



Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Matthew Roberts

Please give a name to your project Challenger Pavilion

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. 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

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.

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. 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 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*

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 Matthew Roberts

Eagle Scout Service Project Name Challenger Pavilion

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

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 18th 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.

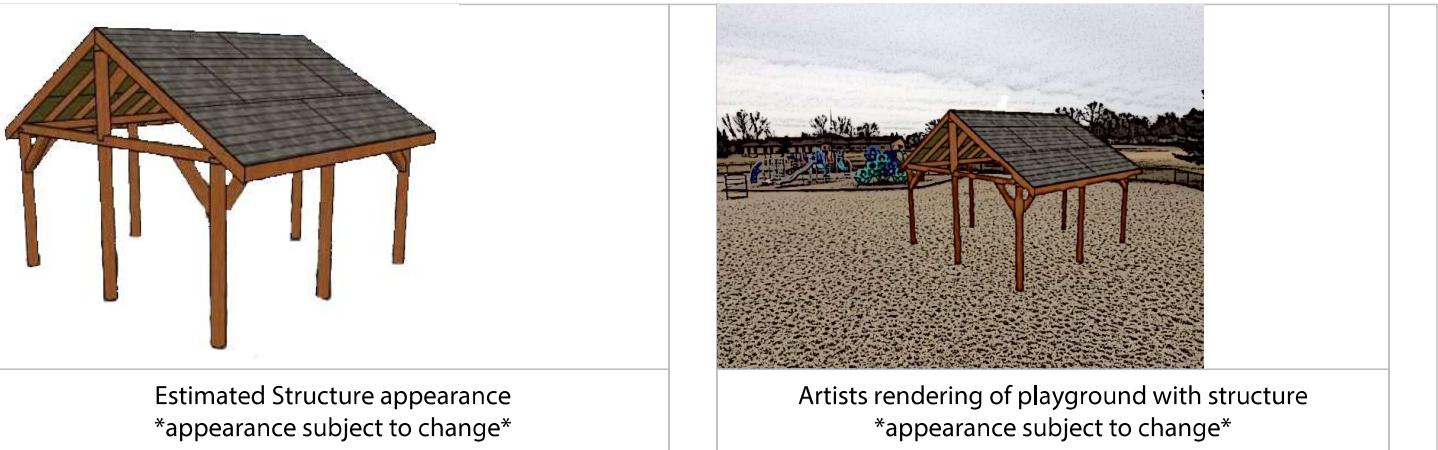
Project Description and Benefit

Briefly describe your project.

I intend to build a 16x16 foot pavilion located at Challenger Elementary, a local elementary school. A wooden structure made up of mainly 6x6 lumber will support a metal roof.

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.**)



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

The current playground has no shade throughout the entirety of the playground. The beneficiary described how students had to take breaks to go inside and cool down during hot days at the playground. In addition, the beneficiary stated that there was no central hub to the playground for school activities and events. This structure will provide the needed shade for students, teachers, and families during warm days, and will also act as the center of the playground for school activities and events. Not only that, but it will also be used for outdoor classes when teachers want to incorporate the outside for a lesson, but also do not want to expose the students to constant exposure to the sun.

When do you plan to begin carrying out your project? In the following weeks after school gets out in June

When do you think your project will be completed? Before the end of June

Giving Leadership

Approximately how many people will be needed to help on your project? Approximately 15 people each day

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

The majority of the workforce will come from the troop that I actively participate in. However a number of adults from family friends will volunteer their time to manage tasks that I may be unable to complete (ie cutting wood), or simply to be another able body.

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

The hardest part by far will be keeping my hands "clean" and not getting into the dirty work. My purpose is to lead and manage, not to actually do the work. However it will also be difficult to make sure that tasks are getting done efficiently with the right people on the right time. Not only that, but it will be hard to oversee such a large work site with many people doing many tasks at once.

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.

Four 6x6x16 Eight 6x6x12 Three 6x6x10 Twelve 1x4x8 8" Screws 5"Screws 3.5"Screws Hurricane Ties Angle Brackets Metal Roofing Sheets Metal Roof Screws Ridge Cap Outside Closure

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.

Tables Tack Board to put stuff up Safety Glasses Garbage Bags Pairs of gloves
6-7 different meals Gatorade packets Water jugs Hand sanitizer Hand washing station



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.

Post hole Digger Shovels Ladders Screw Drivers (corded)
Tape Measures String Stakes Spray Paint Chisels Sand Paper
Saws Drills (corded) Stands for wood and saws
Screw Drivers Drill Bits Scaffolding Rope

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?

Restrooms
Emergency Shelter
Easy Access to potable water

May need extra supplies if someone screws up

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?

We have discussed with the beneficiary and found that no permits are needed to build on site.

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>	Fundraising: 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:	\$1,500.00
Supplies:	\$100.00
Tools:	\$200.00
Other:	\$200.00
Total costs:	\$2,000.00

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. Finish final plan including when project will be, who needs to come, and what will be done on each day.
2. Begin fundraising.
3. Work out plan to bring food and materials to the job site.
4. Send out emails to notify everyone of the upcoming project.
5. Send individual emails to those that need to bring materials or food.
6. Prepare for project by purchasing equipment and materials.
7. Send out another round of emails to remind people of project.
8. Build.

9. Report on the successes and failures of the project.

Logistics

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

I will take advantage of friends and family with large trucks and trailers to help move large materials and equipment from place to place.

The majority of tools will be brought in by the volunteers coming to help. Other tools will be brought by family, and also rented from local stores such as the Home Depot.

Helpers will be transported by parents. If there are those that want to come but aren't able to due to a lack of transportation, they can request a pickup.

Some of the food will be made from family and friends. I will also call local restaurants to ask for food donations. Should I not receive enough food from either of those options, food will be purchased from funds raised.

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.

Adults will be able to fall from heights of about 8-13 feet above the ground when working on the roof or on ladders. Spotters will be used for people on ladders and adults will be closely monitored from below to make sure nothing they do can cause them to fall off. Materials can also fall down upon people working below. To prevent this, no one will be allowed to work in the general vicinity below anyone working on the roof. Workers need to be drinking adequate amounts of water to prevent heat stroke in the hot summer days. A "health officer" will be assigned to someone who is trained in CPR and emergency action who will be responsible for serious health issues. To prevent tools from being used by inexperienced people, the guide to safe scouting will be used. Though described above, a weather shelter will be needed in case of weather emergencies, however note that weather will be checked before people show up. Should the forecast look unsafe, any work will be called off.

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."

I will inspect every single element of the pavilion that will be built and make a finalized list of what materials and tools will be needed.

I will then need to figure out finalized locations to get these materials and in how many "runs" and how many people it will take to get them.

After that, I will draw up a step by step order for how the build will proceed and who will complete each task (age wise).

Next I'll break up the steps into different days and determine the exact length of days that will be needed to build the pavilion.

With the number of days in mind, I will work on when I want to place the build and which specific people will bring in materials, supplies, tools, and meals.

I will also need to create a safety list that will show the risks of the worksite and how to mitigate those risks. This will be hung up on a board in the work site along with other information that will act as a go to spot when people have simple questions such as "how deep should this hole be," that way I am not being bombarded with large numbers of people asking the same question.

Candidate's Promise* 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.

Unit Leader Approval*	Unit Committee Approval*
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)

Beneficiary Approval*	Council or District Approval
<p>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.</p> <p>Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>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.</p>
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 Matthew Roberts

Eagle Scout Service Project Name Challenger Pavilion

Planned start date 06/10/19 **Planned completion date** 06/17/19

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?

Water - Understand where you will get water and how you will get it to the site

Restrooms - Make sure that there are adequate restrooms nearby not only for using the bathroom but also for potential injuries

Safety - Have a designated person that will take care of safety for you, whether they be there just to enforce, or also to treat

Food - Have a plan for food and make sure that meals don't take away too much of the build time

Fundraising - Have backup plan's in case not enough money is raised so that funds can be obtained

Skills - You may not have all of the skills that is needed for this project. Be sure that you have people at the site who have them

Younger scouts - Because of the scale of the project, we do expect to see a larger percentage of work done by older people.

However, make sure that younger scouts still have something to do.

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?

The project won't be much different. The only differences will be gravel placed on the underside of the 6x6x12 beams being placed in the ground, and a different way to mount rafters to the structure. One major change was the in wood purchased. I was attempting to find the cheapest wood possible and found some very cheap wood at Menards. However, as I looked deeper I found it was treated with an arsenic, and was banned by the EPA in 2003 in residential areas to protect human health. Because the pavilion is located in a close proximity to students, I had to find a new source for wood, which ended up being Lowes, whose wood was treated with a safe chemical. Another change was the shift from using large 6x6 beams up in the air, to nailing together 2x6 beams up in the air to create a 6x6 beam. This was done because lifting 6x6 beams up into the air would be almost impossible, and by simply lifting 2x6 beams we were able to lift it up much easier.

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

The change to the project will just make the build easier, and will also prevent the bottom of the posts from rotting away faster. It will make sure the structure is around for a longer period of time.

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.

At the moment the entire playground is covered in pebbles. There is a slight decline in slope where we will be building, and the dirt appears to be pretty hard. There are several outlets outside of the building that can be used for saws and corded drills. There are no obstacles underneath the ground such as wires, pipes, or other objects. However no other noteworthy events are present on the playground other than the occasional family that comes to play on the playground.

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. Finalize Materials and designs
2. Logistical Plan for getting materials from point A to point B finalized.
3. Discussion with Mr. Cherry and Mr. Beyrle about times for the project.
4. Email sent out to volunteers regarding project times, meals, and materials.
5. Plan created for each build day
6. Purchase materials and get from store to worksite
7. Build
8.

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.

The first thing that needs to happen is the school must get in contact with 811 to verify we are safe to build. We also need to mark out where the holes are before the build starts, this will be my dad and my brothers, as I don't need the entire workforce to help. At this point we can start build.

On the first day we need to clear all of the pebbles from the area using shovels, this will be done using the entire workforce. We also need to dig 8 holes. Younger scouts should work with shovels (under 14), 14-18 should use post hole diggers, and 18+ should use an auger. Once the holes are finished we need to place the 6x6 posts into the ground. This will take a lot of lining up to do and although unexperienced people can help, experienced people need to go around to verify that posts are in correctly. The holes will then have a bag of concrete thrown in and then backfilled with dirt and pebbles. This will require shovels and can be done by inexperienced members of the build. At this point someone needs to mark out the top of the 6x6 posts using string and a level, wrapping the string all the way around the structure making sure it is level and then marking the posts wherever the string is. An experienced adult should watch over this, and they should be the one to cut the top of the 6x6 post off with a saw. The experienced members will then mark out and cut the 2x6x16 beams with a saw and hoist them up individually to nail together with a nail gun and screw into the structure using impact drills. There may need to be someone to chisel out the center of the beam. This can be done by an inexperienced person. Meanwhile, those with little experience will be shown how to mark out the 6x6 angle brackets and one side of the 2x6x12 rafters. Once they are done the pieces will be given to the adults to cut. The angle brackets will be put in place by scouts under 18 and screwed in by scouts over 14 with an impact drill. They will do this around the entire structure. The adults need to then cut the upper support structure and hoist it up and nail the beam together with a nail gun. The super structure needs to be screwed in with an impact. At this height only adults should be working. Once the upper support structure is complete, the rafters need to be put in place. The bottom of the rafter will be marked out by the scouts, and brought over to the adults to cut. Once cut the rafter will be put up and fastened with hurricane ties. This can be done by a scout over 14 with an impact. Once all the rafters are up, 2x4's need to be placed across the rafters horizontally at 2ft increments starting a few inches from the bottom. They need to be screwed in using an impact. When completed, metal roofing needs to be laid across the top and screwed in using the sheet metal screws that come with the roofing using an impact.

According to some research the roof should be able to support an adult walking across it, but it is preferred they don't because its slippery. As soon as this is done the top ridge cap needs to be screwed in using an impact.

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.



Click above box to add an image. Click here to add an image caption.



Click above box to add an image. Click here to add an image caption.

Permits and Permissions

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

Mr. Cherry has informed us that no build permits are required. However 811 does need to be called. The principle has ensured that there are no underground obstacles to the project.

*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
2x6x16	Treated Lumber	14	\$11.98	\$167.72	Lowes
6x6x12	Treated Lumber	12	\$37.57	\$450.84	Lowes
2x6x12	Treated Lumber	18	\$8.98	\$161.64	Lowes
2x4x8	Treated Lumber	16	\$3.47	\$55.52	Lowes
Roof Screws	Emerald Green, 1" Long, 5lb bag	1	\$29.99	\$29.99	Menards
Metal Roofing	Emerald Green, 3 ft by 11' 1"	12	\$29.64	\$355.68	Menards
Ridge Cap	Emerald Green, 10ft long	2	\$32.99	\$65.98	Menards
Outside Closure	Foam, pack of 4	13	\$2.97	\$38.61	Lowes
8" Screws	12 per	2	\$15.20	\$30.40	Amazon
6" Screws	12 per	4	\$14.38	\$57.52	Amazon
3.5" Screws	75 per	1	\$11.51	\$11.51	Amazon
Hurricane Ties	Galvanized, 100 per	1	\$41.29	\$41.29	Home Depot
Angle Tie	Galvanized, 90 degree angle tie	4	\$5.34	\$21.36	Home Depot
Concrete	60lb concrete	8	\$3.35	\$26.80	Lowes
Total cost of materials					\$1,514.86

*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.

Plastic tarp	9' x 12', 2ml thick	2	4.00	8.00	ABC Hardware purchase
Item	Description	Quantity	Unit Cost	Total Cost	Source
Stakes	Stakes used for lining up of the structure	1	\$30.51	\$30.51	Home Depot
Safety Glasses	For those cutting wood	10	\$0.00	\$0.00	Home
Gloves	For literally everything	10	\$0.00	\$0.00	Home
Garbage Bags	For trash	1	\$10.00	\$10.00	Home Depot
Board	To display information	1	\$0.00	\$0.00	Robotics
Meals	Meals are an integral part of projects	4	\$60.00	\$240.00	Aldis and GFS
Caution Tape	Tape used to protect work site	1	\$11.98	\$11.98	Lowes
String	Used to line up structure	1	\$8.97	\$8.97	Home Depot
Total cost of supplies				\$301.46	

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?
Circular Power Saw	2	\$0.00	\$0.00	Family	18+
Shovels	10	\$0.00	\$0.00	Family, friends	Anyone
Post hole diggers	10	\$0.00	\$0.00	Family, friends	14+
Impact drill	4	\$0.00	\$0.00	Family, friends	14+
Hand saws	5	\$0.00	\$0.00	Family, friends	Anyone
Pencils	10	\$0.00	\$0.00	Family, friends	Anyone
Auger	1	\$0.00	\$0.00	Family	18+
Total cost of tools				\$0.00	

* 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
Patrol Box	Used for Meals	1	\$0.00	\$0.00	Garage
Water Cooler	Used for Water refills	2	\$0.00	\$0.00	Garage
Table	Used for Meals	1	\$0.00	\$0.00	Garage
Grill	Used for Meals	1	\$0.00	\$0.00	Garage
Total cost of other needs				\$0.00	

Expenses**Revenue**

Item	Projected Cost	Total to be raised: \$ 2,000.00
		Contribution from beneficiary: \$ 1,000.00
Total materials (from above)	\$1,514.86	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)	\$301.46	In order to raise money for the project, there will be two steps executed. I will send out fundraising letters to family, friends, and community members asking for donations of approximately 25-50 dollars. I will also speak before the challenger PTO to request a donation of approximately 1,000 dollars.
Total tools (from above)	\$0.00	
Total other (from above)	\$0.00	
Total cost	\$1,816.32	

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
Clear Pebbles	-	Youth and Adult	Everyone	Everyone
Dig Holes	Shoveling	Youth and Adult	Everyone	Everyone
Meals	Cooking	Youth	3	3
Set up posts	Measuring and leveling	Youth and Adult	5	3
Backfilling holes/Concrete	Shoveling	Youth	Everyone	Everyone
Leveling of 6x6x12	Leveling	Youth and Adult	4	4
Sawing of 6x6x12	Sawing	Adult	1	1
Marking of 2x6x16	Marking, Measuring	Youth	2	2
Sawing of 2x6x16	Sawing	Adult	1	1
Marking of Angle Brackets	Measuring, Marking	Youth	2	2
Cutting of Angle Brackets	Sawing	Adult	1	1
Placing Angle Brackets	Lifting, and screwing	Youth	2	2
Marking 2x6x16	Marking, Measuring	Adult	2	2
Cutting 2x6x16	Sawing	Adult	1	1
Mounting rafters	Using an impact	Youth and adult	4	4
Mounting 2x4x8	Using an impact	Adult	4	4
Mounting Sheet metal roofing	Using an impact	Adult	4	4
Mounting ridge cap	Using an impact	Adult	2	2
Put pebbles back	Shoveling	Youth and adult	Everyone	Everyone
Chisel 2x6x16	Chiseling	Youth	2	2
Marking 2x6x12 v1	Marking, measuring	Youth	5	5
Cutting 2x6x12 v1	Hand Sawing	Youth	5	5
Marking 2x6x12 v2	Marking, measuring	Youth and adult	3	3
Cutting 2x6x12 v2	Sawing	Adult	1	1
Moving Lumber	Lifting	Youth	Everyone	Everyone
Lifting Lumber	Lifting	Adult	3	3
Nail 2x6x16 Together	Using Nail Gun	Adult	3	3

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

Split them up into whichever group they will be working with during the build. Each group will have a leader that will discuss and show what exactly they will be doing. This will be done at the beginning of each build.

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?

Announcement at troop meetings will be start, but emails will be sent out regularly to workers and their families.

Logistics

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

The workers will be transported by their parents to the job site which is located at Challenger Elementary School

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

A flatbed truck and trailer will be used to transport wood from Lowe's to the project site. A 12' trailer will be needed when transporting metal roofing from Menard's in Lansing. All other supplies and tools will be moved by my family vehicles.

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?

Tools will be quickly inspected before use, and larger items will be used trusting the owners comments about them. Clearance and barriers between users will be taken into account while making build plans. Tools will be stored inside of the elementary school along with all other tools, materials, and supplies.

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

Only 3.5-4 hours a day

How will the workers be fed?

There will be a grill set up where a select group of scouts will prepare a meal as if on a real campout.

Where will restrooms be located?

Restrooms and other facilities will be located inside of Challenger Elementary. Mr Cherry will unlock the doors for us before the build and will lock the doors after the build. My mom will be given a key to the building when Mr. Cherry is not available that way we are still able to access the building.

Safety

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

A first aid kit will be kept outside next to the water jugs during the build and will be stored inside of Challenger when not needed.

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

No hazardous materials or chemicals will be used.

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?
Heavy wood	Only capable scouts will transport wood to minimize dropping/falling of wood
Shovels hitting other people	Space scouts out when digging and clearing
Lumber/Tools falling	No one will work underneath wood when it is being worked on or moved
People falling	When at heights one person will hold the ladder while the other is on top

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

A quick briefing before each task will suffice. A board will also be set up with the guidelines for heights and tools so if people have questions they can refer to that. In addition I will work with some of the adults and older students to monitor the actions of the group to ensure proper safety procedures are being followed.

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

Those that are using saws or cutting equipment will need safety glasses. For those handling lumber, they will be advised to wear gloves to minimize slivers and scrapes.

When will you hold a safety briefing? Beginning of each build Who will conduct it? Me if minor, safety advisor if major.

Who will be your first-aid specialist? Will change day to day based on who is there. Mr. Beyrle, Mr. Jack, Mr. MacDonald, etc.

How may emergency vehicles access the site? They can drive from the main lot into an access road.

Contingency Plans

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

Large amounts of rain will cause the project to be held off by a day or two. In addition a lack of volunteers would require the build to be postponed until they are available. Should something minor like this delay by a day or two I can simply shift the build schedule back. However, should something major occur that requires the cancellation of the project, I will have to re-negotiate with the beneficiary for a time that I can complete the project.

Comments From Your Project Coach About Your Project Plan

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

Should have concrete in each of the poles - A single bag per pole should do.

6x6x16 lumber is way too heavy to lift up 8 feet off of the ground. Reduce the size to 2x6x16 planks and assemble up in the air.

You should have a designated safety person at the site who is trained in CPR.

Placing a designated photographer makes a difference to see the progress made. Will need the photos later on.

Procedures and Limitations on Eagle Scout Service Project Fundraising

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 Matthew Roberts

Eagle Scout Service Project Name Challenger Pavilion

Project start date 06/11/19 **Project completion date** 06/18/19

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? 06/11/19

When was it finished? 06/18/19

Project Description

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

The project was a 16x16ft pavilion located in the south-eastern portion of the Challenger Elementary playground. Before the project was completed, a lack of shade dominated the area. Not a single structure throughout the property provided a meaningful amount of shade. The heat from the sun during warm days was brutal; those of us who built the structure really got a feel for how hot it became as the sun beat down upon us incessantly. This pavilion was built in the hopes that children, teachers, and families would be able to relax, cool down, and get away from the sun. This will hopefully extend the length that children can have fun out in the playground, and reduce the impact of the sun on teacher's and parent's patience. Parents are not able to sit down in the shade with a full view of the playground so that they can keep a watchful eye on their kids. Not only that, but there are hopes that in the near future it could serve as a central meeting location for school activities and clubs. There are several school wide activities during the year such as field day. By building this pavilion the school now has a location where they can base the activity.

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

After I got the all clear from council, I immediately prepared a more finalized list of materials needed for the project. I then started fundraising, two ways going about it. The first that I got started on was a set of dozens of letters that were typed, and sent out in the mail asking for donations for the project. They included a formal business letter along with renderings of the project and the list of the more finalized materials. This was all done in hopes that those that received the letters could point out where their money was going and why it was important. The second way I raised money was speaking before the challenger PTO to request approximately \$1,000. An exchange of formal emails were sent back and forth with the president of the PTO finalizing dates and information about the meeting. I attended a meeting on a Thursday, spoke about my project and what I was looking for, and was met with a few questions from the board verifying that I knew what I was doing. Both fundraising strategies were a success as in the end I raised over \$2,300, far more than what was needed.

During this time I also worked on an actual finalized list of materials, scouring the Internet and stores to find the cheapest materials. My goal was cut costs as much as possible while still making sure the materials purchased were high quality. At one point I found very cheap lumber from Menard's, cheaper than what I had seen anywhere else, so I wrote all of the prices down. One week later I realized it was kind of suspicious that the lumber was so cheap, so I looked into how the wood was treated. It turns out the wood was treated with some sort of arsenic solution, one that was banned by the EPA in 2003 for public structures due to safety concerns. As a result I had to spend more time looking for wood that I could actually use.

In addition to materials, I had to figure out logistical challenges. One of the issues I had was the inability to transport the large timber from Lowes. I had to contact several people with large trucks to help carry the wood. The same goes for the metal roofing. There was no way I could fit the large 12' panels in the back of our van. I had to contact a family member with a trailer to help transport it.

I also ensured that 811 was called by the beneficiary to guarantee that there were no lines or obstacles underneath the playground that would interfere with the dig.

Observations

What went well?

Days that had a lot to do with very little skill went well. I could place almost all scouts that weren't doing something on a job and have them actually helping rather than just standing around. Meals also went well. If I felt I had too many people for a job I would take some of them off and put them on cooking and cleaning dinner. Being scouts, they were able to cook the food I also did that during build days that didn't need that many people, that was almost all scouts were always working on something productive.

What was challenging?

It was challenging to estimate how many people were going to show up and decide how to allocate labor. I have memories of Eagle Projects where most kids just sat around for most of the build doing nothing while just a few adults did most of the work. I made it a goal to prevent this for my Eagle Project, but it was difficult to find a job for everyone, especially when some of the work needed certain skills that only the adults had. This was especially true during the second build day. There were only so many jobs that could be done such as digging holes. It was also the case during the last day of build when we were installing the roof. The younger scouts were unable to do anything up at the necessary heights due to BSA regulation, so the whole day was pretty much adults up in the air working, and scouts playing on the playground.

The lack of knowledge as to who would show up also made food estimates difficult. My goal was to purchase as little food as possible to keep costs down, but under purchasing would have been disastrous, so I took a small hit when purchasing food to make sure I had more than needed just in case. As a result, at the end of each meal we were always left with extra that didn't need to have been purchased.

The final difficult part for this entire project was estimating how long each task would take. It was incredibly difficult for me to estimate how long the project would take due to my inexperience with building pavilions. In the end my overall project length estimate was about correct, however the individual task estimates were way off. There were certain tasks that took way longer than what I thought it would take (placing 2x4x8's at the top) and tasks that went way faster than what I had estimated (digging the holes and putting the rafters up).

Changes

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

Originally the project had called for massive 6x6x16 beams to be hoisted into the air. Experienced adults reviewed this plan and decided that these timbers would be unable to be lifted up given our workforce and tools. As a result it was suggested to me that I change the 6x6x16 beams to 3 2x6x16 planks that would be nailed together. I decided this made sense and went with it. I had also originally thought that I could simply precut all of the wood in the beginning and just place it whenever it was needed. However I was informed that when building structures it is never perfect and wood also tends to bend around. I had seen this before, thinking back to another Eagle Scout Project where everything was precut, and nothing fit together correctly. As a result I changed the plans so that wood was measured and cut according to the structure as it was built. Additionally, I wanted to transport wood using trucks, the only technique I could think of. However my eagle mentor pointed out that I could just use his pontoon trailer, which made the movement of wood from Lowes to the build site one trip. During the build I was hoping to simply place the 6x6 lumber into the holes and make sure it was straight up and down and call it good. I was notified this was not going to work, and was offered an alternative, which was to place them in and then screw some of our 2x4's into it to screw into the other posts to make sure they were all straight with each other. I went with this. In addition, to mark out the tops of the 6x6 posts I had originally planned to just use string and a level and wrap the string around the entire outside of the structure. I was told this was excessive and offered the alternative of using water and tubing. I went with this option. When planning I had anticipated only two people place and screw the angle brackets in. Turns out they were super heavy and I had to have three people holding it and one person screwing, which sucked up some of my labor.

Leadership

In what ways did you demonstrate leadership?

Before the project even began I was demonstrating leadership. Stepping outside of my comfort zone, I set up meetings with council representatives as well as with the project beneficiary to talk. In these meetings I made sure that I was knowledgeable about what my limitations were and how I expected to accomplish many tasks. I also had to coordinate the delivery of resources to the build site. I had to order lumber and roofing an adequate amount of time before the build so they would be available for pickup when needed. I then had to arrange the transportation of the these materials, reaching out to family and friends who had the tools to be able to move the lumber and sheet metal. I had to navigate their schedule, my schedule, and the build schedule to ensure parts were brought to the build site in a timely manner.

During the build week, leadership was on display from start to end. Before each build, I would review the previous day and assess what needed to be completed to stay on track. I would then map out what the tasks were for that day and what was needed labor, tool, and material wise. An email would be sent out as soon as possible notifying the volunteers what to bring, and a list of food and materials forgotten in planning would be made and purchased. When the build started I assessed the skill level of my labor and then split them up to work on the tasks I had planned earlier in the day. For example, on day one I assigned everyone the job to dig holes and split the group, giving 14+ aged scouts post hole diggers. 14- aged were given shovels. On day two I split the team so that some of my stronger scouts would move lumber around, my older scouts would re-dig holes, and my younger scouts would assist the older scouts with tape measures making sure the holes were deep enough. As the build progressed and tasked were slowly completed I had to shift around the labor to meet the needs of the next task. For example on day two after the scouts had completed moving the lumber around, I replaced my younger scouts helping measure holes with the older scouts and placed the younger scouts on cooking dinner. The young scouts or the "dinner crew" was accompanied by an older scout that I could entrust to manage them and the food. This transfer of labor allowed for everyone to pitch in and have something useful to do, making the build more efficient.

During the build there were also some specific times when I utilized my leadership to solve an unexpected problem that arose. On the second day we arrived at the build site to see one of our holes filled with water. Immediately we suspected a break in some sort of water line somehow, even though 811 had cleared the area. I briefly met with some of the adults to see our options, and formed a quick plan. I had the scouts empty the hole of water using buckets and then had them carefully dig deeper to see if there was anything. We determined that this was simply a result of low elevation and high water levels in the area. That same day I had some scouts double check distances between holes to make sure we were correct. It came to my attention that the holes were off. This would be a set back. I once again met with some experienced adults to give me my options. It was also revealed that the next day would likely rain heavily, so we needed to complete the holes fast so we could get the 6x6 posts in the ground that way we wouldn't have to re-dig after the rain. This meant it was all hands on deck. I had all older scouts working on shifting the holes to their correct position, while the adults worked on placing the posts into the holes that were complete.

After the build week I had to continue the leadership. All of the receipts were compiled and excess money was given back to the PTO. I also instructed some of my family members to return all of the cooking equipment and tools that were borrowed from the troop to be put away.

What was most difficult about being the leader?

The most difficult part about being the leader was attempting to try and organize a group of people all with different skill sets. As previously discussed, it was easy on days where I was able to just assign everyone to a non skilled job, like digging holes, or screwing in screws. However it was difficult when I needed to align several tasks that each had their own time line and skill set needed.

In addition it was incredibly difficult to keep my hands off of the project. My job was to supervise, organize, and keep the project moving. However at several points I wanted to get my hands dirty whether it was digging holes or marking the wood for cutting.

What was most rewarding about being the leader?

I can't micro-manage people all of the time, so first and foremost, it really meant a lot that what I instructed the scouts to do was completed by them and done well. However there was more. The scouts would take what I said and tweak how they executed the task to make it more efficient and flow better. For example I had ordered a large group of scouts the second day to re-dig roughly 8 holes. The scouts worked for a little bit and realized that there was not enough post hole diggers for each hole to have their own. To compensate they created a system that allowed each hole to have it for a certain task or amount of time then would pass it along, all without my direction. These kinds of actions I felt were most rewarding.

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

Most of the skills that I learned revolved mainly around trying to work around the large skill gap that existed between the adults and the kids. Its one thing to be able to just tell people to do something. However its another to organize and divide labor up so that people with different skill sets are all able to contribute to the pavilion working alongside each other to complete the build as fast and efficiently as possible. I learned doing this is incredibly difficult. I was inexperienced with this project, so time estimates for individual tasks were off, and so lining up tasks for each day became difficult. At some points there was nothing for the scouts to do, however the adults were swamped with work to do. I learned this is sometimes inevitable. As best as you try and organize labor and make it as efficient as possible, there will be times where you've incorrectly assessed skill and time, and as a result the project will slow.

I also learned more about time lines throughout the build project. I learned more about how to ensure that parts showed up to the project site on time to allow the project to keep moving forward.

Materials, Supplies, Tools, Other

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

There was a shortage of tools on occasion. On the second day of the build, we needed to relocate holes due to incorrect measurements at the beginning. However we did not think we would need to re-dig the holes so no one was informed to bring post hole diggers. This lack of post hole diggers slowed down our work and backed up the schedule as well as increased the amount of scouts that weren't doing anything.

On the last day there was a shortage of 12' ladders. This meant that we couldn't parallel certain tasks that were high up in the air. As a result, only one task in the air could be done at a time, slowing down the build, and once again leaving a lot of scouts on the ground staring up having nothing to do.

There was not a shortage of materials.

There was not a shortage of food/supplies.

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.

	Number of Workers	Total Hours Worked
The Eagle Scout candidate	1	72.00
Registered BSA youth members	17	169.00
Other youth (brothers, sisters, friends, etc., who are not BSA members)	1	3.50
Registered BSA adult Scouting volunteers and leaders	8	64.00
Other adults (parents, grandparents, etc., who are not BSA members)	1	12.00
Grand Total of Hours (Enter here and on your Eagle Scout Rank Application.)	28	320.50

*** 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.

We obtained exactly \$1000 from the PTO of Challenger Elementary. Another \$1275 was donated from family and friends through check in mail. Materials and supplies were purchased from local businesses, primarily Lowe's, Menard's, Home Depot. However some were purchased online at Amazon. Food was purchased from Aldis. Some food was donated from family. All purchasing decisions were a balance between cheap, and quality. I could have purchased the cheapest food possible, however I wanted to make sure scouts liked the food, and actually ate so they could work with a full stomach. When purchasing the lumber, I had the ability to purchase untreated wood for half of the cost. However, knowing that untreated wood only lasts a little while, I purchased treated wood. This doubled the cost of wood, but it ensured the structure would last for decades to come.

How much was collected? \$2,275.00

How much was spent? \$1,829.10

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?

The PTO of Challenger accepted \$445.90 back in the form of a check to be put into their playground fund for future projects. This playground fund was from where the original \$1000 donated to me was sourced.

How were the donors thanked?

Thank you cards that were filled with a handwritten note as well as several pictures to show that their contribution went a long way. The PTO was thanked with

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.



Click above box to add an image. [Click here to add an image caption.](#)



Click above box to add an image. [Click here to add an image caption.](#)



Click above box to add an image. [Click here to add an image caption.](#)



Click above box to add an image. [Click here to add an image caption.](#)



Click above box to add an image. [Click here](#) to add an image caption.



Click above box to add an image. [Click here](#) to add an image caption.



Click above box to add an image. [Click here](#) to add an image caption.



Click above box to add an image. [Click here](#) to add an image caption.



Click above box to add an image. [Click here](#) to add an image caption.



Click above box to add an image. [Click here](#) to add an image caption.



Click above box to add an image. [Click here](#) to add an image caption.



Click above box to add an image. [Click here](#) to add an image caption.



Click above box to add an image. [Click here](#) to add an image caption.



Click above box to add an image. [Click here](#) to add an image caption.

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:



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 18th 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>.