

EAGLE SCOUT PROJECT WORKBOOK CHECK LIST

Westark Area Council, Boy Scouts of America

(To be completed by the Scout and Eagle Coach)

The Scout must use the LATEST printing of official BSA Eagle Project workbook or may download a PDF format workbook. <http://www.scouting.org/filestore/pdf/512-927.pdf>

- ___ 1. Complete all pages through "Project Proposal" including the page requiring the 4 approval signatures (page10). 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. You will make changes.
- ___ 2. Prepare plans and have a discussion with your District-assigned Eagle Coach concerning you plans (pgs. 11-16). Use of an Eagle Coach is the Scout's option, but is highly recommended. It is not mandatory.

PLANNING DETAILS SHOULD HAVE THE FOLLOWING ITEMS. BE AS SPECIFIC AS POSSIBLE:

- ___ A. Drawings or sketches
- ___ B. Budget (estimated cost of project –income and expenses)
- ___ C. Schedule of projected work and completion dates
- ___ D. Schedule of manpower and how you will provide leadership
- ___ E. List of tools and equipment needed
- ___ F. List of materials needed
- ___ G. Make "before" photos showing condition of site at location of project
- ___ H. Safety hazards and countermeasures listed and identified
- ___ I. Other information needed to explain your project, plans, permits, permissions, etc.

Do not start sending donation letters, calling for donations, or any other aspect of fundraising until the Application on page 17 is completed and approved. If you have questions, ASK! Failure to follow this can result in your project being disqualified and you will have to start over!

- ___ 3. Projects requiring an overnight stay or a project that takes you outside the boundaries of the Westark Area Council will require a Tour Permit/Plan. Please see your Scoutmaster about the procedure to obtain an approved Tour Permit/Plan.
- ___ 4. Do the project. Keep track of your hours and the hours of all others who work on your project
- ___ 5. Complete remainder of project workbook. You may include the following items:
 - ___ A. Notes made during the project include phone log, meeting log
 - ___ B. Receipts for purchases, copies of donations (checks should be turned into the troop treasurer who will issue a troop check back to the Scout)
 - ___ C. Photos – before, during and after the project
 - ___ D. Thank you notes and letters
 - ___ E. Any other items which are connected with your project
- ___ 6. Place the Eagle Scout Rank Application and Eagle Scout Service Project Workbook in a file folder.
- ___ 7. Have the Scoutmaster and beneficiary of the project sign the Eagle Project Report on page 20 to certify that the project has been completed. Add your signature.