

**An Unofficial Guide to the Eagle Scout Leadership Service Project  
Second Edition**

October 10, 2007  
Pioneer District Advancement Committee  
Santa Clara County Council  
Boy Scouts of America

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One of the responsibilities of the District Advancement Committee is to review project plans that Eagle Scout candidates have created for their Eagle Scout Leadership Service Project. I joined the committee about a year and a half ago, and in working to come up to speed I found that there was no one place to go to get all the requirements that apply to the project. With help from other members of the committee I put this guide together in an attempt to collect the requirements in one place, and to provide some explanations and examples that could help Eagle Candidates (and their leaders and advisors) as they plan and work on their project.

This guide is not a “cookbook” and does not contain a checklist, which when filled out would guarantee a completed project plan. Eagle Scout Leadership Service Projects vary over such a wide range that providing a “cookbook” method or checklist would not be possible, even if it were desirable. Each project, and therefore each project plan, is unique. The Eagle Candidate is encouraged to review this guide, other Scouts’ plans, and Internet sites for ideas and then to create his own project plan. The samples shown in this guide are just examples of how other Scouts have organized portions of their project plan. They represent just a few of many ways that can be successfully used. Some troops keep a library of project plans for review, check to see if yours is one of them.

There is currently a well-written guide on-line at <http://www.eaglescout.org/index.htm>.

I expect that this guide will grow to include more information in the future. If you have something that you would like to see added or addressed, please feel free to contact me. As of this writing, you can find me on the Council web site ([http://www.scccbsa.org/files/2006\\_program\\_advancement\\_committee.pdf](http://www.scccbsa.org/files/2006_program_advancement_committee.pdf)) and send me an email.

This Second Edition contains some updated contact information and a few minor corrections. A statement that suggested a project had to be original in concept has been removed. Explanations of fundraising and when a project may be started have been added or expanded.

Yours in Scouting,  
John Peters  
Pioneer District Advancement Chair

**DISCLAIMER:**

THIS DOCUMENT IS NOT AN OFFICIAL PUBLICATION OF THE BOY SCOUTS OF AMERICA. ALTHOUGH BEST EFFORTS HAVE BEEN MADE, THERE IS NO GUARANTEE THAT THE REQUIREMENTS QUOTED HEREIN ARE ACCURATE, OR COMPLETE, OR HAVE NOT CHANGED SINCE THIS DOCUMENT’S PUBLICATION. THE INTERPRETATIONS AND EXPLANATIONS INCLUDED ARE NOT NECESSARILY THOSE OF THE BOY SCOUTS OF AMERICA. THIS DOCUMENT IS MEANT TO BE A GUIDE FOR EAGLE CANDIDATES AND THEIR MENTORS AND LEADERS. HOWEVER, ADHERENCE TO THE REQUIREMENTS, INTERPRETATIONS AND EXPLANATIONS HEREIN DOES NOT NECESSARILY GUARANTEE A SUCCESSFUL PROJECT PROPOSAL, OR PROJECT.

Requirements for the Eagle Scout Leadership Service Project can be found in Advancement Committee Guide Policies and Procedures (pp. 27, 28), Boy Scout Handbook (Eleventh Edition) (pp. 173, 174, 181, 447), Boy Scout REQUIREMENTS 2007 (pp. 17, 20, 21), and Eagle Scout Leadership Service Project Workbook (18-927D, 2003 Printing).

For reference, a complete list of the requirements extracted from these four documents and used in this guide is presented in Appendix A.

This guide extracts the relevant requirements from each of those four publications, combines them into one document and rearranges them for easier reference. The extracted requirements are shown in Times New Roman font. This document also adds interpretations and explanations of some of the requirements, as made by the Pioneer District Advancement Committee. Those are shown in Times New Roman Italicized font.

## **RANK AND AGE REQUIREMENTS**

All the work on the project must be done while a Life Scout and before the candidate's 18<sup>th</sup> birthday (unless a time extension has been allowed).

*You can look for project ideas and talk to people about potential projects before becoming a Life Scout, but you can't start planning or working on a project until you are a Life Scout. Though rare, an extension can be granted if extenuating circumstances prevent a Scout from completing the requirements for Eagle Scout prior to his 18<sup>th</sup> birthday. "Extenuating circumstances are defined as conditions or situations that are totally beyond the control of the Scout or Venturer." (Advancement Committee Guide, 2004 printing). The extension must be granted by the National Boy Scout Committee.*

## **POTENTIAL PROJECT IDEAS**

A Scout can consult people such as school administrators, religious leaders (clergy), local government department directors (civic officials), law enforcement officers, park department or land management personnel, or a United Way agency's personnel for ideas and opportunities regarding service projects.

District or council advancement committee also can be helpful by identifying possible projects.

*Your unit leader (Scoutmaster, Advisor or Coach) and troop committee members may also be good sources of ideas.*

An Eagle Scout project requires more hours of planning and effort than do projects for Star and Life. The project can be to construct something or can be to render a service. Here are a few service projects Scouts have done to fulfill this Eagle requirement:

- Made trays to fasten to wheelchairs for veterans with disabilities at a Veterans Administration hospital.

- Collected used books and distributed them to people in the community who wanted and needed, but could not afford, books.
- Built a sturdy footbridge across a brook to make a safe shortcut for children between their homes and school.
- Worked with local law enforcement officials to organize and carry out a bicycle safety campaign. Trained fellow Scouts as inspectors and judges, then ran a bike rodeo that included a written safety test, bicycle safety check and skills contests in a bike rodeo promoting safe riding.\*
- Surveyed the remains of an old Spanish mission and prepared an accurate map relating it to the present church.
- Built a “tot lot” in a big city neighborhood and set up a schedule for Boy Scouts to help run it.
- Set up a community study center for children who needed a place to do schoolwork.
- Trained fellow students as audiovisual aides for their school. Arranged for more than 200 hours of audiovisual work.
- Organized a used-toy collection. Supervised fellow Scouts in repairing the toys and delivering them to organizations serving disadvantaged children.
- Planned and built a lawn sprinkling system at a church. Figured out the details of the construction, encouraged church members to donate the materials, then organized Scouts to dig the trenches and install the system.
- Prepared plans for a footbridge on a trail in a national forest. Worked with rangers to learn the skills necessary to build the structure, gathered materials and tool, and then, with ranger guidance, directed a Scout work group to do the construction.

*\* In Santa Clara County bike rodeos, blood drives and certain other activities have been offered often enough by various agencies that it is now possible to use one of these agencies' prepared programs to plan and produce the activity. While approval of such a project is possible, it places such a large burden on the Eagle Candidate to develop sufficient leadership that such projects are discouraged.*

All these projects required the assistance of other Scouts. In each case, the Eagle Scout candidate planned the project, lined up the materials and the help he needed, and led the effort to get the work done.

A trail maintenance or building project is an example of a conservation project. *This is a caption to a picture in the Boy Scout Handbook. Check below for limitations regarding projects providing what would normally be regular maintenance.*

## **PROJECT QUALIFICATION REQUIREMENTS**

A service or construction project, of real value, benefiting the environment, any religious institution, any school, the Scout's community or other worthy group  
 Project may not be performed for a business, be of a commercial nature, or be a fund-raiser, and may not involve council property or other BSA activities.

*The project must provide real value to a non-profit group or the environment, but cannot be done to benefit the Boy Scouts. (We did, however, recently approve a project that benefits the Girl Scouts) .A fund-raiser, even for a non-profit group would not be acceptable.*

Fund-raising is permitted only for securing materials or supplies needed to carry out the project.

*This could be solicitation of donated materials and supplies, or fund-raising to get money to purchase materials and supplies. See more information on fundraising on page 20.*

Shall be meaningful service not normally expected of a Scout as part of his school, religious, or community activities

Routine labor, or a job or service normally rendered, should not be considered.

Project should be of significant magnitude to be special, it should be appropriate, and worth doing.

Must conform to the wishes and regulations of those for whom the project is undertaken.

*You have to get approval and a signature from a representative of the beneficiary, before you can start your project (or even get an appointment for review by the Advancement Committee). Even better is to get a letter from the benefiting organization with a brief description of your project, and a signature. This could be valuable if the person who approved your project leaves the benefiting organization before you can start your project, or while your project is in process. The letter could make it easier to work with the new person to keep your project on track.*

The Scout must demonstrate the leadership skills he has learned in Scouting by planning and developing the project, organizing the personnel needed, and directing the project to its completion.

*While planning your project, take every opportunity you can to demonstrate leadership. One small example would be to plan to provide food for your volunteers (which is also a good way to encourage others to volunteer for your project) .Another would be to arrange for someone to document your project by taking pictures. Pictures are great to have for your Eagle Board of Review.*

There is no minimum number of hours that must be spent on carrying out the project; the amount of time spent by the Scout in planning his project and the actual working time spent carrying out the project should be sufficient for him to clearly demonstrate his leadership of others.

*At one time there was a rumor that you had to have at least a 100-hour project for it to be accepted. This has evidently never been an actual requirement. That being said, we find that projects which meet all the requirements usually fall in a rather broad range of 100 to 300 hours. Remember that the project man-hours include the time everyone spends on the project during planning and execution.*

Scout does the project outside the sphere of Scouting.

*While the Eagle Candidate must demonstrate leadership, it does not have to be leadership of other Scouts. He may lead Scouts, non-Scouts, or a combination of the two.*

Project should represent the candidate's best possible effort.

Two Eagle candidates may not receive credit for (working on) the same project.

*Construction projects (benches, sidewalks, fences, etc.) make perfectly good Eagle Projects. However, if you have an idea for a different type of project that you would like to do, the District Advancement Committee encourages you to pursue it. Almost any project idea can be turned into an Eagle Project if it can be made to meet the requirements stated above. If you have questions about the suitability of an idea, call the Advancement Committee Chair (currently John Peters at 408-378-1766) to discuss it. If necessary, we will invite you to discuss it with several committee members at a regularly scheduled project proposal review meeting.*

## **PROJECT PLAN REQUIREMENTS**

Project should represent the candidate's best possible effort.

*The project proposal is part of the overall project, and it is expected that you will put forth your best possible effort in creating your proposal.*

As you plan and carry out your leadership service project, use the Eagle Scout Leadership Service Project Workbook, BSA publication No. 18-927D to record your plans and progress. Remember that others will be reading these pages. You should print, type, or write legibly using black or blue ink. Complete the form on a computer if you have access to an electronic version. You may add as many pages as needed to thoroughly complete the workbook.

*You must have an original copy of the Service Project Workbook. You must fill out page 1 and have the signatures of the benefiting organization's representative, your unit leader and your unit committee member on page 9 BEFORE you can make an appointment for an Eagle Project Proposal Review meeting. You must bring this Service Project Workbook to the Review meeting.*

*You may write up your project without doing so in the Service Project Workbook (except for pages 1 and 9 as stated above). Many Scouts write up their projects on a computer, which is acceptable as long as all of the items from pages 4 through 11 in the Service Project Workbook are addressed in the write-up. There is a Rich Text version of the Service Project Workbook available on the Internet, but at this time the wording is not the same as in the printed Service Project Workbook. The wording in the printed Service Project Workbook takes precedence. Also, if using the Rich Text version, do not include the "The 12 Steps from Life to Eagle" section in the write-up.*

Who will benefit from the project and how will they benefit?

What official from the group benefiting from the project will be contacted for guidance in planning the project?

*Include the name of the group and the group's address. Detail how the group will benefit from the project. In some cases, more than one contact needs to be given, i.e. a project at a school where one of the teachers is providing the guidance, but the principal must approve the project.*

Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project.

*Keep a record of the time spent by you and others in planning your project, on a man-hour basis. For instance, if you spend half an hour at a store working with an employee to put together a projected cost of materials, note the date, a brief description of what took place (i.e. "Worked on quote with George Clark at Western Supply"), and the number of man-hours involved. In this example there would be one man-hour because two of you each spent a half an hour. Keeping track of each participant's time to the nearest 15 minutes is usually sufficient, but you may use another increment if you see fit. When you meet with the Project Proposal Review Committee, have the total number of man-hours spent planning your project written in your proposal.*

*Some samples from recent project plans are shown below. You do not have to follow any of these layouts, but they might give you some ideas for your project plan.*

## Hours Log

Date	Activity	How Many People	Time	Total Time
4/28/2006	See project site with Ranger Holly	3	2 hours	6 hours
5/2/2006	Write up and cutting pictures	2	2 hours	4 hours
5/3/2006	Speak with eagle adviser, Jamie	2	2 hours	4 hours
5/4/2006	Meet with Alan White, get sample projects	3	1 hour	3 hours
5/6/2006	Got ranger approval for project and signature	3	90 minutes	4.5 hours
5/9/2006	Meet with troop committee	6	1 hour	6 hours
5/9/2006	Phone conversation with John Peters	2	14 minutes	28 minutes
5/13/2006	Write ups and phone calls to lumber companies	2	2 hours	4 hours
5/16/2006	Talked with Skip Chase	3	90 minutes	4.5 hours
5/22/06	Picked up the specs and sample bolt	2	1 hour	2 hours
5/23/2006	Spoke with eagle adviser gave a mock presentation	4	90 minutes	6 hours
				Total Time
				44.5 hours



Personal Planning Hours					
Date	Dave's Time	Assistance of Others	Name	Comment	Total
8/7/06	1.50	3.50	Garry Holst Bill Flood Tom Richards	Surveyed job/initial email requests	5.00
8/15/06	2.00	2.00	David Richards Tom Richards	Gathered forms/List BoM	4.00
8/18/06	3.00	3.00	David Richards Tom Richards	Discuss project details/map schedule	6.00
8/19/06	3.00	1.00	David Richards Tom Richards	Initial Write-up	4.00
8/20/06	0.00	2.00	Tom Richards	Computer graphic work	2.00
8/22/06	0.75	0.75	David Richards Bill Flood	Review Packet	1.50
8/29/06	1.50	1.50	David Richards Tom Richards	Price out BoM @ Home Depot	3.00
9/2/06	1.50	1.50	David Richards Tom Richards	Price out BoM @ Southern Lumber	3.00
9/4/06	0.50	1.50	David Richards Tom Richards	Touch-up project packet Assign estimated workers/hours to tasks	2.00
9/4/06	0.75	0.75	Bill Flood Tom Richards David Richards	Final review of planning package	1.50
9/7/06	1.00	1.00	David Richards Bill Flood	Presentation to Los Gatos Youth Park Commission	2.00
9/9/06	1.00	1.00	David Richards Tom Richards	Final review of planning package with changes suggested by Youth Park Commission	2.00
Total hours worked in planning					36.00

**Planning Time Log**

Date	People	Hours	Man Hours
	Myself, John, Chris, Wade, Austen, Mr. Rosetta, Mr. Reed, Mr. Cena, Mr. Horn, Mr. Locastro	1	10
4/26	Myself, Coach Clark	.5	1
5/1	Myself, Coach Clark, Mr. Tenner, Mr. Holland	1	4
5/1	Myself, Jason	1.5	3
5/2	Myself, Mr. Tenner, Coach Clark	1	3
5/5	Myself, Coach Clark, Mr. Tenner	.5	1.5
5/6	Myself	2	2
5/15	Myself, Mr. Tenner	.2	.4
5/16	Myself, Mr. Rosetta	.2	.4
5/20	Myself, Jason	2.5	5
5/21	Myself	3	3
5/23	Myself, Austen, John	1	3
5/26	Myself, Mr. Tenner, Coach Clark, Coach Z	1	4
5/30	Myself, Mr. Todd, Mr. Stephens	.5	1.5
5/30	Myself, Mr. Lusk	.2	.4
6/5	Myself, Mr. Tenner, Coach Clark	1	3
6/6	Myself	1.5	1.5
6/10	Myself, Jason	1	2
7/6	Myself, Coach Clark, Jason Tenner	1	3
7/13	Myself, Mr. Cena	2	4
7/15	Myself	3.5	3.5
7/16	Myself, Mr. Reed	.25	.5
7/16	Myself, Mr. Cena	1	2
7/17	Myself	2	2
7/17	Myself, Mr. Lusk	.5	1
7/17	Myself, Mr. Lusk, Mrs. Lusk, Mr. Cena	.25	1
7/19	Myself, John Peters	.25	.5
7/19	Myself, Mr. Reed	.25	.5
7/19	Myself	3	3
7/22	Myself	1	1
7/24	Myself	.5	.5
7/26	Myself	3	3
7/26	Myself, Mr. Rosetta, Mr. Reed, Mr. Bostic	1	4
8/5	Myself	1	1
8/10	Myself, Mr. Sutterland (Principal)	.5	1
8/11	Myself	2	2
8/16	Myself, Mr. Sutterland	.5	1
8/26	Myself	1	1
8/28	Myself	.5	.5
		<b>Total Hours</b>	<b>Total Man Hours</b>
		44.6	84.7

Plan your work by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out the project.

How many people will be recruited to help carry out the project?

If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.

*This is where you lay out the details of how your project is to be accomplished. The goal is to have enough detail so that someone who is unfamiliar with your project could take your plans and accomplish the project.*

*Write a paragraph or two describing the current situation and, if appropriate, what your project will do to change or improve that situation. Many project proposals will benefit greatly from pictures to help explain what is going on. If you will be using pictures, it would be a good idea to plan ahead and determine who will be taking them.*

*Here are a couple of samples of project descriptions:*

**PROJECT DESCRIPTION**

**DESCRIBE THE PROJECT YOU PLAN TO DO:**

For my eagle project, I plan to help the homeless in my community. I will put together mobile hygiene/survival backpacks for the homeless. To do this I will obtain new and used backpacks through donations from retail stores, local churches, and from friends and neighbors. I will also obtain toothbrushes, floss, toothpaste, soap, deodorant, sunscreen, razors etc. Another way that I will fulfill my goal of creating these backpacks is to have the community sponsor a backpack. I will create a backpack through purchasing the supplies to determine what the base price is. I will visit St. Andrews Church in Saratoga, St. Lukes Church in Los Gatos as well as Calvary Church in Los Gatos. My plan is to give an announcement for my backpack drive and ask for donations from the parish. I plan to make thirty of these backpacks. Once I have fulfilled my goal, I will deliver the backpacks to St. Lukes Church in Los Gatos where they have a homeless support program in place. This program is dependent upon volunteers in which Jo Greiner is the director. The soup kitchen is held at lunch every Tuesday of the month. I have volunteered at this luncheon before. The volunteers arrive around 11 AM and begin to warm the soup and prepare the sandwiches and snacks. Around 11:30 AM, about ten men and women show up in the courtyard of the church. The volunteers then begin to serve them the food and also socialize. Towards the end, the volunteers distribute grocery bags of food that will last a few days.

## **Project Description**

For my Eagle Project I plan to build a storage shed for A Place for Teens in Los Gatos. A Place for Teens is a building located behind Los Gatos High School. It is run by a non-profit organization with a Board of Directors that includes adults and teens. A Place for Teens is a place where teenagers can hang out after school. A Place for Teens has an air hockey table, a big screen TV, several computers, and a snack bar. A Place for Teens regularly hosts concerts and other events that anyone under eighteen can enjoy. For these concerts they employ a portable stage made of wood sections. Currently these sections take up the entirety of the existing shed and several other pieces of equipment have to sit outside. The existing shed is a thin metal walled model that has experienced major wear and tear. By constructing a freestanding, wood frame, slab floor shed they will be able to safely and securely store all of their equipment with room to spare. Their current shed is too small and is in a state of great disrepair. The new shed would allow A Place for Teens to store all of their equipment in a secure place. The shed will be a sturdy wood frame building on a concrete slab. In addition to practical uses the shed will help beautify A Place for Teens and present a positive image. This is a more difficult than average Eagle Project, but it will be a great asset to A Place for Teens.

*Describe how you will go about executing the project.*

*Describe how many helpers will be needed for each part of your project, and how long you estimate each part will take. Put the project steps in the order that they will need to be done. At the end, add up the number of man-hours you estimate will be needed to accomplish your project.*

*Here are some samples:*

STEP BY STEP DESCRIPTION OF PROJECT				
STEP	DESCRIPTION	ESTIMATED PEOPLE	ESTIMATED HOURS	TOTAL HOURS
1	<b>CONSTRUCT FLOOR:</b> Using the <u>pressure treated</u> lumber, select two (2) 2x4x10 pieces. These will be the front and rear floor beams.	1	0.1	0.1
2	Select one(1) 2x4x10 <u>pressure treated</u> piece and saw off two (2) 45-inch long sections. These will be the side beams of the floor.	1	0.2	0.2
3	Nail the front, sides and rear floor beams together using two (2) 10d nails at each joint to form a rectangle with a depth of 48-inches and a length of 10 feet. See Fig A	2	0.3	0.6
4	Select four(4) 2x4x10 <u>pressure treated</u> pieces and cut off seven (7) 45-inch long sections. These will be the interior floor beams.	1	0.5	0.5
5	Measuring from the outside of the left side beam, nail in an interior floor beam at 3 1/2-inches from the side. Then nail in interior floor beams at every 16-inches. Use two (2) 8d nails on each end of the interior beams. See Fig A	3	0.5	1.5
6	Lay a sheet of 4'x8'x3/4" CDX plywood on top of the floor frame so that the ends are flush with the outside floor beams. Attach the plywood to the frame by nailing every 12 inches. Using 8d nails. See Fig E	4	0.2	0.8
7	Cut another piece of the CDX plywood to 4'x2' and attach to frame as above. Make sure to save the remaining 4'x6' piece of plywood. This will be used for the roof.	4	0.2	0.8
8	<b>CONSTRUCT BACK WALL:</b> Select two (2) 2x4x10 pieces and cut each to a length of 5 feet each. These will be the right and left side beams of the back wall. (Total of 4 beams)	1	0.2	0.2
9	Select four (4) 2x4x10 pieces and cut each to a length of 9'6". These will be the interior support beams of the back wall.	1	0.5	0.5
10	Connect two (2) side beams with one interior beam to create a width of 10 feet. Attach beams at corners using two (2) 10d nails. See Fig B	3	0.3	0.9
11	Connect remaining 3 interior support beams each 14-inches from bottom edge interior beams. Attach using two (2) nails on each end. See Fig B	3	0.3	0.9
12	Connect remaining two side beams so that you create 4"x4" sides. Attach using a 10d nail every 12inches. See Fig B	3	0.2	0.6
13	<b>SIDE AND INTERIOR WALLS:</b> Select two (2) 2x4x10 pieces and cut to make three beams to a length of 5 feet each. These are the back beams	1	0.2	0.2
14	Select three (3) 2x4x10 pieces and cut to make three beams to length of 6 feet each. These are the front beams.	1	0.3	0.3
15	Select three (3) 2x4x10 and cut into 9 lengths of 38 inches each. These are the interior support beams.	1	0.3	0.3
16	Connect a back beam with the front beam using one interior beam along the bottom to make a width of 41 inches. Attach beams using two (2) 10d nails. See Fig C.	4	0.5	2
17	Attach two more interior support beams at every 20 inches (from bottom of interior support beam). See Fig C.	3	0.2	0.6
18	Repeat steps 16 and 17 to create interior and remaining side wall.	3	0.3	0.6
19	<b>FRONT WALL:</b> Select four (4) 2x4x10 pieces and cut to make four beams to a length of 6 feet each. These are the side beams	1	0.5	0.5
20	Select one (1) 2x4x10 beam and cut to 9'6" long. This is the top support beam.	1	0.2	0.2
21	Connect the top support beam to two side beams at 1 1/2 inches from the top. Attach using two (2) 10d nails at each connection. See Fig D.	3	0.2	0.6

<b>Activity</b>	<b>Who</b>	<b>Time</b>	<b># of People</b>	<b>Total</b>
Planning Project	Jacob	15 Hours	1	15 Hours
Planning Project	Advisor	3 Hours	1	3Hours
Presentation to Committee	Committee Members	.5 Hour	10	5 Hours
<i>Presentation to Council</i>	<i>Council Members</i>	<i>.5 Hour</i>	<i>5</i>	<i>2.5 Hours</i>
<i>Presentation to Boy Scout Troop</i>	<i>Jacob</i>	<i>.5 Hour</i>	<i>1</i>	<i>.5 Hour</i>
<i>Church Presentations</i>	<i>Jacob</i>	<i>12 Hours ( 3 Churches with 2 visits)</i>	<i>1</i>	<i>12 Hours</i>
<i>Door to Door Solicitation</i>	<i>Scouts</i>	<i>8 Hours</i>	<i>6</i>	<i>48 Hours</i>
<i>Collecting Donations from Churches</i>	<i>Scouts</i>	<i>4 Hours</i>	<i>3</i>	<i>12 Hours</i>
<i>Shopping for Items</i>	<i>Scouts</i>	<i>2 Hours</i>	<i>3</i>	<i>6 Hours</i>
<i>Assembling the Backpacks</i>	<i>Scouts</i>	<i>3 Hours</i>	<i>3</i>	<i>9 Hours</i>
<i>Delivery</i>	<i>Scouts</i>	<i>1 Hour</i>	<i>3</i>	<i>3 Hours</i>
		<b>Total:</b>	<b>42 People</b>	<b>116 Hours</b>

*Italicized writing is predicted time*

### Steps for Construction of a Watering System for the Los Gatos Youth Park

Step	Task	Estimated Time (hours)	People needed	Man hours	Equipment needed
	<b>Project A - Build and install a manifold connected to the Scout Hut's water supply. Build a protective wooden box around the manifold.</b>				
	Shut off water supply				Water key
	Disconnect current source water line feeding broken system (A1)	0.5	2	1.00	Pipe wrenches
	Swivel remaining part of water line 90 degrees (A2)	0.25	2	0.50	Pipe wrenches
	Swivel main shut off valve 135 degrees (A3)	0.5	2	1.00	Pipe wrenches
	Remove current in-ground box (save for project B)	0.5	2	1.00	Shovel
	Remove current sprinkler supply line shut off valve in old box	1	2	2.00	Pipe wrenches
	Prep Work Total			5.50	
	<b>Build three-valve manifold</b>				
	Cut three pieces of 1" PVC 12" long (A4)	0.08	2	0.17	PVC cutters, tape measure
	Cut three pieces of 1" PVC 6" long (A5)	0.08	2	0.17	PVC cutters, tape measure
	Glue PVC pipe into 1" slip tee's (A6)	0.08	2	0.17	Glue, gloves
	Put joint tape on 3-1" slip X 3/4" male thread adapters	0.08	2	0.17	Joint tape
	Screw 1" slip X 3/4" male thread adapter into input of 3/4" anti siphon valve	0.08	2	0.17	Channel lock pliers
	Put joint tape on 3-3/4" slip X 3/4" male thread adapters	0.08	2		
	Screw 3/4" slip X 3/4" male thread adapter into output of 3/4" anti-siphon valve	0.08	2	0.17	Channel lock pliers
	Glue 1" slip X 3/4" male thread adapter on top of PVC (A7)	0.08	2	0.17	Glue, gloves
	Glue A4 into A7 for the three valves	0.25	2	0.50	Glue, gloves
	Put joint tape on 1" slip X 1" male thread adapter and screw into A11	0.08	2	0.17	Joint tape
	Cut 1" PVC 3" long and glue into 1" slip X 1" male thread adapter and 1" shut off valve	0.17	2	0.33	Glue, gloves, PVC cutters, tape measure
	Cut 2-1" pieces of PVC and glue into 1" slip elbow, into manifold, and 1" shut off valve (A9). Length to be determined as needed	0.33	2	0.67	Glue, gloves, PVC cutters, tape measure
	Flush manifold and glue on end cap to 1" PVC (A8)	0.33	2	0.67	
	Dig out trench line from existing watering supply line to trail to the middle valve of manifold	0.33	2	0.67	Shovel
	Measure, cut, and glue pieces as needed to connect middle valve to existing water supply line (A10)	0.5	2	1.00	Glue, gloves, PVC cutters, tape measure
	Fill in hole 6" then lay down metallic caution tape, fill in rest of hole	0.5	2	1.00	Shovel, sissors
	Three-valve manifold total			6.17	

## Detailed Step-by-Step Methods

**Day 1** (Togo's lunch to be provided by host family.)

### **Step 1: Move concrete slabs, clear area of debris, remove shrub at corner of building**

Remove three (3) of the concrete slabs (approx. 10" x 3" x 6") and stack off to the side. Rake all debris from around side of structure and take out brush at corner. This will allow clear access to side of building.

### **Step 2: Remove interior dry wall and exterior siding**

Remove interior dry wall exposing exterior siding and discard. Carefully remove exterior siding (to be reinstalled later in Step 15, if possible) opening up the entire side of building. (This will lighten the structure to be lifted, as well as relieve the stresses as the lifting occurs.)

### **Step 3: Remove old door (optional, may not need to for this phase)**

At this point, open the door and attempt Step 4. If the side of building cannot be jacked up with door in place, remove the door.

### **Step 4: Jack up and install temporary support under corner of building**

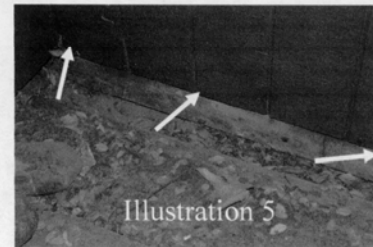
Using 2 hydraulic jacks, lift side of building slightly above level to allow room for digging of footers. Install temporary cribbing under side of building for safety support until wall can be lowered onto pier blocks in Step #12.

### **Step 5: Dig footers**

Dig 3 holes under side of building to pour the footers. The holes need to be approximately 24" wide by 24" long by 12" deep to accommodate footers. (See Illustration 3.) (Also see Drawing 1 for placement of pier blocks.)

### **Step 6: Mix and pour concrete, setting pier blocks**

Mix and pour concrete into holes to a depth of approximately 8". Set and level pier blocks into wet concrete, aligning directly under building wall.



### **Step 7: Primer all exterior siding (if needed) and trim, and all interior trim**

Lay out lumber and apply a coat of primer paint to all exterior wood siding and trim. Lay out all interior wood trim and apply primer. (NOTE: This step can be done concurrently with other steps. Old siding, if reusable, does not have to be primed.)

### **Step 8: Reinstall old exterior siding and secure door (temporary installation)**

Attach old exterior siding onto side of building and securely fasten old door to close up the building while concrete dries.

### **Step 9: Clear and secure area (caution tape)**

Clean up concrete mixing equipment, clear and stow all building materials. Place caution tape across interior hallway door to prevent anyone from entering hallway where building is held up by the temporary blocking.



<b>Step by Step Description of Project</b>						
	<b>Step</b>	<b>Description</b>	<b>Est. # Workers</b>	<b>Est. Hours</b>	<b>Act. Hours</b>	<b>Total Work Hours</b>
2 1 - O c t	1	Move concrete slabs, clear area of debris, remove shrub at corner of building	4	0.5		2
	2	Remove interior dry wall and exterior siding	4	1		4
	3	Remove old door (optional, may not need to for this phase)	2	0.5		1
	4	Jack up and install temporary support under corner of building	3	2		6
	5	Dig footers	4	2		8
	6	Mix and pour concrete, setting pier blocks	2	1.5		3
	7	Primer all exterior siding (if needed) and trim, and all interior trim	2	1		2
	8	Reinstall old exterior siding and secure door (temporary installation)	3	1.5		4.5
	9	Clear and secure area (caution tape)	4	0.5		2
4 - N o v	10	Remove temporary exterior siding	2	0.25		0.5
	11	Remove old door and frame	2	0.5		1
	12	Level floor and secure to pier blocks	4	1.5		6
	13	Install new door frame and door with all hardware	2	4		8
	14	Install exterior siding and trim	3	1.5		4.5
	15	Install insulation in wall, R13	2	0.5		1
	16	Install, tape, and texture interior dry wall	3	2		6
	17	Install interior trim	2	1		2
5 - N o v	18	Clean up and secure area	4	0.5		2
	19	Finish sand interior dry wall	3	0.5		1.5
	20	Primer and paint interior	2	3		6
	21	Paint exterior	2	1		2
	22	Clean up	3	1		3
		<b>Totals</b>			0	76
		<b>Note: A group of 4 - 6 workers plus a minimum of 2 adult supervisors required. Work to be completed over two weekends.</b>				

If appropriate, list the type and cost of any materials required to complete the project. Provide a list of materials required to complete the project, along with their cost.

*If your project requires materials, get a quote, even if the materials will be donated. List the full price for the materials, even if the supplier is planning to give you a discount. This way you can put an overall value on your project.*

*In most cases you will want to get the best value for your benefiting organization. Two or more quotes will enable you to determine where you can get the best value.*

*A couple of samples:*

# Bill of Materials

Qty.	Size	Description	On Hand	Southern Lumber		Home Depot	
				per unit	Total	per unit	Total
3	ea.	Pier Blocks, 10"		\$ 2.49	\$ 7.47	\$ 3.47	\$ 10.41
6	60#	Concrete, bag		\$ 2.79	\$ 16.74	\$ 2.59	\$ 15.54
2	4 x 8	Dry Wall, 1/2"		\$ 10.99	\$ 21.98	\$ 9.98	\$ 19.96
2	4 x 8	Siding, Exterior, T111 (if needed)		\$ 47.79	\$ 95.58	\$ 27.75	\$ 55.50
1	6'	4 x 4, Treated (pier posts)	OH	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
16	LF	Molding, Base, 2 1/4" x 3/8", fiberboard		\$ 0.59	\$ 9.44	\$ 0.41	\$ 6.56
1	ea.	Door, Metal Clad, w/ Wood Frame	OH	\$ 169.00	\$ 169.00	\$ 129.00	\$ 129.00
1	set	Trim, Door, Interior, 1 5/8" x 5/8"		\$ 15.80	\$ 15.80	\$ 5.97	\$ 5.97
3	pc.	Trim, Door, Exterior, Fir, 1 x 4 x 8		\$ 8.72	\$ 26.16	\$ 3.15	\$ 9.45
1	pc.	Z-Bar Door Flashing, 5/8" x 8'		\$ 2.79	\$ 2.79	\$ 3.85	\$ 3.85
3	ea.	Security Hinges (NRP) (Viking Supply)		\$ 10.00	\$ 30.00	\$ 10.00	\$ 30.00
1	ea.	Panic Bar, w/ installation hardware (Viking Supply)		\$ 130.00	\$ 130.00	\$ 130.00	\$ 130.00
1	Box	Nails, Finish, 6d (2"), 1 lb.		\$ 1.99	\$ 1.99	\$ 1.98	\$ 1.98
1	Box	Nails, Hot-dipped Galvanized, 8d (2 1/2")		\$ 2.11	\$ 2.11	\$ 2.05	\$ 2.05
1	Box	Nails, Hot-dipped Galvanized, 16d (3 1/2")		\$ 2.29	\$ 2.29	\$ 2.22	\$ 2.22
1	Box	Rivits, Pop, 1/8" x 3/8"		\$ 4.99	\$ 4.99	\$ 4.29	\$ 4.29
1	Box	Dry Wall Screws, 1 5/8"		\$ 4.29	\$ 4.29	\$ 4.11	\$ 4.11
1	Roll	Tape, Dry Wall, self-adhering mesh		\$ 9.99	\$ 9.99	\$ 4.98	\$ 4.98
1	Bucket	Joint Compound, Drywall, 12 lb.		\$ 3.99	\$ 3.99	\$ 5.36	\$ 5.36
2	Tube	Calking, Lexel		\$ 3.99	\$ 7.98	\$ 1.98	\$ 3.96
2	Cans	Foam, Insulation (Doors & Windows)		\$ 13.49	\$ 26.98	\$ 6.44	\$ 12.88
1	bndl.	Shims	OH	\$ 9.95	\$ 9.95	\$ 8.45	\$ 8.45
1	pc.	Aluminum, 14:" x 6" x 1/16" (ACE Hardware)		\$ 5.65	\$ 5.65	\$ 5.65	\$ 5.65
1	Roll	Caution Tape, 200'		\$ 5.49	\$ 5.49	\$ 5.49	\$ 5.49
2	Roll	R13 Insulation, 15" x 32'		\$ 12.00	\$ 24.00	\$ 11.87	\$ 23.74
1	Gal.	Paint, Semi-Gloss, Interior, (white)		\$ 25.99	\$ 25.99	\$ 24.98	\$ 24.98
1	Gal.	Primer, Exterior/Interior, Zinsser		\$ 21.99	\$ 21.99	\$ 17.98	\$ 17.98
1	Gal.	Paint, Exterior, Semi-Gloss, (color match)		\$ 25.99	\$ 25.99	\$ 24.98	\$ 24.98
4	ea.	Roller, Paint, Pyean, 3/8" nap		\$ 2.69	\$ 10.76	\$ 3.47	\$ 13.88
4	ea.	Plastic Paint Tray Liners		\$ 0.59	\$ 2.36	\$ 0.80	\$ 3.20
1	roll	Masking Tape, 1", (blue)		\$ 3.99	\$ 3.99	\$ 3.29	\$ 3.29
2	ea.	Paint Brush, 2" (disposable)		\$ 0.89	\$ 1.78	\$ 0.79	\$ 1.58
2	ea.	Paint Brush, 3" (disposable)		\$ 1.09	\$ 2.18	\$ 0.99	\$ 1.98
1	pt.	Copper Green	OH	\$ 2.69	\$ 2.69	\$ 2.69	\$ 2.69
1	ea.	SALES TAX (approx.)		\$ 60.83	\$ 60.83	\$ 49.58	\$ 49.58
1	trip	Dump Run to Guadalupe Landfill		\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00

**Total \$ 843.22 Total \$ 695.54**

The Los Gatos Youth Park has given a budget of \$600. This budget will be met because the door price is included in the total cost above. The door has been donated and, when that cost is deducted, the new total comes in under \$600.

### Concrete Mix Calculator

Hole Size		
Length	Width	Depth
24	24	8
Vol.		2.67
Bag Size		
Weight	Vol	# Bags
40 lb	0.30	9
50 lb	0.38	8
60 lb	0.45	6
80 lb	0.60	5
90 lb	0.68	4

**Orchard Supply Hardware  
(OSH)**

Material	Cost	Amount Required	Amount to be Purchased	Total Cost
Drywall	5.99 / .5"x2'x4'	85.12	86	515.14
Tape	2.19 / 250ft.	4.09 Rolls	4 Rolls	8.76
Tape Knife	7.49	2	2	14.98
Sanding Sheets	3.79 / 2 sheets	2 packages	2 packages	7.58
Knife Saw Blades	2.00 / 5 blades	2 packages	2 packages	4.00
Paint: Walls (Off White)	16.99 / gal	1.95 gal	2 gal	33.98
Primer: Walls	9.99 / gal	1.95 gal	2 gal	19.98
Compound	12.99/ 5 gal	1	1	12.99
Ring Shank Nails	1.49/ pound	3	3	4.47
Drywall Screws	1.99/ pound	3	3	5.97

**Home Depot**

Material	Cost	Amount Required	Amount to be Purchased	Total Cost
Drywall	9.66 / .5"x4'x8'	21.28 boards	22 boards	212.52
Tape	3.14 / 500ft.	1.02 rolls	1 rolls	3.14
Tape Knife	1.37	2	2	2.74
Sanding Sheets	6.38 / 25 sheets	1	1	6.38
Knife Saw Blades	5.99	1	1	5.99
Paint: Walls (Off White)	51.97/ 5 gal or 24.98/gal	1 gal  1.95 gal	1  2 gal	51.97  49.96
Primer: Walls	10.98/ gal	1.95	2	21.96
Compound	10.65/ 5 gal	1	1	10.65
Ring Shank Nails	2.99 / pound	3	3	8.97
Drywall Screws	4.11 / pound	3	3	12.33
Lag Screws	.45 (1/4 x 2 1/2)	9	9	4.05
Bolts	.35 (1/4x 2 1/2)	9	9	3.15
Anchors	.75 (1/4 x 1)	9	9	6.75
Washers	.08 (1/4)	100	100	8.00
Locknuts	4.17 / 100 (1/4)	9	9	.90
2x4 Regular	2.59/ (2x4x8)	14	14	36.26
2x4 Pressure Treated	4.97/ (2x4x8)	3	3	14.91

*Show the supplies and tools that will be required for your project, as well as their costs. You should include tool rental costs, even if discounted or waived, but you don't have to show costs for tools loaned to you for use on your project.*

*Two samples:*

### Tools Needed

Tools	Source	How Many
Battery powered drill	Sanborn/Doyle Grimmatt/Wayne Johnson	11
Wrenches	Wayne Johnson	4
Shovels	Wayne Johnson	4
Measuring tape	Wayne Johnson	2
Pencils	Wayne Johnson	11
Post leveler	Jason Kenney	1
Compound miter saw	Wayne Johnson	1
Tamper	Wayne Johnson	2
Pick axe/ axe	Wayne Johnson	2
Post hole diggers	Sanborn/ Doyle Grimmatt	5

### Tools Needed

Tools	Source	How Many
Electric saw	Jim Milbourn	2
Electric screwdriver	Jim Milbourn	4
Posthole digger	Kirk Yates	2
Tape measure	Jim Milbourn	2
Garden rake	Kirk Yates	4
Level	Jim Milbourn	2
Shovel	Kirk Yates	4
Work Gloves	Kirk Yates	6
Goggles	Kirk Yates	6
Paint Brushes	Kirk Yates	5

*There is no BSA requirement that your project include fundraising, however, if you are going to be raising funds to pay for part or all of your project, you will almost certainly be providing leadership in doing so. Make sure you document your fundraising plan and include the estimated time in your project man-hours.*

*Fundraising that brings in money at the time (car washes, garage sales, can collecting, etc.) may not take place until you have all your project approvals. Fundraising that consists of soliciting and obtaining commitments for donated or discounted supplies or monetary donations for use in purchasing supplies may (and should) take place while you are planning your project.*

Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project.

*This is a very important part of your plan. Power tools should only be operated by qualified individuals, usually adults. Safety gear (eye and hearing protection, gloves, etc.) must be provided where needed. Safety instructions should be given at the start of each work shift.*

*Water and bathroom facilities must be made available to all volunteers.*

*Guide to Safe Scouting requirements must be followed. This usually means that you must have at least two adults present at all times, at least one of which must have current Youth Protection Training.*

*Have a first aid kit at the work site. Have a map showing how to get from your work site to the nearest hospital emergency room.*

*Some projects make use of pressure treated wood. Anyone cutting, drilling, sanding, etc. pressure treated wood should wear eye protection and a dust mask. Anyone handling pressure treated wood should wash his hands before handling any food.*

*Here are a couple of safety statements. Note that while they don't address Youth Protection Training, your project plan should.*

### **Safety**

We will take precautionary measures to prevent injuries and will be prepared to handle any injuries that may occur. Safety glasses will be worn in all situations where dust and debris may be present to prevent eye injuries. Painting as well as any activities where dust might be produced will be done in ventilated areas. Water will be on hand to keep all volunteers hydrated thus preventing dehydration. Closed toed shoes as well as appropriate clothing will be worn. In case of an accident a first aid kit will be present to deal with cuts and scratches. A cell phone will always be present. At the Wilson residence the nearest hard wired phone is in the kitchen and at Cornerstone Community Church the nearest phone is in the Parish office, across the lobby from the youth room where all work will be done. In the event of a non life threatening emergency a car will be present; the nearest emergency centers are Good Samaritan Hospital and Santa Teresa Medical Center, directions to these centers are on pages 4 and 5. All scouts will have their permission to treat forms with them. All necessary tour permits will be filed by the project manager.

### **H. Safety**

It is my responsibility as the leader of this project to do all that I can to ensure the safety of my crew. In order to do this, each morning I will begin by advising my crew of the safety hazards that we may face during the day's work. I will instruct helpers concerning proper heavy lifting techniques. Water will be provided easily accessible to my crew so that they stay hydrated. Prior to the project, I will review the first aid portion of my handbook. During the project, I will constantly be watching the crew, so that I can stop any dangers from developing into an emergency. In the case that an emergency develops, there will be a first aid kit on hand at all times, including a copy of the attached map (page 9) to the nearest hospital. Only Senior scouts (with adult supervision) will be allowed to use the ax, roto-tiller, circular saw, and pick

## PROJECT APPROVAL REQUIREMENTS

Use the Eagle Scout Leadership Service Project Workbook, BSA publication No. 18-927D Approved by unit leader, benefiting organization representative, unit committee, council or district advancement committee or their designee.

*BSA allows each Council to decide whether project approvals, and Eagle Boards of Review are to be held at the Council or District level. The Santa Clara County Council has decided that they will be held at the District level.*

The Scout must secure the prior approval of his unit leader, his unit committee, and the benefactor (sic) of the project. The project must also be reviewed and approved by the district or council advancement committee or their designee to make sure that it meets the stated standards for Eagle Scout service projects before the project is started.

*NOTE: All four sources of Eagle Scout Project requirements state that you may not start your project until you have all the required approvals.*

*Work on the project, and fundraising for the project may not start until all four approvals have been obtained and all four signatures have been placed on page 9 of the Service Project Workbook. Funds which already exist in a Scout Account, or similar account with a troop, may be used with the unit leader's approval. It is permissible to obtain commitments of donated materials or discounts for materials while you are planning your project, but you may not actively raise funds or collect materials or supplies until your project has been approved.*

*Start by getting verbal approval from your unit leader for your project idea. After you have written up your project plan, get a signature (and a letter, if possible) from the benefiting organization. Next get your unit leader's signature, and then your unit committee representative's signature. Once you have those three signatures you may contact the Advancement Committee Chair to set up an appointment for review of your project.*

Upon completion, the project must be reviewed by your district or council advancement committee.

Preapproval of the project does not mean that the board of review will accept the way the project was carried out.

*After the project has been completed, the "Approvals for Completed Project" section on page 13 of the Service Project Workbook must be filled out. Signatures of the Scout, his unit leader, and a representative of the benefiting organization are required, with dates, as well as the starting and ending dates of the project. A representative of the District will review the project at the Eagle Board of Review. The members of the Eagle Board of Review will make a determination, independent of the project's original approval, as to whether or not the way the project was carried out meets the requirements.*

## EAGLE PROJECT REPORT REQUIREMENTS

- In what ways did you demonstrate leadership of others?
- Give examples of how you directed the project rather than doing the work yourself.

*One approach would be to use the Patrol Method to organize volunteers. Act as the "Senior Patrol Leader" and train one or more "Patrol Leaders" to lead groups of volunteers. Sometimes pictures are helpful in showing how you directed the project.*

- In what way did the religious institution, school, or community group benefit from the project?
- Did the project follow the plan?
- If changes to the plan were made, explain why the changes were necessary.

If your original project plan changes at any time, be sure to document what the change was and the reason for the change.

*Changes to the plan provide another opportunity to demonstrate leadership. When a decision has to be made regarding a change, you may consult with anyone who has knowledge in the area or can provide advice, but it is up to you to make the final decision. Document it.*

Providing before-and-after photographs of your project area can give a clear example of your effort.

Including photographs of your completed project (along with the "before" photographs ...) helps present a clearer overall understanding of your effort.

*For most projects, "before", "during" and "after" pictures make great documentation of your project for your Eagle Board of Review.*

Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List who besides yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project.

*Create sign-in/sign/out sheets to keep track of the time your volunteers spent working on your project. Include an example in your project plan.*

The length of time spent should be sufficient for you to demonstrate your leadership of two or more individuals in planning and carrying out your project.

Hours I spent...

    Planning the project:

    Carrying out the project:

    Total hours I spent working on the project:

Hours Spent by Scouts, Venturers, or Other Individuals Working on the Project

Total number of hours others worked on the project:

For a grand total, add the total number of hours you spent on the project to the total number of hours others worked on the project:

*You already listed the hours spent planning the project. Here is where you list the time spent carrying out the project.*



## APPENDIX A

**From Advancement Committee Guide Policies and Procedures (pp. 27, 28):**

For a service project to qualify as an Eagle Scout service project, the Scout, while a Life Scout, must plan, develop, and give leadership to others in a service project benefiting any religious institution, school, or community. These projects, of course, must conform to the wishes and regulations of those for whom the project is undertaken.

The Eagle Scout service project provides the opportunity for the Eagle Scout candidate to demonstrate the leadership skills he has learned in Scouting. He does the project outside the sphere of Scouting.

As a demonstration of leadership, the Scout must plan the work, organize the personnel needed, and direct the project to its completion.

Service to others is important. Work involving council property or other BSA activities is not acceptable for an Eagle Scout service project. The service project also may not be performed for a business, or be of a commercial nature, or be a fund-raiser.

Routine labor, a job or service normally rendered, should not be considered. There is no minimum number of hours that must be spent on carrying out the project. The amount of time spent must be sufficient for the Scout to clearly demonstrate leadership skills.

The Eagle Scout Service Project Workbook, No. 18-927, must be used to meet this requirement.

The Scout must secure the prior approval of his unit leader, his unit committee, and the benefactor (sic) of the project. The project must also be reviewed and approved by the district or council advancement committee or their designee to make sure that it meets the stated standards for Eagle Scout service projects before the project is started. This preapproval of the project does not mean that the board of review will approve the way the project was carried out.

...

All the work on the project must be done while the candidate is a Life Scout and before the candidate's 18<sup>th</sup> birthday, unless a time extension has been allowed.

The Eagle Scout service project is an *individual* matter; therefore, two Eagle Scout candidates may not receive credit for working on the same project.

The variety of service projects performed throughout the nation by Scouts earning their Eagle Award is staggering. For ideas and opportunities regarding service projects, the Scout can consult people such as school administrators, religious leaders, local government department directors, or a United Way agency's personnel.

The district or council advancement committee also can be helpful by identifying possible projects.

**From the Boy Scout Handbook (Eleventh Edition) (pp. 173, 174, 181, 447):**

...

The Eagle Scout service project requires that you be a leader. You must plan, develop, and provide leadership to others in a service project of real value benefiting the environment, your community, or a religious group, school, or other worthy group. Ideas for service projects may come from visits with school administrators, civic officials, clergy, law enforcement officers, and park department or land management personnel.

Your idea for a project must be approved by your troop leader, troop committee, district or council advancement committee, and the recipient of the project *before you begin*. Upon completion, the project must be reviewed by your district or council advancement committee.

An Eagle Scout project requires more hours of planning and effort than do projects for Star and Life. Here are a few service projects Scouts have done to fulfill this Eagle requirement:

- Worked with local law enforcement officials to organize and carry out a bicycle safety campaign. Trained fellow Scouts as inspectors and judges, then ran a bike rodeo that included a bicycle safety check and contests promoting safe riding.
- Organized a used-toy collection. Supervised fellow Scouts in repairing the toys and delivering them to organizations serving disadvantaged children.
- Planned and built a lawn sprinkling system at a church. Figured out the details of the construction, encouraged church members to donate the materials, then organized Scouts to dig the trenches and install the system.
- Worked with rangers to learn the skills necessary to build a footbridge in a national forest. Gathered materials and tools, and then, with ranger guidance, directed a Scout work group doing the construction.

All these projects required the assistance of other Scouts. In each case, the Eagle Scout candidate planned the project, lined up the materials and the help he needed, and led the effort to get the work done.

*A trail maintenance or building project is an example of a conservation project.* [Caption to picture showing four individuals working on a trail.]

The Eagle Scout Leadership Service Project Workbook, BSA publication No. 18-927, can help you plan your service project, receive the necessary approvals for it, carry it out, and then provide a report upon completion.

....

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project idea must be approved by the organization benefiting from the effort, your Scoutmaster and troop committee, and the council or district

before you start. You must use the Eagle Scout Leadership Service Project Workbook, BSA publication No. 18-927, in meeting this requirement.

**From Boy Scout REQUIREMENTS 2007 (p. 17):**

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project should benefit an organization other than Boy Scouting.) The project plan must be approved by the organization benefiting from the effort, your Scoutmaster and troop committee, and the council or district before you start. You must use the Eagle Scout Leadership Service Project Workbook, BSA publication No. 18-927D, in meeting this requirement.

**From Boy Scout REQUIREMENTS 2007 (pp. 20,21):**

While a Life Scout, a Scout must plan, develop, and give leadership to others in a service project to any religious institution, school or community.

As a demonstration of leadership, the Scout must plan the work, organize the personnel needed, and direct the project to its completion.

The Eagle service project is an individual matter; therefore, two Eagle candidates may not receive credit for the same project.

Eagle Scout leadership service projects involving council property or other BSA activities are not acceptable for an Eagle service project. The service project also may not be performed for a business, be of a commercial nature, or be a fund-raiser.

Routine labor, or a job or service normally rendered, should not be considered. An Eagle service project should be of significant magnitude to be special and should represent the candidate's best possible effort.

The Scout must submit his proposed project plan and secure the prior approval of his unit leader, unit committee, and district or council advancement committee, and the organization benefiting from the effort, to make sure that it meets the stated standards for Eagle Scout leadership service projects *before* the project is started. This preapproval of the project does not mean that the board of review will accept the way the project was carried out.

...

All the work on the project must be done while the candidate is a Life Scout and before the candidate's 18<sup>th</sup> birthday.

The variety of projects performed throughout the nation by Scouts earning their Eagle Scout Award is staggering. Only those living in an area can determine the greatest value and need for that area. Determine, therefore, whether the project is big enough, appropriate, and worth doing. For ideas and opportunities, the Scout can consult people such as school administrators, religious leaders, local government department directors, or a United Way agency's personnel.

Leadership service projects shall be meaningful service not normally expected of a Scout as a part of his school, religious, or community activities.

**From the Eagle Scout Leadership Service Project Workbook (18-927D, 2003 Printing):**

....

As stated in The Boy Scout Handbook: While a Life Scout, plan, develop, and give leadership to others in a service project helpful to your religious institution, school, or your community. (The project should benefit an organization other than the BSA.) **The project plan must be approved by the organization benefiting from the effort, your unit leader (Scoutmaster, Varsity Scout Coach, Venturing crew Advisor), unit committee, and by the council or district advancement committee before you start. You must use this Eagle Scout Leadership Service Project Workbook, No. 18-927D, in meeting this requirement.**

Does the leadership service project for Eagle have to be original, perhaps something you dream up that has never been done before? The answer: No, but it certainly could be. You may pick a project that has been done before, but you must accept responsibility for planning, directing, and following through to its successful completion.

Routine labor (a job or service normally rendered) should not be considered. Work involving council property or other BSA activity is not permitted. The project also may not be performed for a business or an individual, be of a commercial nature, or be a fund-raiser. (*Fund-raising is permitted only for securing materials or supplies needed to carry out your project.*)

How big a project is required? There are no specific requirements, as long as the project is helpful to a religious institution, school, or community. The amount of time spent by you in planning your project and the actual working time spent carrying out the project should be as much as is necessary for you to demonstrate your leadership of others.

A look at some projects other Scouts have done for their Eagle Scout Award illustrates that your project can be to construct something or can be to render a service. Scouts have

- Made trays to fasten to wheelchairs for veterans with disabilities at a Veterans Administration hospital.
- Collected used books and distributed them to people in the community who wanted and needed, but could not afford, books.
- Built a sturdy footbridge across a brook to make a safe shortcut for children between their homes and school.
- Collected and repaired used toys and gave them to a home for children with disabilities.
- Organized and operated a bicycle safety campaign. This involved a written safety test, equipment safety check, and a skills contest in a bike rodeo.
- Surveyed the remains of an old Spanish mission and prepared an accurate map relating it to the present church.

- Built a “tot lot” in a big city neighborhood and set up a schedule for Boy Scouts to help run it.
- Set up a community study center for children who needed a place to do schoolwork.
- Trained fellow students as audiovisual aides for their school. Arranged for more than 200 hours of audiovisual work.
- Prepared plans for a footbridge on a trail in a national forest. Worked with rangers to learn the skills necessary to build the structure, gathered materials and tool, and then directed a Scout work group to do the construction.

Your project plan must be approved by your unit leader, unit committee, and council or district advancement committee before the project is started. The following questions must be answered before giving this approval:

- Who will benefit from the project?
- How will they benefit?
- What official from the group benefiting from the project will be contacted for guidance in planning the project?
- How many people will be recruited to help carry out the project?

Remember, the project must be approved before you begin, so make sure all signatures have been secured before you start the project. You must be a Life Scout before you begin an Eagle Scout leadership service project.

Although your project was approved by your unit leader, unit committee, and council or district advancement committee before it was begun, the Eagle Scout board of review must approve the manner in which it was carried out. The following must be answered:

- In what ways did you demonstrate leadership of others?
- Give examples of how you directed the project rather than doing the work yourself.
- In what way did the religious institution, school, or community group benefit from the project?
- Did the project follow the plan?
- If changes to the plan were made, explain why the changes were necessary.

As you plan and carry out your leadership service project, use this workbook to record your plans and progress. Remember that others will be reading these pages. You should print, type, or write legibly using black or blue ink. Complete the form on a computer if you have access to an electronic version. You may add as many pages as needed to thoroughly complete the workbook.

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

If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.

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**IMPORTANT NOTE:** You may proceed with your leadership project only when you have

- Completed all the above mentioned planning details
- Shared the project plans with the appropriate persons [beneficiary representative, unit leader, unit committee, district advancement committee]
- Obtained approval from the appropriate persons [beneficiary representative, unit leader, unit committee, district advancement committee]

Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List who besides yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project.

If appropriate, list the type and cost of any materials required to complete the project. If your original project plan changes at any time, be sure to document what the change was and the reason for the change.

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

Hours I spent...

    Planning the project:

    Carrying out the project:

    Total hours I spent working on the project:

Hours Spent by Scouts, Venturers, or Other Individuals Working on the Project

    [Space provided for "Name", "Date" and "No. of Hours"]

Total number of hours others worked on the project:

For a grand total, add the total number of hours you spent on the project to the total number of hours others worked on the project:

Materials Required to Complete the Project

    [Space provided for "Type of Material" and "Cost of Material"]

List any changes made to the original project plan and explain why those changes were made.

Including photographs of your completed project (along with the "before" photographs ...) helps present a clearer overall understanding of your effort.

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Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor (sic) of the project, and reviewed and approved by the council or district advancement committee. This workbook must be used in meeting this requirement.