



## Eagle Scout Service Project Guidelines

October 8, 2014

### 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. This requirement is shown here:

**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 should benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefitting from the effort, your unit leader 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.*

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

### 2 Eagle Scout Service Project

#### 2.1 Beginning

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.

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 2.2.1 for more details). The unit leader may also be able to identify a unit adult to serve as an Eagle Project Coach that will work with the Scout to further refine the idea into a workable Project Proposal.



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Verbal approval from the beneficiary should also be obtained, however this approval can be obtained in parallel with the unit's verbal approval. In order to establish a good starting point, both the unit and the beneficiary should have a generally consistent understanding of the project.

### **2.2 Eagle Scout Service Project Workbook**

As stated in the requirement, the Eagle Scout Service Project Workbook **must** be used. A copy of this document can be obtained from the Golden Eagle District website, 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 that this document contains 2 separate sections:

- Eagle Scout Project Proposal. Section 2.2.1 provides a guideline for its completion.
- Eagle Scout Project Final Plan: Section 2.7 provides a guideline for its completion.

#### **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 show that planning, development, and leadership will take place.
2. It is feasible; the project completion is realistic.
3. Safety issues will be addressed.
4. Action steps for further detailed planning are included.
5. There is 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.



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- **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 document. Anything that doesn’t apply should be clearly identified, e.g. “Not applicable”, “N/A”, etc.

It is very important to note that a detailed plan, as referenced in Section 2.7 (Project Final Plan), is not required for approval of the project. However, there should be ample information to allow the reviewer to understand the scope and complexity the finished project. Scouts may be asked to provide additional revisions of their proposal until sufficient details have been submitted.

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.



### Eagle Scout Service Project Guidelines (cont.)

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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 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**

- This section is where the Tour Plan (formerly known as a Tour Permit) needs to be addressed.

San Gabriel Valley Council's policy is that all Eagle Scout Service Projects **must** include an approved Tour Plan, and must accommodate the required 2 weeks processing time.

An approved Tour Plan is not required for project approval, but it is required for project execution.

Effective 5/9/2012, a new online process for Tour Plan approval was put in place. The Scout must now coordinate with a unit adult to obtain Tour Plan approval. The Scout should drive this activity and it should not be done automatically for him by the unit attempting to be "helpful".

***Very important: Failure to obtain an approved Tour Plan before performing the Eagle Scout service Project may invalidate the project in its entirety!***

## **2.3 Recommendation: Unit Review of Project Proposal**

At this point, a unit internal review of the proposal should be conducted by the Eagle Project Coach, at a minimum. Some units may request to conduct a full committee review of the proposal.



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While the unit review is not required in order to obtain district approval, 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.

### 2.4 Approvals

Once the Project Proposal has been written to the satisfaction of the Eagle Project Coach and/or 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.

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 Eagle Board Chair and/or the District Advancement 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.



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**2.6 District Approval**

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

Eagle Project Proposals are generally reviewed on **Wednesdays starting at 7:00p**. Reviews are held at:

**St. Matthews United Methodist Church**  
(in Dodrill Hall, see map below)  
15653 E Newton St  
Hacienda Heights, CA 91745  
[Driving Directions](#)



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



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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.

When the 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 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 Section 2.2.1 above, 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 Project Final Plan provides a framework that the Scout, with guidance from the Eagle Project Coach, can distill the entire project into a series of steps **leading up** to the project as well as **during** the project. Using the Project Final Plan will therefore maximize the possibility of a successful project.





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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 18<sup>th</sup> 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.

In particular, it should be noted that San Gabriel Valley Council requires that a Tour Plan be filed a minimum of 2 weeks prior to the expected project date. In addition, several people will need to be contacted for the project approval, not the least of which is the District Eagle Board Chair.

#### **Very Important:**

While it may be possible for the District Advancement Committee and/or the 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 18<sup>th</sup> 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 because of his own procrastination.

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





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Golden Eagle District  
[www.goldeneagledistrict.org](http://www.goldeneagledistrict.org)

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**4 District Contacts**

**District Chair**

Mr. Rick Künzler  
[rkunzler@goldeneagledistrict.org](mailto:rkunzler@goldeneagledistrict.org)  
(626) 622-1689 cell

**District Finance Chair**

\* Currently open. Until notified, send all finance requests to the District Chair

**District Advancement Chair**

Mr. Martín Cárdenas  
[mcardenas@goldeneagledistrict.org](mailto:mcardenas@goldeneagledistrict.org)  
(909) 261-2840 cell

**District Eagle Board Chair**

Mr. Huber Bongolan  
[hbongolan@goldeneagledistrict.org](mailto:hbongolan@goldeneagledistrict.org)  
(562) 307-0164 cell

**5 References**

The following documents were used as reference for the creation of this policy manual.

- Guide to Advancement 2013, Document #33088. [Web link](#)
- Boy Scout Handbook: 12th Edition, August 1, 2009 [Web link](#)
- Guide to Safe Scouting 2014, Document #34416. [Web link](#)
- Eagle Scout Service Project Workbook – 2014, Document #512-927. [Web link](#)
- Eagle Scout Rank Application – 2014, Document #512-728. [Web link](#)

**6 Golden Eagle District Approvals:**

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

- Mr. Rick Künzler, District Chair
- Mr. Martín Cárdenas, District Advancement Chair
- Mr. Huber Boñgolan, District Eagle Board Chair



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