



Eagle Scout Service Project Guidelines

June 25, 2018

1 Introduction

1.1 Purpose

The process for obtaining approval for an Eagle Scout Service Project is a very important aspect of the project. Certain protocols must be observed in order for the Scout to be granted approval **before beginning any project**. Completion of a service project is required for the rank of Eagle, but it must be pointed out that the steps leading up to the work on the service project are just as important, if not more, as the actual project work itself.

The information provided on the following pages is offered as a guide to allow for a smoother journey for the approval and execution of the Eagle Scout Service Project.

It should be noted that some steps must be followed to the letter (such requirements will be noted with **red bold underline** font), while others steps allow for flexibility.

1.2 Requirement

As a point of reference, the Eagle Scout Service Project is identified in Requirement #5 in the Boy Scout Handbook. The Eagle Scout Service Project Workbook No. 512-927 has provided important information in section entitled *Meeting Eagle Scout Requirement 5*. This requirement is shown here below:

Eagle Scout Requirement #5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your Scoutmaster and Unit committee, and the Council or District before you start. You must use the Eagle Scout Service Project Workbook, BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the Guide to Advancement, topics 9.0.2.0 through 9.0.2.16.)

Although listed as a single requirement, it is actually a very complicated set of steps.

1.3 Scouts with Special Needs

Parents should contact District Advancement Chair/Eagle Chair for guidance with Scouts with Special Needs. Additional information is located in the BSA Guide to Advancement section entitled *Advancement for Members With Special Needs Section 10*.



Eagle Scout Service Project Guidelines (cont.)

June 25, 2018

2 Eagle Scout Service Project

2.1 Beginning

The Eagle Scout Service Project Workbook No. 512-927 has provided important information for the Project Purpose and Choosing a Project in section entitled *Meeting Eagle Scout Requirement 5*. From the very beginning, the Scout should engage his Unit leader. Discussing the basic idea of a prospective project with the Unit leader will allow them to determine if the project qualifies as an Eagle Scout Service Project as outlined in section Choosing a Project from the Eagle Scout Service Project Workbook No. 512-927 section entitled *Meeting Eagle Scout Requirement 5*.

If the Unit leader agrees with the basic premise of the project, they should give verbal approval for the Scout to proceed with the development of the Project Proposal (see section Eagle Scout Project Proposal at Eagle Scout Service Project Workbook No. 512-927 for more details). Verbal approval from the Project Beneficiary should also be obtained, however this approval can be obtained in parallel with the Unit Leader's verbal approval. In order to establish a good starting point, both the Unit Leader, Unit Committee, and the Project Beneficiary should have a generally consistent understanding of the project

The Unit leader is highly encouraged to work with the Scout or encourage the Scout to work with a Unit adult to serve as an Eagle Project Mentor or seek a registered District or Council Eagle Service Project Coach that will work with the Scout to further refine the idea into a workable Project Proposal.

2.2 Eagle Scout Service Project Workbook

As stated in the requirement, the Eagle Scout Service Project Workbook No. 512-927 **must** be used. A copy of this document can be obtained from the Golden Eagle District website, <http://www.goldeneagledistrict.org/eagle.html> or on the Documents page (<http://www.goldeneagledistrict.org/documents.html>).

Before beginning to fill out the workbook, the Scout should spend a moment to read the entire document so that he fully understands the information that will be required. Additionally, the document presents valuable information to both the Scout and his parents regarding this process.

It is very important to recognize that the Eagle Scout Service Project Workbook No. 512-927 contains four (4) Workbook Forms:

- Eagle Scout Service Project Proposal provides instructions for its completion.
- Eagle Scout Service Project Plan provides instructions for its completion.



Eagle Scout Service Project Guidelines (cont.)

June 25, 2018

- Eagle Scout Service Project Fundraising Application provides instructions for its completion.
- Eagle Scout Service Project Report

2.2.1 Writing the Proposal

The Project Proposal comprises the first section of the Eagle Scout Service Project Workbook. The proposal **must** be completed, in its entirety.

The Proposal is not only an overview, but also the beginning of planning. This section displays that the proposed project meets the following tests (*mandatory for proposal approval*):

1. It provides sufficient opportunity to meet the Eagle Scout service project requirement.
2. It appears to be feasible.
3. Safety issues will be addressed.
4. Action steps for further detailed planning are included.
5. You are on the right track with a reasonable chance for a positive experience.

2.2.1.1 General Information

- Title Sheet: The Scout's Name and the Service Project Name **must** be supplied.
- Contact Information (Proposal Page B): This page identifies all pertinent parties. This page **must** be filled-out completely and all contact information **must** be provided, including "BSA PID Numbers" where required. The Unit leader may provide necessary assistance in providing PID numbers.

2.2.1.2 Project Proposal

Proposal Pages C-E: This section will contain the information that describes the Eagle Scout Service Project.

The Proposal **must** be sufficiently organized to show that the Scout has given enough thought into all major aspects of the project. This will also help to identify if the project qualifies as an Eagle Scout Service Project, remembering that the Scout needs to "plan develop, and give leadership...".

The Project Proposal **must** address all sections in the Workbook form. Anything that doesn't apply should be clearly identified, e.g. "Not applicable", "N/A", etc.



Eagle Scout Service Project Guidelines (cont.)

June 25, 2018

The Project Proposal Workbook form for preparing a proposal appears in the Eagle Scout Service Project Workbook, No. 512-927. Completing it will represent a reasonable time investment and an introductory learning experience, and also provide the information needed for approval. The candidate shall not be required to submit more than is described there, or more than is necessary to establish that a project can meet the above five (5) tests as noted in the section entitled *The Eagle Scout Rank of the BSA Guide to Advancement*).

Please refer to the BSA ***The Eagle Scout Rank of the BSA Guide to Advancement 9.0.2.0 What an Eagle Scout Candidate Should Expect.***

9.0.2.1 What an Eagle Scout Candidate Should Expect:

While working toward completion of the Eagle Scout service project, especially during the proposal approval process, a candidate has the right to expect the following:

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kind-hearted manner. We will respect the Scout's dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the Eagle Scout Service Project Workbook.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator, or the Scout executive, as determined by the council advancement committee or executive board.



Eagle Scout Service Project Guidelines (cont.)

June 25, 2018

As noted in the previous paragraph, the Project Final Plan is not required for District approval of the project. However, experience has shown that often, as Scouts are gathering information for the Proposal, some information will begin to surface that rightfully belongs in the Project Final Plan.

It is recommended that Scouts fill in as much information in the Project Final Plan once it is known. This will further demonstrate to the reviewer that there has been sufficient thought given during the development of the proposal.

Providing as much information as is known will only help the reviewer. Conversely, the absence of this information will not, by itself, be reason for rejection.

The Scout should closely scrutinize the following items:

Project Description and Benefit:

- The Project Description *suggests* the inclusion of photographs and or sketches.

Photographs and sketches are very important tools to help the reviewer quickly understand the scope of the project. Because of this, the Project Proposal **should** include these items.

Financing:

- It is important to understand any financing component of a project and how it will impact the project execution (not all projects will have a financing component). If fundraising will be required as part of the project, an approved Fundraising Application **must** be submitted for approval by the District Chair or the District Eagle Board Chair or the District Advancement Chair or the District Finance Chair **before** starting work on the project. The Fundraising Application is found on Fundraising Application Page A of the Eagle Scout Service Project Workbook.

Logistics

For Safety planning, a Scout needs to follow the Sweet Sixteen of BSA Safety at <http://www.scouting.org/scoutsource/HealthandSafety/Sweet16.aspx>.

2.2 Recommendation: Unit Review of Project Proposal

At this point, a Unit internal review of the proposal should be conducted by the Unit Leader at a minimum. Some Units may request to conduct a full committee review of the proposal.



Eagle Scout Service Project Guidelines (cont.)

June 25, 2018

The Eagle Scout Service Project Workbook No. 512-927 has section entitled *Attention: Unit, District, and Council Reviewers that states the following:*

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. However, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

2.4 Approvals

Once the Project Proposal has been written to the satisfaction of the Beneficiary, the Unit Leader, and the Unit committee, then signature approvals must be obtained at the bottom of Proposal Page E.

Prior to seeking District approval, the Scout **must** secure the approvals of the Unit leader, Unit committee, and the Beneficiary, in any order. **District approval will not be granted if any of any of these signatures are absent.**

2.5 Preparing for District Approval

2.5.1 Organization

Organization of the Project Proposal and/or Project Final Plan is an important part of the overall project. Care should be taken to collect and assemble the Eagle Scout Service Project Workbook in a concise, clear, and logical manner.

The entire Eagle Scout Service Project Workbook, including any pictures and sketches, should be placed in a white 3-ring notebook, with each page in a clear sheet protector. This should include not just the completed Project Proposal, but also the Project Final Plan (though it may be blank at this point).

2.5.2 Presentation

All Eagle Candidates are reminded that this process is possibly the most visible part of their Trail to Eagle. Accordingly, candidates will be expected to project an image that is consistent with the well documented legacy of an Eagle Scout.



Eagle Scout Service Project Guidelines (cont.)

June 25, 2018

Candidates will be expected to show proper respect, in communication and demeanor, to everyone. All adults should be properly addressed with the formal title of Mr. or Mrs., as appropriate. The candidate will be afforded the same respect.

An important part of this image is one of uniforming. While it is understood that there is a wide array of standards among our Unit memberships, Eagle Candidates are expected to make a reasonable effort to present themselves in full uniform.

If a Scout cannot reasonably meet this expectation, this should be communicated to the District Advancement Chair/Eagle Board Chair so that accommodations can be made. Contact information can be found in Section 4.

Under no circumstances will a candidate be rejected for lack of a uniform.

2.6 District Approval

At this point, the Scout should contact the District Advancement Chair/Eagle Board Chair for review of the proposal. Refer to the contact information found in Section A.

Eagle Project Proposals are by appointment starting at 7:00 PM that may be a Wednesday or may be a Tuesday. Eagle Project Proposals Reviews are held at:

Father Maguire – Knights of Columbus

(Second floor, accessible by
outside stairs) see map
below) 4315 N Vincent
Ave, Covina, CA 91722
[Driving Directions](#)

Important: Scouts should arrive on time, in full uniform (as explained above), with paper and a writing instrument for note taking.

In order to satisfy Youth Protection guidelines, and 2-deep supervision, the Scout **must** be accompanied by an adult, preferably his parent.

The Scout should be prepared to discuss the salient points of the project. He should also be prepared to take note of any suggestions offered, either as necessary changes before obtaining approval or as helpful suggestions that should be addressed in anticipation of the project execution.



Eagle Scout Service Project Guidelines (cont.)

June 25, 2018

When the District Advancement Chair/Eagle Board Chair is satisfied with the Project Proposal, his signature approval will be granted on Proposal Page E of the Eagle Scout Service Project Workbook.

Only upon successful approval of the Eagle Scout Project Proposal may the project actually begin. If the Proposal is not approved, the Scout will be notified of areas that need to be addressed before approval is given.

Note: The Eagle Scout Project cannot be started without signature approval from the District Advancement Chair/Eagle Board Chair, or designee. Failure to do so may invalidate the entire project!



The Project Proposal is the only section of the Eagle Scout Service Project Workbook that requires District approval in order to start the Eagle Scout Service Project. Once the Proposal is approved, the Scout may proceed to the next phase of project execution.

However, please refer to the following section for extremely important information regarding the Project Final Plan.

2.7 Project Final Plan

This section is not required but it is in the Scout's greatest interest to use it.

In a well-developed Project Proposal, as detailed in the Eagle Scout Service Project Plan Workbook form in the Eagle Scout Service Project Workbook No. 512-927, a Scout will have a very good idea of what needs to be done to complete the Service Project, but it is the Project Final Plan that contains the sufficient details that are necessary in carrying out the work. The Scout must work with the Beneficiary to obtain information and requirements necessary to complete the plan.

The Project Final Plan provides a framework that the Scout, with guidance from the Unit Eagle Mentor or the District Advancement Chair/Eagle Board Chair, can distill the entire project into a series of steps **leading up** to the project as well as **during** the project. The Project Final Plan Workbook form should allow the reviewer to understand the scope and complexity the finished project. Using the Project Final Plan will therefore maximize the possibility of a successful project.



Eagle Scout Service Project Guidelines (cont.)

June 25, 2018

An additional benefit will result at the time of the Eagle Board of Review if the Scout chooses to utilize this Project Final Plan. Because members of the Eagle Board of Review will likely want to know how the Scout was able to “plan, develop, and give leadership to others in a service project”, inclusion of the Project Final Plan will facilitate this task since this information will be provided in the submission package to the members of the Eagle Board of Review.

2.7.1 Recommendation: Unit Review of Project Final Plan

The Unit, in collaboration with the Project Coach, may consider scheduling an internal Unit review of the Project Final Plan to ensure that all facets of the project have been properly addressed.

The District recognizes the merit of these reviews. If the Unit has a tradition of conducting such reviews, the Scout should do everything possible to satisfy this request.

The Unit may also reasonably request that the Scout clear all proposed work dates against the Unit calendar.

3 Time Considerations

All requirements, except for the Eagle Board of Review, **must** be completed before the Scout’s 18th birthday. Scouts must be aware of any time deadlines and make plans accordingly.

Scouts need to be aware that a well-planned project will require several months of planning prior to the execution. Additionally, the process requires coordination with external parties which are completely outside of the Scout’s control. With proper planning, time complications should not be areas of concern. Please see section 9.0.4.0 Time Extensions that outlines allowable time extensions in section the Eagle Scout Rank of the BSA Guide to Advancement.

In addition, several people will need to be contacted for the project approval, not the least of which is the District Advancement Chair/District Eagle Board Chair. For Safety planning, a Scout needs to follow the Sweet Sixteen of BSA Safety at

<http://www.scouting.org/scoutsource/HealthandSafety/Sweet16.aspx>.



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Eagle Scout Service Project Guidelines (cont.)

June 25, 2018

Very Important:

While it may be possible for the District Advancement Chair/Eagle Board Chair to make accommodations for any extremely time-critical deadlines, this should be the exception and **not the rule**.

While it is our goal to be available to every Scout, every Scout needs to understand that we also have other commitments, which include family and work, and sometimes travel. To ask us to drop what we are doing in order to cater to a Scout's time rush, may sometimes not be possible. And, to say the least, is very inconsiderate of the Scout.

A Scout's 18th birthday is not a surprise event - it has been known for many years. Therefore, it is the Scout's responsibility to minimize his impact and inconvenience to others.

Scouts should not expect others to make up for their own lack of planning.

4 District Contacts

District Chair

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Eagle Scout Service Project Guidelines (cont.)

June 25, 2018

5 References

The following documents were used as reference for the creation of these Guidelines.

- Guide to Advancement 2017, Document #33088. [Web link](#)
- Advancement for Members With Special Needs Section 10. [Web link](#)
- Boy Scout Handbook: 13th Edition [Web link](#)
- Guide to Safe Scouting 2017, Document #34416. [Web link](#)
- Eagle Scout Service Project Workbook – 2015, Document #512-927. [Web link](#)
- Eagle Scout Rank Application – 2017, Document #512-728. [Web link](#)
- Eagle Request for Extension of Time to Earn Eagle Scout Rank [Web link](#)

6 Golden Eagle District Approvals:

This document has been reviewed, and approved, by the following individuals:

- Mr. Martín Cárdenas , District Chair
- Mr. Salvador Rodriguez, District Advancement Chair/ Eagle Board Chair