

## Eagle Project Workbook Check List

The Scout must use the LATEST printing of official BSA Eagle Project workbook or may download a PDF format workbook.

**<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/resources.aspx>**

\_\_\_ 1. Complete “Contact Page” all pages for the “Project Proposal” including the page requiring the 5 approval signatures. You can use the PDF format from National BSA on your PC to save your work.

Suggestion: Do not write in the book, type out everything on separate pages or use the pdf fillable workbook from National. You will make changes.

\_\_\_ 2. Prepare Proposal **obtain signatures of the** Scoutmaster, Troop Committee, Beneficiary, and District Scouting Representative, preferably in that order.

### Planning Proposal should have the following items. Be specific as possible:

- \_\_\_ A. Project Description (“Before” Photographs or sketches) and Benefit
- \_\_\_ B. Giving Leadership
- \_\_\_ C. Materials
- \_\_\_ D. Supplies
- \_\_\_ E. Tools
- \_\_\_ F. Permits and Permissions
- \_\_\_ G. Preliminary Cost Estimate (Will you have to raise funds and fill out Council Application? (pages A-B)
- \_\_\_ H. Project Phases
- \_\_\_ I. Logistics
- \_\_\_ J. Safety Issues
- \_\_\_ K. Further Planning

**Do not start sending donation letters, calling for donations, or any other aspect of your project until step (2) is completed. If you have questions, ask!! Failure to follow this can result in your project being disqualified and you will have to start over!**

\_\_\_ 3. Complete Project Final Plan **pages 3-6 [STRONGLY RECOMMENDED]**

\_\_\_ 4. **Execute project**

\_\_\_ 5. **Complete Eagle Scout Service Project Report. Obtain signatures from project beneficiary and unit Leader.**

\_\_\_ 6. Place the Eagle application and Project Workbook in a file folder – (NO BINDERS)

\_\_\_ 7. Have the Scoutmaster certify that the project has been completed at Scoutmaster Conference.

**IF YOU HAVE QUESTIONS, ASK YOUR LEADERSHIP OR YOUR DISTRICT ADVANCEMENT TEAM.**