

## Eagle Project Plans

Dear Scout Leaders and Eagle Candidates,

The Eagle Leadership Workbook is quite vague which often leads to inadequately planned Eagle projects. Our district has a board review process to ensure that Eagle candidates have appropriate and well planned projects, but it would be helpful if Troop leaders reviewed the project plans for completeness before signing off on them. There is a nice write up of the planning process available on the Internet at <http://home.flash.net/~smithrc/eagleprj.htm>. To help, I'm attaching a suggested checklist for items in the written plan.

- The cover page with candidate contact information and troop leadership contact information
- A short description of how you got interested in the project and what you plan to do
- A list of all equipment, materials and supplies needed to do the project
- The estimated cost of all materials and supplies needed for the project (even if donated)
- A source of payment for all materials and supplies (thorough plans for any fundraisers for purchasing the materials and supplies). Also a source for all needed equipment
- A detailed description of the project. The description should be broken into tasks and every step written in enough detail that an intelligent First Class Scout could lead your project without you if you gave him the written plan.
- Detailed diagrams of the work area and the project including all dimensions and details of any tricky assembly.
- A written safety plan including a discussion of all foreseeable problems and suggested prevention mechanisms. This section should also include:
  - \* Reference to the *Guide to Safe Scouting* (if appropriate)
  - \* Materials Safety Data Sheet (MSDS) for any toxic materials
  - \* Troop/Crew tour permit (if needed),
  - \* Blank permission slip
  - \* Maps to the nearest Community and nearest Kaiser Hospitals
- A schedule for the work (e.g., 8 am gather, 8:10 – 8:20 Safety presentation etc.)
- Estimates for needed labor. Estimate the hours for each task or day's work. Create a table with estimates for the number of Scouts, and number of Adults needed. Extend across to get the total man hours of work per task. Add a column for your hours of supervision, and add a row for planning hours (some adult hours will be here too). Then total the hours for Scouts, the hours for Adults and your hours. Finally, total those totals for a grand total. (Hint: The candidate must plan, develop and lead the project. The BSA does not set rules for what is an adequate project, but it must not be routine labor. A target might be 35 hours planning and 100 hours of project labor.)
- Recruitment plan for getting the labor (e.g., include copy of a flyer if used)
- Role of the Adults. Two adults are needed at all time but they should not "supervise the Scouts;" The candidate needs the supervisory experience. Adults can help with planning, provide emergency transportation, use power tools, etc, but their role needs to be defined.
- Use of Leadership skills. (the 12 leadership skills is a good framework)
- Photos of the area "Before" the project is begun.
- Three signatures: 1) the agency representative for whom the project is being done; 2) the Scoutmaster; and 3) the troop committee chairman or advancement chairman.

The Leadership Service Project Workbook is available in \*.rtf format for use in a word processor from <http://www.scouting.org/boyscouts/eagleproject/index.html>. When the plan is ready and approved, the Scout may call me, Lillian Remer at 935-8707. Review boards are the 2<sup>nd</sup> Tuesday of each month. Call by the 1<sup>st</sup>. Copies of the plan may be e-mailed to me for pre-review at [rem@isp.com](mailto:rem@isp.com)