



# Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's full legal name** Carson Dwight Kramer

**Please give a name to your project** Family Promise Kids Education Corner

# Message From the Chief Scout Executive

Greetings Eagle Scout Candidate!

Congratulations on earning the rank of Life Scout. You are among approximately 55,000 youth who year after year, achieve that important milestone. As you ponder the meaning behind the Life patch, I encourage you to think about the symbol of the heart. Historically in Scouting, it was a fitting symbol of health and fitness, but it also represents the spirit of caring and giving that's behind the Eagle Scout service project.

Service to other people is what Scouting is all about. In many ways, your service project is a reflection of who you are as a youth leader. Your result should be of significant impact in your community to be special, and should represent your very best effort.



Your proposal, the logical first step, should emphasize your intention to give leadership to others through proper planning and development. Communicate with the beneficiary often to ensure the project meets the organization's needs once it's completed.

I encourage you to seek guidance from your unit leader and project coach as you need help. Your *Eagle Scout Service Project Workbook*, much like a compass, will help navigate your way to a life of service as a proud Eagle Scout.

Wishing you all the best in your journey on the Trail to Eagle!

The signature of Michael B. Surbaugh, written in black ink.

Michael B. Surbaugh  
Chief Scout Executive

## Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the *Guide to Advancement* that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when Eagle Scout candidates submit their project proposal they will promise they have read this entire workbook. Doing so will be important to their success.

## Only the Official Workbook May Be Used

Eagle Scout candidates must use the official *Eagle Scout Service Project Workbook*, No. 512-927, as produced by the BSA and found at [www.scouting.org/advancement](http://www.scouting.org/advancement). Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

## Attention: Unit, District, and Council Reviewers

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.

# Eagle Scout Service Project Workbook

## Contents

Message from the Chief Scout Executive	2
How to Use This Workbook	3
Meeting Eagle Scout Requirement 5	4
Eagle Scout Requirement 5	4
Project Purpose	4
Choosing a Project	4
Restrictions and Other Considerations	4
Collecting Service Project Data	4
Message to Scouts and Parents or Guardians	5
Excerpts and Summaries from the <i>Guide to Advancement</i>	6

## Workbook Forms

Eagle Scout Service Project Proposal	
Instructions for Preparing Your Proposal	
Contact Information	
Eagle Scout Service Project Plan	
Eagle Scout Service Project Fundraising Application	
Procedures and Limitations on Eagle Scout Service Project Fundraising	
Eagle Scout Service Project Report	
Navigating the Eagle Scout Service Project, Information for Project Beneficiaries	

## How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find "Navigating the Eagle Scout Service Project," an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the "Message to Scouts and Parents or Guardians" found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

### Preparing the Project Proposal

[Go to Project Proposal](#)

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read "Instructions for Preparing Your Proposal" which appears right after the proposal cover page in this workbook.

### The Project Plan

[Go to Project Plan](#)

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are **strongly encouraged** to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

### The Fundraising Application

[Go to Fundraising Application](#)

If your fundraising effort involves contributions **only** from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See "Procedures and Limitations on Eagle Scout Service Project Fundraising," which appears on page B of the fundraising application.

### The Project Report

[Go to Project Report](#)

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

# Meeting Eagle Scout Requirement 5

## 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 unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.*

### Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

### Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the *Guide to Advancement*, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

### Restrictions and Other Considerations

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

### Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.

# **Message to Scouts and Parents or Guardians**

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The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with you, the Eagle Scout candidate, and your parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, you and your parents or guardians should consult the *Guide to Advancement*, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The *Guide* may be accessed at [www.scouting.org/advancement](http://www.scouting.org/advancement).

The current *Guide to Advancement*, No. 33088, along with the *Scouts BSA Requirements* book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Scouts BSA Requirements* book are available in Scout shops or on [www.scoutshop.org](http://www.scoutshop.org). Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on [www.scoutshop.org](http://www.scoutshop.org) is an Eagle Project plaque to place at your project location at the completion of the project (<https://www.scoutshop.org/catalog/product/view/id/6831>).

## **What an Eagle Scout Candidate Should Expect**

The Eagle Scout service project belongs to the Eagle Scout candidate. The candidate's parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, topic 9.0.2.1.

1. Questioning and probing for their understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. Scouts will be allowed, if they choose, to have a parent, unit leader, or other adult present as an observer at any time while they are discussing their 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 the Scout's 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. Candidates who believe they have been mistreated or their proposal wrongfully rejected, 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.

\*An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.

# **Excerpts and Summaries From the *Guide to Advancement***

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## **Eagle Scout Service Project Coaches (See the *Guide to Advancement*, topic 9.0.2.9)**

Many units, districts, and councils use Eagle Scout service project “coaches,” because the advice they provide after approval of a proposal can be invaluable as candidates develop their project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes, or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the *Guide to Advancement*, topic 9.0.2.9. Note that there should be only one coach that is *designated* for you by your council or district; but your unit may also provide people to coach you.

## **What Is Meant by “Give Leadership to Others ...?” (See the *Guide to Advancement*, topic 9.0.2.4)**

“Others” means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

## **Evaluating the Project After Completion (See the *Guide to Advancement*, topic 9.0.2.13)**

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 our motto to, “Be Prepared.” However, in determining if a project meets 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 an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. The candidate may choose to meet these requests, or may decide—if he or she believes the completed project worthy and in compliance—to complete an Eagle Scout Rank Application and submit the project workbook without final approval. If requested, the candidate must be granted a board of review. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the *Guide to Advancement*, topic 8.0.3.2.

## **Risk Management and Eagle Scout Service Projects (See the *Guide to Advancement*, topic 9.0.2.14)**

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit’s program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held *responsible* for safety concerns. As with any Scouting activity, the *Guide to Safe Scouting* applies. The “Sweet 16 of BSA Safety” must also be consulted as a planning tool. It can be found at: <https://www.scouting.org/health-and-safety/gss/sweet16/>. The *Guide to Safe Scouting* may be accessed at <https://www.scouting.org/health-and-safety/gss/>.

## **Insurance and Eagle Scout Projects (See the *Guide to Advancement*, topic 9.0.2.15)**

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.



# Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Carson Dwight Kramer

Eagle Scout Service Project Name Family Promise Kids Education Corner

## 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.) The project proposal must be approved by the organization benefiting 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*, No. 512-927, in meeting this requirement.

# Instructions for Preparing Your Proposal

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## Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to carry out.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

**Consider also, that if you submit your proposal too close to your 18<sup>th</sup> birthday, it may not be approved in time to finish planning and executing the project.**

## Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

## Next Step: Your Project Plan

Once your proposal is approved, you are ***strongly encouraged*** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

## Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

# Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

## Eagle Scout Candidate

Name: Carson Dwight Kramer	Birth date: 05/12/04		
Email address: carsondkramer@gmail.com	BSA PID number*: 134139252		
Address: 3 Canterbury Ct	City: Mechanicsburg	State: PA	Zip: 17050
Preferred telephone(s): (717) 580-1898	Life board of review date: 12/18/18		

\* BSA PID No., found on the BSA membership card

## Current Unit Information

Check one: <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit Number: 180		
Name of District: Pioneer District	Name of Council: New Birth of Freedom		
<b>Unit Leader</b> Check one: <input checked="" type="checkbox"/> Scoutmaster <input type="checkbox"/> Crew Advisor <input type="checkbox"/> Skipper			
Name: Randy Strite	Preferred telephone(s): (717) 695-1621		
Address: 2154 Valley Rd	City: Enola	State: PA	Zip: 17025
Email address: troop180.sm@gmail.com			

## Unit Committee Chair

Name: Bernie Maher	Preferred telephone(s): (717) 462-3461		
Address: 11 Pamela Dr	City: Mechanicsburg	State: PA	Zip: 17050
Email address: berniemaher@aol.com			

## Unit Advancement Coordinator (If your unit has one)

Name: Bernie Maher	Preferred telephone(s): (717) 462-3461		
Address: 11 Pamela Dr	City: Mechanicsburg	State: PA	Zip: 17050
Email address: berniemaher@aol.com			

## Project Beneficiary (Name of religious institution, school, or community)

Name: Family Promise of Harrisburg Capital Region	Preferred telephone(s): (717) 737-1100		
Address: 56 Erford Rd	City: Camp Hill	State: PA	Zip: 17011
Email address: amountzfphcr@gmail.com			

## Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: Angela Mountz	Preferred telephone(s): (717) 982-7402		
Address: 56 Erford Rd	City: Camp Hill	State: PA	Zip: 17011
Email address: amountzfphcr@gmail.com			

## Your Council Service Center

Contact name: donna.spangenburg@scouting.org	Preferred telephone(s): (717) 766-1597		
Address: 1 Baden Powell Ln	City: Mechanicsburg	State: PA	Zip: 17050

## Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: Brenda James	Preferred telephone(s): (717) 608-8118		
Address: 424 Spring House Rd	City: Camp Hill	State: PA	Zip: 17011
Email address: marshiajames@comcast.net			

## Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: Eric McEldowney	Preferred telephone(s): (717) 422-8737		
Address: 1225 Blossom Terrace	City: Boiling Springs	State: PA	Zip: 17007
Email address: eric.mceldowney@gmail.com			

## Project Description and Benefit

Briefly describe your project.

My project is a kids education corner that is part of a multipurpose room at Family Promise of Harrisburg Capital Region. I am installing an interactive TV / iPad connected setup alongside an adult area surrounding a counter-top currently containing computers.

We will complete the following:

- Mount a TV and iPad to the wall
- Install cable tracking along the wall to connect iPad and power devices
- Fixing cabinet doors hinges
- Adding adult area bar stools
- Detach computer counter from wall and move the counter to the right for more corner space
- Install a thermostat lock-box cover
- Detach and move a wall pamphlet holder
- Install a multi-color puzzle piece carpet in the corner
- Install kids stools
- Removing large items (including sofa, corner desk, and unneeded wall seat)
- Rearranging existing mobile furniture
- Touch up of paint, screw holes, or cove base gaps exposed from moving furniture
- Create 3 job tips posters to put around computer counter

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (**JPEG, JPG, BMP, GIF, TIF, PNG, etc.**)



Kids Corner future location (9-12-2019)



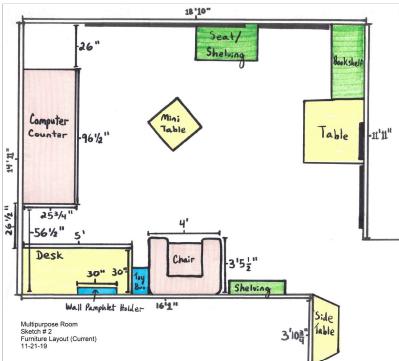
Larger view of entire room (11-4-2019)



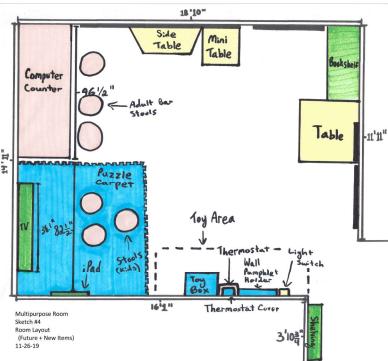
Opposite side of the room (11-4-2019)



Larger view of entire room (11-4-2019)



"Before" Room Layout



"After" Room Layout

Tell how your project will be helpful to the beneficiary. Why is it needed?

The multipurpose room has a mixture of different goals and is not clearly defined. The ultimate goal is to have this room organized to be an area where kids can be educated by the Sesame Street in Communities homelessness program, while their parents search for jobs on computers already owned by the organization. The kids corner can help kids understand and better process their homelessness situation. Other aspects like job tips posters, adding better seating, or fixing cabinet doors allow for a more focused and helpful area for the adults to search for jobs. By providing this outlet, these adults can get themselves and their families into a better living situation.

When do you plan to begin carrying out your project? Late February

When do you think your project will be completed? Early April

## Giving Leadership

Approximately how many people will be needed to help on your project? 5

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I can recruit my fellow scouts of Troop 180, friends from school, or my church's youth group.

What do you think will be most difficult about leading them?

The most difficult part will be the lack of skills needed to set up more complicated items such as the interactive TV setup.

## Materials

*Materials are things that become part of the finished project, such as lumber, nails, and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

Double Gang Box (old work), TV Mount, TV, iPad (7th Generation, 32gb), iPad Mount, Kids Stools, Puzzle Floor (12 pieces), Screen Protector, HDMI Cable, Lightning Cable Extension, Lightning to HDMI Adapter, Lightning Cable, Cable Concealer Plastic Tracking, Bar Stools, Thermostat Lock Box, Cabinet Door Hinge, Cove Base Adhesive, Touch Up Paint, Wall Spackling Paste, Wall Cove Base (rubber strip at bottom of wall), Screws (6 threaded dry wall anchor screws for pamphlet holder), Lamination paper

## Supplies

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.*

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Food / Drinks for volunteers, Paint Brush (for touch up), Sand Paper, Pencils (for marking)

## Tools

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Ratchet Set (TV & iPad mount), Drill (cordless), Extra 9.2v Drill Batteries, Awl, Drill Bits (1/4" bit for starter holes), Screwdrivers, Putty Knife, Dry Wall Saw, Laminator, Printer, Vacuum Cleaner, Rags, 24" Level, Utility Knife (cutting cove base), 2-Step Step Stool, Tape Measure, Safety Glasses, First Aid Kit, Knee Pads

## Other Needs

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.*

What other needs do you think you might encounter?

Printing Posters

## Permits and Permissions

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

None

## Preliminary Cost Estimate

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter estimated expenses below: <i>(Include sales tax if applicable)</i>	<b>Fundraising:</b> Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.
Materials:	\$1,300.00
Supplies:	\$200.00
Tools:	\$0.00
Other:	\$0.00
<b>Total costs:</b>	\$1,500.00

## Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Proposal approval by all parties
2. Complete final planning
3. Fundraising
4. Organize workdays and create plan of action
5. Ordering / preparing all materials
6. Complete rearrangement and room preparation
7. Install (TV/iPad mounting, cable management, puzzle carpet, seating, thermostat cover)
8. Get sign off by beneficiary and scoutmaster
9. Complete final write up

10. Thank donors and workers

## **Logistics**

How will you handle transportation of materials, supplies, tools, and helpers?

Almost all work is consolidated to the Family Promise location. The removal of any items to an off site location or importing of materials will be done by volunteer drivers. Volunteers will meet on site during work sessions.

## **Safety Issues**

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

The movement of heavy furniture could require stronger and more prepared volunteers;

Regarding the BSA Sweet 16, the following are answers to each point:

1. QUALIFIED SUPERVISION - There will always be 2 adult leaders on site during work sessions for two-deep leadership.
2. PHYSICAL FITNESS - All volunteers will be determined if they are physically able to volunteer based on any medical history.
3. BUDDY SYSTEM - All volunteers will have a partner while on the work site.
4. SAFE AREA OR COURSE - Work in the Family Promise location will be safe for everyone there.
5. EQUIPMENT SELECTION AND MAINTENANCE - Safety glasses will be used when operating the cordless drill.
6. PERSONAL SAFETY EQUIPMENT - There will be enough safety goggles for those that operate the equipment.
7. SAFETY PROCEDURES AND POLICIES - Equipment and tools will be properly stored out of harms way when not being used.
8. SKILL LEVEL LIMITS - Only volunteers trained in equipment are allowed to use it.
9. WEATHER CHECK - Weather impacting volunteer safe travel to and from site could alter workdays.
10. PLANNING - Laid out in following columns.
11. COMMUNICATIONS - All volunteers will have prepared emergency contacts; Also, clear communication will be provided over email or direct phone contact if needed.
12. PLANS AND NOTICES - Organization board approval is on record and any workday notices will be sent out at least a week in advance.
13. FIRST-AID RESOURCES - We will have a first aid kit on site in case of any injury including a designated representative in charge of managing such supplies.
14. APPLICABLE LAWS - We will be acting out in accordance to all laws.
15. CPR RESOURCE - These work days will not be intense enough to need a CPR-trained volunteer.
16. DISCIPLINE - I will ensure all directions are followed and what I say will be done properly.

## **Project Planning**

*You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

This is an elaboration of each step from the "Project Phases" section from earlier:

1. Proposal approval by all parties - I will have my scoutmaster, committee chair, beneficiary representative, and district representative sign off and approve my proposal.
2. Complete final planning - All plan details will be finalized and shopping lists will be ready for purchase.
3. Fundraising - I will go around to local businesses and specific individuals who have expressed interest in donating for possible donations.
4. Organize workdays and create plan of action - Days on the calendar will be selected alongside designating certain tasks for each day. I will also separate tasks individually by necessary skill level.
5. Ordering / preparing all materials - Prepared shopping lists will be purchased, whether from online or local stores. I will also locate materials being provided by Family Promise (Paint, Cove base, etc). Once these are ordered, I will collect all purchased materials in one area at the Family Promise location.
6. Complete rearrangement and room preparation - Designated furniture to be removed and preparing work area for installation. We will also be detaching the computer counter and wall pamphlet holder to be moved to new areas of the room.
7. Install (TV/iPad mounting, cable management, puzzle carpet, seating, thermostat cover) - Any new items that were purchased will be installed and set-up. All project physical work will be wrapped up and the project plan will be finished.
8. Get sign off by beneficiary and scoutmaster - These two sign offs on the project will be signed when the project has met the agreed upon terms and everything is finished.
9. Complete final write up - I will finish all the formalized paperwork to officially wrap up the project work.
10. Thank donors and workers- This step is just to show appreciation to all the donors and workers who helped make this project possible. This will be done through thank you cards sent in the mail.

<b>Candidate's Promise*</b> Sign below before you seek the other approvals for your proposal.	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.	
Signed	Date

\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

<b>Unit Leader Approval*</b>	<b>Unit Committee Approval*</b>
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.	This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.
Signed	Date
Name (Printed)	Name (Printed)

<b>Beneficiary Approval*</b>	<b>Council or District Approval</b>
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.  <b>Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No	I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.
Signed	Date
Name (Printed)	Name (Printed)

\*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.



# Eagle Scout Service Project Plan



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's name** Carson Dwight Kramer

**Eagle Scout Service Project Name** Family Promise Kids Education Corner

**Planned start date** 12/19/19      **Planned completion date** 6/13/20

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then review it with the designated project coach before carrying out the project. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read "*Navigating the Eagle Scout Service Project*" at the end of this workbook.

## Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your proposal?

- Keep all receipts alongside a list of donors and the amount of money
- Keep a good log of all hours, for yourself and others apart of the project
- Make multiple appointments with the beneficiary for work dates and use excellent communication
- Put sketches, receipts, photos, etc. in the back of the project book
- Nail down the number of posters and content on them. Add this to the project description
- Turn the materials list into a shopping list
- Create a fund-raising plan B - think outside the box for donations

## Project Description and Benefit—Changes From the Proposal

*As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.*

How will your project be different from your approved proposal?

None

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

None

## Present Condition or Situation

*Include "before" photographs to show the board of review in Attachments section below.*

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

The multipurpose room is cluttered with different furniture and children's toys. Specifically, the corner proposed for the kids area which currently has a desk in the center and a wall pamphlet holder on the wall. Our biggest obstacle will be moving currently screwed down items that are in the way of the proposed work areas. We would need to release the computer counter top and wall pamphlet holder from the wall, as well as patching any screw holes in the wall or gaps in the cove base exposed from moving this furniture.

## Project Phases

*You may have more than eight phases, or fewer, as needed; if more, you may add them below, or place in an attachment.*

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase.

1. Proposal approval by all parties - Scoutmaster, committee chair, beneficiary representative, and district representative sign off (12-19-19 to 1-9-20)
2. Complete final planning - Project plan finalization and shopping lists ready for purchase (1-10-20 to 2-14-20)
3. Fundraising - Going around to local businesses for donations (2-15-20 to 3-13-20)
4. Organize workdays and create plan of action - Set workdays and designate tasks by skill level (3-14-20 to 3-20-10)
5. Ordering / preparing all materials - Shopping lists purchased and purchased materials collected at site (3-21-20 to 4-3-20)
6. Complete rearrangement and room preparation - Designated furniture to be removed and preparing work area for installation. Also detaching the computer counter and wall pamphlet holder to be moved to new areas of the room. (5-24-20)
7. Install (TV/iPad mounting, cable management, puzzle carpet, seating, thermostat cover) - New items that were purchased will be installed and set-up. All project physical work will be wrapped up (5-25-20 to 5-29-20)
8. Get sign off by beneficiary and scoutmaster - Signed when the project has met the agreed upon terms and everything is finished (5-30-20 to 6-5-20)

- |     |   |
|-----|---|
| 9.  | Complete final write up - Finish all the formalized paperwork to officially wrap up the project work (6-6-20 to 6-13-20)                |
| 10. | Thank donors and workers - Show appreciation to all the donors and workers through thank you cards sent in the mail (6-6-20 to 6-13-20) |

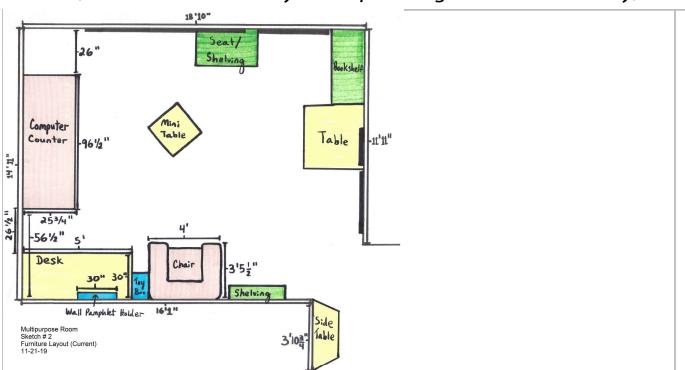
## Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

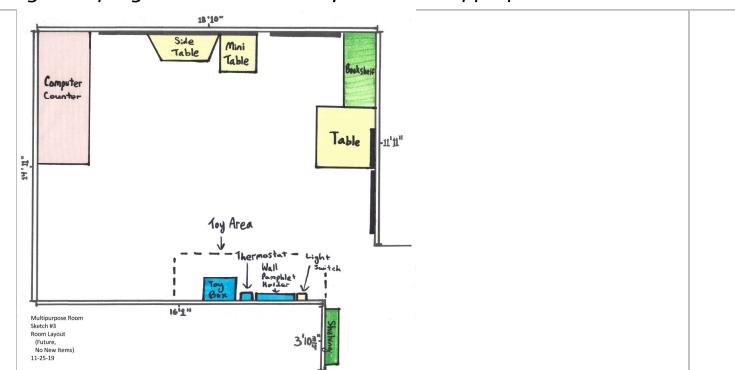
- Deliver all ordered materials to the Family Promise office, alongside locating materials being provided by organization
  - Setup and testing of TV / iPad connection to ensure all is working and ready for installation (setup includes lock down of features for organization content control)
  - Preparing room for installation. This includes removing scattered toys or smaller items, as well as moving small furniture out of work area space
  - Removing large furniture items out of multipurpose room that won't stay after everything is installed
  - Clearing of technology from computer counter and papers from wall pamphlet holder in preparation for movement
  - Unscrewing of wall pamphlet holder from wall and move along the wall to in between the light switch and thermostat close to the room entrance (keeping room for thermostat cover installation later). Reinstalled in this new location alongside re-setup of pamphlets.
  - Unscrewing of counter top from the wall, and shifting of cabinet below counter closer to the right wall. Reinstallation of counter to the wall.
  - Patch holes in wall with spackle and touch up paint to cover newly exposed screw holes from wall pamphlet holder.
  - Adding of new cove base sections exposed by cabinet movement
  - Replacing of cabinet door hinges and re-installation of broken cabinet door
  - Installation of thermostat lock box
  - Cutting of drywall segments and gang box installation for iPad wall mount
  - Installation of iPad mount over newly installed gang box
  - Setup of TV wall mount
  - Cable management wall tracking setup for TV / iPad connection and power
  - Installation of TV and iPad into designated mounts, alongside cable and power connection in tracking
  - Setup of puzzle piece carpet and kid stools to finish off kids corner
  - Creation of job tips posters based on Family Promise recommendations
  - Printing and lamination of job tips posters
  - Adding of bar stools and job tips posters to computer counter alongside re-setup of technology removed during counter movement
  - Final placement of furniture to new locations indicated in Sketch's #3 and #4

## Attachments

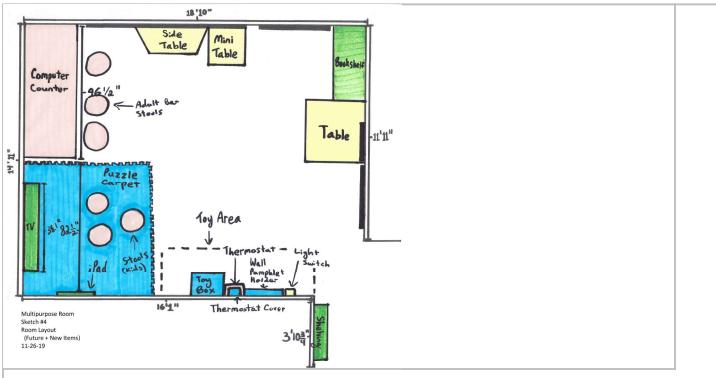
If you are unable to attach items within this workbook, or if they don't attach to your satisfaction, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate.



## "Before" Room Layout (Sketch #2)



"During" Room Layout (Sketch #3, rearrangement or removal of preexisting furniture, no new items)



## "After" Room Layout (Sketch #4, final layout, includes new items)

# Permits and Permissions

If you will need permissions or permits\*, what is being done to obtain them, and when will they be issued?

None

*\*Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.*

**Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source

**Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source

## **Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source

**Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source

**Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source

**Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	.15% hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source



**Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source
<b>Materials</b> List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.					
Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source
iPad	10.2", 7th generation, 32GB	1	\$329.99	\$329.99	Best Buy
iPad Mount	11.87" x 8.85" x 0.67", Black, Exposed Home Button / Camera	1	\$126.48	\$126.48	Vidabox
TV	42.5", Insignia, 1080p	1	\$199.99	\$199.99	Best Buy
TV Mount	700mm x 400mm, For 32" - 70" TVs	1	\$49.99	\$49.99	Best Buy
Children's Stools	11.75" x 13.75", Orange, 77 lbs weight capacity	3	\$7.99	\$23.97	IKEA
Foam Floor Tiles	24" x 24" x 0.5", 6-pack	2	\$34.28	\$68.56	Amazon
iPad Screen Protector	iPad 7th generation 10.2" screen protector, 2-pack	1	\$9.99	\$9.99	Amazon
Double Gang Box	4" x 4.3" x 2.75", Old Work	1	\$2.70	\$2.70	Home Depot
HDMI Cable	15', Braided Cord	1	\$11.99	\$11.99	Amazon
Lightning Cable Extension	1', Male Lightning to Female Lightning	1	\$8.99	\$8.99	Amazon
Lightning Digital AV Adapter	Lightning to HDMI & Charging	1	\$49.00	\$49.00	Apple
Lightning Cable	16', Braided Cord	1	\$13.99	\$13.99	Amazon
Electrical Outlet Cover	4.9" x 3.1" x 3.3", Almond	1	\$10.09	\$10.09	Amazon
Cable Concealer Plastic Tracking	15.7" x 1.18" x 0.6", White, 8-pack	1	\$17.99	\$17.99	Amazon
Bar Stools	15.9" x 15.9" x 24", Dark Grey, 4-pack, 320 lbs weight capacity, against 36" high counter	1	\$94.98	\$94.98	Amazon
Thermostat Lockbox	6.1" x 2.6" x 5.1"	1	\$14.59	\$14.59	Amazon
Cabinet Hinge	0.5" Overlay, 2-pack	1	\$7.48	\$7.48	Amazon
Threaded Dry Wall Anchor Screws	1.125", 10-pack	1	\$4.98	\$4.98	Home Depot
Cove Base Adhesive	11 fl oz	1	\$3.98	\$3.98	Home Depot
Wall Spackling Paste	8 oz	1	\$4.42	\$4.42	Home Depot
Paint	1 gal, Beige	1	\$0.00	\$0.00	Family Promise Donation
Wall Cove Base	0.125" x 4" x Cut Length	1	\$0.00	\$0.00	Family Promise Donation
Lamination Sheets	8.9" x 11.4"	1	\$0.00	\$0.00	Family Promise Donation
Hand Sanitizer	2 fl oz	3	\$0.00	\$0.00	Kramer Family Donation
Alcohol Wipes	40 wet wipes	2	\$2.99	\$5.98	Wegmans
Hand Soap	7.5 fl oz	1	\$0.00	\$0.00	Kramer Family Donation

**Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source
Paper Towels	1 roll	1	\$0.00	\$0.00	Kramer Family Donation
Masks	1 per person, per day	10	\$0.00	\$0.00	Family Promise Donation
Plastic Gloves	2 pairs per person, per day	20	\$0.00	\$0.00	Family Promise Donation
Napkins	2 napkins per person, per day	20	\$0.00	\$0.00	Kramer Family Donation
Plastic Cups	1 per person, per day	10	\$0.00	\$0.00	Kramer Family Donation
Lighbulb	1 30-70-100-Watt 3 way bulb	1	\$0.00	\$0.00	Kramer Family Donation
Power Strip	8-Outlet Silver Power Strip	1	\$41.97	\$41.97	Lowes
Desk Grommet	black, plastic	3	\$3.79	\$11.37	Lowes
Ethernet Cables	1 ft - 2 ft	4	\$0.00	\$0.00	Kramer Family Donation
Network Switch	NETGEAR, 5-Port	1	\$32.99	\$32.99	Best Buy
Angle Shelf Supports	plastic	8	\$0.00	\$0.00	Kramer Family Donation
Zip Ties	black	10	\$0.00	\$0.00	Kramer Family Donation
Trash Bags	Large Bags, Pack	1	\$0.00	\$0.00	Kramer Family Donation
Eletrical Staples	50-pack	1	\$0.00	\$0.00	Kramer Family Donation
<b>Total cost of materials</b>				<b>\$1,146.46</b>	

\*If you plan for donations such as the one shown in the example above, you will most likely need to submit the Eagle Scout Service Project Fundraising Application. It can be found later in this workbook.

**Supplies** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

## Tools

*List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate, or use it. See example.*

Circular power saw*	1	0	0	Mr. Smith	Mr. Smith
Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Ratchet Set	1	\$0.00	\$0.00	Mr. Kramer	Adults & Carson K.
Drill (cordless)	2	\$0.00	\$0.00	Mr. Kramer	Adults & Carson K.
Extra 9.2v Drill Batteries	2	\$0.00	\$0.00	Mr. Kramer	Adults & Carson K.
Awl	1	\$0.00	\$0.00	Mr. Kramer	Adults & Carson K.
Drill Bits (1/4" bit for starter holes)	1	\$0.00	\$0.00	Mr. Kramer	Adults & Carson K.
Screwdrivers	2	\$0.00	\$0.00	Mr. Kramer	Adults & Carson K.
Putty Knife	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Dry Wall Saw	1	\$0.00	\$0.00	Mr. Kramer	Adults & Carson K.
Laminator	1	\$0.00	\$0.00	Mrs. Mountz	Mrs. Mountz
Printer	1	\$0.00	\$0.00	Mr. Kramer	Carson K.
Vacuum Cleaner	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Rags	3	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
24" Level	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Utility Knife (cutting cove base)	1	\$0.00	\$0.00	Mr. Kramer	Adults & Carson K.
2-Step Step Stool	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Tape Measure	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Safety Glasses	3	\$0.00	\$0.00	Mr. Kramer	Hazardous Tool Users
First Aid Kit	1	\$0.00	\$0.00	Mr. Kramer	Mr. Kramer
Knee Pads	2	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Medical-grade Thermometer	1	\$0.00	\$0.00	Mrs. Mountz	Adults & Carson K.

## Tools

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate, or use it. See example.

Circular power saw*	1	0	0	Mr. Smith	Mr. Smith
Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Paint Stir Stick	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Caulk Gun	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Square	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Tin Snips	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Hacksaw	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Wooden Cutting Board	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Hand Sander	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Rake	2	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Drill Bits (2" bit for wires)	1	\$0.00	\$0.00	Carson's Grandfather	Adults & Designated Scouts
Steam Cleaner	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Extension Cord	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Truck Straps	1	\$0.00	\$0.00	Mr. Zampelli	Adults & Designated Scouts
Scissors	1	\$0.00	\$0.00	Mr. Kramer	Adults & Designated Scouts
Work Gloves	2	\$0.00	\$0.00	Mr. Zampelli	Adults & Designated Scouts
<b>Total cost of tools</b>		<b>\$0.00</b>			

\* Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See Guide to Safe Scouting and age appropriate guidelines, located at <https://www.scouting.org/health-and-safety/guidelines-policies>.

## Other Needs

List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example

Printing	Marketing brochure	2000	.01	20.00	Copy Services, Inc.
Item	Description	Quantity	Unit Cost	Total Cost	Source
Printing Services	Printing Posters	3	\$0.00	\$0.00	Kramer Family
<b>Total cost of other needs</b>		<b>\$0.00</b>			

**Expenses****Revenue**

Item	Projected Cost	Total to be raised: \$ 1,500.00
		Contribution from beneficiary: \$ 0.00
Total materials (from above)	\$1,146.46	Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.
Total supplies (from above)	\$59.25	I plan to raise my funding from relatives and going out to local businesses. I will present a presentation I put together with an approximate budget to any possible investor in this project. I also plan to reach out to any of the sellers of the products we are buying to see if we can get any donations or discounts on the materials we will buy.
Total tools (from above)	\$0.00	
Total other (from above)	\$0.00	
<b>Total cost</b>	<b>\$1,205.71</b>	

## Giving Leadership

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth
Job to Be Done	Skills Needed (If any)	Adult or Youth	Helpers Needed	Helpers So Far
Transportation of materials to site	Ability to drive	Adult drivers	1 adults	1 adults
Testing of technology setup before installation	Technological insite	Adult or youth with experience	1 adult, 1 youth	1 adult, 1 youth
Installation of parental controls and content on iPad	Technological insite	Adult or youth with experience	1 adult or 1 youth	1 youth
Removal of designated large furniture from room	Strength	Adult supervisors, strong youth to carry	2 adults, 2 youth	2 adults, 1 youth
Clearing of computer counter technology and pamphlets from wall pamphlet holder	Little technology experience	Adult supervisors, youth for moving items	1 adult, 1 youth	1 adult, 1 youth
Movement of wall pamphlet holder	Able to use a drill, Strength	Adult operators, Youth to move holder	1 adult, 1 youth	1 adult, 1 youth
Removal of wall cove base and installation of new cove base (adjusted to new computer counter location)	Able to use utility knife and cleanly remove cove base	Adults to install cove base, youth to help	2 adult, 1 youth	2 adult, 1 youth
Movement of computer counter	Able to use drill, Strength	Adults to lift and remove cove base, youth to help	3 adults, 1 youth	2 adult, 1 youth
Wall touch up of exposed screw holes	Able to use wall spackling paste	Adult supervision, youth to spackle	1 adult, 1 youth	1 adult, 1 youth
Re-installation of broken cabinet door	Ability to use screwdriver	Adult supervision / hold door in place, youth to install door	1 adult, 1 youth	1 adult, 1 youth
Installation of Thermostat Lock box	Ability to install lock box	Adult installing	1 adult	1 adult
Installation of iPad mount (alongside drywall cutout and gang box installation)	Ability to use dry wall saw and install gangbox	Adult installation, youth help	1 adult, 1 youth	1 adult, 1 youth
Installation of TV and TV Mount	Little technology experience and ability to use drill	Adult installation, youth help	2 adults, 1 youth	2 adults, 1 youth
Cable management wall tracking installation	None	Adult & youth with experience	1 adult, 1 youth	1 adult, 1 youth
TV and iPad cable connection and troubleshooting	Technology experience	Adult & youth with experience	1 adult, 1 youth	1 adult, 1 youth
Creation of job tips posters (plus printing and lamination)	Knowledge or guidance on job search, lamination experience	Youth with guidance	1 youth	1 youth
Setup of puzzle carpet, bar stools, and re-setup of computer counter	Little technology experience	Adults for technology, youth for low skill tasks	1 adult, 1 youth	1 adult, 1 youth
Temperature/health checks of volunteers	Ability to use and sterilize medical-grade thermometer	Adult or youth with experience	1 adult, 1 youth	1 adult, 1 youth
Cleaning of work area before and after workday with alcohol wipes	Able to clean and properly use cleaning supplies	Adult or youth with experience	1 adult, 1 youth	1 adult, 1 youth

<b>Job to Be Done</b>	<b>Skills Needed (If any)</b>	<b>Adult or Youth</b>	<b>Helpers Needed</b>	<b>Helpers So Far</b>
Safety briefing of worksite hazards and safety precautions	Understanding of worksite and current health precautions	Adult or youth with experience	1 adult, 1 youth	1 adult, 1 youth

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

Before starting, I will designate jobs to specific helpers depending on who is available for the workday. At the beginning of our workday, I will be clear in communicating who has what jobs to do.

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

I will send out email reminders that specify all of the previously mentioned detail, alongside creating events through our troop website.

## **Logistics**

How will the workers get to and from the place where the work will be done?

Workers will drive to the site on their own or carpool with each other.

How will you transport materials, supplies, and tools to and from the site?

Materials will be stored on site as they are purchased.

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

All tools will be tested prior to use on site. Safety goggles will be used for protection while equipment is in use. Tools not in use will be placed in a designated area on site and stored safely.

How long will your helpers be working each day? (Recommended no more than eight hours per day)

6 hour days

How will the workers be fed?

Food will be brought to the site

Where will restrooms be located?

Restrooms are right next to the room

## Safety

Will a first-aid kit be needed for this project? If so, where will it be kept?

Yes, a first-aid kit is needed. It will be kept near the work site for easy access.

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

Paint, Cove Base Adhesive, Cleaning Chemicals, Hand Sanitizer, Soap; The paint and adhesive will be in their enclosed containers until it is time for their use. Safety googles will be used if the painter is inexperienced. While materials are not in use, they will be stored in safe area separate from workspace. Cleaning chemicals will be used within CDC guidelines and proper handling when cleaning prior to and after workdays. Hand sanitizer and soap will be placed in a designated area safe from possible misuse or accidental harm

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?
Hazardous weather creates unsafe driving conditions	If we feel it is unsafe for helpers to travel to the site, we will reschedule the workdays
Heavy furniture moving cause injury	Only those in physical condition to be lifting furniture will be allowed to
Cuts or bruises from falls	No running or glaring tripping hazards will be permitted on site
Exposed cable wiring cause electrical shock	Don't plug in technology until cables are unexposed and safe to give power
Paint or Cove Base Adhesive gets in eyes or mouth	Wear safety goggles when necessary and only allow those with experience to use
Power tools accidentally cause injury	We'll keep all power tools in a designated area while not in use. While in use, only those with experience can use them while following common sense safety practices (No pointing at people, no operating in close proximity of others, etc.)
Tripping hazards of small toys around work site	In preparation for workdays we will move all toys either out of the room or in a designated spot of the room, out of the way of volunteers
Spread of COVID-19 to helpers or staff of Family Promise	Temperatures of helpers taken using a medical-grade thermostat (maintaining 6ft of distance until health status of volunteers can be confirmed), sent home if temperature is above 100.4 °F or showing signs / symptoms of COVID-19; Masks to be worn at all times (Provided, but personal can be used); Gloves, soap and water to wash hands, hand sanitizer and disinfectant wipes all provided; No families will be on the property, only our volunteers and Mrs. Mountz
Cleaning chemicals spillage or exposure to sensitive body parts	Safety data sheets of all chemicals used will be on hand to help with first aid treatment guidance and safety procedures. Chemicals will be kept in designated area, out of the way from accidents until in need of use.
Hand sanitizer or soap gets in someones facial area	Safety data sheets of all chemicals used will be on hand to help with first aid treatment guidance and safety procedures. Use of such sanitizers and soaps will be monitored and in a separate area, ensuring cleaners are used properly and in moderation.
Volunteer becomes infected with COVID-19 within 2-3 weeks after the workdays	We will keep a comprehensive list of volunteer's and their arrival and departure times. This is in the effort of possible contact tracing in case possible exposure to someone who found out their diagnosis afterward.

How do you plan to communicate these safety issues and hazards to your helpers?

Before we begin working, I will express all major hazards on the site. Safety regarding cleanliness and health regarding COVID-19 spread will be addressed to help mitigate any possibility of spread

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

Safety Goggles for equipment use, Knee Pads, Masks, Disposable Gloves

When will you hold a safety briefing? Beginning of each workday Who will conduct it? Me (Carson Kramer)

Who will be your first-aid specialist? Mr. Kramer

How may emergency vehicles access the site? They can access the building from the main roads

## Contingency Plans

What could cause postponement or cancellation of the project? What will you do should this happen?

The project could be postponed due to the following:

- Bad weather impacting travel to site during a workday  
Solution: Rescheduling of workdays to clearer weather day
- Beneficiary's inability to provide the work area during a schedule work day  
Solution: Better communicate with beneficiary to allow for full room access
- Unexpected compatibility issues in the technology setup  
Solution: Redesign of technology solution or offer fix to get solution working and simple
- Previously undiscovered damage to the multipurpose room  
Solution: Assess the damage and determine whether it is possible to incorporate it with our project or, if severe enough, have the beneficiary take care of it
- Delay in shipping / arrival of materials to the worksite  
Solution: Communicate with sellers to see material status. If delays continue, cancel the order and buy from a prompter seller
- Unexpected emergencies in volunteer schedules altering workday assistance  
Solution: Either continue with workday with less volunteers or reach out to other possible volunteers to take their place
- COVID-19 Status of Cumberland County reverts back to Phase Red prior to finishing of project  
Solution: Work materials will be consolidated to the specific work area corner. As many materials as possible will be put in storage until the return of Phase Yellow to Cumberland County and Family Promise feels comfortable to allow us to continue work
- Someone at Family Promise or a volunteer shows up with COVID-19 to a workday  
Solution: Infected individuals will be sent home immediately and anything they came into contact with should be cleaned and disinfected. The workday should be canceled and rescheduled when it is confirmed that anyone who came into contact with the infected individual on the workday has not been affected

## Comments From Your Project Coach About Your Project Plan

A project coach's comments can be extremely helpful in assuring your project is successful.

"I reviewed the final plan with Carson to include a pre-inspection of the work site and facilities. I believe he has considered all the requirements for a successful project to include delivery times, work times, location of supplies and materials at the work site, and number of workers required. The level of skill required for the project is consistent with those of the Scouts and Adults that will assist in this endeavor. I mentored him in the need for flexibility when executing his project and to keep the Beneficiary informed of any required deviations or decisions as the project progresses. I also informed him of the requirement to ensure his workers understand what they are to do and to monitor their efforts and correct as necessary while fulfilling the wishes of the Beneficiary. This also includes ensuring proper rest breaks, respect for the area that they are working in, and adhering to all COVID-19 related safety requirements. I believe Carson has the motivation and Scout Spirit to see this project to completion as demonstrated by his efforts thus far in the planning phases."

# Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

## Eagle Scout Candidate

Name: Carson Dwight Kramer	Preferred telephone(s): (717) 580-1898		
Address: 3 Canterbury Ct	City: Mechanicsburg	State: PA	Zip: 17050
Email address: carsondkramer@gmail.com			
Check one <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit No. 180		
Name of district: Pioneer District	Name of council: New Birth of Freedom		

## Project Beneficiary (Name of the religious institution, school, or community)

Name: Family Promise of Harrisburg Capital Region	Preferred telephone(s): (717) 737-1100		
Address: 56 Erford Rd	City: Camp Hill	State: PA	Zip: 17011
Email address: amountzfphcr@gmail.com			

## Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: Angela Mountz	Preferred telephone(s): (717) 982-7402		
Address: 56 Erford Rd	City: Camp Hill	State: PA	Zip: 17011
Email address: amountzfphcr@gmail.com			

### Describe how funds will be raised:

I will go around to owners or representatives of local businesses for funding. I will also go around to some relatives or family friends who have expressed interest in donating.

Proposed date the service project will begin: 04/04/20

Proposed dates for the fundraising efforts: 02/15/20

How much money do you expect to raise? \$1,500.00

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?\*

I will reach out to representatives of businesses to set up meetings and present the presentation I prepared for the board of Family Promise. Once they understand what my project is, I will then request funding or price discounts depending on which possible donors I am reaching out to.

\*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? None

If so, by whom? None

Contract details:

None

## Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary	Unit Leader	Authorized Council Approval*
Signed	Date	Signed Date
Signed	Date	Signed Date

\*Councils may delegate approval to districts or other committees according to local practices.

# **Procedures and Limitations on Eagle Scout Service Project Fundraising**

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The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.\* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

*\*This application is not necessary for contributions from the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

## **If the standards below are met, your fundraising effort likely will be approved.**

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."



# Eagle Scout Service Project Report



**Eagle Scout candidate's name** Carson Dwight Kramer

**Eagle Scout Service Project Name** Family Promise Kids Education Corner

**Project start date** 05/24/20      **Project completion date** 06/01/20

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

## **Project Execution:**

Once planning was completed, when did the work begin? 05/24/20 When was it finished? 05/25/20

## **Project Description**

Please provide a brief description of your project and the impact it will have.

I refurbished a multipurpose room and created a Kids Education Corner at Family Promise of Harrisburg Capital Region. The education corner has an iPad and TV setup, allowing kids to interact with content from Sesame Street in Communities applications. We also cleared organized and shifted the adult computer area, removed unnecessary items, designed applicable posters for the computer area, and cleared leaves / dirt from the outdoor stairwell and window well.

My project will be able to teach kids through an interactive and engaging setup. These kids are often in situations of homelessness, substance abuse, poverty, and more. The corner I created paired with Sesame Street's various programs such as "Family Homelessness", "Community Violence", and more can help teach kids how to cope and handle the situations they and their families are in. Other elements such as the human services contact info poster and the resume building poster paired with the reorganized computer setup can help these parents to search for jobs and get themselves and their families into better living conditions.

Describe what you did after your proposal was approved to complete the planning of your project.

After my proposal approval, I went to work by getting my Fundraising Application approved. With that approved, I was able to raise \$1,450, just shy of my \$1,500 goal, by going around to local businesses, relatives, and family friends. I met with each benefactor individually and gave the same presentation I provided Family Promise's board of directors back in December. Once the minimum money threshold was met, I began to purchase project materials I had prepared ahead of time. My father and I went around to various stores such as Best Buy, Home Depot, and online stores like Amazon to purchase the materials needed. After being canceled by the COVID-19 outbreak, we rescheduled and adjusted our safety plan accordingly. With the safety plan secured, we officially finished the plan and executed the workdays.

## **Observations**

What went well?

- All volunteer's stayed busy, and finished tasks successfully. Once one task was finished, they would come to me for their next task and we stayed productive.
- Safety precautions added for COVID-19 response were followed easily. Temperature checks were quick and worked well.
- Scouts took charge on tasks and did a lot of the work. Adults, even for tasks which only they had the expertise to complete, stood back and had scouts complete jobs while they guided.
- New ideas for the project on workday one were easily implemented for day two. Materials were ordered overnight and extra tools were brought to go above and beyond for the beneficiary. (see changes)

What was challenging?

- Volunteer arrival at the facility was delayed as the building was not easily identifiable from outside. Their sign was temporarily taken down and the building is a remodeled house, making it difficult to locate among other houses.
- Previously tested technology was having troubles on initial setup. Troubleshooting on site took some time out of our workday.
- Materials and tools brought to the worksite were not very organized and took a bit to locate among boxes of materials.

## **Changes**

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

- COVID-19 caused major changes to the safety plan.

REASON: To comply with CDC and PA guidelines, I implemented rules like mandatory masks, temperature checks, contact tracing and more to mitigate the spread of COVID-19.

- We raked up and cleaned the outdoor stairwell and window wells previously covered in leaves and dirt.

REASON: I did this because we had extra time and help on workday 2. Also, a volunteer noticed that a dryer vent in a window well was filled with lint and covered by dry leaves, creating a safety hazard I couldn't ignore.

- We took off the other cabinet door instead of putting back on the old one.

REASON: I could not locate the old cabinet door, meaning we either needed to replace both doors to match or just take off the other door.

- We installed an ethernet splitter and power-strip under the counter

REASON: When we moved the computer counter, it created too far of a gap away from the ethernet panel for the computers to get hard wired internet. Installing a splitter essentially moved that panel to underneath the counter. The power-strip allows for all of the computers to be plugged in due to the move.

## **Leadership**

In what ways did you demonstrate leadership?

I led first through preparation work. I gathered all the materials and tools needed, and organized the meeting of all volunteers. The night prior to each workday, I created a list of tasks needed to be completed each day. Once there, I would delegate tasks on the list to volunteers based on their skill level and availability at any time throughout the day. I also arrived early to prep the work area and breakfast for volunteers, alongside maintaining records of arrival and departures for contact tracing. On top of this, I maintained temperature checks each day and showed leadership by working through the harder tasks with the volunteers instead of just supervising.

What was most difficult about being the leader?

There were many difficult tasks about being the leader. The most notable difficulties would be keeping all volunteers on tasks and productive or providing guidance to the adults based on my vision for the project. It was important that we adhered to my vision so we could create a safe and interactive environment for the children to learn and enjoy. I also had to ensure that I had enough scouts and adults in attendance for the workday, alongside having to manage the location and availability of all tools at the worksite. However, the most difficult task of all was being responsible for the safety of volunteers through the COVID-19 environment and managing the safety requirements and guidelines that go along with that.

What was most rewarding about being the leader?

It was rewarding seeing what the volunteers under my guidance were able to accomplish. We were able to finish early even after adding additional tasks and features, everything working out great in the end. The ability to take something that took months of planning and executing it with few minor complications was fantastic to see. It was also rewarding to see how I was able to plan and push through with the project even through setbacks in scheduling and addressing safety concerns. Lastly, it was most rewarding to see how this project will impact the lives of the children and families that go to their organization. Because of this project, these kids will now have an outlet for them to learn and be entertained simultaneously in a safe and educational environment. The parents also now have an outlet to allow them a distraction-free area to help search for jobs and help their families get on their feet, all a result of our work.

What did you learn about leadership, or how were your leadership skills further developed?

I learned that it is important to keep an eye on everyone and make sure that everyone is productive. If you don't pay attention to everyone, someone will end up either sitting around or not being as productive as they could be.

## **Materials, Supplies, Tools, Other**

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

I had overages of cable tracking, allowing me to install the ethernet splitter under the counter that wasn't anticipated earlier.

I also had overages of tools as we threw in tool boxes last minute. This helped us for unanticipated tool uses, but also added clutter to the room and made it a bit harder to find the tools we needed.

## Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects\* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

**Be sure to include yourself, and the time spent on planning.**

	<b>Number of Workers</b>	<b>Total Hours Worked</b>
<b>The Eagle Scout candidate</b>	1	155.00
<b>Registered BSA youth members</b>	3	20.25
<b>Other youth (brothers, sisters, friends, etc., who are not BSA members)</b>	0	
<b>Registered BSA adult Scouting volunteers and leaders</b>	8	62.00
<b>Other adults (parents, grandparents, etc., who are not BSA members)</b>	17	58.00
<b>Grand Total of Hours</b> (Enter here and on your Eagle Scout Rank Application.)	29	295.25

**\* There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**

*If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an **otherwise worthy** project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.*

## Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

I was able to raise my donations by going around to local businesses, relatives, and family friends. I met with each benefactor individually and gave the same presentation I provided Family Promise's board of directors back in December. Once the minimum money threshold was met, I began to purchase project materials I had prepared ahead of time. My father and I went around to various stores such as Best Buy, Home Depot, and online stores like Amazon to purchase the materials needed. We set up a reimbursement system where my parents would purchase the materials with their personal cards and we would send in our receipts to be reimbursed at a later date.

How much was collected? \$1,450.00

How much was spent? \$1,223.00

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

N / A

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

All money is held in a separate fund on Family Promise's books. Once the project is officially finished, that fund will be absorbed into wherever fund they need it in.

How were the donors thanked?

All donors were sent hand written letters of thanks, alongside pictures of what was accomplished. Also, donors that I have seen since were thanked in person for their contribution.

## Photos and Other Documentation

If you have them, attach photographs taken before, during, and after project completion. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.



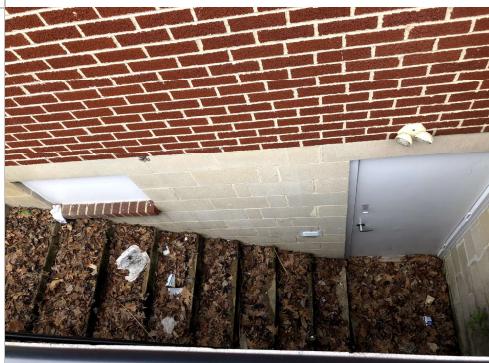
Before - Corner



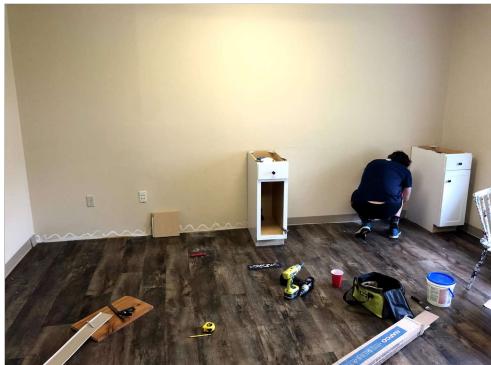
Before - Whole Room



Before - Computer Counter



Before - Outdoor Stair Well



During - Back Wall



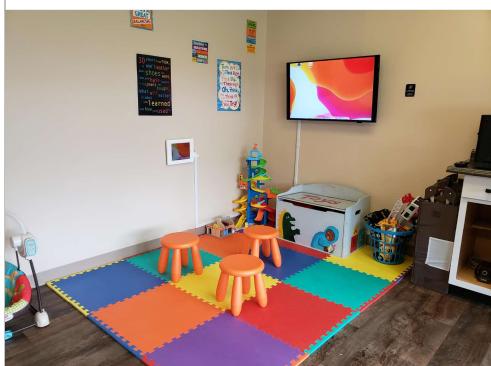
During - Side Wall



During - Corner



During - Outdoor Stair Well



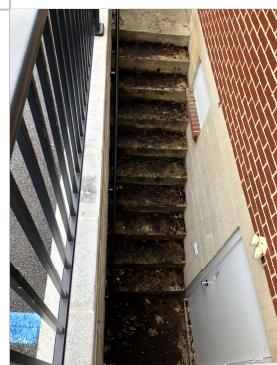
After - Corner



After - Whole Room



After - Computer Counter



After - Outdoor Stair Well

**Candidate's Promise**

*Sign below before you seek the other approvals.*

*On my honor, I was the leader of my Eagle Scout service project and executed it as reported here.*

Signed:

Date:

**Approvals**

*In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.*

**Beneficiary name:****Unit leader name:**

Signed:

Date:

Signed:

Date:



# Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

## Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

## The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

## Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the *Scout* must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

## Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

## Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18<sup>th</sup> birthday.

## **Approving Project Plans**

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

## **Permits, Permissions, and Authorizations**

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

## **Funding the Project**

Eagle service projects often require fundraising. Donations of any money, materials, or services must be pre-approved by the BSA unless provided by your organization; by the Scout, the Scout's parents, or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

## **Supervision**

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

## **Safety**

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

## **Project Execution and Approval**

After the project has been carried out, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.

*Navigating the Eagle Scout Service Project is also available for download at: <http://www.scouting.org/advancement>.*