

# EAGLE SCOUT SERVICE PROJECT PROCESS

(You must download the Service Project Workbook at [www.NorthernStarBSA.org](http://www.NorthernStarBSA.org))

- \_\_\_ 1. The Scout comes up with a project idea. The project must follow the official guidelines for Eagle Projects. (These are given in the Service Project Workbook.)
- \_\_\_ 2. The Scout discusses the project idea with his Unit leader, Eagle coach, and benefactor of the project.
- \_\_\_ 3. The Scout discusses the project idea with a District Advancement committee member, either by telephone or email. Check with your district for the preferred method.
- \_\_\_ 4. The Scout completes the Contacts and Project Proposal pages of the Service Project Workbook, signs it, and reviews it with his Eagle coach. **All forms for the Eagle Award should be typewritten or written legibly in ink.**
- \_\_\_ 5. The project beneficiary approves and signs the service project workbook Project Proposal.
- \_\_\_ 6. The Unit leader reviews, approves, and signs the Project Proposal.
- \_\_\_ 7. The troop committee reviews, approves, and signs the Project Proposal.
- \_\_\_ 8. The Scout submits the Project Proposal to the District Advancement Chair or District Eagle Coordinator for project approval and signature.  
(The Scout should be sure to plan enough time for this step to be completed before starting his project; this could take up to two months.)
- \_\_\_ 9. **After all the above approvals have been given**, the Scout completes the Project Plan pages of the Service Project Workbook.
- \_\_\_ 10. The Scout schedules the project, recruits the workers, keeps a list of the workers, keeps track of his receipts, and completes the project.
- \_\_\_ 11. The Scout completes the Project Report pages of the Service Project Workbook and signs it. All items must be filled in.
- \_\_\_ 12. The Unit leader or project coach certifies that the project has been completed and signs the Project Report.
- \_\_\_ 13. The project beneficiary signs the Project Report if the project has been completed satisfactorily. A letter of completion from the organization is optional and encouraged.
- \_\_\_ 14. The Contacts, Project Proposal, Project Final Plan, Project Report, and list of project workers pages are submitted with the Eagle Scout Rank Application to the council office. (See item 6 of the "Eagle Scout Application Process".)
- \_\_\_ 15. The completed project is reviewed by the Eagle Scout Board of Review. (See item 9 of the "Eagle Scout Application Process".)

(NOTE: Although the initial project written proposal is approved by the district, **the actual project execution must be approved by the Board of Review**. If the plan was not followed, or the project was not performed well, **it may be rejected at this time**. If this happens, the Scout will be advised by the Board of Review on what to do.)

## TIPS FOR EAGLE SCOUT SERVICE PROJECTS

While a Life Scout, the Eagle candidate must plan, develop, and give leadership to others in a service project helpful to a religious institution, school or community. The Life Scout is encouraged to work with an Eagle coach. Here are some key items to keep in mind.

- The key words are **plan**, **develop**, and **give leadership to others**. This project is entirely different from Star and Life service projects. In previous service projects, the Scout could be a follower. For the Eagle Scout rank, the Scout must be the leader. His leadership ability is demonstrated by:
  1. Planning the work to be done.
  2. Organizing the work and manpower.
  3. Training the workers and directing the project's completion. He must involve other people to carry out his project.
- For the Eagle project, the Scout expands his "service to others" philosophy by going outside the Scouting community to plan and supervise a project of value to a school, a church, or the community. Work involving council property or other Boy Scouts of America activities is **not** acceptable for an Eagle service project. The service project **may not** be performed for a business, be of a commercial nature, or be a fundraiser.
- The key to the Eagle service project is **leadership**. The Scout has already demonstrated leadership in Scouting by meeting other requirements for the Eagle Scout Award. Now he must demonstrate his leadership ability through a worthwhile project for his community, church, or school.
- Routine labor, jobs, or service normally rendered (such as volunteer work the Scout may be doing) is not considered within the intent of this project. Total time involvement must be considerable and should represent the candidate's best possible effort. **The number of hours is not stipulated** since there is a wide variety of project subjects. (See *project workbook*.) This level of service requires much planning time and, therefore, the hours are difficult to estimate.
- The project idea must be approved by the beneficiary of the project, the Unit leader or project coach, the unit committee, and the Project Proposal approved by the District Advancement Committee to make sure it meets expected standards before the project is started. This approval does not imply that the Board of Review will accept the way a project was carried out.
- When the **Service Project Workbook Project Proposal** has been approved by the project beneficiary, the Unit leader or project coach, the troop committee, and reviewed and signed by the one of the District Advancement Committee team, the Scout will write up the Project Final Plan and carry out the project with guidance of a person from the church, school, or community group to be served.
- Upon completion of the project, the Scout writes up the Project Report and submits the entire Service Project Workbook (including all signature pages) with his Eagle application to his Unit leader or project coach. All the physical work on the project must be done while the candidate is a Life Scout and before the candidate's 18th birthday.
- The variety of service projects performed nationally is staggering. For ideas and opportunities, the Scout should consult school or religious leaders, or local government department heads, chamber of commerce, community improvement associations, district committee members and the like.
- A Scout may ask for donations of materials or supplies for a project. Fundraising is permitted only for securing materials or supplies needed to carry out the project.

*Reference: Advancement Guidelines, 2014 Revision, Copyright 2014 Boy Scouts of America.  
National BSA Advancement Policies and Procedures*