

THUNDERBIRD DISTRICT – CAPITOL AREA COUNCIL

EAGLE SCOUT LEADERSHIP SERVICE PROJECT WORKBOOK OUTLINE

PURPOSE: Demonstrate your leadership skills by planning and carrying out an Eagle Scout Leadership Service Project.

Before you begin: Determine your project is viable as an Eagle project. Not all community service projects are Eagle projects. Discuss your idea with your Scoutmaster and Eagle advisor. You may also consult your District Advancement representative. Once your idea is approved as a viable Eagle Project, you can start completing your Workbook.

The Workbook: You must use the Eagle Scout Leadership Service Project Workbook. Your writings should flow in the order outlined. Charts, pictures and other supporting documents can be added.

Beginning: Keep good records. Use a binder to keep your information consolidated in one location. Keep a daily log of your time and the time of others you meet with during the planning phase. These are your planning hours.

Phase 1: PROJECT DESCRIPTION

1. Describe the project you plan to do. *Typically this is less than one page. Only a simple description is required.*
2. What group will benefit from the project? *Fill in the blanks.*
3. My project will be of benefit to the group because. *Short explanation of why. Be thoughtful.*
4. This concept was discussed with my unit leader on. *Enter date the idea was deemed viable.*
Also, complete the information on the group. Be sure that the representative has the authority to approve your project idea.

Phase 2: PROJECT DETAILS

1. Describing the present condition. *Describe the area. You can note the problems that may exist and therefore the need for your project. Pictures are very helpful. If you do use pictures, plan on taking the same picture after your project is complete. This will illustrate the “before and after”.*
2. The Method. *This is the “HOW” on executing the project. Your write up must show how you plan on carrying out the construction of your project. Be detailed. As you describe your individual tasks, keep a worksheet listing the tools you will need, the helpers you will need, the materials you will need, and the time you will need in completing each task. These worksheets will help you to determine the full scope of your project planning.*
3. Materials and Tools to be used. *Take your material worksheets and prepare a materials list for the total project. Be specific of materials, quantities and costs. If you need more than one of any item, list the total you need. If materials are donated, list the estimated value. The total value should be the costs of purchased and donated materials. If you are buying any materials, you will need to describe how you are funding the cost. Take your tools worksheet and prepare a tools list. If you need specialty tools (rented equipment, etc) that have a cost, please note the dollars required – this is part of the total money needed to fund your project. You can note value of specialty tools even if they are donated. Do not list value of tools that you and your helpers bring to the job. These lists will aid you in acquiring the proper materials and tools you will need for your project. Show the total value cost of your lists.*

4. Project Helpers and Time Schedule. *Take your estimated number of helpers and time worksheets and write a schedule for completing your work. This schedule will help you determine the minimum number of workers you will need to complete your project. This will also help you estimate the total number of man hours required to execute your project. Add your estimated project work hours and your actual planning hours for your estimated total Eagle Project hours. The average Thunderbird District Eagle Project is 225 man hours. Remember fundraising does not count toward your total project man hours.*
5. Safety Hazards. *Describe specific hazards your project may present and how you are going to ensure the safety of your team.*

APPROVAL SIGNATURES FOR PROJECT PLAN

Work with your Eagle Advisor and complete the Planning write up of your project. Present your final write up to your Benefactor, Scoutmaster, and Unit Committee for approvals and signatures. Address any changes or concerns and resubmit for approval as required. Request a meeting with the District Advancement Representative for approval and signature.

IMPORTANT: DO NOT PROCEED WITH THE EXECUTION OF YOUR PROJECT UNTIL ALL APPROVAL SIGNATURES ARE SECURED.

Phase 3: CARRYING OUT THE PROJECT

1. Hours I spent working on the project. *Keep a time sheet log on all your time. Include shopping, telephone, work days, etc. Note the date, times, and task. Keep a time sheet to record your helpers' time and dates. Sign in sheets work well. Add your actual planning hours and actual team working hours for the total project hours.*
2. Materials Required to complete the project. *Note changes in your materials required that vary from your planning estimate. If costs increased, how did you cover the cost?*
3. Changes. *List all changes that varied from your plan. Explain how you overcame and why they occurred. This is very important! Be detailed.*
4. Photographs. *Attach as necessary. These are the "after" photos.*
5. Approvals for Completed Project. *Did you do what you said you were going to do? If so, then sign and date your workbook. Walk the project with your Scoutmaster and your Benefactor. Explain and show them that you completed your project according to your plan. If they agree, ask for their signatures and date. If more work is required, complete and resubmit for approval and signature(s).*