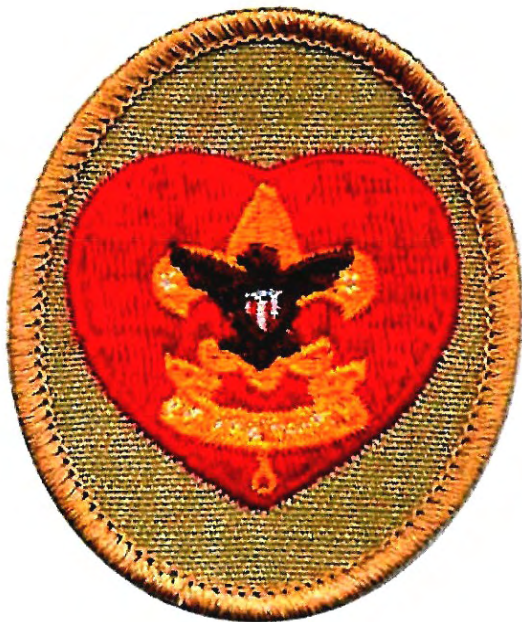


THINGS TO KNOW ABOUT
YOUR EAGLE PROJECT PROPOSAL AND APPLICATION
HOW CLOSE ARE YOU?

MONTHS ?



Years ?



CRANBERRY HARBORS GUIDELINES FOR A SUCCESSFUL EAGLE BOARD OF REVIEW

While a Life scout

- 1 Download Eagle Scout Project Workbook (Version, Form # 512-927 NEW) www.nesa.org
If you have downloaded a previous version and been approved continue to use the version you saved.
- 2 Download Eagle Scout Application (Needs to be Latest Version, Form # 512-728) www.nesa.org
- 3 Call council office ask for personal profile, make sure online advancement records agree with troop advancement records.

4 Plan your project, Fill out Proposal pages A through E. Organize your workbook neatly in a three ring binder with sheet protectors, this is your Eagle Project, take pride in it.

Present your Project for review and approval with the following:

- a. Scoutmaster
- b. Unit Committee
- c. Representative of organization benefiting from project
- d. District Advancement Committee (last)

A Full Copy of Your Proposal , with signatures is to be given to Advancement representative , at the time of your proposal. IMPORTANT

No one can sign for Council Advancement other than approved representatives.

Please check District Advancement Schedule on the District Calendar or Cranberry Harbors facebook page

SCHEDULE AN APPOINTMENT with

Mr. Murphy, chashell510@outlook.com or Mr Winters: davidwwin@comcast.net

Round Table Nights are available for proposals as well BY APPOINTMENT ONLY

- 5 Complete project. Keep complete records of all activities.
- 6 Obtain final signatures,
 - A. request letters of recommendation,
 - B. Requirement 6 Note: letter of ambition
- 7 Application must have scouts full legal name. (FIRST, MIDDLE, LAST)
- 8 Deliver project book and application to Council office **10 BUSINESS DAYS** before monthly roundtable meeting .
- 9 Council will review and certify Rank and Merit Badge dates are correct from Online Advancement file.
Errors in the dates will cause a delay in processing.
- 10 COUNCIL WILL DELIVER APPROVED BOOK AND APPLICATION TO ADVANCEMENT COMMITTEE AT ROUNDTABLE MEETING
- 11 ONLY BOOKS THAT HAVE BEEN APPROVED BY COUNCIL AND DELIVERED AT THE ROUNDTABLE MEETING WILL BE SCHEDULED FOR A BOARD OF REVIEW. **Council has 90 Days to perform a Board of Review.**

12 SCOUTMASTERS

WILL BE NOTIFIED BY THE ADVANCEMENT COMMITTEE TO SCHEDULE

A BOARD OF REVIEW

13 SCOUTMASTERS WILL

Schedules are made by District Advancement Committee, Mr Murphy, Mr Winters ONLY

NOTIFY EAGLESCOUT CANDIDATES FOR BOARD OF REVIEW

14 Scoutmaster, Eagle Candidate, and two adults come to Board of Review

15 After successful completion of board of review (Requirement 7) the Eagle scout must bring the entire workbook back to council for national record approval. ASAP CONGRATULATIONS

16 National BSA will review and record the advancement

17 Council will notify the scoutmaster and scout of final approval credentials.

18 Schedule Court of Honor



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name _____

Eagle Scout Service Project Name _____

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

First Middle Last Name & Troop #

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 one another. 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:				Birth date:		
Email address:				BSA PID number*:		
Address:	City:	State:	Zip:			
Preferred telephone(s):				Life board of review date:		

* BSA PID No., found on the BSA membership card

Current Unit Information

Check one: <input type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit Number:
Name of District:	Name of Council:

Unit Leader Check one: Scoutmaster Varsity Coach Crew Advisor Skipper

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

Unit Committee Chair

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

Unit Advancement Coordinator (If your unit has one)

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

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

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

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

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

Your Council Service Center

Contact name:	Preferred telephone(s):		
Address:	City:	State:	Zip:

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:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

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:			

Fill Out The Entire Form!

Project Description and Benefit

Briefly describe your project.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

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

When do you plan to begin carrying out your project?

When do you think your project will be completed?

Giving Leadership

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

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

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

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, include basic dimensions such as 2 x 4 or 4 x 4.

Supplies

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

What kinds 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.

Show all important **DETAILS, DETAILS**

Pictures of before and plans if applicable

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.

[Empty text box for Tools]

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?

[Empty text box for Other Needs]

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?

[Empty text box for Permits and Permissions]

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 material, 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 estimated expenses below: <i>(Include sales tax if applicable)</i>	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.
Materials:	
Supplies:	
Tools:	
Other:	
Total costs:	

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.

1. []
2. []
3. []
4. []
5. []
6. []
7. []
8. []

This is an estimate but should show a reasonable understanding of the project cost and details shown of how you came up with costs.

This is your most important page of your proposal

Logistics *Check with your council service center to determine if a Tour and Activity Plan is required.*
How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

Safety Issues *The Guide to Safe Scouting is an important resource in considering safety issues.*
Describe the hazards and safety concerns you and your helpers should be aware of.

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.*
Describe the steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

Candidate's Promise* *Sign below before you seek the approval of your unit.*
On my honor as a Scout, I have read this entire workbook, including the "Message to Members" and "Message to Parents." I understand the project and will be the leader of this project, and to do my best to carry it out for the maximum benefit of the Scout and the community. I have chosen as beneficiary.

Signed _____ Date _____

**Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal 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 him.	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 to 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) that we have agreed to. We understand any fund raising he 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.	I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , 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 further encourage him to share it with a project coach who has been designated for him.
Signed _____ Date _____	Signed _____ Date _____
Name (Printed) _____	Name (Printed) _____

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

Yes No

**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.*

Proposal Page E

Make an additional copy of this signature page and your entire proposal. The copies are given to our Council Advancement Representative for our records.

Signatures from your scout master, committee chair, and beneficiary first before your



Council Advancement **representative** at your proposal interview.



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "...to help other people at all times." Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that he has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

cal council, your Scout must develop a plan for implementing the project. That said, the BSA includes a "Project Plan" form in your Scout's Eagle Scout Handbook. If you are not sure you can produce the results you want, do not hesitate to require

your Scout needs to know about them for his planning. However, your Scout is not responsible for locating, marking, and protecting underground utilities as necessary. If your Scout is to assist with this, your Scout must be given every opportunity to succeed. Your Scout must provide adults to assist or keep an eye on things, but you must provide the leadership.

Donations of any money, materials, or services must be preapproved by the Scout, his parents, or relatives; or by his troop or its chartered organization. If the Scout is to assist with this, your Scout must be given every opportunity to succeed. Your Scout must provide adults to assist or keep an eye on things, but you must provide the leadership.

your Scout must be given every opportunity to succeed. Your Scout must provide adults to assist or keep an eye on things, but you must provide the leadership.

emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must identify potential hazards and risks and outline strategies to control them. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and your council. If necessary, you may stop work on the project until concerns are resolved.

Parent Approval

Before your Scout's service project is carried out, your Scout will ask for your approval on his project report. The report will be reviewed by your council. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time to request changes or additions beyond what was originally agreed.

Your Scout's service project is an accomplishment a Scout will always remember. Your reward will be a helpful Scout who has gained the knowledge you have contributed to a young man's growth.

The Eagle Scout Service Project is also available for download at: <http://www.scouting.org/advancement>.

Signed _____ Name (Printed)	Date _____	Signed _____ Name (Printed)
Beneficiary 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) that we have agreed to. We understand any fund raising he 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.		Council Approval I have reviewed the Scout's service project report and I approve the project. I understand the policy and I approve the project. I understand the project coach's role.
Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." <input type="checkbox"/> Yes <input type="checkbox"/> No		
Signed _____ Name (Printed)	Date _____	Signed _____ Name (Printed)

*While it makes sense to obtain approvals in the order they appear, there shall be no penalty for obtaining them in any other order.

Make sure you deliver a copy of this notice to your beneficiary.

Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your proposal?

What did your advancement representative suggest?

Project Description and Benefit—Changes From the Proposal

As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.

How will your project be different from your approved proposal?

Changes approved by beneficiary, and troop, if extensive approved by council representative



Will the changes make the project more, or less, helpful to the beneficiary? Explain:

Present Condition or Situation

Include "before" photographs to show the board of review in Attachments section below.

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

Project Phases

You may have more than eight phases, or fewer, as needed; if more, you may add them below, or place in an attachment.

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase.

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate

Name:		Preferred telephone(s):	
Address:		City:	State: Zip:
Email address:			
Check one	<input type="checkbox"/> Troop	<input type="checkbox"/> Team	<input type="checkbox"/> Crew <input type="checkbox"/> Ship Unit No.
Name of district:		Name of council:	

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

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

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

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

Describe how funds will be raised:

Proposed date the service project will begin: _____

Proposed dates for the fundraising efforts: _____

How much money do you expect to raise? _____

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?*

*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? _____ If so, by whom? _____

Contract details:

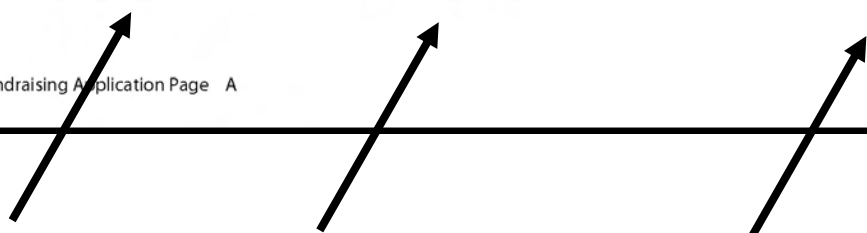
Approvals

The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

Beneficiary		Unit Leader		Authorized Council Approval*	
Signed	Date	Signed	Date	Signed	Date

*Councils may delegate approval to districts or other committees according to local practices.

Fundraising Application Page A



Fill out completely and bring to your advancement proposal interview with signatures



Procedures and Limitations on Eagle Scout Service Project Fundraising

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

**This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members in his unit, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

If the standards below are met, your fundraising effort likely will be approved.

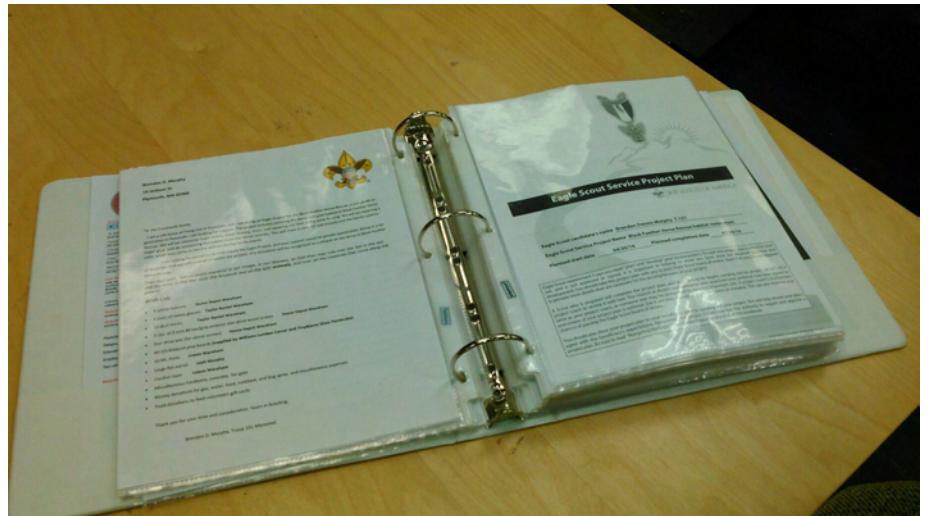
1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."



Three Ring Binder Clearly labeled on front and spine

Sheet protectors

DETAILS



Pictures, Receipts, proof of thank you letters ,all correspondence

DETAILS

**This is your Eagle Scout Workbook,
Show Pride in it!**



BOY SCOUTS OF AMERICA

Eagle Scout Letter of Recommendation

An Eagle Scout candidate must demonstrate that he lives by the principles of the Scout Oath, and Law in his daily life. In this regard, the candidate has indicated that you know him personally, and that you would be willing to provide a letter of recommendation on his behalf. On the reverse side of this letter, there is a copy of the Scout Oath and Law for your reference in preparing the letter. Please note that the contents of the letter will NOT be shown to or discussed with the candidate, nor with anyone not a member of the Eagle Scout Board of Review. Of course, you are free to discuss the information with him, if you so desire, but you are under no obligation to do so.

Eagle Candidate's Name: _____ Your relationship: _____

Length of time you have known the candidate: _____

Dear Eagle Board of Review:

You will need to request 7 reference letters, education, work, home, Faith, and three others. These are confidential and the Scout should not take possession of them. They should be delivered to your scoutmaster, before your Board of Review. The letters are for your Board to read before your review and will not be returned.

See additional attached pages

My Name _____ Date _____

Signature _____ Telephone _____



BOY SCOUTS OF AMERICA



CONFIDENTIAL **EAGLE SCOUT REFERENCE**

The Eagle Candidate is not to take possession of this letter after it is written.

FOR: _____

FROM: _____



SAFETY

Call Dig Safe if you Dig!



(<https://www.facebook.com/groups/88866402475/>)



(<http://www.twitter.com/digsafe1>)



(<http://www.youtube.com/user/digsafe11/feed>)

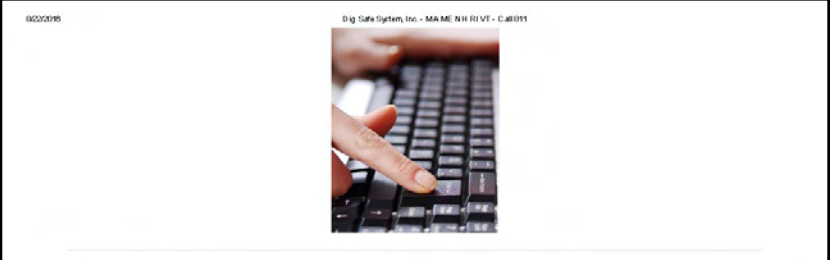
How It Works

Even small, shallow excavation jobs can be a risk if you don't know where underground lines are buried. Remember to call 811 for every project!

Step 1

"Pre-mark" where you plan to dig before making the call

Pre-marking means to mark out the area on the ground where requirements vary slightly from state to state. Download Laws/ When utility company representatives arrive to mark their lines you need them, and not where you don't. Guide to Marking Proposed Excavations (premarking.php)



<http://www.digsafe.com>

8/22/2016 Dig Safe System, Inc. - MA ME NH RI VT - Call 811

RED	ELECTRIC
YELLOW	GAS, OIL, STEAM
ORANGE	COMMUNICATIONS
BLUE	POTABLE WATER
PURPLE	RECLAIMED WATER
GREEN	SEWER / DRAINAGE
PINK	SURVEY MARKS
WHITE	PROPOSED EXCAVATION

Step 6
Respect the marks

Remember that pipes, cables, and wires can be buried at any depth, so it can be risky to dig in close proximity of a buried line. This is why the laws of our five New England states observe a Safety Zone (or Tolerance Zone) requirement.

The use of mechanized equipment is prohibited when digging within 18 inches of a buried facility. In this Safety Zone (or Tolerance Zone), you must dig by hand, carefully, to avoid damage.

http://www.digsafe.com/how_it_works.php

safe. See our Laws at a Glance (laws_rules.php) chart to find out what types of utilities companies are of existing Dig Safe members, by state.

in Vermont, or 72 hours in Maine, Massachusetts, New Hampshire and Rhode Island. (Excluding to mark their lines within your pre-marked area. They use this uniform color code system so the type of

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It's the Law!

SAFETY Call 811 or visit Dig Safe Web Site,

Record Dig Safe Certificate in your workbook.

Age Guidelines for Tool Use and Work at Elevations or Excavations

Training and Supervision

The use of tools, by any youth or adult, requires training in the proper use of those tools before a project starts and continuous, qualified adult supervision and discipline during the project. Manufacturers' literature and age and skill restrictions shall supersede the recommendations on the chart below. If there is a conflict, leaders shall follow the most restrictive guidelines. The table below is not comprehensive; if in doubt, adults should be recruited for all tool use or job functions that might be dangerous.

Note on Personal Protective Equipment

Appropriate personal protective equipment (PPE) must be used at all times when using hand or power tools. Types of personal protective equipment include the following:

- Work gloves
- Safety glasses
- Safety helmets
- Earplugs or muffs
- Steel-toed shoes
- Protective aprons
- Safety face shields
- Other personal safety equipment as defined by OSHA standards

Hand Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Leaf/grass rake			
Hoe			
Shovel			
Hand clipper (small)			
Screwdrivers			
Nail hammer			
Handsaw			
Trowel			
Hose spray washer			
Wood sanding block (handheld)			
Wood chisel (Scouts with Totin' Chip)			
Pocketknife (Scouts with Whittling Chip or Totin' Chip)			
Pickaxe			
Mattock			
Posthole digger			
Wheel cart (1-, 2-, or 4-wheeled)			
Paint roller with extension pole			

Note: Shaded areas indicate age-appropriate use.

Power Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Screwdriver (electric)			
Handheld sander (small)			
Cutting tools (e.g., Dremel®, small)			
Paint sprayer (small, less than 50 psi)			
Handheld lawn mower (self-propelled, riding)			
Commercial lawn mower (push, self-propelled, riding)			
Line trimmer (electric, gas-powered)			
Edger (electric, gas-powered)			
Leaf/grass blower (electric, gas-powered)			
Hedge trimmer (electric, gas-powered)			
Blow sander (electric, cordless)			
Pressure washer (2000 psi-100 PSI)			
Circular reciprocating, 2x or radial saw			Age 16 and older
Band and scroll saws			Age 18 and older
Router/planer			Age 18 and older
Chain saws			Age 18 and older
Log splitters			Age 18 and older
Wood chippers			Age 18 and older

Note: Shaded areas indicate age-appropriate use.

The online version of the Guide to Safe Scouting is updated quarterly. Go to <http://www.scouting.org/HealthandSafety/GSS.aspx>.

Working at Heights and Elevations

Heights and elevations are measured from the bottom of the shoes or boots above the ground level or floor.

Elevation of Work	Youth Up to Age 14	Youth Age 14 or Older
Up to 4 feet	Step stools*	
Above 4 feet	Not permitted	A 6-foot ladder is permissible with the manufacturer's recommended practices.
On scaffolds (above 4 feet)	Not permitted	Age 18 or older
Open platforms (above 4 feet) with proper fall protection**	Not permitted	Age 18 or older

Fall Protection Requirements According to OSHA Standards

29 CFR-Subpart M, 1926.500, 1926.501, 1926.502, and 1926.503

*Step stools, with one or two steps, are permissible for use by youth if the total height is 4 feet or less.

**Proper fall protection would require the use of full-body harnesses, helmets, and the ability to be anchored to a stable object. Refer to safety practices from the BSA's Project COPE and climbing national standards.

Note: Pioneering projects, such as monkey bridges, have a maximum height of 6 feet. Close supervision should be followed when Scouts are building or using pioneering projects.

Excavations

Youth or adults are not permitted to work in any excavation area greater than 4 feet in depth, such as trenches for plumbing, digging wells, or building foundation work.

Youth can work on hiking and biking trails or other similar work where the depth of digging is not greater than 4 feet.

Digging postholes for fences, gates, etc., is permissible if the depth is limited to 48 inches (4 feet) and the width is limited to 18 inches (1.5 feet).

It is critical to locate all underground utilities (e.g., water, gas, electric) at the site before any work begins. Most states have "call before you dig" call centers to assist with this effort.

The online version of the *Guide to Safe Scouting* is updated quarterly. Go to <http://www.scouting.org/HealthandSafety/GSS.aspx>.



980-028
2013 Printing

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Appendix

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SAFETY Print out the most current guidelines from the guide to safe scouting from scouting.org.

It details what is age appropriate for tools and heights of elevations for scout projects.

SAFETY SAFETY SAFETY

Eagle Scout Leadership Service Project Plan Checklist

Eagle Candidate's Name

Approval Process

- Project review to make sure it meets the stated standards *before the project is started*.
- Prior signature approval of unit leader, unit committee, and benefactor.
- Prior approval of the district or council advancement committee or their designee.

Limitations

CURRENT

- Eagle Scout Leadership Service Project Workbook must be used.
- Work must be done while a Life Scout before the 18th Birthday unless a time extension was allowed.
- Routine labor, a job or service normally rendered, should not be considered.
- The project may *not* be performed for a business, be of a commercial nature, or be a fund-raiser.
- Time must be sufficient to demonstrate leadership skills.

Beneficiary

- The service project must benefit *any* religious institution, school, or community:
- The work must conform to the wishes and regulations of the benefactor
- The project *cannot* be shared credit with another Eagle Scout Candidate.
- Work involving council property or other BSA activity is not permitted.

Written Plan

- Describe the project you plan to do.
- List the beneficiary, phone, address, city, state, & zip & explain how your project will be of benefit.
- Discuss project concept with unit leader & representative of group. Note name, title, dates, & phone.
- In Project Details _____ plan your work by describing the following. Pages can be added as needed.
 - Present Condition _____
 - Method _____
 - Materials to be used (*such as quantities and types*) _____
 - Project Helpers _____
 - Time Schedule (*such as projected start date, end date, work days, & hours to be worked*) _____
 - Safety Hazards (*such as heat, cold, rain, traffic, heights, tools, equipment, etc.*) _____
 - How safety will be ensured (*such as training, two-deep leadership, first aid, etc.*) _____
 - If appropriate, include "Before" Photographs (*Appropriate if site work will be done.*) _____

Board of Review

The board of review must determine the manner in which the project was carried out. Questions include:

- Did the candidate demonstrate leadership of others?
- Did he indeed direct the project rather than do all the work himself?
- Was the project of real value to the religious institution, school, or community group?
- Who from the group benefiting from the project may be contacted to verify the value of the project?
- Did the project follow the approved plan or were modifications needed to bring it to its completion?

**Remember its all about
leadership, benefit, and planning.**

DETAILS, DETAILS ,DETAILS

NOTES

