

Eagle Project Checklist

This checklist shows the sequence of steps for completing your Eagle Service Project. Please read the checklist carefully and follow all of the steps in this sequence. If you have any questions or problems, please contact your Scoutmaster or Eagle Advisor.

Date Completed:

1. Come up with an idea for your Eagle project.
 - a. Consult your Scoutmaster or Eagle Advisor if you need ideas for an Eagle project, or you can check the Troop 714 website for a list of sample projects.
 - b. Make sure your proposal meets the requirements for an Eagle project. See the document "Requirements for an Eagle Project" for more specific details.
 - c. Hold preliminary discussions with the organization that will benefit.
 - d. Discuss your ideas with the Scoutmaster or Eagle Advisor.

Date Completed:

2. Start your Eagle Project Workbook. You have several options for recording your Eagle project. In all cases, make sure you have *a single place to record the original signatures* as you complete each stage.
 - a. Get a copy of the official Eagle Workbook from the Scoutfitter or your Eagle Advisor. Fill in the shorter sections in pen. For the longer sections, such as Description, write "See Attached" in the workbook. Then provide a write-up in pen or on a computer printout and attach them to the Workbook.
 - b. Print out a copy of the Eagle Workbook from the PDF form (available on the Troop 714 website). Continue as above.
 - c. Get a copy of the document in RTF format that is ready for your word processor (available on the Troop 714 website). As you complete each section, print it out using your word processor.

Date Completed:

3. Start a log of all the time you and others spend on the project.
 - a. Create a log that includes the person, date, amount of time and a short description of the activity.
 - b. Record all time you or others spend on the project.

Date Completed:

4. Complete the Project Description section of the Project Workbook.
 - a. Write a short overview of your project. It should be about 1 paragraph long, so you don't need to go into details here.
 - b. Record the name and address of the group that will benefit.
 - c. Describe how they will benefit.
 - d. Review the project description with your Scoutmaster. Get his signature in this section.
 - e. Record the name, title, phone number and the date of discussions with the representative of the benefiting organization.

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5. Complete the Project Details section of the Project Workbook. This section should be at least 2-3 pages of *detailed* planning information about your project. It should include the following sections.
 - a. Present Condition – describe the present condition of the area you are improving (if applicable). Include “before” pictures if possible.
 - b. Method – describe the steps needed to complete the work. The list should be *detailed*, step-by-step instructions of the work that is to be completed by the project team. As a rule of thumb, a good method description should include at least 10 steps.
 - c. Plans or Designs – include detailed drawings showing the plan or design for the project. For example, include a site map for a landscaping project or a schematic for a construction project.
 - d. Materials – give a complete list of all materials needed for the project, in a spreadsheet format. Include description, quantity, unit cost, total cost, and where you are obtaining the material. Estimate the total cost of materials.
 - e. Tools and Supplies – give a complete list of all tools and other supplies needed for the project in a spreadsheet format. Remember to include refreshments for your work crews. As with materials, include the description, quantity, unit cost, total cost, and where you are obtaining the tools. Estimate the total cost of tools and supplies.
 - f. Time Schedule and Helpers – create a plan for the time required and the number of helpers. The plan should not include specific dates, but the start time, number of hours, number of Scout helpers and number of adult helpers. Explain how you are dividing the work into shifts or across multiple days. Estimate the total hours required to complete the project.
 - g. Safety Hazards – describe what safety hazards you might encounter on this project and how you plan to prevent these hazards from occurring. The emphasis should be on *prevention*, not correction.
 - h. Other sections, as needed. These might include a financing plan, copies of fliers or other handouts, transportation plan, inclement weather plans, etc.

Date Completed:

6. Get preliminary sign-off on the Project Details section. Don’t count on a sign-off the first time you review the document with these people. Any of them may ask you to make changes or add details before they sign.
 - a. Review the project description with the benefiting organization. Get the group representative to sign your Project Workbook in the appropriate place.
 - b. Review the project description with your Scoutmaster. Get his signature in the appropriate place.
 - c. Review the project description with your Eagle Advisor. Get his signature also.
 - d. Make any recommended changes to your Project Workbook before continuing.

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7. Get project approval from the Circle 10 Council or Great Plains District representative.
 - a. Schedule a meeting with the District representative. Don't wait until the last minute to get this signature. These are busy men and they need time to schedule a meeting and read your project plan.
 - b. Ask the Scoutmaster to help schedule the meeting. He has the contacts and can schedule this meeting for you, usually at a regular Monday night meeting.
 - c. Meet with the District representative. In some cases, you may need to go to his house for a meeting. Be courteous and respectful of his time. Remember that he is volunteering his time to help you. Be sure to thank him for his help.
 - d. Make any requested changes to your Project Workbook. If asked, schedule a second meeting with the District Representative to show him your updates.

Date Completed:

8. Plan a specific date or dates to complete the project. Remember, *you cannot start any work on the project* itself until you have all four signatures in the Project Description section.
 - a. Don't set the project start date until *after* you have all four signatures.
 - b. Verify the date with the benefiting organization.
 - c. Plan an alternate date in case of inclement weather.

Date Completed:

9. Recruit helpers for your project. You can recruit Scouts, friends, or people from your church or school. Your parents are not recommended as helpers, since they may have a hard time letting you manage the project.
 - a. Make sure to give people plenty of advanced warning. Give everyone at least one week's notice before your planned project date.
 - b. Create a sign-up sheet so you will know who has volunteered.
 - c. Pass out fliers at a Scout meeting or make an announcement at least a week in advance. Be specific about the dates and shifts when you need volunteers.
 - d. Make sure you have sufficient adult volunteers. Recruit adult volunteers for any dangerous work, such as handling chain saws or other power tools.
 - e. Recruit additional helpers by phone if necessary.
 - f. Make sure you have enough helpers, based on your project estimate, plus a few more. Remember, everyone who volunteers may not show up.

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10. Carry out your project. You must attend all work sessions.

- a. Post a sign-in sheet so you can keep track of who works on your project and for how long.
- b. Make sure adult volunteers understand they are only there to assist. Make it clear that you are managing the project, and if anyone has a problem or question they should talk to you first.
- c. Try to spend most of your time training and managing the workers, or dealing with problems, rather than doing the work yourself.
- d. Deal with any problems or set-backs that arise during the project. You can consult with others and delegate the actual work to someone else, but you should be the one to come up with the solution.
- e. Ensure the project is completed in a satisfactory fashion.
- f. Keep track of the actual materials and supplies used in the project. Make a note of any additional materials you need to acquire after the project starts.

Date Completed:

11. Complete the Carrying out the Project section of the Project Workbook.

- a. Calculate the total hours you spent on the project, both planning and carrying out the project.
- b. Calculate the total hours others spent on the project.
- c. Compare the hours spent to your estimates at the beginning of the project.
- d. Make a record of the materials used to complete the project. Compare this to your estimates before you started the project.
- e. Take plenty of “after” pictures. You’ll want to remember this project for a long time.
- f. Write up your final report of the project. Explain how you carried out the project. Describe any lessons learned, any changes from the original plan, etc.

Date Completed:

12. Get Final Signatures.

- a. Sign your Workbook. Record the start date and end date of the project.
- b. Take the completed workbook to your Scoutmaster or Eagle Advisor and ask for their signature. They will verify that the Workbook is complete and all sections have been properly written up.
- c. Finally, take your completed project write-up to the benefiting organization. Ask them to sign your Workbook to show that the work was completed satisfactorily.