

## EAGLE SCOUT PROJECT PLANNING

**Boy Scouts of America**

**Alamo Area Council**

AFTER YOU HAVE REVIEWED the Eagle Application Kit provided by our council, it is suggested that you use the following procedures:

1. Present two or three service project ideas to your Unit Leader for discussion. Routine labor, a job or service normally rendered, should not be considered. Remember, your project must show **leadership**, must be of **real value** to the organization, and must be for the **public** good. It should benefit a school, church, community organization, a welfare organization, or the like. It may not benefit your troop, the council, or the Boy Scouts of America. It also cannot be a fund raiser except to raise money for Eagle project materials and supplies.
2. After you have decided upon an idea with your Unit Leader's advice, you should write up your **concept** stating what you want to do, where, how, and who will help you. This concept must be written up using the Eagle Scout Leadership Service Project Workbook, #18-927D and presented to your Unit Leader for review.
3. Present your concept to the representative of the organization for whom you wish to do the project and note the representative's name, title, date, and phone number. If the representative needs more time to consider your concept, leave them a copy and arrange to follow up with them at a later date.
4. After your Unit Leader and benefiting organization representative have approved your concept, prepare a **detailed** report by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out the project. Describe any safety hazards you might face, and explain how you will insure the safety of those carrying out the project. You may wish to include photographs of the area before you begin your project.
5. Present your detailed report to the following individuals for their signature and date: The representative of the benefiting organization, your Unit Leader, and Unit Committee member
6. Contact your District Eagle Board Chair and set up an interview to have your project plan reviewed. Your Unit Leader can provide the name and phone number of this person. Try to bring your Unit Leader or other adult with you when you come for your project approval review.
7. Once your project has been approved and your Project Workbook signed and dated by the District Eagle Board you may begin work.
8. Be sure to keep a journal to account for all of the time you spent on your project planning. Include phone calls, interviews, discussions, taking photographs, as well as writing up of reports. Continue to use this journal as you begin working on your project.

Always remember that a good project requires a good plan. If you know what to do and how to do it in advance, you will minimize problems and arrive at a successful conclusion to a project in which you can take great pride.