

Eagle Project Guidelines
Suggestions on how to plan and write an Eagle Project.

IMPORTANT!!! – Do NOT begin the actual project until you have received written approval from the District Advancement Chairman.

Start by obtaining and reading a current copy of the *Eagle Scout Leadership Service Project Workbook*. The most current version is dated 2009 and may be obtained online at www.nesa.org.
Note: Both typed and handwritten Project Workbooks are accepted.

Workbook Title Page:

- 1) The first actual page of the workbook is for recording your name, address and phone number; your unit, district and council; and your Scoutmaster's and Advancement Chair's name, addresses and phone numbers. Fill in ALL requested information – do NOT leave any lines blank.

Planning the Project:

- 1) On a blank piece of paper, list all your ideas for the project. Anticipate and write down every little detail you can. Then put it aside and leave it for a day.
- 2) Next, take the first list and develop a chronological outline. You should find yourself adding things you forgot earlier. Make sure related items are grouped together. Then put it aside and leave it for a day. Note: if you try to do too much too soon, you may overlook something. The breaks give you fresh opportunities to think of additional details.
- 3) Finally, write a description of the project in complete sentences and paragraphs.
- 4) Part 1 of the write-up is a description of what you plan to do. It can be short, but it **MUST** be stated in a way that measures exactly what you are going to do so that it is clear when the project is complete. Example: Don't say, "I'll fix school chairs." Say, "I'll repair 60 school chairs by sanding them, ..."
- 5) In Part 2 of your description, state what group(s) will benefit from your project and how.
- 6) Part 3 is the toughest and demands the most attention: Describe your project plan in detail. Your project **MUST** be written so that you could give it to someone who is unfamiliar with your project, and they could carry out the project. If there is a question as to what to do or how, you did **NOT** explain well enough. (This is where you demonstrate your leadership – the purpose of the Eagle project.) Guidelines for writing your project plan are:
 - a) Describe the present condition or situation that your project will address.
 - b) Describe chronologically and in detail the steps you will take to carry out the project. Explain **WHAT** is to be done, and **HOW** you are going to do it. Do this for **EACH** step in the project. Remember to keep the verbs in the future tense – your project hasn't happened yet. Include a list of the specific materials you will need, the estimated cost, and how funds will be obtained. Also include how many project helpers you will use and a specific time schedule and date(s) for carrying out the project. You may include drawings, maps, or other visual aids.
 - c) Address important issues such as safety, first aid, food, water, supervision, tour permit, etc.
 - d) Your plan must allow you to demonstrate leadership by delegating tasks. You are to plan, organize, and make sure the work gets done, not do it all yourself.
 - e) Keep a written record of all time you spend on the project. Your record should include each date, what you did, and how long you spent.

Eagle Project Guidelines

- 7) Include “before” photos.
- 8) If the information you write for any section is longer than what can fit in the Eagle Project Workbook, just state in the workbook in that area “See attached Pages x-x,” then attach the extra pages. There is no limit to the number of pages you attach.
- 9) AVOID “fluff”! Just write what is necessary. You are NOT being graded on total words. This is NOT an English term paper. However, try to use good grammar, correct English, and correct spelling – it reflects better on you.

Approval Signatures for Project Plan:

BEFORE you begin your project, you must have your project reviewed and approved by four people. You must obtain the approval signatures of a representative of the benefiting organization, your Scoutmaster or his designee, a Unit Committee Member (whoever is designated by your unit; it is often the Committee Chairman), and a District Advancement Committee Member (usually the District Advancement Chairman). **YOU MAY NOT BEGIN YOUR PROJECT BEFORE YOU OBTAIN ALL FOUR APPROVAL SIGNATURES!**

Carrying out the Project:

- 1) Keep a detail written record as your project progresses. The record should include the dates worked, the names and time spent by you and everyone assisting. Note: You must be able to separate the hours spent planning the project versus the hours spent carrying out the project. You must also be able to separate the time you spent planning and carrying out the project from the time others spent assisting you with the project.
- 2) If you used any materials on your project, make a detailed list of all items, their cost, and how they were obtained. (bought, donated, borrowed)
- 3) Describe any changes from the original project plan and why the changes were necessary. There may be more than one change. Maybe something unplanned happened during the project, and you had to adjust. If you needed more or different materials, include that in your write-up. Include the cost and how you handled obtaining the additional/different materials if that was necessary. Do a great job here. It's one place where you can really shine demonstrating your leadership.
- 4) Include “after” photographs.

Approvals for Completed Project

Write the date you started your project and the date you completed your project.

Be sure you complete the project before your 18th birthday!

Have your Scoutmaster and the representative from the benefiting organization sign and date your completed workbook.

Congratulations!!!