

Life Scout _____

Date _____

Eagle Project Plan Evaluation

Criteria for approval of a Life Scout's Eagle Service Project plan is whether it represents a Scout's best effort in planning a valid service project, having sufficient breadth and depth to demonstrate the Scout's leadership of others. It is required that the Eagle Service Project Workbook is used as given, following the directions provided in it. The following checklist is meant to be used as a guide in determining whether the Life Scout satisfied these criteria.

Checklist

Workbook usage:

- Is the current Eagle Project Workbook used? (This can be found at: <http://www.nesa.org/>)
- Are the contents of the project workbook in their appropriate sections or are they included as appropriately labeled attachments?

Names and addresses

- Is the information correct?
- Do addresses include city, state and zip code?
- Do phone numbers include the area code?
- Is everything legible?

Project Description and Beneficiary

- Is the project description present?
- Does the project description fully describe what is being done? (Not how.)
- Is the project a valid BSA Eagle Project?
 - Benefits all or part of the local community.
 - Not maintenance or routine work.
 - Not a fund-raiser.
 - Not for a business.
 - Not for BSA.
- Is the sponsoring beneficiary clearly identified?
- Is the beneficiary's address correct?
- Is the benefit clearly stated?
- Was the concept discussed with the Scoutmaster?
- Is the representative of the sponsoring organization accurately and clearly identified?
- Was the concept discussed with the representative?

Project Planning

- Did the sponsoring representative review the project plan?
- Did the Scoutmaster review the project plan?
- Did a Troop Committee Representative review the project plan?
- Did a Council/District Representative review the project plan?
- Did the representatives suggest changes (it is suggested but not required that any suggested changes be written down and include in the Eagle Project Workbook as attachments)?
- Were suggested changes incorporated into the plan?

Detailed Project Plan

Present condition

- Is the present condition clearly stated?
- Is the statement of present condition current?

"Before" Photographs

- Are "before" photographs present?
- Does each picture have a caption or description(suggested but not required)?

Method

- Does the method clearly state what is going to be done, detailing each task the project will require?
- Are all needed drawings/building plans present, complete, and labeled, so that someone else could use them if necessary?

Materials and Equipment

- Is a materials list present and complete?
- Is the size, quantity, unit cost and total cost of each item listed?
- Is an equipment/supply list present?
- Is the equipment list complete, including items necessary for safety, wellbeing of volunteers, etc?
- Do the lists indicate where/how each item will be procured?

Funding

- Is the funding of the project clearly stated, including cost and how funds will be obtained?
- Are any letters or flyers used in fundraising attached?

Project helpers

- Is there a clear statement as to who will help with the project?
- Is there a clear statement as to how many total people will be needed for the project?

Schedule

- Is the schedule broken down into tasks, in the correct order?
Tasks include, but are not limited to: planning, plan approval, fundraising, volunteer recruitment, date of project, final write-up, submission for final approval.
- Is the estimated number of helpers for each task identified?
- Is the estimated duration of effort identified for each task?
- Are the total hours for each task identified?
- Does the project schedule give an estimated start and estimated completion date?
- Are contingencies, such as weather, part of the plan?

Safety

- Does the project plan follow the BSA Safety guidelines, Guide to Safe Scouting? (This can be found at: <http://www.bsa.scouting.org/pubs/gss/>)
- Is the utility company being called to mark underground utilities for all below ground work?
- Is appropriate instruction and training provided? If so, how? (It is recommended, but not required, that a script be used for training. Include any such script as an attachment.)
- Are all the risks clearly identified?
- For each risk, is a preventative measure identified?
- For each risk, is a remedy identified?
- Does the equipment list include all safety equipment?

Other items recommended but not required:

- Will this project demonstrate the prospective Eagle's leadership skills?
- Is there a letter from the sponsoring organization, stating need, benefit and needed completion date?
- Is a time and participation log being kept for all activities?
- Is an expense log being kept for all purchases and donations?

Eagle Project Notes

1. Make sure your write up is legible and in a logical order
2. Keep good notes/journal through out your project
3. Do the final wrote up as soon after you finish the project as possible while the details of your project are fresh in your mind
4. When you put your Eagle notebook together the items should be in the following order:
 1. Eagle application
 2. Requirement #6 write-up,
 3. All Eagle project material
 4. Photo Copes of your Merit Badge blue cards.
5. Use the guidelines given to you for writing requirement #6
6. Provide letter of recommendations for your Board of Review using the forms found at:
http://pikespeakbsa.org/index.php?option=com_docman&task=cat_view&gid=15&Itemid=25
7. All requirements must be competed and signed prior to your 18th birthday
8. We would like a final write up to be included as the last page of your Eagle project paperwork. This write up should include answers to the following questions:
 - a. In what way did you demonstrate leadership of others?
 - b. Give examples of how your directed the project rather than doing the work yourself
 - c. Did the project follow the plan? If not tell how you adjusted your plan.
 - d. Give a summary of how the project day went

When you are ready to turn in your Eagle Scout paperwork, take it to the scout office at 955 W Fillmore and give it to JJ Mitchell. Once he has verified your information, Mr Pierce will be notified that you are ready for your Board of Review. Your Board of review will occurred on either the first or third thursday of each month. You are allowed to invite one person to sit on your Board of Review. It has to be someone over the age of 21 and can't be a relative or your direct scout leader (Scoutmaster or Assistant Scoutmaster). This person does not have to be a registered with Boy Scouts, but should be some one who is familiar with the importance of the rank of Eagle.

Mr. Pierce frontierdistrictadvancement@gmail.com