

Purpose of Eagle Project:

- A. Make idea a reality! Take an idea (napkin scratch) to a real thing
- B. **Show Leadership** -not just telling people what to do, but organizing and inspiring
- C. Do an act of service for Someone
- D. **Must Show :**
 - a. Planning- getting idea together -- motivating others to believe in your idea
 - b. Development- carrying out the project, actual moving from napkin to real thing
 - c. Leadership- guiding the project, taking the lead
- E. Begin keeping a work log -
 - a. I suggest an excel spreadsheet with names across top and activities along the side and enter the number of hours in the boxes.
- F. Idea Planning
 - a. download and read the Eagle Project workbook -
 - i. NESAs.org - has the Eagle Project workbook and other useful links
 - ii. **USE THE PDF!!!** - this is not required, however it is a good idea:
 - 1. You will be making changes, so it's easier here
 - 2. In the end you will have a typed version anyway
 - 3. ***YOU MUST HAVE ORIGINAL SIGNATURES***
 - 4. Read the Eagle project book before you start, so you have a sense of what an eagle project should be
 - b. Create an eagle project notebook,
 - i. You will use this as the one place you have everything you need for your Eagle project
 - ii. **please write everything down.** No one has that good of a memory
 - iii. Take notes at **every** meeting you have
 - 1. Every meeting should have an action item for you to do
 - iv. There will be Many Many Changes- don't worry, all great ideas do!
 - v. Talk to your Eagle coach early
 - vi. Brainstorm
 - vii. Think Big! We can always scale back

- viii. Once you have basic idea-talk to the beneficiary (Person whom you will help, Church, School, etc.) - They have to agree, and they may want to make changes
- ix. Refine idea again\

G. How big does an Eagle Project need to be:

- a. There is no hours requirement
- b. Must be BIG enough to show Planning / Development / Leadership
- c. Not so big it's impossible
- d. Not so easy there is no real challenge
 - i. If 2 people can do it over a weekend - probably not big enough to show the needed skills.
- e. Please PUSH and CHALLENGE yourself to do something you can be proud of.

Now the work begins:

Your Eagle Project Workbook is divided into 3 sections: Proposal, Plan, Review -- **PLEASE DO EACH PART AS YOU GO ALONG** -- it will help you with what you need to do.

- I. "Eagle Scout Service Project Proposal" -- First Part of Eagle Proj WB -- This is where you are putting forth your IDEA, It does not have to have ALL the detail, but for it to be approved the IDEA has to be developed enough to help people believe the Project is possible. So the better the Proposal the easier the rest of the Project!
 - A. Complete PDF document and check with Dr. Ozzie
 - B. Once OK → get Mr. Warren sig & Mr. Pratt's sig
 - C. Once those are good get Beneficiary's sig
 - D. They must read and understand the liability page
 - E. Once those are good get Mr. Mosqueda's sig

F. you may have to make some changes → that's OK

G. Contact Dr. Ozzie for the contact info you need on the 1st page

H. Preliminary Cost

1. Simply put in a rough idea of how much it will cost
2. You don't need to be exact, but you should be fairly close
3. You will need to share your Fundraising ideas as well --
 - a) OK to use some of your personal funds
 - b) You can work
 - c) You can & should hold some type of fundraiser
 - d) Don't just let parents pay for everything - that would not be leadership nor ownership of a project.
 - e) More on Fundraising later.

I. EVEN IF YOU USE THE PDF, YOU MUST HAVE ORIGINAL SIGNATURES - ESPECIALLY FOR THE FINAL EAGLE BOOK

1. No photo copy
2. No image copy
3. No exceptions!!

II. "Eagle Service Project Plan" -- This is a Detailed Plan of the project

A. Here you are planning out the actual steps of the project.

B. **Use the book for the planning. BEFORE you break ground.** The book is designed to help you think about all the things you will need for your project and to have an idea of how much it will actually cost.

C. Please work on the book as you go along - it really will help you.

D. Permits

1. Every Eagle Project will need a "Tour Permit" - this is basically the BSA insurance policy - so you will need this at a minimum
2. Also check to see any other permits needed.

E. All other sections of the book are fairly self explanatory

III. Fundraising

A. Family / Friends → try not to, get it on your own

B. Letter to business for Donation

1. Lowe's / Home Depot - give some money
2. Dr. Ozzie has letter to present if need - they will want one

a) You will need the beneficiary's tax ID number - they are the one receiving the benefit of the project.

3. Restaurants

a) You need to contact them & speak to a manager.

b) You will need the beneficiary's tax ID number - they are the one receiving the benefit of the project.

c) Have something that night to show off your Eagle Project.

C. Fundraisers have to be approved by Mr. Mosqueda

1. Complete the fundraising form found in the Eagle project workbook and drop it off to him one week before the event

2. This should include ALL of your planned fundraiser

a) Restaurant - plan to raise \$...

b) Donation from a Business - plan to raise \$....

c) Donation from individual - plan to raise \$....

d) Then you list the grand total in the place provided.

D. This is a "plan" so it is OK if it does not go as planned - as long as you have thought about it and document as much.

E. You should keep a spreadsheet about where your funds came from and how much each fundraiser made, you can then total the amount for good record keeping

F. **Checks must be made to the beneficiary or to Troop 985- either the troop or beneficiary must hold the funds - do not hold any money yourself**

IV. **Breaking Ground - the day of the actual project**

A. Scheduling the actual day

1. Check the troop calendar to make sure there are no schedule conflicts

2. Plan on one or two more days than you think you will need, projects often take more time

3. **Complete a tour permit for every day in which you work on the project** - this will be part of your final Eagle project report

B. Consider SAFETY -look over "Sweet 16 of Scouting Safety" --

www.scouting.org/scoutsource/healthandsafety/sweet16.aspx.

- C. Make yourself an important checklist with the following items:
1. Purchase the materials you need before hand, and get them to the work site
 2. Obtain the tools you need before hand and get them to work site
 3. Have plans available
 4. Overall plans so workers can visualise the project
 5. Specific diagrams if there is anything that needs building
 6. Make sure everyone knows the phases of the project
- D. Make a sign up sheet for names of those who came to the project and how many hours they work - **this sign up sheet will be apart of your final Eagle book**
- E. Make sure there is food water and shade for your workers
- F. **Take many many pictures**
1. Consider assigning a historian for this
 2. Must have :
 - a) Before
 - b) During
 - c) After / final
 3. Consider setting up a time lapse - not needed, but would look cool.
- G. Have a team of people working on different things - keep everyone working. **Your job is to keep everyone on task**
- H. **Remember that you are in charge of the project, adults are there to help but not to take over**
- V. Finishing up - “Eagle Scout Service Project Report”
- A. Do this ASAP!
1. There will be details you will forget if you wait, especially changes that needed to be made.
- B. Get the **beneficiary's signature!** Without this your project is not complete
- C. Complete all parts of the Eagle Project book - again do it on the PDF electronically, you will save yourself a great amount of work!
- D. You will be asked to give a report - It's OK if something did not go as planned or you had to make changes -- every project does.

1. This is meant to be a Learning experience
2. They are asking you to report on how it went, AND what you learned

E. Time spent on the Project -

1. No minimum req
2. But BSA does report the hours served as volunteer hours
3. This is where that excel spread sheet comes in
4. No one should have put in more hours than the Scout himself!

F. Fundraising Summary - VERY IMPORTANT

1. In the last section you PLANNED how much it will cost and how you will raise the money.
2. In this section you REPORT the actual cost and the actual money raised.
3. Key Points:
 - a) A donation of money (say \$20) is considered a donation (of course) of \$20
 - b) A donation of material (say wood) that would otherwise cost \$20 is ALSO considered a donation - in this case of \$20
 - (1) So make sure you consider all your material donations to be money given to the project
 - c) A donation of TIME is NOT considered in this section
 - (1) So all the people who did work - even if it is technical - is not part of this calculation
 - (2) If you had to pay someone - like an electrician - that would be cost though.\
 - d) The money spent should be CLOSE to the money you planned - it's OK if it isn't , but you should explain why
 - e) It is OK if the money collected (in) does not match the money spent (out)
 - (1) You will explain how you dealt with that in the next section
 - (2) And you will explain how this was managed
 - (3) Any money left over belongs to the Beneficiary -

(a) If it is little, consider buying pizza for your workers or ice cream

(b) Otherwise you MUST give it to the beneficiary

(4) Very Important **ALL THE MONEY IN (FROM ANY SOURCE) MUST EQUAL THE MONEY OUT.**

(a) So, by the end of this section we should be able to “balance our books” -- this is a common error in many projects. The accounting must be clean.

G. PUT IN LOTS OF PICTURES - be proud of your work

Your are now done with your Eagle Project! Congratulations and Enjoy!