

Mecklenburg County Council, Boy Scouts of America
EAGLE SCOUT LEADERSHIP SERVICE PROJECT
REQUIRED CHECKLIST FOR PROJECT PROPOSAL

Verified By Life Scout _____ of Troop / Post / Crew # _____

Project Title _____

Date This Checklist Was Verified: _____ / _____ / _____

(Check All That Apply And Attach To The Project Proposal Behind The Coversheet)

Project Plan

- _____ I know my project must be worthy as an Eagle Scout Project (more than just a good turn or merely providing labor).
- _____ I have described my project to the fullest extent possible and have used a title that accurately states its purpose.
- _____ More than one work-day is required to complete my project.
- _____ My plan is detailed enough to allow someone else to understand and complete the project without my help.

Defined Goals

- _____ I have included specific, identifiable, and measurable goals.
- _____ I have identified the qualified organization or person who will benefit, and, if needed, a beneficiary letter is provided.
- _____ I have confirmed that the beneficiary is neither a for-profit business or associated with the BSA.
- _____ I have identified the beneficiary representative who can verify completion.

Leadership

- _____ I have explained in the proposal under a separate topic heading "LEADERSHIP" how I plan to lead others.

Detailed Work Plan (Using a spreadsheet format is an excellent way to illustrate a Detailed Work Plan.)

- _____ I have identified my planned work-days noting that no work will start until receiving written council approval.
- _____ I have shown how the work will be organized by tasks.
- _____ I have included listings of work-day tasks, manpower needed per task, and an estimate of work-hours by task.
- _____ I have included step-by-step instructions for tasks to be accomplished each work-day.
- _____ I have identified where and how I will recruit helpers and how many will be needed.
- _____ I have identified the work location and any necessary transportation.

Detailed Equipment List

- _____ I have included a list of all tools, equipment and machines needed and have identified quantities of each item.
- _____ I have shown the source of the tools, equipment and machines identified.

Detailed Materials List

- _____ I have included a list of all materials, supplies, consumable goods needed and have identified quantities of each.
- _____ I have included samples of all teaching aids / instructions / printed information that I plan to use.

Work-Hours

- _____ I estimate that my project will require at least 100 work-hours to complete, excluding planning and fund-raising time.
- _____ I have included a realistic estimate of all work-hours of others involved in my project.

Safety

- _____ I have identified Youth Protection-trained adult supervision required for my project.
- _____ I have described the training of my workers in order to prevent accidents.
- _____ I have described the precautions and awareness to be employed.
- _____ I have identified the adult operators of power or motorized equipment noting that no youth will be involved.
- _____ I have described the availability of first aid supplies and eye/hearing protection.
- _____ I have described how emergency services can be called.
- _____ I have described how water and food will be available.
- _____ I have described how toilet and wash facilities will be available.

Detailed Construction Drawings and/or Landscape Plot Plans

- _____ I have included scaled or dimensioned drawings for all items to be constructed or landscaped.

Pictures

- _____ I have included "before" pictures to show the needs.
- _____ Pictures are not applicable for my project.

Forms Provided

- _____ I have used the proper forms in this proposal, and have used dark ink or word processing.
- _____ I have obtained the required signatures.
- _____ I have provided complete home addresses on the proposal coversheet including city, state and zip code.
- _____ I have identified and listed all inspections, permits or certificates needed, and who issues them, if applicable.

Service Provided

- _____ I have described how the beneficiary receives real value from my project, .

Financial Plan

- _____ I have included an itemized estimate of costs for my project.
- _____ I have described how I will obtain funding to cover the cost.
- _____ I have an alternative plan to fund my project.

Permanence

- _____ I have described how my project will be a continuing benefit or service into the future, and how it will be maintained.