



Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA

Eagle Scout candidate's name

Martin Alejandro Cardenas

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

Scouts and Parents or Guardians

Be sure to read "Message to Scouts and Parents or Guardians" on page 21 and "Excerpts and Summaries From the *Guide to Advancement*" on page 22. Those pages contain important information that will help you ensure requirements are properly administered according to National Council policies and procedures.

Completing This Workbook

If you are working from a printed copy of the ***Eagle Scout Service Project Workbook***, you may complete it legibly in ink, or with a typewriter. Feel free to add as many pages as you wish. This may be necessary if more space is needed, or as you include photographs, photocopies, maps, or other helpful printed materials.

A fillable version of the new workbook is available at www.scouting.org (click on "Youth," then "Boy Scout," then "Advancement, Awards, Recognition"). If you experience difficulties with the fillable PDF, you may need to download a more recent version of Adobe Acrobat reader (available free online). Or, it might be necessary to use a printed copy.

At the time of this printing, the national Advancement Team was actively coordinating the production of a new electronic version of the workbook. If testing proves successful, we will replace the fillable PDF version with it. Regardless, the workbook will continue to be available for printing a hard copy that can be completed by hand or with a typewriter.

Eagle Scout Service Project Workbook

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Only the Official Workbook May Be Used

Eagle Scout candidates must use the official *Eagle Scout Service Project Workbook*, No. 512-927, as produced by the Boy Scouts of America. The official fillable PDF version can be found at www.scouting.org. Although it is acceptable to copy and distribute the workbook, it must maintain the same appearance with nothing changed, added, or deleted.

No council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions, or changes in the text, outlines, links, graphics, or other layout or informational elements of the workbook. It is permissible, however, to print, copy, or send individual pages or forms within the workbook as long as they are not changed in the process.

Attention: Unit, District, and Council Reviewers

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 the Scout motto, "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.

Meeting Eagle Scout Requirement 5

Eagle Scout 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 benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, “to help other people at all times,” one of the primary purposes of the Eagle Scout service project is to demonstrate or hone, or to learn and develop, leadership skills. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the Boy Scouts of America has recently redefined “your community” to include the “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 the *Guide to Advancement*, No. 33088, section 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of “canned” instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, or coordinating multiple events.

An Internet search can reveal hundreds of service project ideas. Your project doesn’t have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school.)
- 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, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered—for example, a park open to the public that happens to be owned by a business.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even 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” on page 17.
- 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 properties.

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It also includes four forms: a proposal, a final plan, a fundraising application, and a project report.

Before completing any of the forms, read with your parent or guardian the “Message to Scouts and Parents or Guardians” found on page 21. If your project is worthy and meets Eagle Scout requirement 5 as it is written, the message will help you successfully present your proposal through the approval process.

Preparing the Project Proposal (Pages 7–10)

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

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to complete.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone does get hurt.
4. ***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.
5. ***You are on the right track with a reasonable chance for a positive experience.***

Your proposal need only be detailed enough to show a reviewer that you can meet the tests above. If you find in order to do that, the proposal must be lengthy and complicated, your project might be more complex than necessary.

If your project does not require materials or supplies, etc., simply mark those spaces “not applicable.” Remember, do not begin any work or raise any money or obtain any materials until your project proposal has been approved. If you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

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.

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.”

Contact Information

Eagle Scout Candidate

Full legal name: Martin Alejandro Cardenas	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 checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit No. 777
Name of district: Golden Eagle	Name of council: San Gabriel Valley

Unit Leader Check one: Scoutmaster Varsity Coach Crew Advisor Skipper

Name: Martin Cardenas	Preferred phone Nos.: (909) 396-8653		
Address: 23917 Sunset Crossing Rd.	City: Diamond Bar	State: CA	Zip: 91765
Email address: martincardenas@msn.com		BSA PID No.: 8367113	

Unit Committee Chair

Name: Warren Piatt	Preferred phone Nos.: (909) 396-1552		
Address: 420 Canoe Cove Dr.	City: Diamond Bar	State: CA	Zip: 91765
Email address: w6aqj@hotmail.com		BSA PID No.: 120929026	

Unit Advancement Coordinator

Name: Patrick Ray	Preferred phone Nos.: (909) 396-4205		
Address: 1775 Cliffbranch Dr.	City: Diamond Bar	State: CA	Zip: 91765
Email address: pjeem5@gmail.com		BSA PID No.: 113151591	

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

Name: Schabaram Regional Park	Preferred phone Nos.: (626) 854-5560		
Address: 17250 East Colima Road	City: Rowland Heights	State: CA	Zip: 91748
Email address: stephenlu8000@yahoo.com		BSA PID No.:	

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

Name: Connie Douglas	Preferred phone Nos.: (626) 854-5560		
Address: 17250 East Colima Road	City: Rowland Heights	State: CA	Zip: 91748
Email address: cdouglas@parks.lacounty.gov		BSA PID No.:	

Your Council Service Center

Council name: San Gabriel Valley	Phone No.: (626) 351-8815		
Address: 3450 East Sierra Madre Boulevard	City: Pasadena	State: CA	Zip: 91107

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: Huber Bongolan	Preferred phone Nos.: (562) 307-0164		
Address: 17036 Kirk View Dr.	City: Hacienda Heights	State: CA	Zip: 91745
Email address: hbongolan@yahoo.com			

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

Name: Bill McDonald	Preferred phone Nos.: (909) 598-9190		
Address: 20524 Vejar Rd	City: Walnut	State: CA	Zip: 91789
Email address: bmcdonald@ais.ucla.edu			



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA

Eagle Scout candidate's name **Martin Alejandro Cardenas**

Eagle Scout 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 benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Eagle Scout Service Project Proposal

Project Description and Benefit

Eagle Scout candidate: Martin Alejandro Cardenas

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it
This project will involve re-painting approximately 5,100 feet of red curbs around Schabarum Regional Park in Rowland Heights, CA. To see an overview of the red curbs, see the attached maps. Time permitting, we will re-paint the two swinging steel gates near the entrances to the soccer fields. The project will be divided into four parts.

Tell how your project will be helpful to the beneficiary. Why is it needed? **Schabarum Regional Park hosts a wide variety of events. With summer events, like "Concerts in the Park", rapidly approaching, the park is in need of some beautification projects.**

When do you plan to begin work on the project? **June 1st, 2013**

How long do you think it will take to complete? **Approximately 7 hours**

Giving Leadership

Approximately how many people will be needed to help on your project? **Approximately 40 people**

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain: **Many of the volunteers will be Scouts and adults from my Troop (Troop 777). I also have many relatives, friends from other troops, and personal friends who are also willing to help.**

What do you think will be most difficult about leading them? **Since this project covers a large area and requires a large amount of people, one of the most difficult aspects of leading it will be trying to everyone, and everything, organized. I have to make sure that everyone pays attention to my directions and that everyone is aware of the task at hand.**

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.

- Red Paint
- Yellow Paint

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 or exact quantities, but you must show you have a reasonable idea of what is required.

- Paint Buckets
- Paint Rollers
- Tarps/Pieces of Cardboard
- Disposable Plastic Gloves
- Trash Bags
- First-Aid Kit
- Food and Beverages for all volunteers

Eagle Scout Service Project Proposal

Tools

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

Scrapers

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?

The only permission that is required to execute this project is from the Regional Park Superintendent II, Mrs. Connie Douglas.

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: \$1,039.60	Mine and my father's participation in troop-wide fundraisers will be one of the biggest funds for this project. Our combined scouting funds equal \$286.47. Schabarum Regional Park has agreed to provide almost all of the supplies/materials needed to execute this project. The park will provide approximately \$1,100 worth of supplies/materials. I will be responsible for approximately \$317.58 Parking will be free as long as helpers state that they are helping with the project
Supplies: \$152.98	
Tools: \$0	
Other*: \$225	
Total costs: \$1,417.58	

*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 may 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. Gather necessary approvals for the project from Schabarum Regional Park, Troop 777, etc.

2. Completion of Final Plan

3. Recruit helpers/Advertise for the project

4. Preparation/Secure all necessary supplies needed for the project

5. Finalize all plans with Schabarum Regional Park

6. Execution of the project

7. Reporting on the project's outcome

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?

-A Tour Plan will be needed (minimum of 2 weeks prior to project date)

-Almost all of the supplies will be provided and will already be at Schabarum Regional Park

-Most of the helpers will be coming on their own; I will arrange necessary carpool arrangements, as needed.

-Any extra supplies that are needed will be provided by me and my father; they will be transported to the site on the day of the project.

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.
One of the biggest concerns with doing a project at Schabarum Regional Park is that there are rattlesnakes. Not many have been sighted recently, but helpers need to be aware of it. Two other concerns of mine are dehydration due to hot temperatures and paint getting into a helper's eyes.

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."
-Communicate with Mrs. Connie Douglas to inquire about loopholes in the project's idea (two coats of paint, re-painting gates, etc.)
-Secure a final date for the actual project
-Advertise for the project
-Find cheap supplies that can be used

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.

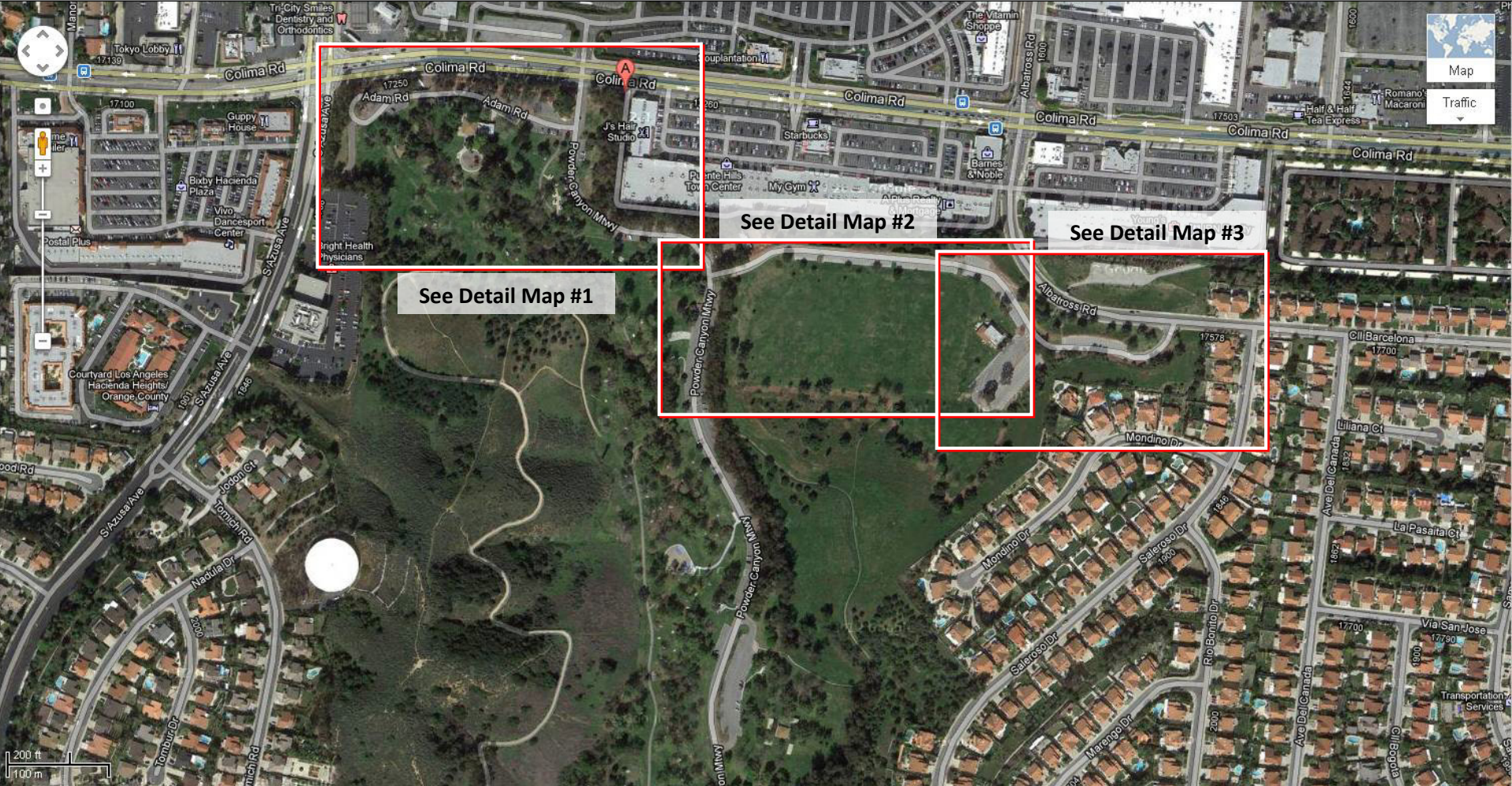
Signed _____

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.*

Sketches, Drawings, "Before" Photographs

Schabarum Regional Park
17250 East Colima Rd.
Rowland Heights, CA 91748



Overall Map



Detail Map #1



Legend

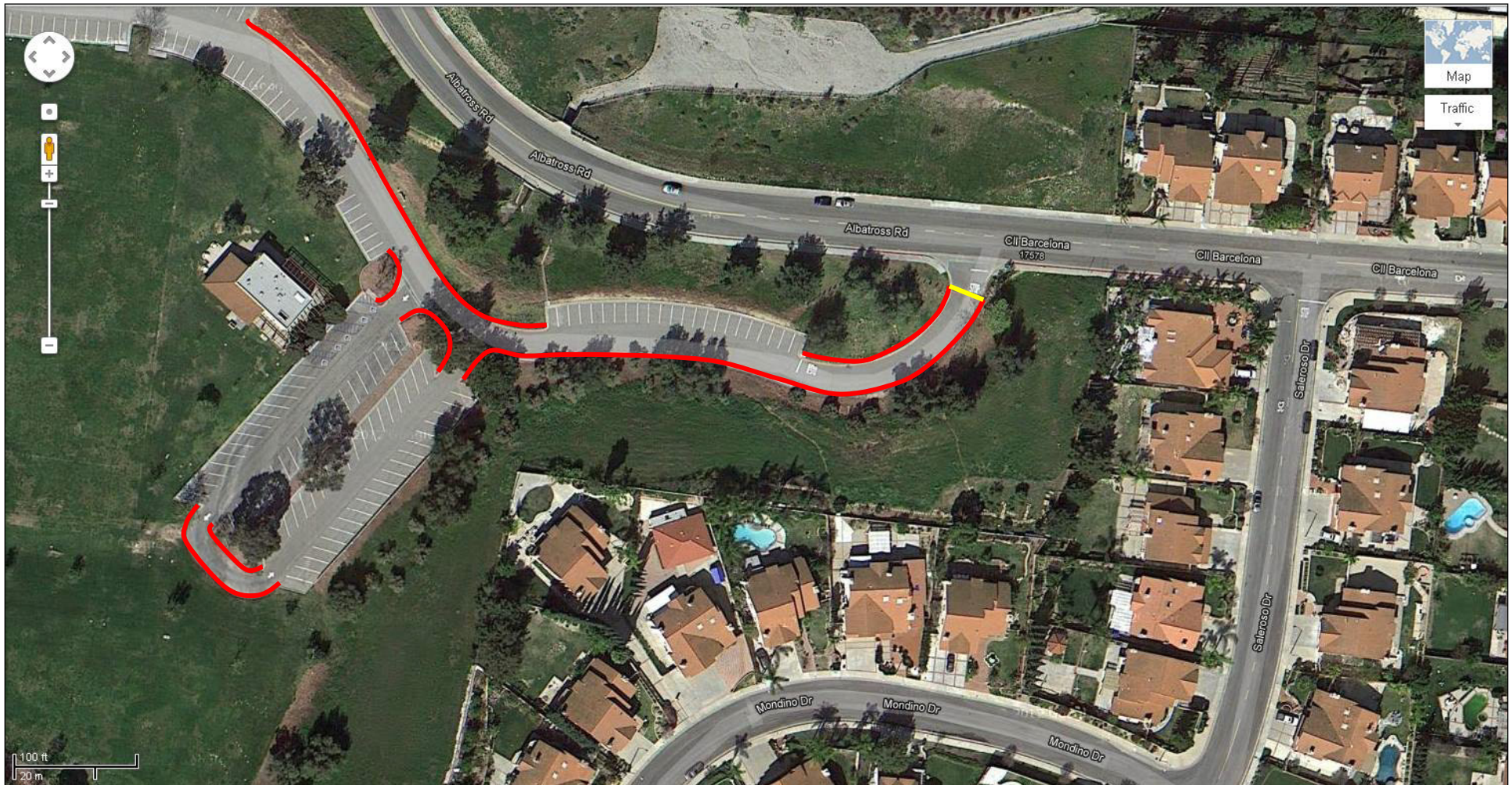
— Red Curb to be painted



Detail Map #2



Legend

-  Red Curb to be painted
-  Yellow Gates to be painted



Detail Map #3

Legend

-  Red Curb to be painted
-  Yellow Gates to be painted



Eagle Scout Service Project Final Plan



BOY SCOUTS OF AMERICA

Eagle Scout candidate's name: Martin Alejandro Cardenas

Project start date: June 1st, 2013 Projected completion date: June 1st, 2013

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.

Eagle Scout Service Project Report, continued Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your proposal? **To Be Determined**

Project Description and Benefit—Changes From the Proposal

As projects are planned, changes usually are necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also share major changes with those who approved your proposal, and also with your coach to be sure you still have a chance of passing the board of review. If more space is needed to describe changes, please add an attachment.

How will your project be different from your approved proposal? **To Be Determined**

Will the changes make the project more or less helpful to the beneficiary? Explain: **To Be Determined**

Present Condition or Situation *(It is extremely helpful to have "before" photographs to show the board of review.)*

Describe the present condition of the worksite (for an event or activity, describe your biggest obstacles).

A lot of the red paint has either faded away or has chipped away.

Project Phases *(You may have more than eight phases, or fewer, as needed; if more, place in an attachment.)*

Look at the phases from your proposal. Make any changes, then provide a little more detail, including timing.

Phase 1: **Finalization of Plan**

Phase 2: **Gather Approvals**

Phase 3: **Completion of Tour Plan and other documents**

Phase 4: **Advertising/Recruiting helpers**

Phase 5: **Finalize all plans with Schabaram Regional Park**

Phase 6: **Execution of the project**

Phase 7: **Finalization of the project's report**

Phase 8:

Eagle Scout Service Project Report, continued

Work Processes

Prepare a step-by-step list of what must be done and how everything will come together: site preparations, sizing, assembly, and fastening of materials; uses of supplies and tools; finishes to be used (paint, varnish, etc.); and so forth. Consider asking your project coach for assistance with this.

- 1) **Finalize all plans and preparations**
- 2) **One month before expected project date, start recruiting and get helper sign-ups. Continue for every week leading up to the project.**
- 3) **Two weeks before the project, file a Tour Plan with the Council.**
- 4) **Two days before the project, confirm with park personnel that the materials/supplies will be present on the site.**
- 5) **The day before the project, make any necessary purchases.**
- 6) **Arrive at the site approximately 30 min. to an hour early to set up the site.**
- 7) **As people arrive, encourage them to sign in and to help themselves to breakfast.**
- 8) **Meet with the adult leaders and inform them of their duties and useful information (location of the bathrooms, letting them know how to handle their group, etc.)**
- 9) **Once a majority of people have arrived, gather everyone together and give another de-briefing of the project**
- 10) **Give a small first-aid presentation of the possible hazards that can occur during the day**
- 11) **Split everyone up into groups with the appropriate adult leader. (10 groups of 4 helpers, one adult supervisor per group)**
- 12) **Each group will receive a piece of cardboard, paint tray, rollers, paint, and any other materials they might need.**
- 13) **Commencement of the project**
- 14) **Around 11:30, lunch will be brought to the site by a parent. Helpers will have a 30-45 minute lunch break.**
- 15) **When the red curbs have been painted with two coats, everyone will help paint the two swinging gates.**
- 16) **Perform a final check of everything to ensure that everything is okay.**
- 17) **Clean-up**

Attach further plans as necessary, with drawings, diagrams, maps, and pictures that will help you carry out your project, and that might be helpful to your workers, your coach, the project beneficiary, and your board of review. Drawings should be to scale. If you are planning an event or activity, something like a program outline, or script, would be appropriate.

Permits and Permissions

(The Tour Plan has also been called the "Tour Permit.")

Will a Tour Plan be needed (this must be confirmed with local council policies)?
If you will need permissions or permits*, what is being done to obtain them, and when will they be issued?

The council will require a Tour Plan. The park will only require permission from the Regional Park Superintendent II, Mrs. Connie Douglas.

**Permissions and permits could include building or electrical permits, dig permits, event permits, permission to access property, etc.*

Materials

List each item, and its description, quantity, unit cost, total cost, and source. For example

Plywood	3/4", 4' X 8', B-C interior grade	3 sheets	\$20.00	\$60.00	ABC Hardware donation*
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Item	Description	Quantity	Unit Cost	Total Cost	Source
Red Paint	Red curb paint (2 coats)	25 gallons	\$35.59	\$889.75	Park
Yellow Paint	Swinging gates (2 coats)	5 gallons	\$29.97	\$149.85	Park
-	-	-	-	-	-
-	-	-	-	-	-
Total cost of materials				\$1,039.60	

**If you plan for donations such as the one shown in the sample, you will most likely need to complete the Eagle Scout Service Project Fundraising Application on page 17.*

Eagle Scout Service Project Report, continued

Supplies

List each item, and its description, quantity, unit cost, total cost, and source. For example

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plastic tarp	9'X12' 2ml thick	2 tarps	\$4.00	\$8.00	ABC Hardware purchase*
Paint Rollers	3in. miniature-sized	30	\$2.87	\$86.10	Park, Home Depot
Paint tray liners	9in. x 15.25in.	10	\$0.97	\$9.70	Home Depot
Paint trays	9in. x 15.25in.	10	\$3.24	\$32.40	Home Depot
Paint Brushes	3in. Economy	10	\$1.48	\$14.80	Home Depot
Disposable Gloves	Latex	1 box (100 gloves)	\$9.98	\$9.98	Home Depot
Cardboard	2-3 ft., approximately 1 piece per group	10	\$0	\$0	Donated by McDonald's
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
Total cost of supplies				\$152.98	

Tools

List each tool, with its quantity, unit cost, total cost, source, and who will operate or use it. For example:

Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Circular power saw*	1	\$0	\$0	Mr. Smith	Mr. Smith
Scrapers	3	\$0	\$0	Personal Tool	Adults in the groups
-	-	-	-	-	-
-	-	-	-	-	-
Total cost of tools			\$0		

*Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See the Guide to Safe Scouting.

Expenses Revenue Eagle Scout Service Project Final Plan, continued

Item	Projected Cost	Total to be raised: \$1,417.58 Contribution from beneficiary: \$ Approximately \$1,100
Total materials (from above)	\$1,039.60	<i>Describe in detail how you will get the money for your project. Include what any helpers will do to assist with the effort.</i> -Troop Account Funding: \$286.47 -Food Costs: will be donated by parents in appreciation for the helpers' work -Helpers will be asked to bring any supplies that they are willing to let us borrow/use. -Mrs. Stacy Beke is helping with breakfast -Parking will be free as long as helpers state that they are helping with the project
Total supplies (from above)	\$152.98	
Total tools (from above)	\$0	
Other expenses	\$225	
-	-	
-	-	
Total cost	\$1,417.58	

Eagle Scout Service Project Report, continued

Giving Leadership

Complete the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any).

For example:

<i>Work at car wash</i>	<i>Able to drive or wash cars</i>	<i>Adult drivers/supervisors youth to wash</i>	<i>2 adults, 10 youth</i>	<i>1 adult, 5 youth</i>
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Job to Be Done	Skills Needed (If any)	Adult or Youth	Helpers Needed	Helpers So Far
Scraping away loose paint	Experience with small tools and how to use them properly	Adult	1 adult, 1 youth	
Painting	Minimal skill, careful to not spill	Adult/Youth	40 helpers	
Clean-up	Minimal skill	Adult/Youth	5 helpers	

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

I plan to give an opening announcement to all workers before the execution of the project. In this announcement, I will let everyone know what the objective is and I will split everyone into groups. In each group, I will let them know what their assignment is and how they will execute it. Before I dismiss everyone, I will give a brief first-aid presentation informing them of the possible hazards that might occur throughout the day (rattlesnakes, dehydration, cars, etc.).

What is your plan for communicating with your workers to make sure they know how to get where they need to be, that they will be on time, and they will have with them what they need?

The use of separate groups and adult leaders will help assist with this problem. Before the execution of the project, I plan to inform everyone what they must bring with them and who their group/adult leader is. If there should be any questions about anything, helpers will be able to talk to the adult leaders or directly to myself. Troop radios will be available to help with any emergency communications.

Logistics

How will the workers get to and from the place where the work will be done? **Most of the helpers will be required to find their own form of transportation to the park; carpooling is highly recommended. I will put all directions into a flyer and email that I will distribute to everyone. This project will be taking place at Schabarum Regional Park in Rowland Heights, CA.**

How will you transport materials, supplies, and tools to and from the site? **The materials that will be provided by the park will already be on the site upon arrival. Any other supplies/materials will either be brought by me or by helpers who are bringing what they can offer.**

How will the workers be fed? **In the morning, a breakfast consisting of danishes, homemade breakfast burritos, fresh fruit, and beverages will be provided. Lunch will be brought to the site by a parent and will most likely consist of pizza, chips, and beverages.**

Eagle Scout Service Project Report, continued

Will restrooms be conveniently located? **There are a multitude of restrooms located across the park. If anyone might need to use one, an adult leader will help point to the closest restroom.**

Logistics, continued

What will be done with leftover materials and supplies? **Any leftover paint will be properly sealed and returned to the park's headquarters. If helpers brought their own personal supplies, they are free to either keep them for their later use or throw them away with the other used supplies.**

What will be done with the tools? **If anyone brought their own tools/supplies, masking tape will be provided so that they can properly label their tools. At the end day, we will be able to identify the tools' owners.**

Safety

Will a first-aid kit be needed for this project? If so, where will it be kept? **A first aid kit will definitely be required due to safety precautions. It will be kept on the site at the food/check-in table.**

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled? **The only hazardous situation that might occur is if someone were to get paint inside their body (accidental ingestion, paint in eyes, etc.). All of this will be addressed in the first-aid presentation during the opening announcement. I will make sure that every helper understands that they need to contact an adult leader or myself immediately.**

List hazards you might face. (These could include severe weather, wildlife, hazardous tools or equipment, sunburn, etc.) What will you do to prevent problems (for example, hazardous tools operated only by qualified adults)?

Potential Hazard	What will you do to prevent problems?
Rattlesnakes	Helpers will be informed of what to do if a snake is seen
Heat	Everyone will be asked to bring heat protection (hats, sunscreen, etc.). I will provide sufficient water. Everyone will be encouraged to consistently stay hydrated throughout the day. A couple of EZ ups will be set-up for a rest area with shade.
Cars	Scouts will be instructed to look out for cars and warnings will be given

How do you plan to communicate these safety issues and hazards to your helpers? **I will hold a small first-aid presentation before the execution of the project. Also, I will remind everyone of these precautions during the lunch period and to anyone that might have arrived late.**

Will you hold a safety briefing? **Yes** If so, when? **Before the execution of the project**

Who will conduct it? **Myself**

Who will be your first-aid specialist? **Mr. Martin Cardenas, Mr. Bill McDonald, Mr. Ken Kuhlman**

Contingency Plans

What could cause postponement or cancellation of the project? What will you do should this happen? **Rain or any other kind of unpredicted weather might cause postponement of the project. If the project were to be postponed, I will meet with the park's superintendent and discuss another possible date for the project.**

Eagle Scout Service Project Report, continued

Comments From Your Project Coach About Your Final Plan

(A project coach is not required but can be extremely helpful.)

“Remember that this is your project and our biggest expectations are your project planning and how you manage your project. We are all here to support you any way we can.”

~Bill McDonald

Eagle Scout Service Project Fundraising Application

Before completing this application, it is important to read the “Procedures and Limitations on Eagle Scout Service Project Fundraising.” It can be found at the back of this application. Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money Earning Application.

Eagle Scout Candidate

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

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

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

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

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

Describe how funds will be raised:

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?:

If people or companies will be asked for donations of money, materials, supplies, or tools*, how will this be done and who will do it?

**You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.*

Are any contracts to be signed?

If so, by whom?

Contract details:

See “Procedures and Limitations” following this application.

Approvals

(The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.)

Beneficiary		Unit Leader		Authorized Council Approval*	
Signed	Date	Signed	Date	Signed	Date

**Councils may delegate approval to districts or other committees according to local practices.*

Procedures and Limitations on Eagle Scout Service Project Fundraising

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising or securing donations of materials*. Send the completed form to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined appropriate.

**This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members of his unit, or the beneficiary. All money left over, regardless of the source, goes to the beneficiary.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or the candidate's unit, until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.

Eagle Scout Service Project Report

To be completed after the service project has been concluded. It is not necessary to provide lengthy answers.

Please be prepared to discuss your responses at your board of review.

Eagle Scout candidate: Martin Alejandro Cardenas

Once planning was completed, when did the work begin? **Saturday, June 1st: 7 A.M.**

When was it finished? **Saturday, June 1st: 2 P.M.**

Summary

What went well? **Dividing helpers into separate groups had worked really well. The work was done much quicker and helpers were able to use teamwork to accomplish the task at hand.**

What was challenging? **It was very challenging to get the entire project started. We had to transport multiple materials and paint to one side of the park to begin and I had to explain what to do to each group (ex. two coats of paint, only keeping the paint trays on the cardboard, etc.).**

Changes

What changes were made as the project was conducted? **One of the biggest changes was that we had to find a different supply of paint rollers to use. The 20 paint rollers and paint trays that were supposedly available for me were accidentally left locked in the park's office. However, the park's maintenance contact was able to let me borrow 10-15 rollers while my grandparent drove to the nearest Lowe's to buy a couple more paint rollers. Another change, rather small, was that the park's officials wanted me to paint the two swinging gates green, instead of the originally planned yellow. Also, I was also asked to repaint the yellow speed bumps around the park.**

Leadership

In what ways did you demonstrate leadership? **I made sure that the project was executed in an orderly manner while maintaining safety procedures within the project's area. I made sure that everyone knew all hazards and dangers by giving a brief safety and first-aid presentation prior to the execution of the project. Also, I led all the helpers by splitting them into different groups with adult supervision to make sure that everyone was accomplishing the task at hand.**

What was most difficult about being the leader? **I had to deal with many problems and changes throughout the course of my project. Almost all of the helpers had no issues with the task at hand; however, some of them needed some extra help staying focused. Also, due to the outstanding amount of people who showed up to help me, it was difficult at times to gather everyone's attention at once.**

What was most rewarding about being the leader? **The most rewarding experience for me being the leader of this project was that I got to see many combined efforts create an outstanding final result. In addition to scouts and adults from my own troop, many of my church and school friends had helped out as well. It was really great to see people from all aspects of my life come together and support me.**

What did you learn about leadership, or how were your leadership skills further developed? **This project had definitely helped develop my leadership skills. My beginning announcements before the execution of my project were not very confident. I even had some uneasiness just trying to get everyone's attention in the beginning. However, as my announcements and the project had progressed, I found it easier to speak with everyone and I felt much more confident after that initial episode of shyness.**

Materials, Supplies, Tools

Were there significant shortages or overages or materials supplies and tools? If so, what effect did this have? **Besides, the confusion with the paint rollers that I mentioned earlier, there was a major shortage of red paint. Through my understanding, I was told and confirmed that there would be "plenty of paint" to complete my project. However, with the red paint that was given to me, we were only able to finish about half of the planned repainting. Even though we were not able to re-paint the red curbs up by the soccer fields, the painting that we did accomplish was still a substantial amount and took up almost the entire day to complete.**

Eagle Scout Service Project Report, continued

Entering Service Project Data

The Boy Scouts of America collects information on the hours worked* on Eagle Scout service projects because it points to achievement on our citizenship aim. So that you can assist with the data collection, please keep a list of the people who help on your project, and a log of the number of hours they work. Then, please provide the information requested below. Be sure to include yourself, and the time spent on planning.

	No.	Hours
The Eagle Scout candidate	1	40
Registered BSA youth members	34	131.17
Other youth (<i>brothers, sisters, friends, etc., who are not BSA members</i>)	2	9.02
Registered BSA adult Scout leaders	20	82.72
Other adults (<i>parents, grandparents, etc., who are not BSA members</i>)	11	65.18
Totals	68	328.09

*There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.

If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

Funding

Describe your fundraising efforts: **Fundraising for this specific project was not needed. However, my father and I have our own Troop Fundraising Accounts, in which we have collected our own money through many troop fundraisers throughout the years. The money used for this Eagle Project was taken out of our Troop Accounts.**

How much was collected? **\$286.47**

How much was spent? **\$186.62**

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.
Expenses did not exceed the funds that were available.

If you had money left over after the project completion, did you turn it over to the project beneficiary? If "No," when and how long will that take place? **Since the money used for this project was taken from Troop Fundraising Accounts, the money left over will remain in the accounts. However, a couple of paint rollers were left as a small "thank you" to the park.**

How were the donors thanked? **"Thank You!" emails were sent out to everyone who had helped with this project (helpers, stores, park officials, etc.). "Thank You!" letters will also be sent out.**

Photos and Other Documentation

If you have them, attach any "before," "during," and "after" photographs. Attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Candidate's Promise

On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.

Signed:

Date:

Completion Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name:

Unit leader name:

Signed:

Date:

Signed:

Date:

Message to Scouts and Parents or Guardians

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 9.0.2.0, “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 an Eagle Scout 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.

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.
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.

**An “advancement administrator” is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.*

Eagle Scout Service Project Proposal, continued

Excerpts and Summaries From the *Guide to Advancement**

Eagle Scout Service Project Coaches

Many units, districts, and councils use Eagle Scout service project “coaches.” They may or may not be part of the proposal approval. Though it is a Scout’s option, coaches are highly recommended—especially those from the council or district level who are knowledgeable and experienced 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. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches shall not have the authority to dictate changes, withdraw approval, or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make the right decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any position) and have taken BSA Youth Protection training, and may come from the unit, district, or council level.

What Is Meant by “Give Leadership to Others ...”?

“Others” means at least two 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 a project. The most important thing here is that the Eagle Scout candidate exhibits leadership.

Evaluating the Project 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.

There may be instances where upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine modifications were so material that the extent of service or the impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. He may choose to meet these requests, or he may decide—if he believes his completed project worthy and in compliance—to complete his Eagle Scout Rank application and submit his project workbook without final approval. He must be granted a board of review should he request it. If it is thought a unit board may not provide a fair hearing, a “board of review under disputed circumstances” may be initiated. See the Guide to Advancement for more information.

Risk Management and Eagle Scout Service Projects

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/scoutsourc/healthandsafety/sweet16.aspx.

At the time of publication of this workbook, changes were being made to the *Guide to Safe Scouting* that will affect how service projects are conducted. The changes limit the use of hazardous power tools, machinery, and equipment, and also such activities as working at heights or on ladders, and driving motor vehicles.

Insurance and Eagle Scout 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.

Eagle Scout Service Project Proposal, continued

*The *Guide to Advancement* is available in Scout shops or from www.scoutstuff.org.



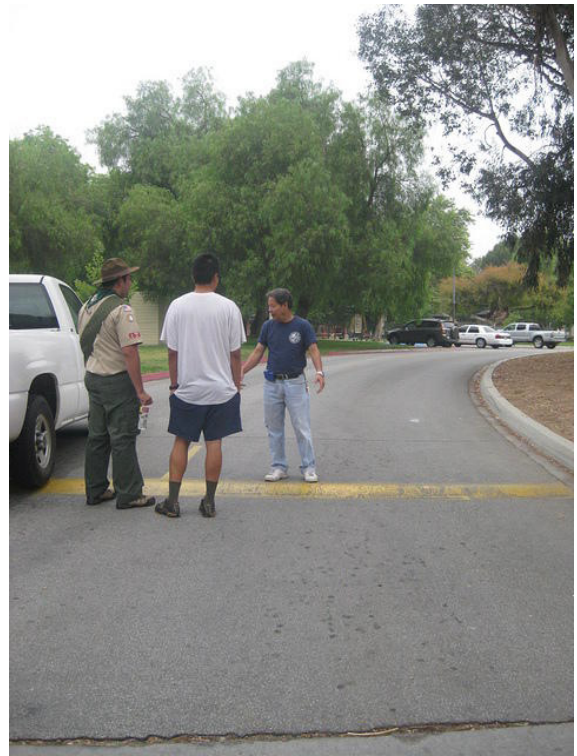
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“Before” Photographs:



Agustin Cardenas helping sweep debris and dirt away from the curb.



Rudy Pangan, the park's maintenance contact, explaining how to safely re-paint the yellow speed bumps.



Rudy Pangan, dropping off the paint and extra supplies.



A small view of the red curbs that need re-painting.



All the helpers getting a view of what needs to be re-painted.



Another view of the red curbs that need re-painting.

“During” Photographs:



A small group of helpers in the middle of their task.



A view of the start of the project.



Helpers adding finishing touches before moving on to the next section.



Kevin Kuhlman cleaning the curb before painting it.



Another small group of helpers starting to re-paint one of the yellow speed bumps.

“After” Photographs:



One of the “islands” after painting.



One of the speed bumps.



A view of one of the speed bumps right next to a freshly painted curb.



A small part of the red curb.



The painted, swinging gate by the upper part of the soccer field.



One of the poles by the swinging gate that also needed re-painting.