

## **Eagle Scout Leadership Service Project Presentation Checklist**

### **Preliminary Page 6**

- All contact information is complete (page 6) (You may leave the District Approval person's name blank until you meet for approval).
- Be sure that the Beneficiary Representative has authority to approve this project.
- Read the Limitations of Leadership Project document (GLC website) to be sure that your project will qualify

### **Project Proposal Section Pages 7 – 10**

- Read through entire workbook to understand the various sections.
- Complete the Project Proposal Section
- You are encouraged (not required) to fill in as much of the Final Plan Section, pages 11 – 16 as possible as it will help with your proposal section.

### **Project Proposal Approval**

- Your next step is to get approval from your District representative. Your unit leader will tell you who to contact for this approval.
- Find out from your unit leader who will be your Eagle Mentor/Advisor. Contact that person and ask if he/she will work with you. Find out that person's availability for a meeting with the district.
- Contact your District representative. Negotiate an appointment for you and your mentor/advisor to meet for the project review. This meeting will take less than one hour.
- Make a copy of the Contact page, and all pages in the workbook in which you've written that you can leave with the District person.
- Arrive at the project review meeting along with your mentor/advisor (if possible).
- It is highly recommended, but not required, that you wear full uniform to this meeting.
- Present your proposal using the Project Workbook. Powerpoint and other presentation methods are not acceptable substitutes, and may not be used. Other materials such as models, large scale drawings, etc. that support your workbook are acceptable.
- If your project is approved the District Representative will affix his/her signature.

- If you have completed the Eagle Project Fundraising Application (page 17) you may also present that for signature by the District representative.
- If your project is in need of more information or modification, you will write down what is needed, and your mentor/advisor and the district representative will sign or initial your notes. You should feel free to ask questions or make comments to be sure everyone agrees. You and the district representative will also agree when to next meet for a final signature.
- You should already be recording all meetings and activity in a log so that you have a complete record of the man-hours expended on your project and by whom.

Remember: Your Project may NOT start until it has been approved and signed by the district. This includes having the proper signature prior to starting any fundraising.

**Great Lakes Council, BSA  
Council Advancement Committee  
Advancement Committee Policies and Procedures**

**Eagle Scout Leadership Service Project Presentation Checklist**

**Preliminary**

- Be in complete field uniform.
- Use *Eagle Scout Leadership Service Project Workbook* (current edition).
- Signature of religious institution, school, or community representative.
- Signature of Scoutmaster/Coach/Advisor.
- Signature of unit committee representative.

**Project Description**

- Complete description of benefit provided to the group identified.
- Does the group to benefit qualify (who will benefit)?
- Complete description of how identified group will benefit.

**Planning Details**

- Complete description of the present condition (pictures, maps, drawings, or sketches as appropriate)
- Methods used to complete the project:
  - How will the work be organized?
  - How will leadership be demonstrated?
- Materials, needed for the project:
  - Complete list of materials needed (amount of each item).
  - Unit and total cost of these items – how are they to be obtained?
  - How will these materials be obtained? (provided by self, friends, Scout unit, benefiting group, etc.)
- Complete list of all necessary supplies needed (amount of each item)
  - Unit and total cost of these items.
  - How are supplies to be obtained?
- Complete list of all necessary equipment and resources needed (tools, electricity, transportation, etc.)
  - Cost, if any, associated with obtaining equipment (e.g. rental fees)
  - How will excess project funds be distributed?
- Project helpers:
  - How many people, youths and adults will be needed?
  - Where will these people come from (scouts, friends, family relatives, neighbors, etc.)
- Time schedule:
  - Has a schedule been set for working on the project?
  - Is it a realistic schedule?
  - Does the schedule reflect major milestones and checkpoints?
  - Is there a backup plan in case the dates don't work out (bad weather, missing materials, etc.)?
- Safety considerations:
  - Is protective clothing, sun protection, special skills to use particular tools, etc. needed?
  - Are there first aid supplies immediately available?
  - Has a map and directions to the nearest emergency facility been provided?
  - Will food and water be available, if so who will provide it?
  - Are restrooms and/or wash facilities available?
  - All activities are in compliance with *Guide to Safe Scouting* (#34416 – current edition).

**Remember:**

- **Project shall NOT start until it has been approved and signed by the district committee.**
- **Maintain a list of all who helped you and how many hours each contributed.**