were paid for by the local Kiwanis Club and my family except for the gas, which was provided by the drivers.)

Changes

Most projects do not proceed exactly as planned, making it necessary to make some changes in your original plans. List all the changes that you had to make while carrying out your project. Give the reason for each change.

Photographs

Take pictures of each phase of your project (as well as before and after pictures) and include them in your final write-up. Be sure that the photos are clearly labeled, explaining what is depicted in each photo.

Approvals for Completed Project

Once you have completed your Project Book it is time to sign and date in the appropriate space and obtain the signature of the Scoutmaster or Eagle Advisor.

VI. Turning In Your Project and Eagle Application

If you have completed all the rest of the Eagle merit badges and Eagle requirements you are now ready to complete your Eagle Application and submit it along with your finished Project and Eagle Appraisal letters to your Scoutmaster. You should keep a photocopy of all documents, exactly as they are turned in to the Scoutmaster. This is your back up in case your write-up is lost.

The Eagle Application

Carefully and neatly print all the required information on the Eagle Application form. Be sure all your information and dates are correct, as the District will verify these in detail. Check to see that you have listed four (4) Eagle required merit badges and two (2) elective merit badges with dates **prior to** the date of Star Scout Rank. Also check to see that you have listed a total of seven (7) Eagle required merit badges and four (4) elective merit badges with dates **prior to** the date of your Life Scout Board of Review. Also be sure that your leadership positions and dates are correct. It is a good idea to make a copy of the Eagle Application and practice filling it out before completing the Official Form.

Also note: To satisfy **Requirement 6**, you must write a paper on your ambitions, life purposes, and past accomplishments. This may be ½ to 1-½ pages in length.

Eagle Appraisal Letters (Letters of Recommendation)

All the Eagle Appraisal Letters must be submitted with your Final Project Write - Up and Eagle Application. Therefore don't wait till the last month to ask the appropriate persons for a Letter of Recommendation. They need time to write the letters and return them to you. You should begin this process at least two months prior to your anticipated turn-in time. Be sure to prepare an envelope for each letter so that the person can mail it to you if they so desire.

Scoutmaster Conference

It is now time to schedule your Scoutmaster conference. Your Scoutmaster then signs and dates your Eagle Application in the appropriate space. The Scoutmaster will make sure that all required signatures are in place. He will also set a date for your Troop Board of Review.

District Board of Review

After you have had your Troop Board of Review, your Project Book will be turned in to the Council Office for review and then turned over to the District Board of Review. You will then be contacted by the Board to confirm a meeting date with you. Once you are completed with the District Board of Review, your application will be forwarded to the National Boy Scouts of America Office. By this time, you should successfully be an Eagle Scout.

Disclaimer

This is an unofficial guide, which Districts have used and feel that it is within the intent of the Eagle Project and the guidelines of the BSA Eagle Service Project Workbook. It has been adopted by all three Districts of Sinnissippi Council and is distributed to all troops by the District Advancement Committees. It is the hope that this guide proves to be of value to you, but please seek the approval of your troop leaders before proceeding on a project.