

Eagle Scout Service Project Proposal

Annotated Form. Troop 5 has prepared this annotated form to assist Eagle candidates in preparing their Proposals for Eagle Scout Service Projects (“ESSP”). Each Eagle candidate should review the entire ESSP workbook, which is available through [this link to the Eagle Resources Page](#) of the Troop 5 website. The annotations are in the purple italicized font.

Contact information is provided in Appendix A to this Proposal.

| | |
|---|--|
| Eagle Scout candidate's full legal name: | |
| Eagle Scout Service Project Name: | |
| Date of draft: | |

General Guidance

This is an annotated form. Use it as a reference guide.

There is a clean form of this Proposal in Word available through [this link to the Eagle Resources Page](#). Download that clean form and use it to prepare your actual Proposal.

*The Proposal and the Project Plan. The BSA has created two templates for use in planning an Eagle project: the form of Proposal and a “Project Plan” (which we have designated as **7–Eagle Scout Service Project Plan**, available through [this link to the Eagle Resources Page](#)).*

An Eagle candidate has a choice of whether to utilize both the Proposal and the Project Plan, or just utilize the Proposal (and avoid doing a Project Plan). The way to avoid doing a project plan is to include sufficient detail in the original proposal (this document), so that a Project Plan is unnecessary.

Troop 5 strongly recommends that you, the Eagle candidate, prepare your Proposal with sufficient detail to avoid the need for a Project Plan. If you need to do a Project Plan, that adds another step after you have obtained approval from the Potawatomi District -- as you would have to prepare the Project Plan before you can actually hold your project workdays. The guidance in this annotation are designed to help you draft your Proposal in a manner that will make it self-sufficient, so as to eliminate the need to do a Project Plan. That is the approach that almost all Troop 5 Eagle candidates have taken, and Troop 5 thinks it stands them in good stead. (If you wish you may, however, proceed on the basis of doing a less detailed Proposal followed by a more detailed Project Plan. Your Life to Eagle Advisor or your Project Coach will seek to discuss your preferred approach early on in the process of preparing the Proposal.)

Hypothetical Life Scout. As a corollary to the prior point, the approach that Troop 5 takes is that an Eagle candidate should write the Proposal in such a fashion that another Life rank Scout, who is not a member of Troop 5, could pick up the completed proposal and carry out the project himself. We refer to this Life Scout as the “Hypothetical Life Scout.” You should include sufficient information that someone who is a Scout, but who is not from Wilmette and not in Troop 5, would be able to accomplish the project. As an example, you should not just say, “I will recruit members of my troop” in answer to a question about where you will get volunteers. Instead, you should provide information that includes the troop number, the name and address of its meeting place, the time of its meetings, and so on. There are lots of other places where this type of detail will be important.

Appendices. Eagle candidates have traditionally used a lot of appendices to their proposals to provide more detail on items that did not easily fit into the body of the proposal. With the new format, the content of some of those appendices (like lists of materials and tools) have been moved into the body of the Project Plan. Depending on your project, there will likely still be items that you would want to include as appendices rather than in the body of the Proposal or the Project Plan.

Here are some things that might appropriately be included as appendices:

- Drawings of an item to be constructed
- Pictures of the existing conditions at your worksite
- Sign up sheet to be circulated at troop meetings
- Flyer describing your project to volunteers
- Contents (or an outline of the points) of your oral recruiting presentation
- Maps for getting to work area or nearest hospital
- Fundraising letter

Spelling, Punctuation and Grammar. The Proposal (and Project Plan, if you do one) should be well-written. Pay attention to punctuation and grammar, write thoughtfully and spell words correctly. A few tips along these lines include the following:

- Number the pages
- Always capitalize the first letter in “Scouts” and “Scouting,” as well as in “Troop” or “Crew” when referencing Troop 5 or Crew 5
- Be consistent with your terminology throughout
- Make sure what you say in each appendix is not contradicted by the discussion in the body of the report
- This is a formal report; do not use slang terms (e.g., “kids”).
- Use Spell Check

Project Description and Benefit

Briefly describe the project. Attach sketches or “before” photographs if these will help others to visualize it.

Drawings and Models. It is quite typical for an Eagle candidate who is doing some kind of construction project to prepare drawings of the item(s) that will be constructed. These drawings serve several key purposes:

- > First, they give the reader a visual depiction of each type of item being constructed
- > Second, they help you really understand the project, as you have to think about, draw and indicate dimensions for each part of each item being constructed
- > Third, your volunteers can look at the drawings on the project work days to see what they need to do and what the relevant dimensions are

Some Eagle candidates also construct a model of the item(s) they are building. That is also helpful as a supplement to (but not a replacement for) drawings.

Accordingly, these Eagle candidates typically prepare “shop drawings” that show the precise measurements of each piece they are constructing and that show the pieces from each viewpoint (front, top and side). The Eagle candidate should solicit the Project Coach’s help in preparing those drawings.

Tell how your project will be helpful to the beneficiary. Why is it needed?

When do you plan to begin carrying out your project?

You will need to pick work dates that do not conflict with other primary Troop and Crew activities. For example, you should not hold a work date during a Troop campout, because that will dramatically reduce the number of Scouts who are available to help out. Be sure to consult the Troop/Crew calendar on the Troop 5 website to see what else is planned. Also, contact the adult Merit Badge Coordinator to find out whether any merit badge sessions are scheduled during the times when you want to hold your project work days.

You need to obtain your Scoutmaster’s approval of your selected workdays, as your Scoutmaster may know of events that are occurring on particular days but that are not reflected on the Troop calendar (such as proposed project workdays for other Eagle candidates).

You will also need to pick proposed dates that are realistic, in light of the time it will take to finalize your Proposal and obtain all approvals. It would be useful to review (again) **3–Eagle Scout Service Project Timing & Approvals**, available through [this link to the Eagle Resources Page](#), when you are considering the dates for your workdays.

When do you think your project will be completed?

You can indicate, either in this response or in the prior response, the precise dates that you are targeting for your workdays. Or, if there are contingencies that are beyond your control (such as when a workshop will be available), you can indicate a more general time frame (e.g., “the second half of June”). If you do have these uncertainties, it can be helpful to the reader to describe them in one of these responses.

You do not need to describe in this section the particular actions that will occur on particular workdays. That type of detail is better located in the “Project Phases” section of this Proposal.

Giving Leadership

As is evident from Eagle Scout requirement 5 (“While a Life Scout, plan, develop and give leadership to others in a service project ...”), leadership is an important aspect of your Eagle Project. It is important to describe in the Proposal the ways in which you will provide leadership in the course of this project.

The leadership discussion fits naturally into various sections of the Proposal (and the Project Plan, if you are planning to do one):

- *Proposal section on Giving Leadership, in answering the question “What do you think will be most difficult about leading them?”*
- *Proposal, Project Phases*
- *Project Plan, Project Phases*
- *Project Plan, Work Processes*
- *Project Plan, Giving Leadership*

As you think and write about leadership, do not limit yourself just to “command and control” types of situations on the project workdays in which you are directing the flow of work and telling volunteers what to do. To be sure, that aspect of leadership is important in your project, but so are many other kinds of leadership.

A really good way to think about the different kinds of leadership you will display during this project is to go through the list of [5–The Eleven Skills of Leadership](#), available through [this link to the Eagle Resources Page](#). Pick 3 or 4 of those, and write a sentence or two on how you will demonstrate that kind of leadership in the course of your project.

Approximately how many people will be needed to help on your project?

In answering this question, do not just list a number of volunteers. Rather, you should consider the total number of volunteer hours you believe will be needed on each workday to finish the tasks you plan to accomplish on that day. Then consider how many different volunteers you will need to reach that number of hours. Perhaps you are planning to have shifts; if so, answer this question in terms of the number of volunteers you will need for each shift on each workday (which may vary from shift to shift, depending on the tasks).

Where will you recruit them (unit members, friends, neighbors, family, others)?

There are a number of considerations that you should address in this section.

- *Identify the group or groups that you intend to solicit to work on your project. For each group, indicate:*
 - *where that group meets*
 - *when that group meets*
 - *whose permission, if anyone, you need to solicit their participation*
- *How you intend to make your solicitations*
 - *What medium will you use? An in-person announcement or some other means?*
 - *What will you say in whatever form of communication you use?*
 - *Be sure to specify the reasons why the people you are soliciting should volunteer. If you are soliciting Scouts, do not just say, “You should volunteer because you will get service hours.” You should be able to provide at least six different Scouting-specific reasons that a Scout should volunteer for your project.*
 - *If you are making an announcement, prepare an outline of what you will be announcing, and include that as an appendix.*
- *How often you will make those solicitations.*
- *How you will keep track of those who volunteer, and how you will follow up with them before your workday(s).*
- *If you are planning to have some of your volunteers act as supervisors of small groups of other volunteers, describe how you will identify, recruit and schedule those supervisors. Also discuss the training, if any, that those supervisors will need in order to carry out their assigned functions and how and when you will provide that training.*

What do you think will be most difficult about leading them?

*As mentioned above, **5–The Eleven Skills of Leadership** are a good resource in answering this question.*

Also, as you think about how to answer this question, you might try to put yourself in the position of a volunteer for the project. That volunteer is not going to have any familiarity with your project upon arrival at the workday. That volunteer might be an older Scout who has been at lots of Eagle projects; or that volunteer might be a younger Scout or a non-Scout who has never been to an Eagle project before. Think about these sorts of things:

- *Are there skills that the volunteer will need to be taught in order to contribute?*

- *What types of tasks will that volunteer be best suited to handle?*
- *What directions will that volunteer need to be given?*
- *What sorts of materials or information would be helpful to that volunteer in carrying out assigned tasks?*
- *What level of supervision will that volunteer need?*
- *Who will provide that supervision?*
- *If you are planning on delegating supervision of some inexperienced volunteers to more experienced volunteers, what type of training or guidance do you need to give to the volunteers who will be doing the supervising? (Remember that even the experienced volunteers will not know the project nearly as well as you will.)*

Some of these topics might be addressed in the answer in this section. Others are probably better addressed in your later discussion of the Project Phases, where you provide detail on the flow of each workday.

Finally, as you write your response in this section, be sure to write it in a fashion that indicates you are leading the project. For example, do not say something like, “I will then saw the lumber”; instead, say “The volunteers will then saw the lumber” (having indicated earlier how you have instructed them on what to do).

Materials *Materials are things that become part of the finished project, such as lumber, nails, and paint.*

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

Eagle candidates who wish to avoid preparing a Project Plan typically include, either here or in an appendix, a chart that shows each item of material to be acquired, the number of those items, the price per item and the total cost for that item.

Supplies *Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, and garbage bags.*

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Eagle candidates who wish to avoid preparing a Project Plan typically include, either here or in an appendix, a chart that shows each supply item, the number or quantity of those items, the cost per item and the total cost for all of those items.

Tools *Include tools, and also equipment, that will be borrowed, rented or purchased.*

What kinds of tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Eagle candidates who wish to avoid preparing a Project Plan typically include, either here or in an appendix, a chart that shows each type of tool to be used, the number of those tools, and the source from which the tool will be obtained. If any tools will be purchased or rented, the cost should also be shown.

Other Needs Items that don't fit into the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

An important aspect of planning a project is to consider what sorts of things might go wrong, and how you will deal with those situations. The Project Plan has a section on “Contingency Plans.” It is also useful to consider in your discussion of workdays what sorts of things might go wrong.

If you are expecting your volunteers to bring any items for themselves (gloves, water, hats or anything else), be sure to address that consideration somewhere in your Proposal.

Permits and Permissions Note that property owners should obtain and pay for permits.

Will permits or permissions (for example, building permits) be required for your project? Who will obtain them? How long will it take?

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

| | | |
|---|-------------|--|
| <i>Enter your estimated expenses below (include sales tax if applicable).</i> | | Fundraising Explain where you will get the money for total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too. |
| Items | Cost | |
| Materials: | \$ | |
| Supplies: | \$ | |
| Tools: | \$ | |
| Other: | \$ | |
| Total Costs | \$ | |

Sales Tax

If you will be purchasing any items from a store, you should make sure you obtain a copy of the “sales tax exemption letter” from the Parent Committee Chair (as that will save you from paying 10% sales tax on purchased items!). Include a mention in this document that you will

obtain that letter, and then remind the Parent Committee Chair in advance of your presentation to the Parent Committee that you will need that letter.

Fundraising

Many projects require funds to acquire materials. Sometimes the beneficiary organization will provide that funding, but often that is not the case. If you need to raise funds for your Project, then you will need to describe that fundraising in your Proposal.

A first question is this: From whom will you solicit funds?

If you plan to solicit funds from sources other than the beneficiary, your parents or relatives, Troop 5, Crew 5, the Jeffrey E. Kuehl Fund or FPCW, or from parents or members in Troop 5 or Crew 5, then you need to fill out and submit to the NEIC a Fundraising Application. That requires an additional effort and advance time.

*Troop 5 has established the Jeffrey E. Kuehl Eagle Project Fund, and it will provide up to \$750 of funding required for a project. There are a few steps required to apply for funding from this source. Please see **6-Kuehl Fund Guidelines**, which is available through [this link to the Eagle Resources Page](#).*

There are many other permissible sources of funds. You may solicit family, friends, foundations and other organizations that make charitable bequests and other sources. You can solicit local businesses to make donations of materials or to provide discounts. For example, Home Depot or Lowe's will often provide some type of gift card, discount or amount of free items, though it can vary by store and by manager.

If fundraising is part of your Eagle Project, you will need to include in your Proposal detail about the fundraising (and, depending on your target donors, a Fundraising Application). In that case, topics to cover in the Proposal include the following:

- *from whom you intend to solicit contributions*
- *the amount you will solicit*
- *the manner in which you intend to make your solicitations and the content of your solicitations, such as:*
 - *if you are going to call or meet in person, specify what you will say*
 - *if you are going to write letters, include the form of the letter as an appendix*

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient. If you have more than 9 phases, you may add more.

A significant part of the Proposal and the Project Plan is the description of each of the phases of your Project. The phases should cover all of the project steps that will occur after you

have received approval from the Potawatomi District (although it's okay to include earlier phases, too).

The most important phases to think through are those that will occur on your actual workdays, because those will be the days when you will have lots of volunteers waiting for you to tell them what they need to do. A single workday might have multiple phases in it, depending on the nature of your project.

A great deal will happen on any workday, and you need to give considerable thought in advance to how the day will take shape and what your role(s) will be. Remember that you are the leader of the Project; you want the Project to run smoothly and to accomplish your goal(s) for each workday.

Here are a number of questions about a workday that should be addressed in your description of the project phases:

- *What are the “big picture” goals for that day?*
- *What type of instruction will you be giving to the volunteers for that day? Will you be preparing any handouts or posters to describe the steps that volunteers are to be taking?*
- *Beyond instruction, how will you be demonstrating leadership? How will you be handling the “project management” that day?*
- *Do you need to divide the volunteers up into teams? If so, what principles will you use for creating those teams?*
- *How long will the workday last? What are the hours of operation?*
- *Where is the workday taking place? Do you need to arrange transportation for it? If so, how will you arrange it?*
- *What kinds of things might go wrong? What types of precautions should you put in place to guard against those things?*
- *What are the steps that are involved in accomplishing the work to be done that day? Have you thought through each step and written it down, so that you can provide proper instruction? Is there a particular sequence in which steps need to occur? Troop 5 looks for a lot of detail on these steps.*
- *Which items from among your listed materials, tools and supplies will you be using in each phase?*

1.

2.

3.

4.

5.

6.

7.

8.

9.

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

*Describe the hazards and safety concerns you and your helpers should be aware of.
Read the "Age Guidelines for Tool Usage" at Scouting.org*

Think about the different hazardous conditions that might exist at your project worksite. Think expansively; these conditions might relate to dangerous tools, or to physical conditions at the worksite, or to weather, or to other factors.

Project Planning *You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.*

*List some action steps you will take to prepare your project plan. For example
“Complete a more detailed set of drawings.”*

- *If you are preparing a detailed Proposal, so as to avoid having to do a Project Plan, then you do not need to respond to this topic.*

| | |
|--|------------|
| Candidate's Promise* <i>(Signed before approvals below are granted)</i> | |
| On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as a beneficiary. | |
| Signed _____ | Date _____ |

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

| | |
|--|---|
| Unit Leader Approval* | Unit Committee Approval* |
| I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow them. | This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal. |
| Signed _____ Date _____ | Signed _____ Date _____ |
| Name (Printed) _____ | Name (Printed) _____ |

| | |
|--|--|
| Beneficiary Approval* | Council or District Approval |
| This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required. <i>Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</i> | I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to share it with a project coach. |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Signed _____ Date _____ | Signed _____ Date _____ |
| Name (Printed) _____ | Name (Printed) _____ |

**While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (*). However, council or district approval must come after the others.*

- *Note that the signature box for the beneficiary above requires the beneficiary to indicate whether or not the Eagle candidate provided the beneficiary with a copy of **2b–Information for Beneficiaries**, which is available through [this link to the Eagle Resources Page](#). You should download that document and deliver it to your beneficiary sometime prior to the time that you request the beneficiary to sign your Proposal. If your beneficiary has never worked with an Eagle candidate before on a service project, it is a good idea to deliver that document early on in the process, as it will help set the beneficiary’s expectations.*

APPENDIX A

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

| | | | |
|-------------------------|-------|----------------------------|------|
| Name: | | Birth date: | |
| Email Address: | | BSA PID number*: | |
| Address: | City: | State: | ZIP: |
| Preferred telephone(s): | | Life board of review date: | |

**BSA PID number, found on the BSA membership card*

Current Unit Information

| | |
|---|------------------|
| Check one: <input type="checkbox"/> Troop <input type="checkbox"/> Crew <input type="checkbox"/> Ship | Unit Number: |
| Name of District: | Name of Council: |

Unit Leader Check one: Scoutmaster Crew Advisor Skipper

| | | | |
|----------------|-------|-------------------------|------|
| Name: | | Preferred telephone(s): | |
| Address: | City: | State: | ZIP: |
| Email Address: | | | |

Unit Committee Chair

| | | | |
|----------------|-------|-------------------------|------|
| Name: | | Preferred telephone(s): | |
| Address: | City: | State: | ZIP: |
| Email Address: | | | |

Unit Advancement Coordinator *(If your unit has one)*

| | | | |
|----------------|-------|-------------------------|------|
| Name: | | Preferred telephone(s): | |
| Address: | City: | State: | ZIP: |
| Email Address: | | | |

Project Beneficiary *(Name of religious institution, school, or community)*

| | | | |
|----------------|-------|-------------------------|------|
| Name: | | Preferred telephone(s): | |
| Address: | City: | State: | ZIP: |
| Email Address: | | | |

Project Beneficiary Representative *(Name of contact person for the project beneficiary)*

| | | | |
|----------------|-------|-------------------------|------|
| Name: | | Preferred telephone(s): | |
| Address: | City: | State: | ZIP: |
| Email Address: | | | |

Your Council Service Center

| | | | |
|---------------|-------|-------------------------|------|
| Council Name: | | Preferred telephone(s): | |
| Address: | City: | State: | Zip: |

Council or District Project Approval Representative *(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)*

| | | | |
|----------------|-------|-------------------------|------|
| Name: | | Preferred telephone(s): | |
| Address: | City: | State: | ZIP: |
| Email Address: | | | |

Project Coach *(Your council or district project approval representative may help you learn who this will be.)*

| | | | |
|----------------|-------|-------------------------|------|
| Name: | | Preferred telephone(s): | |
| Address: | City: | State: | ZIP: |
| Email Address: | | | |

- *Most of the information required for this page is available from the Eagle Contact List that your Scoutmaster or your Life to Eagle Advisor should have furnished to you early on in the process of working on your Proposal.*