

This document is intended to serve as both an example and a template for Life Scouts as they plan their Eagle Scout Service Project and submit it for approval.

There are two steps to the planning approval process. The first requires the project to be approved by the religious institution, school, or community organization that will benefit from the project, and from the Scout's Scoutmaster. It is **very highly** recommended that you obtain a letter with letter-head from the organization that you are doing the project for. This is to cover yourself, the B.S.A., and everybody else that is involved in your project.

The second step requires the completed project plan to be approved by the Scoutmaster, Unit Committee Chairman, and District Eagle Board Chairman or District Advancement Chairman after review by committee.

The Scout is advised to follow this plan as closely as possible to ensure the project is held to the same standard as all other district projects, and to provide for efficient review and approval of his project.

When using this document as a template, replace the examples with your own project plan. Feel free to provide more detail, but be advised against providing less. Providing pictures and drawing may help. Do not remove any of the information in blue text.

The goal of the project plan is to provide a map of your project plan. This is what you will use as you procure materials, organize your work teams, and plan efficient use of your time. Your project plan is also your communication tool for sharing your vision and your plan with your troop and district leaders, with the group for which the project will aid, and with your fellow scouts who will comprise your work teams.

When reviewing your project for approval, the District Committee will provide clear and objective feedback on anything that needs to be improved.

Remember that your goal is to provide leadership to the team completing this project. You will be asked to describe how you did this during your Eagle Scout Board of Review.

## Eagle Scout Service Project

Blennerhassett District

Planning Phase

A hard copy of your completed plan is to be turned in at the scout office for review by the 15<sup>th</sup> or 30<sup>th</sup> of the month, marked "District Eagle Chairman" or "District Advancement Chairman."

Life Scout Name	
Troop	
Scout Phone #	
Scoutmaster	
Scoutmaster Phone#	

**I. Project Purpose and high level goals:**

Example:

*Construct wheel chair ramp for Williamson United Methodist Church*

- *Tear out old wheel chair ramp (include picture of old ramp) and haul away to landfill.*
- *Construct and install new ramp (include sketch of new ramp)*
- *Stain new ramp and install slip-resistant tape*
- *Clean-up landscaping around ramp*

*Williamson UMC is currently without handicap access because the existing wheel chair ramp is dilapidated. Members of the church congregation are staying home for this reason. Our goal is to provide them with a new, safe access ramp that will last for many years.*

\*Contact info. Attach letter from organization.

Name of religious institution, school, or community organization benefiting from the project	
Telephone Number	
Address	
Representative Name	
Representative Title	
Representative phone number	

Scoutmaster Approval of Project Concept and High Level Goals: \_\_\_\_\_ Date \_\_\_\_\_

# Eagle Scout Service Project

# Blennerhassett District

## Planning Phase

### II. Detailed Project Plan

In this section you will actually plan the details of your project. Start with high level details and then break them down into the individual tasks, time estimates, materials, and team assignments that will be required. This is the meat of your project plan. The district committee will be looking to see that you have demonstrated detailed planning here.

Example:

Day 1

<b>Task</b>	<b>Team</b>	<b>Time Estimate</b>	<b>Materials and tools</b>
<b>Safety Meeting and goal overview</b>	<b>All teams</b>	20 minutes	Coffee and donuts
<b>Prepare to remove old ramp</b>	<b>Team 1</b>		
Trim shrubbery		20 minutes	Pruning shears, truck, gloves
Demo old ramp		4 hours	Hammers, Pry bars, Saw-Zaw, Chain Saw, Truck, ext. chord
<b>Begin building the 3 sections of the new ramp</b>	<b>Team 2</b>		
Layout lumber and tools		30 minutes	19 8' treated 2x4's, 36 10' treated deck boards, 10 lbs of 16 penny nails, 15 treated 8' 4x4's
Build section one per layout plan		2 hours	Saw horses, circular saw, tri-square, pencils, clamps
<b>Lunch</b>	<b>All teams</b>	30 minutes	Pizza and soda

Section II Review:

Does the plan proficiently communicate both the major tasks and the detailed tasks of the project? \_\_\_\_\_

Does the plan seem to be complete or are their gaps? \_\_\_\_\_

Does the plan clearly communicate team responsibilities and time estimates for outlined tasks? \_\_\_\_\_

Are materials and tools planned for each of the tasks? \_\_\_\_\_

### III. Team Assignments

# Eagle Scout Service Project

# Blennerhassett District

## Planning Phase

In this section you need to list team assignments and roles for each day or segment of your project.

Example:

Day 1	Members	Assignments
Team 1	Mike Hansik, Adult Leader Justin Radcliff, Star Scout Bill Barnes, 2 <sup>nd</sup> Class	Team leader, will run saws Prune shrubbery and remove lumber Remove lumber and load truck
Team 2	Mike Rush, Life Scout Billy Bush, Adult Leader Donald Lucas, 1 <sup>st</sup> Class Bo Rodriguez, 1 <sup>st</sup> Class	Over site of carpentry work Cut all lumber Help layout lumber Nail and screw lumber

### Section III Review:

Do the Team assignments clearly assign teams, roles, and responsibilities? \_\_\_\_\_

## IV. Materials and Tools

In this section the plan needs to provide a comprehensive list of all tools and materials known to be needed at this time, where they will come from, and how much they will cost. If competitive bids were made for materials, add a foot note listing who the bidders were. Also, you need to explain where the funds are coming from for the project.

Example:

Material or tool	Source	Cost estimate
Coffee and donuts	Bill's donut factory	\$20
Pruning shears	Bill Smith's to loan them	free
19 8' treated 2x4's	Lowe's	\$192

\*Materials were priced at Ace, Home Depot, and Lowe's

\*Williamson UMC will purchase all of the lumber, nails, and stain. My family will provide the meals.

### Section IV Review:

Are all materials and supplies clearly accounted for, including any that need to be purchased? \_\_\_\_\_

Has the scout accounted for all needed funds? \_\_\_\_\_

## V. Contingencies

# Eagle Scout Service Project

# Blennerhassett District

## Planning Phase

Very few projects ever go exactly as planned. Anticipate what you think might go wrong and what safety issues you need to be aware of and prevent.

Example:

*Safety Issues:*

Cut hazard from running saws. Only persons experienced in running these will be allowed to use them. Proper and safe use of each tool will be reviewed each day. A first aid kit and persons trained in first aid will be on-hand at all times.

*Bad weather:*

Because the project is outdoors, it will need to be rescheduled in the event of a poor weather.

## Section IV Review:

Does the plan adequately account for safety, weather, insufficient manpower, or suspected issues which could hamper the project? \_\_\_\_\_

## Final Review Questions:

Does this project meet the standards set forth by National BSA? \_\_\_\_\_

Will the Scout have an opportunity to demonstrate Leadership through the execution of this project? \_\_\_\_\_

## Final Approval of Completed Detailed Planning Proposal:

Unit Leader \_\_\_\_\_

Date \_\_\_\_\_

Unit Committee Member \_\_\_\_\_

Date \_\_\_\_\_

District Eagle or Adv. Chairman \_\_\_\_\_

Date \_\_\_\_\_