Eagle Scout Service Project Proposal

BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Alexander Paul Gestwicki

Please give a name to your project Altar Server Coordination Project

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.

Contact Information

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

Eagle Scout Candidate

Name: Alexander Paul Gestwicki	Birth date: 2/13/2007
Email Address: alex.gestwicki@gmail.com	BSA PID number: 134703055
Address: 2704 W. Brook Drive	City: Muncie / State: IN / Zip: 47304
Preferred telephone(s): (765) 254-1761	Life Board of Review date: 12/6/21

Current Unit Information

Check One: ⦿Troop ○Crew ○Ship	Unit Number: 22
Name of District: White River	Name of Council: Crossroads of America

Unit Leader Check One: ⦿ Scoutmaster ○ Crew Advisor ○ Skipper

Name: Josh Sprague	Preferred telephone(s): (765) 717-5882
Address: 2600 W Palisades Pkwy	City: Muncie / State: IN / Zip: 47304
Email Address: joshsp2@hotmail.com	

Unit Committee Chair

Name: Joseph Oliver III	Preferred telephone(s): (765) 760-1895
Address: 1500 W Buckingham Dr	City: Muncie / State: IN / Zip: 47304
Email Address: jwoliver3@comcast.net	

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

Name: Mary Louise Buck	Preferred telephone(s): (765) 212-9000
Address: 4707 W Cardinal Dr	City: Muncie / State: IN / Zip: 47304
Email Address: marylouisebuck@comcast.net	

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

Name: Muncie Catholic Pastorate	Preferred telephone(s): (765) 288-5308
Address: 100 N Celia Ave	City: Muncie / State: IN / Zip: 47304
Email Address:	

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

Name: Father Eric Underwood	Preferred telephone(s): (765) 288-5878
Address: 2300 W Jackson St	City: Muncie / State: IN / Zip: 47304
Email Address: fr.eunderwood@dol-in.org	

Your Council Service Center

Contact Name: Golden-Burke Scout Center	Preferred telephone(s): (317) 813-7125
Address: 7125 Fall Creek Rd N	City: Indianapolis / State: IN / Zip: 46256
Email Address:	

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

Name: Steve Burkett	Preferred telephone(s): (765) 744-2340
Address: 11411 W State Rd 32	City: Yorktown / State: IN / Zip: 47396
Email Address: stevenburkett1@sbcglobal.net	

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

Name:	Preferred telephone(s):
Address:	City: / State / Zip:
Email Address:	

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Project Description and Benefit

Briefly describe your project

The project benificiary is Muncie Catholic Pastorate. The pastorate is made up of three parishes, St. Francis, St. Mary's, and St. Lawrence. Three priests serve the pastorate, rotating between the parishes. The priests are Fr. Eric Underwood, Fr. Christian DeCarlo, and Fr. Andrew Thornton. Fr. Underwood is the pastor.

At each Mass, several altar servers help the priest to set up the altar. There are usually three of these servers at each Sunday Mass. The current altar server training program is not coordinated across the parishes, so people who usually attend one parish have a hard time serving at any other. There is a server manual for each parish, but they need to be updated, improved, and promoted to the altar-serving community.

My project aims to set up a system that will provide guidance and leadership to the altar servers of Muncie Catholic Pastorate. There are three components to my plan: first, I will, with the help of experienced servers from each parish, create a manual that details what exactly the altar servers need to do at each parish. Second, I will recruit adult parishoners and instruct them on providing support for the altar servers. Third, I will plan and execute a series of three training days for the altar servers, one at each parish, acquainting them with the revised altar server organization system. The adult volunteers would help organize and execute the training days. All of these steps will require me to lead or work with groups of community members, a task I have been prepared for through my Scouting leadership roles.

As part of the project, and to help support altar servers serving at parishes other than their own, I will take an inventory of the albs and cassocks (garments for the servers) at each parish.

Include images on an additional document.

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

Currently, there is no framework set up to support and organize the altar servers. This causes problems when servers are unsure of what to do, servers have conflicting opininons of the correct procedures, or when servers are asked to serve at churches other than their own. I will create and lead a team of adult volunteers to provide the necessary organization, advice, and support. As part of this effort, I will also compile a server manual for all three parishes, which will be the standard to which the altar servers can align. In order to make these changes effective, I will also plan and organize a series of training days for the altar servers, with at least one at each parish.

The current altar server manual has a lot of important informaton, but is not clear on where the servers need to stand at any given time. Also, the current document is not easily modified. My project will address both of these concerns by providing choreography for the Mass, as well as setting up a document that can be easily accessed and modified by the parish authorities as priests, preferences, and policies change.

When do you plan to begin carrying out your project?   April

When do you think your project will be completed?   August

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Giving Leadership

Approximately how many people will be needed to help on your project? `12`

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

The adult volunteers will be parishoners recruited by me and approved by the priests.

I plan to ask experienced servers from the three parishes to help me with the project.

6 adult volunteers (2/parish)
6 experienced servers (2/parish)
All the other servers, for the training days

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

Getting all the servers to change their behavior. Even if I tell them to do things a different way, I don't expect many of them to agree or follow my directions. I hope that the standardized document and adult volunteers will help with this.

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, use basic dimensions such as 2x4 or 4x4.

N/A

Supplies

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

What types 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.

Snack-type food for training days
Masking tape for marking the floor

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.

Measuring tapes
Computer
Camera

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?

Manual printing and binding

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?

Any adult volunteers will probably need to have completed the Safe and Sacred training before working with the altar servers.

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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 materials, 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 your estimated expenses below
(include sales tax if applicable)

Materials:	
Supplies:	$30
Tools:	
Other:	$30
Total Costs:	$60

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.

The pastorate has a budget for this.

I will get volunteers to contribute cookies etc. for training day snacks. If I can't get volunteers, I'll just go buy some snacks.

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

1	Identify and recruit experienced servers from each of the three parishes
2	Begin work on the server manual and search for adult volunteers
3	Finish the server manual, have volunteers approved by Fr. Underwood
4	Train adult volunteers
5	Schedule, plan, and promote training days
6	Execute training days
7	
8	
9	
10	

Logistics

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

I will schedule events and/or meetings. I should be able to put advertisements in the bulletin or have the priests announce the dates for training days as part of the usual after-Mass announcements.

Figuring out who has modification privileges for the manual, organizing volunteer groups, finding dates for the server training days that do not conflict with other pastorate activites, and compensating for servers who are unable to make it to the training days are all logistical hurdles that will have to be overcome.

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Safety Issues

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

Describe the hazards and safety concerns of which you and your helpers should be aware.
Read the "Age Guidelines for Tool Usage" at Scouting.org

There will be candles with open flames and people wearing long robes (tripping hazard)

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."

Get floor plans of the churches
Talk to other severs about issues they want to be addressed
Inventory albs and cassocks

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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 4. 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 chose as beneficiary.

Signed	Date

* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project 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 them.	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 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	Signed	Date
Name (Printed)		Name (Printed)	

Beneficiary Approval*	**Council or District Approval**
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) to which we have agreed. 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. ***Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."*** **Yes** _____ **No** _____	I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.

Signed	Date	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.