

# Troop 172 Eagle Service Project – Read This First!

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## Introduction

This “read first” page is designed to give you a quick overview of what’s ahead.

The official Eagle Service Project Workbook is **a new and improved PDF document** that allows easy text entry and editing and an “upload photos” capability that when clicked opens a window to find photos on your hard drive.

It is recommended that you save the Eagle Service Project Workbook to your computer and rename it to, “Your Name Eagle Service Project.” As you work on the document, SAVE frequently. And, it’s always a good idea to make a backup copy because you never know.

Before completing any of the forms, read with your parent or guardian the **Message to Scouts and Parents or Guardians**. Next, to determine if your project idea is appropriate for an Eagle Service Project, read **Eagle Scout Requirement 5**. The message in this document will help you successfully present your proposal and quickly move it through the approval process. *As you read the documents you may want to take notes on any items that require your immediate action.* This can help get the project up and running quickly.

**IMPORTANT!** If your project requires fundraising or donations from your community, such as local business, etc., **you must read, fill out and submit the Eagle Scout Service Project Fundraising application with your project proposal.** You must submit the fundraising application to your council service center at least two weeks before fundraising activities begin. Please read “The Fundraising Application” below.

## Preparing the Project Proposal

Your proposal must be completed first. It is an overview, but also the beginnings of planning. A well thought out and written Project Proposal makes working on and completing the Project Final Plan much easier. In many cases you should be able to cut and paste from your Proposal to the Final Plan. The Project Proposal shows your troop leader, troop committee, and council or district that the following tests can be met. For your proposal to be approved, it must show the following:

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 your community, a school, or a religious institution.
2. ***It appears to be feasible.*** You must show the project is realistic for you to complete.
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 does get 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 has enough details to be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

Your proposal need only be detailed enough to show a reviewer that you can meet the tests above. If you find your proposal becoming lengthy and complicated, your project might be

more complex than necessary.

If your project does *not* require materials or supplies, etc., simply mark those spaces “not applicable.” Remember, do not begin any work or raise any money or obtain any materials until your project proposal has been approved.

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.

### **The Final Plan**

Complete the Eagle Scout Service Project Final Plan after your proposal has been approved. The Final Plan is a tool for your use—*no one approves it*—but it’s the document you’ll bring to your Eagle Board of Review. An impressive-looking Eagle Project is well organized and clearly shows that you have planned and developed your project as required. For this reason you are ***strongly encouraged*** to share the final plan with a project coach. This might be the council or district person who approved your proposal, or perhaps someone who has agreed to work with you. A coach can help you avoid many problems associated with service projects, and thus improve your chance of passing the Eagle board of review. If materials, etc., were *not* needed, mark those spaces “not applicable.”

### **The Fundraising Application**

If your fundraising effort involves contributions from ***only***: 1) the beneficiary or you, 2) your parents or relatives, 3) your troop or its chartered organization, 4) or parents or members in your troop, then submitting the fundraising application is not necessary. If you will be obtaining money or materials from any other sources, you must submit a completed application to the local council service center.

### **The Project Report**

In the Project Report you should discuss the problems and obstacles you had to overcome, it should be a, “Here Are My Lessons Learned” report.

Complete this portion after the project has been finished. Note the space for you to sign (confirming that you led and completed the project), and also the signature lines for the beneficiary and your troop leader’s approval that your project met *Eagle Scout requirement 5*. As with the proposal and final plan, if materials, etc., were *not* required, mark those spaces “not applicable.”