

A GUIDE TO
Planning, Developing & Carrying Out Your...
Eagle Scout Service Project



**Northeastern Pennsylvania Council
Boy Scouts of America
Council Advancement Committee**

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Keep Going!

Now that you are a Life Scout, you are close to achieving the highest rank in Scouting - Eagle Scout. Keep going! In becoming an Eagle Scout, you must plan, develop, and provide leadership to others in carrying out a service project. Following the advice in this guide should allow you to prepare a service project proposal the council advancement committee will approve and ultimately complete a project acceptable to your Eagle Scout board of review.

Your Eagle Scout service project will probably take several months to complete. You should choose a time of the year to work on your project when you can devote the necessary time to it. Also, keep in mind that those you will lead in carrying out your project will have to be available to help you. Since you must have your project finished before your 18th birthday, you should begin it at least six months before you turn 18.

If you have questions or concerns about the Eagle Scout service project that are not addressed in this guide, you should contact your unit leader, the council advancement committee chair, or the council advancement committee professional staff advisor for help. The council advancement committee chair and professional staff advisor can be reached through the council registrar at (570) 207-1227 Ext. 231.

Choosing a Project

You must plan, develop, and lead others in carrying out a project which is helpful to your religious institution, school, or your community (including the broader community of the world). Typically, community does not refer to individuals. However, projects may be done where an individual need affects the community. For example, a Scout may help an elderly person improve the appearance of their property if it has become an eyesore or safety threat for the community. Such projects need to list the community as the beneficiary and receive approval from the appropriate community entity such as a neighborhood association, community development office, borough council, etc. Although your project can be something that no Scout has done before, it does not have to be original. If you pick a project that has been done before, you must be responsible for all the planning, directing, and following through to its successful completion.

No one can tell you how many hours should be devoted to your service project. There is no minimum hours requirement for a project. You must lead at least two other individuals in carrying out your project. There is no requirement that those you lead must be associated with Scouting. Routine labor, a service normally rendered by the beneficiary (such as mowing the lawn or shoveling snow for your church), is usually not appropriate for a project.

Your project must provide service to others. Although your project may not be of a commercial nature or performed for a business, this does not mean that you may not complete a project benefiting community institutions such as museums or service agencies (like an assisted living facility) which serve community interests. Beneficiaries of service projects, therefore, do not necessarily have to be non-profit organizations. An aspect of a commercial enterprise providing a service to the community such as a park owned by a business which is open to the public will be considered as an acceptable service project beneficiary. Your service project may not be a fund-raiser. Fundraising is permitted only for securing materials or supplies needed to carry out your project. Your project may not benefit the Boy Scouts of America organization or its councils, districts, units, or properties in any way.

Finally, you can find many service project ideas by conducting an Internet search. In choosing your project, you should discuss the needs of your community with such individuals as elected officials, teachers, school administrators, clergy, environmentalists, and law enforcement personnel. Your unit adult leaders should be able to help you focus on specific project ideas that emerge from discussions with such members of your community.

Eagle Scout Service Project Workbook, No. 2021c

As an Eagle Scout candidate, you must use the official *Eagle Scout Service Project Workbook, No. 2021c*, as produced by the Boy Scouts of America, in planning, developing, and carrying out your Eagle Scout service project. The workbook can be found on the council website (www.nepabsa.org) by clicking on the “Advancement and Awards” section on the homepage and selecting “The Trail to Eagle Scout” link.

Although it is acceptable to copy and distribute the *Eagle Scout Service Project Workbook, No. 2021c*, its appearance must be maintained with nothing changed, added, or deleted. No council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions, or changes in the text, outlines, links, graphics, or other layout or informational elements of the workbook. It is permissible, however, to print, copy, or send individual pages or forms within the workbook provided they are not changed in the process.

You must use word processing software when filling out your workbook pages. (It must be typed) Check your spelling and use good grammar.

How to Use the Eagle Scout Service Project Workbook, No. 2021c

A. Completing the Contact Information Page (Proposal Page B)

You must provide all contact information requested on Proposal Page B that is available to you. The council advancement committee needs to send a copy of your project proposal approval email to the unit leaders you have listed on Proposal Page B, so make sure you provide their email addresses. **Your completed contact information page must accompany your project proposal when you forward it to the council registrar for approval.**

B. Preparing the Project Proposal (Proposal Pages A through H)

Your first task in the service project process is to complete the **Eagle Scout Service Project Proposal** found on Proposal Pages A through H of the *Eagle Scout Service Project Workbook, No. 2021c*. Your project proposal will ultimately need to be reviewed and approved by your unit leader, a representative of the project beneficiary, a member of your unit committee, and a member of the council advancement committee. Your project proposal will be approved only if it meets the following criteria:

1. It provides sufficient opportunity to meet the Eagle Scout service project requirement 5.
2. It appears to be feasible.
3. Safety issues will be addressed.

4. Action steps for further detailed planning are included.
5. You are on the right track with a reasonable chance for a positive experience.

After your unit leader, a member of your unit committee, and a representative of the project beneficiary have approved your project proposal, you must submit the proposal to the council registrar who will arrange for a member of the council advancement committee to approve it.

You can e-mail the proposal (Proposal Pages B through H, including Proposal Page B “Contact Information”) to the council registrar (eagleproject@nepabsa.org); mail it to Northeastern PA Council, BSA Attn: Council Registrar 72 Montage Mountain Road Moosic, PA 18507; or drop it off at the Scout Service Center. **It is preferred that proposals are emailed. You are not to begin your project before it is approved by a member of the council advancement committee.**

C. Completing the Project Plan (Project Plan Pages A through F)

Once you receive approval of your **Eagle Scout Service Project Proposal**, the NEPA council advancement committee strongly encourages you to complete the **Eagle Scout Service Project Plan** found on Project Plan Pages A through F of the *Eagle Scout Service Project Workbook*, No. 2021c. The project plan is a valuable tool for your use (no one approves it) as it records, in detail, the degree to which you planned and developed your project as required. Your Eagle Scout board of review members will consider the quality of your service project planning when they decide whether the project is acceptable in fulfillment of Eagle Scout requirement 5. Submitting a properly completed **Eagle Scout Service Project Plan** to your Eagle Scout board of review is an excellent way to show that your service project planning was of acceptable quality.

Poor quality service project planning could result in you not having a successful Eagle Scout board of review. For this reason, you are strongly encouraged to complete the **Eagle Scout Service Project Plan** cited above with the assistance of an Eagle Scout service project coach. Though it is your option to work with a project coach in completing your project’s final plan, coaches are highly recommended — especially those from the council or district level who are knowledgeable and experienced with service project approvals. Their greatest value comes in the advice coaches can provide after your proposal is approved and you complete your planning. A coach can help you see that your project can fail, if your plan is not sufficiently developed. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches *do not* have the authority to dictate changes, withdraw approval, or take any other such directive action.

Your unit leader should be able to help you find a project coach. Also, the council advancement committee chair or professional staff advancement advisor can be contacted for assistance in finding a project coach. As mentioned above, the council advancement committee chair and professional staff advancement advisor can be contacted through the council registrar at the Scout Service Center (570 207-1227 Ext. 231). Please understand that a project coach must be a registered member of the Boy Scouts of America and have current youth protection training and clearances.

D. Fundraising & the Fundraising Application (Fundraising Application Pages A and B)

Projects may not be fundraisers. In other words, you may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials and otherwise facilitating a project. Unless fundraising (procuring funds and/or donations of supplies and/or materials) on your part involves contributions *only* from the beneficiary, or from you, your parents or relatives, your unit or its chartered organization, or from parents or members in your unit, it must be approved by the local council through your submission of **The Eagle Scout Service Project Fundraising Application** found on Fundraising Application Pages A and B of the *Eagle Scout Service Project Workbook*, No. 2021c. Completed fundraising application forms must be sent **(at least two weeks before the fundraising is to begin)** to the council Scout Service and Training Center to the attention of the council registrar who will forward them to those authorized to approve them. You can email a completed fundraising application to the council registrar (eagleproject@nepabsa.org); mail it to Northeastern PA Council, BSA Attn: Council Registrar 72 Montage Mountain Road Moosic, PA 18507; or drop it off at the Scout Service Center. **It is preferred that fundraising applications be emailed for approval. You are not to begin fundraising efforts before your fundraising application has received authorized council approval.**

You must make it clear to all donors or fundraising event participants that the funding, supplies or materials are being solicited on behalf of the project beneficiary which will retain leftover funds. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. Once collected, money raised must be turned over for deposit to an account of the beneficiary or your unit, until needed for the project. If your unit receives the funds, it must release them to the beneficiary once expenses have been paid.

As stated in the Fundraising Application, you must list all prospective donor names and what they will be asked to donate. You must be specific in who you are going to ask, and what you plan to ask them for. If you are planning to ask retailers, vendors, etc., you must list them, and list what you are specifically going to ask for.

For additional fundraising details, read closely **Procedures and Limitations on Eagle Scout Service Project Fundraising** found on Fundraising Application Page B in the *Eagle Scout Service Project Workbook*, No. 2021c.

E. The Project Report (Project Report Pages A through C)

When your project is finished, you must complete the **Eagle Scout Service Project Report** on Project Report Pages A through C of the *Eagle Scout Service Project Workbook*, No. 2021c. This report must include the signatures of the beneficiary representative and your unit leader. The signatures signify approval of the completion of your project.

In determining if your completed project meets Eagle Scout rank requirement 5, the project beneficiary and your unit leader cannot require more planning and development than was necessary to carry out the project. These elements must not overshadow the project itself, providing the effort was well led and resulted in an otherwise worthy outcome acceptable to the beneficiary. You should understand it is possible, upon completion of your project, that your unit leader or project beneficiary may determine the project unworthy of approval and request you to do more work or even start over with another project. If this occurs, you may choose to meet these requests. If you believe your completed project is worthy and in compliance, however, you may complete your Eagle Scout rank application and submit your project workbook without final approval. In such an instance, you must be granted an Eagle Scout board of

review, should you request it. Despite the lack of final approval from your project beneficiary or unit leader, your board of review members may decide that your project did indeed fulfill Eagle Scout requirement 5. Of course, it is possible that these board members will decide your project did not fulfill requirement 5 and that you will not be recommended for Eagle Scout rank..

Finally, assuming that an approved proposal and any subsequent effort represents adequate planning and development and the project was well led and carried out to the satisfaction of the unit leader *and* project beneficiary, only in a very rare case would rejection result at an Eagle Scout board of review. For a rejection to occur, it would have to be clearly established that Eagle Scout requirement 5 - *as written* - was not completed.

F. Message to Scouts and Parents or Guardians (Page 4)

It is important for you and your parents or guardians to understand what those individuals responsible for project approvals can and cannot require of you as you plan, develop, and carry out your Eagle Scout Service Project. The **Message to Scouts and Parents or Guardians** section on page 4 of the *Eagle Scout Service Project Workbook*, No. 2021c provides such clarification and should be read by you and your parents or guardians.

G. Excerpts and Summaries from the *Guide to Advancement* (Page 5)

The **Excerpts and Summaries from the *Guide to Advancement*** section on page 5 of the *Eagle Scout Service Project Workbook*, No. 2021c provides information taken from the BSA *Guide to Advancement 2021* which can help you complete the Eagle Scout service project process. This information covers the following topics:

- **Eagle Scout Service Project Coaches**
- **What is Meant by “Give Leadership to Others...”**
- **Evaluating the Project After Completion**
- **Risk Management and Eagle Scout Service Projects**
- **Insurance and Eagle Scout Projects**

(It is noted that much of the information presented in this guide consists of text paraphrased or copied verbatim from the BSA Guide to Advancement 2021 and the Eagle Scout Service Project Workbook, No. 2021c publications.)



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