

2012 Eagle Scout “Project Workbook” Training / Q&A

Council Advancement Team has discussed and approved the following:

Scouts may use the old Eagle Project Workbook ONLY if they have had an approval Prior to December 31, 2011. Scouts are encouraged to use the New Eagle Project workbook beginning now. It will be mandatory for use on Jan 1, 2012.

All Project proposals require prior approval from the Youth's Scoutmaster, Committee Chairman, the Project beneficiary (School, Religious Institution, or Community “of the world”), and the District/Council, prior to executing any detailed Plans or scheduling of the Project execution date. A revised Eagle Project fundraising Policy will also take effect on Jan 1, 2012. Rollouts of the New National Policy will begin at University of Scouting on December 3rd, 2011.

Eagle Scout Requirements

- 1. Be active in your troop, team, crew, or ship for a period of at least six months after you have achieved the rank of Life Scout.
- 2. Demonstrate that you live by the principles of the Scout Oath and Law in your daily life. List the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious, educational, and employer references.

Eagle Scout Requirements

- 3. Earn a total of 21 merit badges (10 more than you already have), including the following:

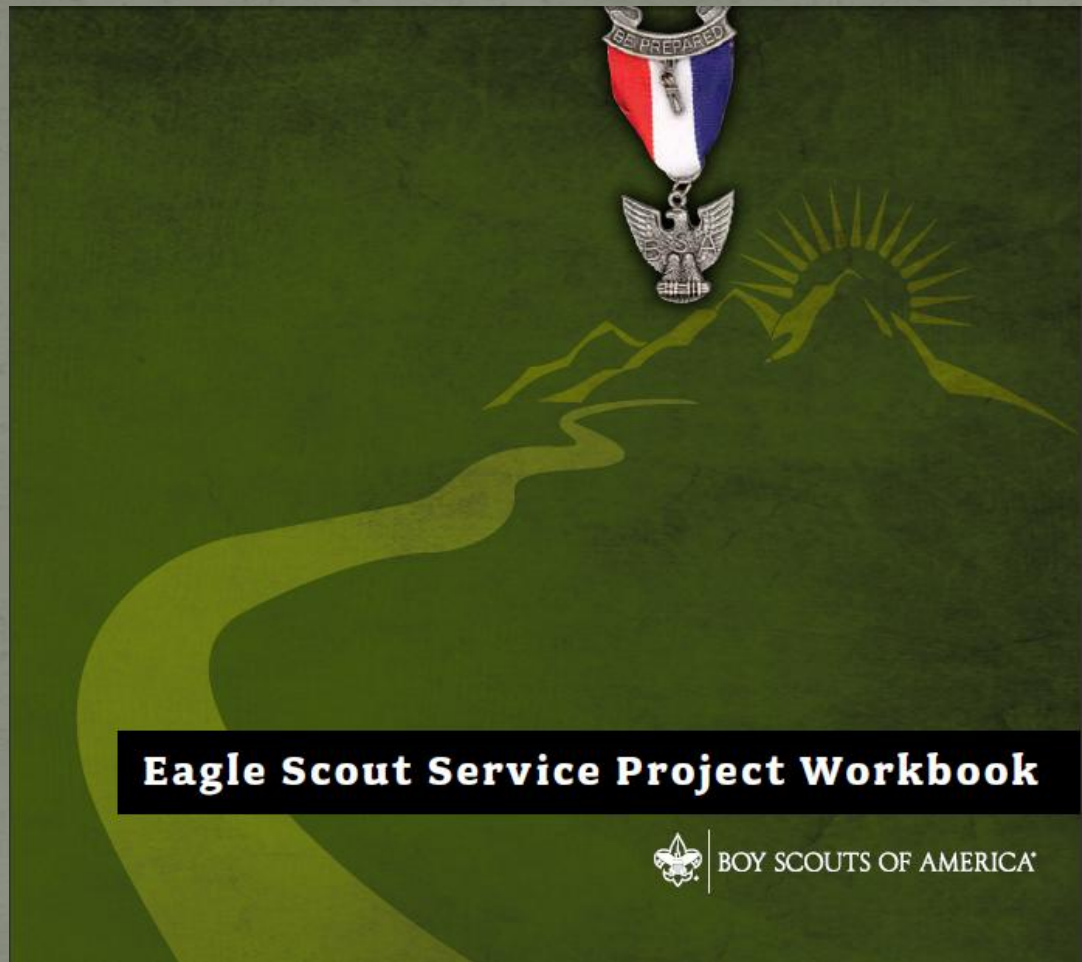
First Aid, Citizenship in the Community , Citizenship in the Nation, Citizenship in the World Communications, Personal Fitness, Emergency Preparedness OR Lifesaving, Environmental Science, Personal Management, Swimming (or Hiking or Cycling), Camping, & Family Life.

- 4. While a Life Scout, serve actively for a period of six months in one or more of the following positions of responsibility:
 - Boy Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, Webmaster, or Leave No Trace Trainer.

Eagle Scout Requirements

- 5. 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. 512-927, in meeting this requirement.
- 6. Take part in a Scoutmaster conference.
- 7. Successfully complete an Eagle Scout board of review.

2012 Eagle Scout Project Workbook Training / Q&A



A Message from the Chief Scout Executive

Congratulations on attaining the rank of Life Scout. Each year, approximately 57,000 Scouts just like you reach this milestone. And, since you're reading this, I know you are looking forward to achieving the pinnacle of your Scouting experience: the rank of Eagle Scout.

Think of your Eagle Scout service project as the ultimate "application phase" of what you have learned thus far in Scouting: leadership. . . responsibility. . . managing projects. . . applying your Scout Oath—"to help other people." An Eagle Scout project is a crowning achievement following years of fun, adventure, and advancement. In completing it, you provide an example for others that they can do the same thing.

Some may suggest how big your project should be, or how many hours should be spent on it, but that is entirely up to you. Service, impact, and leadership are the objectives and measurements. Use these as your criteria to consider, select, develop, and evaluate your project. For most, the Eagle Scout service project becomes a truly defining moment in your quest for excellence. Planning and leadership skills utilized and memories of outcomes achieved will last you a lifetime. You will want to share those stories with others, so make it a worthy project!

Legendary hall-of-fame basketball coach John Wooden said, "It's not so important who starts the game but who finishes it." Let me be among the first to encourage you to take Mr. Wooden's remark to heart. You have made it to Life Scout, but Eagle represents the finish line. Keep striving. I know you will cross it, and you will be glad you did!

Robert J. Mazzuca

Chief Scout Executive

Attention: District and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact: the extent of benefit to the religious institution, school, or community, & on the leadership provided by the candidate. There must also be evidence of planning & development. This is not only part of the requirement but relates to practicing the Scout Motto, "Be Prepared."

However, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning & development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

Requirement #5

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 must benefit an organization other than Boy Scouting.) A Project proposal must be approved by the organization benefitting from the effort, your unit leader and unit committee, and the council (or district) before you start. You must use the *Eagle Scout Service Workbook, No 512-927*, in meeting this requirement.

Choosing your Project

Your Project must be for any religious institution and school or your community. It is important to note, however that the Boy Scouts of America has recently redefined “your community” to include “community of the world.”

Normally, your community would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community.

It is then a matter of identifying a source representing the “community” who will provide approvals. For more information, see Guide to Advancement, No 33088, section 9.02.5.

Restrictions to the Project

- There are no Required Minimum Hrs for a project. No one may tell a scout how many hours to spend on it.
- Routine labor is not normally appropriate for a project. This is defined as a job or service you may provide as a part of everyday life, or a routine maintenance job for the beneficiary.
- While Projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly as an example). Some aspects of a business operation may be considered- for example a Park open to the public that happens to be owned by a business.

Restrictions to the Project (cont.)

- A Project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even if for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council *See Eagle Scout Service Project Fundraising application.*
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout Service Project.
- Projects may not be performed for the Boy Scouts of America, or its councils, districts, units or its properties

Preparing the “Proposal”

Your Proposal must be completed first. It is an overview, but also the beginning of planning. It shows your unit leader, unit committee, & council or district that the following tests can be met. For your proposal to be approved it must show the following:

- *Provides sufficient opportunity to meet the Eagle Scout Service Project requirement.* You must show Planning, Development & Leadership will take place; & how the 3 factors will benefit a religious institution, a school or community.
- *Appear to be feasible.* You must show the project is realistic for you to complete.

Preparing the “Proposal” (Cont)

For your proposal to be approved it must show the following:

- *Safety issues will be addressed.* You must show an understanding of what must be done to guard against injury, and what will be done if someone does get hurt.
- *Action steps for further detailed planning are included.* You must make a list of the key steps you will take to make sure your plan has enough details to be carried out successfully.
- *You are on the right track with a reasonable chance for a positive experience.*

The Final Plan (Pages 11–16)

Complete the Eagle Scout Service Project Final Plan after your proposal has been approved. This is a tool for your use—*no one approves it—and it can be important in showing your Eagle Scout board of review that you have planned and developed your project as required.* For this reason you are ***strongly encouraged to share the final plan*** with a project coach. This might be the council or district person who approved your proposal, or perhaps someone who has agreed to work with you. A coach can help you avoid many problems associated with service projects, and thus improve your chance of passing the Eagle board of review. If materials, etc., were not needed, mark those spaces “not applicable.”

The Fundraising Application (Pages 17–18)

If your fundraising effort involves contributions *only from the beneficiary or you, your parents or relatives, your* unit or its chartered organization, or parents or members in your unit, submitting the fundraising application is not necessary. If you will be obtaining money or materials from any other sources, you must submit a completed application to the local council service center. For more information, see “Procedures and Limitations on Eagle Scout Service Project Fundraising” on page 18.

Youth/Beneficiary/Unit

The Project Report (Pages 19–20)

Complete this portion after the project has been finished. Note the space for you to sign (confirming that you led and completed the project), and also the signature lines for the beneficiary and your unit leader's approval that your project met Eagle Scout requirement 5. As with the proposal and final plan, if materials, etc., were not required, mark those spaces "not applicable."

Youth

Contact Info (from Proposal Document)

Contact Information

Eagle Scout Candidate

Full legal name:	Birth date:	BSA PID No.*:	
Email address:			
Address:	City:	State:	Zip:
Preferred phone Nos.:	Life board of review date:		

*Personal ID No., found on the BSA membership card

Current Unit Information

Check one: <input type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit No.
Name of district:	Name of council:

Unit Leader Check one: ☐ Scoutmaster ☐ Varsity Coach ☐ Crew Advisor ☐ Skipper

Name:	Preferred phone Nos.:
Address:	City:
Email address:	State:
	Zip:
	BSA PID No.:

Unit Committee Chair

Name:	Preferred phone Nos.:
Address:	City:
Email address:	State:
	Zip:
	BSA PID No.:

Unit Advancement Coordinator

Name:	Preferred phone Nos.:
Address:	City:
Email address:	State:
	Zip:

Project Beneficiary (Name of religious institution, school, or community)

Name:	Preferred phone Nos.:
Address:	City:
Email address:	State:
	Zip:

Project Beneficiary Representative (Name of contact for the project beneficiary)

Name:	Preferred phone Nos.:
Address:	City:
Email address:	State:
	Zip:

Your Council Service Center

Council name:	Phone No.:
Address:	City:
Email address:	State:
	Zip:

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name:	Preferred phone Nos.:
Address:	City:
Email address:	State:
	Zip:

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred phone Nos.:
Address:	City:
Email address:	State:
	Zip:

The Written Proposal

Eagle Scout Service Project Proposal

Project Description and Benefit

Eagle Scout candidate:

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

Tell how your project will be helpful to the beneficiary. Why is it needed? _____

When do you plan to begin work on the project? _____

How long do you think it will take to complete? _____

Giving Leadership

Approximately how many people will be needed to help on your project? _____

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain: _____

What do you think will be most difficult about leading them? _____

Materials

(Materials are things that become part of the finished project, such as lumber, nails, and paint.)

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required. _____

Supplies

(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)

What kinds of supplies, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required. _____

The Written Proposal Pg 2

Eagle Scout Service Project Proposal

Tools

What kinds of tools, if any, will you need? _____

Permits and Permissions

(Note that property owners normally secure permits.)

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them?
How much will they cost? How long will it take to secure them?

Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses)

Fundraising Explain where you will get the money for total costs indicated below, left.

Materials:	
Supplies:	
Tools:	
Other*:	
Total costs:	

*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.

Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Logistics

(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?

The Written Proposal Pg 3

Eagle Scout Service Project Proposal, continued

Safety Issues

(The Guide to Safe Scouting is an important resource in considering safety issues.)

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.

Further Planning

(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."

Candidate's Promise

(Signed before approvals below are granted)

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Date

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed

Date

Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Signed

Date

While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (*). However, council or district approval must come after the others.

The Final Plan



Eagle Scout Service Project Final Plan



BOY SCOUTS OF AMERICA

Eagle Scout candidate: _____

Project start date: _____ Projected completion date: _____

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this final plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. Note, however, that it is not necessary to provide details that are not necessary to the accomplishment of your project.

A Scout who is prepared will complete the final plan and ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may take on this important role. His or her involvement and review of your final plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

Final Plan

What makes a Good final Plan?

- Changes From the Proposal...
- Work Processes
- Permits and Permissions
- Materials & Supplies
- Tools
- Expenses
- Leadership / Logistics
- Safety
- Contingency Plans
- Comments from Coach about final Plan
- Data on Project

Message to Scouts & Parents...

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with the Eagle Scout candidate and his parents or guardians the same information we provide to council and district volunteers responsible for project approvals throughout the Boy Scouts of America. You will learn what they can and cannot require.

In addition to reading this entire workbook, the candidate and his parent or guardian should consult the *Guide to Advancement*, No. 33088, beginning with section 9.o.2.o, “*The Eagle Scout Service Project*.”

The *Guide to Advancement*, along with the *Boy Scout Requirements* book, No. 34765, and this workbook, are the only official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Boy Scout Requirements* book are available in Scout shops or on www.scoutstuff.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals may not add requirements or ask you to do anything that runs contrary to or exceeds the policies, procedures, or requirements of the Boy Scouts of America.

What the Eagle Candidate Should Expect

First, the Eagle Scout service project belongs to the Eagle Scout candidate. His parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, section 9.0.2.1.

What the Eagle Candidate Should Expect

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a *helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. He will* be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval

What the Eagle Candidate Should Expect

4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

Eagle Scout Service Project Coaches

“Your Role”

Many Units, districts, and councils use Eagle Scout Service Project coaches. They may or may not be a part of the Proposal Approval. Though it is a scout's option, coaches are highly recommended—especially those at the district level where they mentor with their knowledge & experience with project approvals. Their greatest value comes in the advice they provide after approval of a proposal as a candidate completes his planning. A coach can help him see that, if a plan is not sufficiently developed, then projects can fail.

District / Council

Eagle Scout Service Project Coaches

“Your Role” (cont.)

Assistance can come through evaluating a plan and discussing it's strengths, weaknesses and risks, but coaches shall not have the authority to dictate changes withdrawal approval or take any other directive action. Instead, coaches must use the BSA method of positive adult association, logic and common sense to help the candidate make the right choices.

It is up to the council to determine who may serve as project coaches, and how they are assigned. Coaches must be BSA registered and have Up to date Youth Protection training completed.

District / Council

Leadership!

What is meant by “Give Leadership to Others...?”

“Others” means at least two (2) people in addition to the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up or for the time worked on the project. The most important thing here is that the Eagle Scout candidate exhibits leadership.

Evaluating After Completion

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to practicing our motto to, “Be Prepared.” However, in determining if a project meets

Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in otherwise worthy results acceptable to the beneficiary.

Unit Leader/Beneficiary

Risk Management

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated with project execution. As with any Scouting activity, the Guide to Safe Scouting applies. The "Sweet 16 of BSA Safety" must also be consulted as an appropriate planning tool. It can be found online at "Scouting Safely,"

www.scouting.org/scoutsource/healthandsafety/sweet16.aspx

Unit Leader

Insurance & Eagle Projects

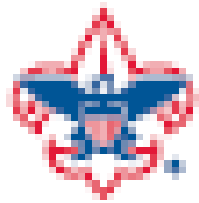
The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities.

Registered adult leaders are provided primary coverage.

Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA accident and sickness insurance program. It provides insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage and are limited to registered youth and adults and those interested in becoming members.

Unit Leader

Questions...



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