# 18-927_jb Eagle Scout Leadership Service Project Workbook

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| EagleMedal_BW | Kenneth Scott True, Jr.  Scout’s name  **Information Removed**  Address  **Information Removed**  Telephone No. Date of birth  **Information Removed**  E-mail (optional)  777  Unit No.  Golden Eagle  District  San Gabriel  Local council  Martin Cardenas Unit leader’s name 23917 Sunset Crossing Rd., Diamond Bar, CA 91765  Address  909 396-8653  Telephone No.  Kevin Durkee  Unit advancement committee person’s name  2516 Castle Rock Road, Diamond Bar, CA 91765  Address  909-869-7575  Telephone No. |
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**Project Description**

Describe the project you plan to do.

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| My project will take place at Quail Summit Elementary, which is part of the Walnut Unified School District, in Diamond Bar, California. My project plan it to complete the following:   1. The memorial garden and bench at the entrance of the school are in a state of disrepair. My plan is to sand and refinish the existing bench in the garden, including painting the metal sides of the bench. 2. I also plan to install a small border wall which will offset the garden from the main lawn area in front of the school, preventing weeds and grass from encroaching on the garden/bench area. 3. In addition, I intend to clean up the garden and the existing plants in the garden. This includes weeding and removing any plants that are unwanted or that interfere with the construction of the border wall. |

What group will benefit from the project?

Quail Summit Elementary 909 861-3004

Name of religious institution, school, or community Telephone No.

23330 E.Quail Summit Drive, Diamond Bar, CA 91765

Street address City State Zip code

My project will be of benefit to the group because:

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| ***(This box may be adjusted to fit your description.)***      Improving and upgrading the memorial garden and bench at the entrance to the school, will provide an attractive focal point for the front of the school. It will also provide additional seating, while properly honoring the contributions of the retired school secretary it is named after. | | |
| This concept was discussed with my unit leader on: | September 27, 2007  Date |

The project concept was discussed with the following representative of the group that will benefit from the project.

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|  | Alysia Hobbs  Representative’s name | September 21, 2007  Date of meeting |
|  | Principal, Quail Summit Elementary  Representative’s title | 909 861-3004  Phone No. |

**Project Details**

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

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

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| ***(This box may be adjusted to fit your description.)***  **Present Conditions**  The garden was created in 2005 in memory of Barbie Deaton, a long time employee for the Walnut Valley Unified School District at Quail Summit Elementary. This garden was made and dedicated to her upon her retirement. During the three years of the garden’s existence, it has gone from being a beautiful focal point to being in a desperate state of disrepair. The garden is 16ft × 18ft, and has received little or no care whatsoever and looks much older than just three years old. The once beautiful memorial garden is now an overgrown, unkempt, and muddy mess. There is also an on set of weeds due to the lack of maintenance and the open exposure to the lawn.    The principle stated that she wanted the garden to be renovated to look fresh and new once again. In addition to cleaning up the plants, Ms. Hobbs said she wanted some type of brick or block border to prevent the lawn and weeds from growing into the garden. There is also a wood and metal bench in the garden that is deteriorating due to lack of care and proper wood treatment. The wood is worn and peeling away, rough, and splintering. The metal parts of the bench are also not in good or great condition by any means. The metal could use a fresh coat of paint.    **Preparations**  In order acquire a date for my project I will attend a Patrol Leaders’ Council meeting and request a work date for and get the project on to the troop calendar. I will send out an e-mail to my troop telling them about my project 4 weeks before my project. Then another e-mail 2 weeks and 1 week before the work day. I will start a local tour permit 4 weeks before the work day and turn it into council 2 weeks before the work day. Also, 2 weeks prior to the work day I will have a sign up list at the troop meeting, personally announce my project, and pass out a flyer to the scouts. I will repeat this at the last troop meeting before the work day.  To acquire the needed materials, I will have a parent drive me to Lowe’s, and with the money provided by the Quail Summit Community Club, I will purchase the necessary materials. And as for the blocks, they will be provided by the school district. I will make another list for the tools that are needed, like shovels, pruners, loppers, picks, etc., and have people sign up to bring them prior to the work day.  Things like food, water, and restrooms have been accounted for. There are usable restrooms and drinking fountains at the school. My parents will also be providing drinks, bottled water, and pizza for lunch. The estimated cost of the lunch for my parents is $35.00. The ground of the garden is usually moist for working with due to sprinklers, and there is a facet for a hose with running water only about 30 feet from the garden itself. From there the garden can be watered down as well as the dry mortar.  **The Work Day**  On the day that the project will take place there will be a sign in sheet for all volunteers to put their name in, what time they arrived, and what time they left. I will request that the troop historian comes to take pictures, or if unavailable, a scout proficient at taking pictures. The scouts will be split up into teams, each with its own general task. The initial cleaning out of the garden for unwanted plants, weeds, and leaves will require all of the scouts. After that they will be split up into one team that will work on the bench, and another for the construction of the border wall. The bench will need about 5 scouts, and the wall will need roughly 8 scouts.  I will tell the scouts of any safety measures or precautions that need to be taken. For example, they need to wear gloves when treating the wood on the bench, or working with any rough wooden tools to prevent painful and unwanted splinters. The scouts also need to be aware of those around them when using tools like picks. The troop’s medical records and a first aid kit will be present. When scout arrive to work I will describe their job and make sure the know how to do it. If at any time a scout does not understand what is being asked of him, I will instruct him using the teaching EDGE.  **Making the Lawn Border**  The total area of the garden is about 16ft ×18ft, 288ft². The blocks that will be used are 6-sided, and 12in. wide × 4in. high × 8in. deep. The dimensions for the trench, which is a half circle, are 26.5ft long × 1ft wide × 3in in depth. The border wall is two layers of these blocks, about 52 blocks in all.  To dig the trench pick axes and shovels will be used. But the trench will first be measured and marked with stakes and string before any digging occurs. As is the ground around the garden is already fairly level and will require minimal compensation if it is not quite level enough.  Once the trench has finished being dug, dry, premixed mortar will be spread evenly across the bottom of the trench. The dry mortar will come up about an inch bellow the surface. Once the mortar has been evenly distributed, it will be slightly watered down and the blocks set in place. Over time with constant moisture in the ground from sprinklers and such the mortar will become hard. A level will be taken to the blocks and they will be tapped into place with a mallet. An epoxy glue designed for use with masonry materials will join the first and second layers of blocks. The blocks are to be placed to form a staggered look.  **Refinishing the Bench**    The wooden parts of the bench appear to be very weathered to the point where it seems as though the wood has never been properly treated, and if it was all previous treatments are gone. The wood is also rough enough to the point where a person could acquire splinters from rubbing up against it. Because of these factors a through sanding job is very important. Sanding will begin with 60 grit sandpaper and be concluded with 100 grit sandpaper. All sanding will be done with sanding blocks. A small shop vacuum will be used to ensure the removal of all dust particles from the wood before treatment. Two coats of a polyurethane varnish will be applied using scraps of old t-shirts and rags. Disposable, plastic tarps will be placed under the bench prior to applying the varnish and the metal will be taped off using painters’ tape. Then the varnish will be allowed time to dry, and the wood will be taped and the metal painted. Plastic gloves will be worn while painting and varnishing occurs.    **Project Tools**   1. 2 trenching shovels 2. 2 rakes 3. 1 wheelbarrow 4. 1 hose 5. 2-3 trowels 6. 1 pair of pruning shears 7. Safety gear: goggles, gloves, hats and sunscreen 8. rags 9. 2-3 disposable tarps 10. 1 3ft. level 11. 1 measuring tape 12. 1 rubber mallet 13. 1 shop vacuum 14. 1 75ft. power cord 15. Trash bags 16. Paper towels 17. 1 camera 18. Wooden stakes 19. String   **Project Materials & Costs**   1. 2 – 1qt polyurethane varnish: $27.90 2. 1 pack 60 grit sandpaper: $4.95   c. 1 pack 120 grit sandpaper: $4.95  d. 52 – 12in cement castlewall grey blocks: $92.56  e. 4 – 60lb mortar: $16.72  f. 3 – 28oz construction adhesive: $13.44  g. 4 – 50lb gravel: $12.72  **Finances**  I have estimated the cost of materials by pricing them up. The overall cost of the project should run about $200. I figured the blocks could very well run about $105 including tax, but the Walnut Valley School District has committed to purchasing them. The Quail Summit Community Club has promised to pay up to $100 for the other supplies that will need to be purchased. The estimated cost of the supplies is $85 and it all will be purchased at Lowe’s.  **Labor Estimates**  My Estimates:   * Write the proposal: 20hrs * Meet with adult leaders: 10hrs * Speaking with principal and school district personnel: 8hrs * Preparing tour permit: 3hrs * Preparing and distributing fliers, e-mails, and sign up sheets: 4hrs * Purchasing materials: 5hrs * Scheduling work date: 1hr   Total labor estimate for myself: 51hrs  Estimates for others assisting with my project:   * Eagle advisor: 10hrs * Adult review meeting: 4hrs * School principal: 6hrs * School district personnel: 5hrs * Garden restoration: 13 scouts × 1hr =13hrs * Bench restoration: 5 scouts × 2hrs = 10hrs * Construction of wall: 8 scouts × 6hrs = 48hrs * Photography: 7hrs   Total labor estimate for other helpers: 103hrs  Total labor estimate for my Eagle project: 154hrs |
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**Approval Signatures for Project Plan**

Project plans were reviewed and approved by:

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| Religious institution, school, or community representative Date | Scoutmaster/Coach/Advisor Date |
| Unit committee member Date | Council or district advancement committee member Date |

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| **Important Note:** You may proceed with your leadership service project only when you have:  Completed all the above mentioned planning details  Shared the project plans with the appropriate persons  Obtained approval from the appropriate persons |

**Carrying Out the Project**

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

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

**Hours I Spent Working on the Project**

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

Hours I spent:

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| Planning the project: |  |
| Carrying out the project: |  |
| Total hours I spent working on the project: |  |

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

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| **Name** | **Date (mm/dd/yy)** | **No. of Hours** |
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Total number of hours others worked on the project: \_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Materials Required to Complete the Project**

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| **Type of Material** | **Cost of Material** |
|  |  |
|  |  |
| Stain/Varnish |  |
|  |  |
| Cinder Blocks |  |
| Sandpaper |  |
| Disposable Tarps |  |
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**Changes**

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

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| ***(This box may be adjusted to fit your description.)*** |

**“After” Photographs**

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

**Approvals for Completed Project**

Start date of project: Completion date of project :

The project was started and has been completed since I received the Life Scout rank, and is respectfully submitted for consideration.

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| Applicant's signature | Date |

This project was planned, developed, and carried out by the candidate.

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| Signature of Scoutmaster/Coach/Advisor | Date |
| Signature of the representative of religious institution, school, or community | Date |

**The 12 Steps From Life to Eagle**

The following 12 steps have been outlined to ensure a smooth procedure for the Scout, the unit leadership, the local council, and the volunteers who are to conduct the board of review. Eagle candidates should share these steps with their unit leader so that they can fully understand the procedures that must be followed.

1. In order to advance to the rank of Eagle, a candidate must complete all requirements of tenure; Scout spirit; merit badges; positions of responsibility; while a Life Scout, plan, develop, and provide leadership to others in a service project; and the Scoutmaster conference.
2. Using the Eagle Scout Leadership Service Project Workbook, the candidate must select his Eagle service project and have the project concept approved by his unit leader, his unit committee, and the benefactor of the project, and reviewed and approved by the council or district advancement committee. This workbook must be used in meeting this requirement.
3. It is imperative that all requirements for the Eagle Scout rank except the board of review be completed prior to the candidate’s 18th birthday. When all requirements except the board of review for the rank of Eagle, including the leadership service project, have been completed, the Eagle Scout Rank Application must be completed and sent to the council service center promptly. (Youth members with disabilities should meet with their unit leader regarding time extensions.)
4. The application should be signed by the unit leader at the proper place. The unit committee reviews and approves the record of the Eagle candidate before the application is submitted to the local council. If a unit leader or unit committee fails to sign or otherwise approve an application, the Eagle candidate may still be granted a board of review. The failure of a unit leader or unit committee to sign an application may be considered by the board of review in determining the qualification of the Eagle candidate.
5. When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee or its designee contacts the person listed as a reference on the Eagle Scout Rank Application either by letter, form, or telephone checklist. The council determines the method or methods to be used. The candidate should have contacted those individuals listed as references before including their names on the application. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center.
6. The Eagle Scout Leadership Service Project Workbook, properly filled out, must be submitted with the application.
7. After the contents of an application have been verified and appropriately signed, the application, Eagle Scout Leadership Service Project Workbook, and references will be returned from the council service center to the chairman of the Eagle board of review so that a board of review may be scheduled. Under no circumstances should a board of review be scheduled until the application is returned to the chairman of the Eagle board of review. Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the board of review.
8. The board of review for an Eagle candidate is composed of at least three but not more than six members. One member serves as chairman. Unit leaders, assistant unit leaders, relatives, or guardians may not serve as members of a Scout’s board of review. The board of review members should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Eagle board of review if the board of review is conducted on a unit level. A council or district may designate more than one person to serve as a member of Eagle boards of review when requested to do so by the unit. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Eagle board of review.
9. The candidate’s unit leader introduces him to the members of the board of review. The unit leader may remain in the room, but does not participate in the board of review. The unit leader may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a unit leader. There is no set of questions that an Eagle candidate should be asked. However, the board should be assured of the candidate’s participation in the program. This is the highest award that a Scout may achieve and, consequently, a thorough discussion of his successes and experiences in Scouting should be considered. After the review, the candidate and his unit leader leave the room while the board members discuss the acceptability of the candidate as an Eagle Scout. **The decision must be unanimous.** If the candidate meets the requirements, he is asked to return and is informed that he will receive the board’s recommendation for the Eagle Scout rank. If the candidate does not meet the requirements, he is asked to return and told the reasons for his failure to qualify. A discussion should be held with him as to how he may meet the requirements within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained to him. A follow-up letter must be sent to the Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Scout chooses to appeal, the board should provide the name and address of the person he is to contact. (See ‘‘Appealing a Decision” in the *National BSA Policies and Procedures,* No. 33088D.)
10. Immediately after the board of review and after the application has been appropriately signed, the application, the service project report, references, and a properly completed Advancement Report are returned to the council service center.
11. When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Eagle Scout rank. This workbook and references are retained by the council. The workbook may be returned to the Scout after council approval.   
     **Only the Eagle Scout Rank Application is forwarded to the national Eagle Scout Service.**
12. The Eagle Scout Service screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Scout is then certified as an Eagle Scout by the Eagle Scout Service on behalf of the National Council. Notice of approval is given by sending the Eagle Scout certificate to the local council. The date used on the certificate will be the date of the board of review. The Eagle Award must not be sold or given to any unit until after the certificate is received by the council service center. The Eagle Scout court of honor should not be scheduled until the local council receives the Eagle Scout rank credentials.

18-936

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