



Eagle Scout Service Project Workbook: The Rules and Forms



Troop Leadership Focus





Council Youth Development Committee

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Troop Leadership Role



Educating The Life Scout

- ❑ Your Life Scout is caught by a change in what is the *current* edition of the Eagle Scout Service Project Workbook – see next slide too
 - 2012 printing was current until Tuesday 5/20/14.
Printing date is on back page, bottom right.
 - If your Scout has been working in this version, actually has entered data and written words towards getting his Proposal approved, let him continue.
 - However, it may be useful for him to use the new version for his Final Plan and Fundraising Application and Report.
- ❑ Have him download & print 2 copies of “Navigating the Eagle Scout Service Project - Information for Project Beneficiaries”
<http://www.scouting.org/filestore/pdf/510-025.pdf>



Troop Leadership Role



Educating The Life Scout

Your Life Scout must use the current edition of the Eagle Scout Service Project Workbook, if just beginning now.

- 2014 printing issued 5/20/14, two days ago

Printing date is on front cover

- If all he has done is bounce an idea off you, have him use this latest edition – it probably solves some usage problems in the 2012 version (that has been true for prior versions)

- Download it from National Council website:

He **MUST** follow (easy) special downloading instructions found at the following link:

<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/EagleWorkbookProcedures.aspx>

Now includes “Navigating the Eagle Scout Service Project”



Troop Leadership Role

Educating The Life Scout



Eagle Scout Service Project Workbook

Composed of both Rules and Forms

- Rules include definitions and explanations
 - See Introduction ('12 pp 1-1 to 1-5) ('14 pp 1-4), each section's cover page, and parent info & Guide excerpts ('12 pp 4-5 & 4-6) ('14 pp 5&6)
- Contact Information page - a form
- Project Proposal, a form with explanations, and including
 - Scout Certification
 - Four proposal approvals, including your District's
- Project Final Plan - a form with explanations
 - Fundraising Application - a form - and its rules (requires three approvals, including Council's)
- Project Report - requires two local approvals



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Educating The Life Scout



- ❑ **Work with the Scout to make sure he understands what he has downloaded and needs to work with:**
 - Make sure he understands the importance of the project in obtaining the rank of Eagle.
 - Review the rules, and the content of the workbook forms, with both the Scout and his parents before he starts.
 - Lay out project timeline expectations:
 - Proposal development, approvals, work completion and documentation may take 6 months or more.
 - Review the form for each section of the workbook with the Scout before he starts each of the phases.





The Workbook Overview Section,
2012 pp 1-1 thru 1-5, 2014 pp 1-4

Whatever the page numbers,
the basics of the following ideas are still true.

Explanations, Definitions, Rules



Troop Leadership Role



Educating The Life Scout

❑ “Rules of the Game”

- Guide to Advancement 2013 (GTA2013) explains the process and defines the full scope of the requirements.
 - * See Section 9: only 11 pages; well written, easy to read
- The Eagle Scout Service Project Workbook itself has many rules about projects. Know them. Make sure the Scout has read them. These are adapted from the more detailed GTA2013.
- Eagle Projects do not take precedence over troop needs, nor over the Scout’s responsibilities to his Unit.
- Two deep adult leadership, including YPT credentials, apply
- The Project cannot be a fundraiser in itself.
- Project fundraising should not compete with other efforts of the unit, district or council.



Troop Leadership Role



Educating The Life Scout

□ “Rules of the Game, continued”

- The Scout needs to demonstrate his leadership skills through the service project.
- The project’s impact on the community is a key factor.
- Project proposals are generally not Pass/Fail tests – Planning is an evolutionary multi-step process and highly integrated into the Project. Evolutionary: He may need to expand and improve and adjust what he has written in his initial effort, so others understand what he means.
- Reviews, recommendations, and approvals at Unit and District levels are required. These take time.





The Contact Information and
the Project Proposal Section,
'12: pg (1-6) & pp 2-1 to 2-4
'14: Proposal Cover Page
And Proposal Page(s) A thru E

The basics of the ideas are still true.



Troop Leadership Role



Service Project Proposal

□ Contact Information

- This info is useful to the Scout & his unit & district leaders
- Make sure this info is current, correct and complete. The Council e-mail address is used to get Fundraising Approval.
- A Project Coach should be identified at this point

□ Project Description

▪ Basic Overview of the Project Proposal

- Describes project in reasonable detail – not fact free!
- Pictures, diagrams, sketches, maps, etc. can be included
 - Keep pictures small (< 1M each in size) if e-mailing.
- Preferable to have a terse project Title – which can be re-used for his Eagle Scout Rank Application's Requirement 5



Troop Leadership Role



Service Project Proposal

□ Project Description, continued

- The form's request is to "Briefly describe the project."
- This level of detail should communicate the basic ideas of the project; exhaustive detail is not required.
- Later sections will help to assess the scope of the project, its impact on the community, the opportunities for leadership, general resource requirements, safety issues, etc.

□ **Benefit:** The form's request is to tell how it will help and to say why it is needed.

- What will be the positive outcome?
- Why will the success of the project make a difference?
- Emphasize the goodness of the fix, not the severity of the problem



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Project Proposal – Description and Benefit *(continued)*

“When do you plan to begin work on the project?”

Simple Question – answer can be revealing

❑ If Scout says, “Right after approval,” needs to consider the impact of:

- Final Planning
- Fundraising approval
- Actual Fundraising
- Troop activities
- School events or holidays



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Project Proposal

Description and Benefit *(continued)*

“How long do you think it will take to complete?”

Adult experience can be useful

- Needs to be adapted to workforce skills
- Temper it with lower expectations
- Factor in lack of experience
- Factor in possible interrupts, e.g., weather
- Have Scout consider impact of troop, school and personal activities



Troop Leadership Role



Service Project Proposal

□ Giving Leadership

- Approximately how many people?
 - Some may be just drivers, or needed for two-deep coverage
 - Make sure the number of people specified will fit in the work space while allowing for worker movement.
 - Technical/professional expertise needed will be identified in the Final Plan
- Where recruited? The Workbook itself lists types of people. But actual “where” can be instructive:
 - Are troop meetings being held? Is school in session?
 - Can a notice be put in the church bulletin, or the like?
 - Is he prepared to contact people by phone?
- What will be the leadership challenge?
 - Gives insight into Scout’s attitude about leading



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Service Project Proposal

These next 3 “boxes” all want generic or group names rather than specific parts – see the note by each box. Think about the signs that hang over the aisles in Home Improvement stores. Scouts may need advice on group or generic names

Materials

- List all “types of” materials that will be in the finished product. “Framing lumber, siding, asphalt roofing, 2 windows, 2 doors”

Supplies

- List all “kinds of” supplies (other than tools) which will be needed to complete the product.

Tools

- List all “kinds of” tools needed, whether they will be purchased or borrowed. Not all tool have handles, e.g., First Aid Kits.



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Service Project Proposal

Permits and Permissions

- Notes provided at top of box should be followed.
- Make sure the Benefiting Organization (B.O.) will take care of permits – these are legal agreements.
- Make sure the B.O. rep has the authority to approve.

Preliminary Cost Estimate

- Itemizing the preliminary costs of the major items is useful to give reviewers a comfortable feeling, esp. for “Other” costs
- Include ALL estimated costs and totals, even if you expect some of the materials to ultimately be donated

Project Phases

- Note the guidelines in this section. Defining the project in 7-8 phases is reasonable. Defining the project in fewer stages is probably too vague.



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Service Project Proposal

Logistics

- Seems self-explanatory – but consider carrying capacity of vehicles, and whether delivery is safer.

Safety Issues

- Review ALL potential safety issues with the Scout.
- Plenty of risks beyond power tool use, e.g., dust, vapors, chemicals, sunburn, dehydration, ticks, scrapes, bruises
- Consult BSA resources (e.g. Guide to Safe Scouting)

Further Planning

- This is a high level challenge to a young Scout –
 - It asks, “What’s your plan for a plan?”
 - Meaning, “What do you need to learn in order to go on?”
- A Project Coach is key here



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Service Project Proposal

□ The Project Proposal must be carefully reviewed by the unit leadership.

- Will the unit be able to provide the support the Scout wants?
- Does it meet the five tests on Pg 1-5? ('14: Proposal pg A)
 - Is there adequate opportunity for leadership?
 - Are timelines reasonable? Is it feasible?
 - Are safety issues adequately addressed?
- Does the proposal have an appropriate level of detail?
- Does its information appear to be correct ?
- Help the Scout to understand that this proposal, and ultimately the entire Project Workbook, is an excellent training tool for developing project proposals and reports in adult life.



Troop Leadership Role



Service Project Proposal

□ Emphasize the Usefulness of a Project Coach

- His Project Coach is identified by his unit leadership.
- Not assigned by the District or Council in HVC.
- The coach is a voice of experience.
- The coach may be a technical advisor.
- The coach's role is to guide the Scout in completing the Final Plan section – to help the Scout be ready to lead with confidence.
- Although the coach does not give signatory approval, his/her guidance and experience is expected to be invaluable to the success of the project.
- The coach does have a opportunity to make comments at the end of the Final Plan – and should.



Troop Leadership Role



Service Project Proposal

- Questions about the appropriateness of a particular Eagle Service Project may be made to the District Advancement Committee. The Council and/or BSA National office may sometimes be consulted by the District or Council.
- When Scout, beneficiary and unit leadership are fully comfortable with the proposal, they give their approval by signing the proposal, which indicates they accept the responsibilities stated over their signatures.
 - Approvals are not trivial – they may take time to obtain.
- Then one or more copies of the Project Proposal must be submitted to the District Advancement Committee in accord with Council and District procedures and timelines.



Troop Leadership Role



District Review of Proposals

- The Project Proposal will be reviewed in advance** and comments sent to the Scout prior to formal district-level review.
- District-level review of the project is conducted in accord with council and district procedures.**
- Requests for additional detail are generally only for the purpose of fully understanding the scope of the project** and whether expectations will be met regarding benefit, project planning and development, safety and LEADERSHIP
- Suggestions will likely be made by the district at the formal district-level review** based on the collective experiences of the members of the review team.



Troop Leadership Role



District Review of Proposals

- District will determine whether Tour and Activity Plans and Fundraising Applications are needed.
- Project can only go forward after the proposal has been approved by the district.
- The Scout keeps the original proposal signature page.
 - His proposal will become part of his completed workbook.
- After district approval, all changes to the project must be discussed with the beneficiary and the unit. Significant changes may require district review. If in doubt, check with the district.
- A council-level Eagle Scout Process document has been finalized by the Youth Development Committee and placed on the Council website:
<http://www.hudsonvalleyscouting.org/document/council-eagle-project-approval-bor-process>.



Troop Leadership Role



Tour and Activity Plan

- This is required if the service project is to be conducted outside of the scout's home Council.
- May be required due to mode of transportation – group bus, boat, commercial transport
- If required, the paper form works better for Eagle projects, rather than the online form.
 - See: <http://www.scouting.org/filestore/pdf/680-014.pdf>
- If required, it must be submitted to Council Office
- If submitted and approved, document its approval in the Final Report





The Final Plan Section,
'12 pp 3-1 to 3-8
'14 Final Plan Cover &
'14 Final Plan Page(s) A thru E
'14 Fundraising Application Page(s) A & B

The basics of the ideas are still true.



Troop Leadership Role



Project Final Plan

- The Final Plan is a tool to help the Scout plan and develop his project.
- It expands on the basics that were included in the proposal.
- It can serve as a method for:
 - Figuring out the work processes to be used
 - Creating the intended day-by-day schedule
 - A shopping list for materials and supplies
 - A check-off list for tools and safety items
 - A reminder of the people and skills needed
- Having a Project Coach is key to a successful Final Plan.



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Project Final Plan

- ❑ **Make sure the Scout understands that developing the Final Plan will take significant time.**
 - Investing the time to put together a well-thought-out plan will:
 - Make the implementation go much more smoothly
 - Teach the Scout planning skills that he can use in school and for the rest of his life
 - Planning is an evolutionary multi-step process
 - Offer him the benefit of the adult experience of your troop's leadership in managing projects.



Troop Leadership Role



Project Final Plan

- Reinforce with the Scout that National BSA has indicated by their Workbook design what they consider as adequate planning.
- Be sure all project phases are well-thought out and documented.
- Material Costs:
 - It is useful to establish a total project “value” – for both donated and purchased materials/supplies/tools/services
 - This could be done in the workbook by footnoting the value of donated items, or a separate spreadsheet could also be kept itemizing purchased items and donated items separately
 - Either way, it must be clear in the Final Report how funds raised and funds spent are reconciled.
 - A value for donated professional services would be helpful
 - A value for borrowed tools is not required



Troop Leadership Role



Project Final Plan

- Submission with the Final Report can help the Scoutmaster assess that the leadership aspect of Requirement 5 (i.e., to “.. give leadership to others”) has been met, and support his approval of the completed project
- Submission to the District Eagle Board of Review as part of the completed Project Workbook can help them make that same assessment.



Troop Leadership Role



Funding and Fundraising

❑ Be aware that a Fundraising Application may have to be approved

- Donations (funds and/or materials) from “the candidate, his parents or relatives, his unit or its chartered organization, parents or members of his unit, or the beneficiary” do not require approval (see detail in workbook).
- Donations (funds and/or materials, even in part) from any others, e.g., businesses, require fundraising approval.
- Only funds sufficient to complete the project should be raised.
- A Fundraising Application is submitted by the Scout, after district Project Proposal approval, to: Council for project values \geq \$500 and to District for project values $<$ \$500.
 - Include Project Proposal and a list of prospective donors
- Approval generally takes two weeks.
- Include application approval (e.g., an email) in Final Report.
- Joint Eagle fundraising events, e.g. car washes, are permitted



Troop Leadership Role



Funding and Fundraising

Three approval signatures needed on Fundraising Application

- Beneficiary
- Unit Leader
- Council

Be sure that the beneficiary understands their responsibilities, according to the “Navigating” document.

Benefiting organization “will provide receipts to donors as required.”

- Scout should ‘Be Prepared’ – have fill-in-the-blanks signed receipt from Beneficiary to give to the donor.





The Project Report Section,
'12 pp 4-1 to 4-4,
'14 Project Report Cover &
'14 pp Project Report A thru C

The basics of the ideas are still true.



Troop Leadership Role



Project Report

- Scout has places to describe how project went, changes from plan and his experiences with leadership**
- Summary of time is included.** No detail necessary here but should have been tracked and may be included in materials he brings to his Eagle Board of Review
- A funding summary provides key data**
 - The Scout's money management is revealed
 - The appreciation of donor support is noted.
- The Workbook has spaces for a FEW key photos.**
 - A separate photo album can be used to remember the rest.
 - Show your workers working – proof is good!
- Signatures indicate satisfactory completion of project and that it meets Eagle Rank Requirement 5.**



Troop Leadership Role



Other Considerations

- Unit leaders should participate in the project**, so you have first-hand experience of the Scout's planning and leadership abilities.

- Did/does his project have the impact it was supposed to**, as explained in the Guide to Advancement 2013?

- If changes were made, was the integrity of the project maintained**, so it still shows appropriate leadership and meets beneficiary and unit expectations?



Troop Leadership Role



Other Considerations

- Project proposals and reports reflect a Scout's attention to "quality" and should be expected to make proper use of the English language
- NOTE: Guide to Advancement 2013 describes the process to be followed if project approval signatures are withheld.**





Wrap Up



- ❑ **Troop leadership is an awesome responsibility**
 - A team of leaders, such as yourselves, is needed by all those who start up the trail to Eagle to give them:
 - credit for being on that right path
 - all the encouragement you can to stay on that path
 - all the leadership skill and knowledge you have.

- ❑ **Eagle Scout is a special rank**
 - Light their path to that special way of life and remember it is earned, not awarded



Contact Information



- ❑ If you want more information about the Life to Eagle Trail, please contact your District Eagle Advancement Committee Chair or Eagle Scout Coordinator
- ❑ If you have any comments or questions concerning the content of this presentation, please contact:
 - Peter Dowley (pdowley@juno.com), or
 - Dave Ridge (dridge3696@aol.com)



Additional References



□ See:

- HVC web site: <http://www.hudsonvalleyscouting.org/youth-development/advancement-overview/33438> or your district website
- National website Guide to Advancement: <http://www.scouting.org/scoutsource/guidetoadvancement.aspx>
- HVC Eagle Project Approval Process:
 - <http://www.hudsonvalleyscouting.org/document/council-eagle-project-approval-bor-process>
 - HVC Memo. Re. Eagle Project Proposal and Eagle BORs:
 - <http://www.hudsonvalleyscouting.org/document/memo-on-council-wide-eagle-process>



Troop Leadership Role



Leader's Reference Materials

- ❑ Eagle Scout Service Project Workbook – access using link on slide # 5 (Note 2012 & 2014 editions use the same number !!)
(BSA #512-927) DO NOT ACCESS DIRECTLY
- ❑ Navigating the Eagle Scout Service Project - Information for Project Beneficiaries
(BSA #510-025)
- ❑ Guide To Advancement 2013 (GTA2013)
(BSA #33088)
- ❑ Guide to Safe Scouting 2014 (Updated quarterly online)
(BSA #34416)
 - Tool Use Guidelines. Pp. print 101 -103; PDF 109-111
 - Age Guidelines for Tool Use etc. (BSA#680-028)
- ❑ Troop Committee Guidebook
(BSA #34505)
- ❑ Eagle Scout Rank Application 2014 printing
(BSA #512-728)



Aim To Soar



With The Eagles



Hudson Valley Council