



Eagle Scout Service Project Plan



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Alexander Paul Gestwicki

Eagle Scout Service Project Name Altar Server Coordination Project

Planned start date

Planned completion date

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 project 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 the 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 project?

None that I remember

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?

It will be roughly the same as in the proposal.

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

I foresee no significant changes.

Present Condition or Situation *Include "before" photographs to show the board of review as attachments.*

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

I think there are many servers that do not care enough about what they're doing.

I don't quite know how to go about finding and training the adult mentors.

I need floor plans of each church.

I don't know how to create the manual---LaTeX is probably the right tool for the job, but I think using it would make the document inaccessible to everyone else. I should probably just use a Google Drive document or something similar.

Project Phases

You may have more than ten phases, or fewer, as needed.

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. If you have more than 10 phases, attach a separate page with your continued phase list.

1	Find and talk to experienced servers from each parish
2	Using their feedback, start work on the manual
3	Search for adult volunteers
4	Have volunteers approved and instructed
5	Complete manual and volunteer instruction
6	Schedule, plan, and promote training days
7	Execute training days - probably 2/parish over 3 weekends
8	
9	
10	

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.

1. Find and talk to experienced servers from each parish. Write down their feedback.
2. Find floor plans of the churches, take pictures, create diagrams
3. Using the altar server's feedback, the current server manual, the server guide from the Knights of the Holy Temple handbook, and the pictures and diagrams, compile the manual.
4. Find adult volunteers and get them approved.
5. Instruct adult volunteers.
6. Schedule, plan, and promote training days. I'm imagining having two training days per parish after Mass on Sundays, doing two a weekend (at two different parishes) for three weeks.
7. Follow through with the training day plans.
8. Fill out and file project report.

Attachments

If you are unable to attach items within this workbook, 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

Permits and Permissions

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

The adult mentors will need to be Safe & Sacred certified---I don't know how long that takes to obtain.

* 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
Total cost of materials:					

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', 2mil think	2	4.00	8.00	ABC Hardware
Item	Description	Quantity	Unit Cost	Total Cost	Source
Snack food	cookies, chips and salsa, etc.	for 120 people			Donations
	^^^Need allergen info at least^^^				
Total cost of supplies:					

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	0.00	0.00	Mr. Smith	Mr. Smith
Tool	Quantity	Unit Cost	Total Cost	Source	Who will operate/use?
Measuring tape	1	0.00	0.00	Anywhere	Anyone
Computer	1	0.00	0.00	Alex	Alex
Camera	1	0.00	0.00	Anywhere	maybe Mr. Nunyez?
Masking tape	2	0.00	0.00	Anywhere	Anyone
Total cost of tools:					

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	0.01	20.00	ABC Hardware
Item	Description	Quantity	Unit Cost	Total Cost	Source
Printing	Hard copies of the manual, 1/parish minimum	3	~20	60	
Total cost of other needs:					

Expenses

Item	Projected Cost
Total materials (from above)	
Total supplies (from above)	
Total tools (from above)	
Total other (from above)	
Total cost	

Revenue

Total to be raised: \$

Contribution from beneficiary: \$

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.

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
Take pictures	Photography	Either	1	
Adult mentors	Virtue	Adult	6	
Diagram creation	Basic digital drawing skills	Either	1	

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

Verbal instruction and demonstration, like with the EDGE method

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?

Communicate beforehand; training days should be announced at least two weeks prior to the event

Logistics

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

All locations are easily accessible by car, so they can probably just drive.

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

The only thing that really would need transportation is the food; hopefully I can get volunteers to bring snack food items to the training days.

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?

DON'T DROP THE CAMERA

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

No more than four hours a day.

How will the workers be fed?

With food, probably

Where will restrooms be located?

In the churches

Safety

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

There will be a first aid kit kept nearby, just in case.

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

No

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?
Fire	Be careful with the candles; make sure to keep oil ones upright
Tripping	Be careful

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

I plan to cover it briefly at the start of instruction

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

None

When will you hold a safety briefing? I probably won't

Who will conduct it? Whoever's available

Who will be your first-aid specialist? Alex Gestwicki

How may emergency vehicles access the site? By road

Contingency Plans

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

Nothing comes to mind that would cause postponement or cancellation of 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.