

,Mecklenburg County Council, Boy Scouts of America
EAGLE SCOUT LEADERSHIP SERVICE PROJECT
REQUIRED CHECKLIST FOR PROJECT PROPOSAL

Verified By Life Scout _____ of Troop / Post / Crew # _____

Project Title _____

Date This Checklist Was Verified: _____ / _____ / _____

(Check All That Apply And Attach To The Project Proposal Behind The Coversheet)

Project Plan

- I know my project must be worthy as an Eagle Scout Project (more than just a good turn or merely providing labor).
- I have described my project to the fullest extent possible and have used a title that accurately states its purpose.
- More than one work-day is required to complete my project.
- My plan is detailed enough to allow someone else to understand and complete the project without my help.

Defined Goals

- I have included specific, identifiable, and measurable goals.
- I have identified the qualified organization or person who will benefit, and, if needed, a beneficiary letter is provided.
- I have confirmed that the beneficiary is neither a for-profit business or associated with the BSA.
- I have identified the beneficiary representative who can verify completion.

Leadership

- I have explained in the proposal under a separate topic heading "LEADERSHIP" how I plan to lead others.

Detailed Work Plan (Using a spreadsheet format is an excellent way to illustrate a Detailed Work Plan.)

- I have identified my planned work-days noting that no work will start on the project until after final approval.
- I have shown how the work will be organized by tasks.
- I have included listings of work-day tasks, manpower needed per task, and an estimate of work-hours by task.
- I have included step-by-step instructions for tasks to be accomplished each work-day.
- I have identified where and how I will recruit helpers and how many will be needed.
- I have identified the work location and any necessary transportation.

Detailed Equipment List

- I have included a list of all tools, equipment and machines needed and have identified quantities of each item.
- I have shown the source of the tools, equipment and machines identified.

Detailed Materials List

- I have included a list of all materials, supplies, consumable goods needed and have identified quantities of each.
- I have included samples of all teaching aids / instructions / printed information that I plan to use.

Work-Hours

- I estimate that my project will require at least 100 work-hours to complete, excluding planning and fund-raising time.
- I have included a realistic estimate of all work-hours of others involved in my project.

Safety

- I have identified Youth Protection-trained adult supervision required for my project.
- I have described the training of my workers in order to prevent accidents.
- I have described the precautions and awareness to be employed.
- I have identified the adult operators of power or motorized equipment noting that no youth will be involved.
- I have described the availability of first aid supplies and eye/hearing protection.
- I have described how emergency services can be called.
- I have described how water and food will be available.
- I have described how toilet and wash facilities will be available.

Detailed Construction Drawings and/or Landscape Plot Plans

- I have included scaled or dimensioned drawings for all items to be constructed or landscaped.

Pictures

- I have included "before" pictures to show the needs.
- Pictures are not applicable for my project.

Forms Provided

- I have used the proper forms in this proposal, and have used dark ink or word processing.
- I have obtained the required signatures.
- I have provided complete home addresses on the proposal coversheet including city, state and zip code.
- I have identified and listed all inspections, permits or certificates needed, and who issues them, if applicable.

Service Provided

- I have described how the beneficiary receives real value from my project, .

Financial Plan

- I have included an itemized estimate of costs for my project.
- I have described how I will obtain funding to cover the cost.
- I have an alternative plan to fund my project.

Permanence

- I have described how my project will be a continuing benefit or service into the future, and how it will be maintained.

The Eagle Scout Project Review Committee has revised the format of a checklist which has been available to Life Scouts preparing their proposed projects. The Life Scout will now be able to actually use the revised checklist as a form to verify that his proposal is complete and is ready for review.

Starting with project proposals submitted for February 2006 review, the Eagle Project Review Committee expects the form to be included with the Eagle Scout Leadership Service Project packet. It is entitled "Required Checklist For Project Proposal", and must be completed by the Life Scout who is requesting approval of a proposed project. A sample of the form is enclosed in this edition of the "Scouting Together" and is available online at www.bsa-mcc.org. District Advancement Chairpersons will be introducing the form and its purpose at the upcoming district roundtables. The "Eagle Scout Leadership Service Project, A Do's and Don'ts Guide", will also be presented in upcoming adult leaders' training. .

The form, in a checklist format, is intended to aid the Eagle Scout candidate and his unit leadership in preparing the project proposal and documenting critical information needed to meet the requirements desired by the Council's Project Review Committee. Use of the checklist will help ensure completeness for what the Review Committee expects. Unfortunately, the Committee often must return a majority of the submitted Eagle Scout Project proposals because of missing information or projects not being worthy of an Eagle Scout Service Project. Resubmissions waste a tremendous amount of time on everyone's part, especially that of the Eagle Scout candidate. The purpose of this revised form is to make this leadership project a positive experience for the Scout and to give him encouragement that his proposed Eagle Scout Project will be approved as quickly as possible.

Please note that the Eagle Scout Project Review Committee will look first for this completed form in the front of each project packet. If it is not included, the entire packet will be returned without further review.

With your understanding and cooperation, we trust that the implementation of this necessary change will significantly improve the total Eagle Project Review process. Also, as always, we greatly appreciate your assistance in preparing the Scout to make this final step towards becoming an Eagle Scout.

Council Advancement Committee