

# Troop 82 Eagle Scout Project Checklist rev 3/22

## Phase 1 – Project Selection/Initial Workbook Preparation

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- Step 1.1** – Please refer to the “Getting Started on Your Eagle Project” file on Troop 82’s website at <http://hptroop82.org/eaglecandidates.html>.

Once you have selected a project, please write a brief summary (no more than one page) of the project that includes 1) information on the beneficiary, 2) a short description of the project, and 3) how your project will benefit the beneficiary. Send the summary to the Troop 82 Eagle Chair at [eagle@hptroop82.org](mailto:eagle@hptroop82.org) with a copy to your Company Scoutmaster (CSM). The Eagle Chair will respond in a reasonable amount of time and provide you with the name of your Eagle Coach and his contact information.

- Step 1.2** – Begin to keep a log of the hours you spend on this project as well as hours spent by any of your volunteers. This information will be needed at the completion of your project.
- Step 1.3** – Purchase a 3-ring binder to retain all documents you create relating to your Eagle project. Create a cover for your binder using the sample cover saved in Dropbox. Add tabbed sections to help keep you organized. The tabbed sections should include the following or something similar:
  - **Project Proposal**
  - **Project Plan**
  - **Project Report**
  - **Other**
- Step 1.4** – Download (and save on your computer) the latest version of the *Eagle Scout Service Project Workbook (“Workbook”)*. Here is a link to a blank *Workbook*: <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/>. Please make sure you save the *Workbook* to your computer before you begin to fill it out. Do not begin to fill out the *Workbook* in your browser as changes you make likely will not save. It is **strongly** recommended that you download Acrobat Reader and use that program when working on or editing the *Workbook*.
- Step 1.5** – On the *Workbook*, fill out the cover page (page 1) and Proposal Page B (Contact Information). **Refer to the Dropbox file called “Information on Signatures Needed in Workbook” contained in the Eagle Dropbox folder for help on filling out Proposal Page B. This document is highly valuable and should be referred to throughout this process. Look at it now.** Your District is West Park and your Council is Circle Ten.

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## Phase 2 – Initial Meeting with Your Project Coach

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Coach  
Initials

- Step 2.1** – Contact your Coach and schedule a meeting. Complete steps 1.1 through 1.5 **before** the meeting and bring the following information to that meeting:
- Your new Eagle Project Binder (with cover and tabs already in place)
  - **Workbook** with all of Proposal Page B typed in (except for the Council or District Project Approval Representative). Begin completing as much as you can of the **Service Project Proposal** section (Proposal Pages A-E) before the meeting.
  - Be sure to include plenty of “before” pictures, maps, etc. of the area where your project will occur. This will help your Coach and other readers of your proposal better visualize your project.
  - **NOTE:** If you need more space in any of the text boxes on the **Workbook**, use Word or Excel attachments to complete questions that require expanded answers and reference the specific attachment in the appropriate answer text box on the PDF. See the sample Project Workbooks in Dropbox for examples of this.

## Phase 3 – Preparing the Project Proposal

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- Step 3.1** – At the first meeting, your Coach will provide feedback and suggestions regarding your **Service Project Proposal**. Continue to meet as needed with your Coach until the **Service Project Proposal** section is completed and he has approved it.

**All Eagle Scout materials, including the Service Project Proposal should be of sufficient detail that it can be implemented completely, by your volunteers, even if you were unable to attend the actual day of the project. Planning to this level of detail is what is expected.**

Coach  
Initials

- Step 3.2** - If fundraising is part of your project, please read the following discussion carefully: If you plan to raise \$500 or less, you do not need a Fundraising Application. If you plan to raise more than \$500 but only plan to raise funds from yourself, your parents, your relatives, people involved with Troop 82, or from your beneficiary, you do not need to a Fundraising Application. If neither of these conditions are met, then a Fundraising Application is required.

If a Fundraising Application is required, please complete Fundraising Application Page A (and read Fundraising Application Page B). The completed Fundraising Application Page A must be submitted to the current West Park District Advancement Chair for approval (after you have obtained your CSM’s and the Project Beneficiary Representative’s signatures). Please check with the current Troop 82 Committee Chair for contact information for the West Park District Advancement Chair.

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## Phase 4 – Completing the Proposal and Preparing the Project Plan

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Coach  
Initials

- Step 4.1** – Ask your Coach to review the project with your CSM prior to approving and signing the **Service Project Proposal** section. Work with your project Coach to ensure this step occurs.

Coach  
Initials

- Step 4.2** – After your Coach has approved and signed the **Service Project Proposal** section (on the Unit Committee Approval line of Proposal Page E in the **Workbook**), contact and meet with the individuals listed on Proposal Page E of the **Workbook** (and **Fundraising Page A** if required—see Step 3.2 above) and secure their signatures (in the order noted below). Be sure to provide the Project Beneficiary Representative with a copy of “Navigating the Eagle Scout Service Project: Information for Beneficiaries”. A copy of the document is available in the Dropbox folder.

**Important: Referring to “Information on Signatures Needed in Workbook” in the Eagle**

**Dropbox folder**, your Coach must sign **Workbook** Proposal Page E as the Unit Committee Approval first, your the Project Beneficiary Representative must sign Proposal Page E (and Fundraising Page A) second, your CSM must sign Proposal Page E (and Fundraising Page A) as the Unit Leader third, and THEN (and only then) the Council or District Project Approval Representative signs last.\* In order to be assigned a Council or District Project Approval Representative, please submit a request using this website:

<https://circleten.org/posts/67217/west-park-eagle-designee-request>. When filling out the request, the “Troop Eagle Coordinator” is your Coach.

\*Pls allow at least 2-3 weeks for a Council or District Project Approval Representative to be obtained and to allow them time to review and make suggestions on your project.

Coach  
Initials

- Step 4.3** – After you have received feedback from the individuals who signed your **Service Project Proposal**, complete the **Eagle Scout Project Plan (Project Plan)** section (**Project Plan** Pages A-E, which is intended to incorporate feedback you may have received when you obtained your signatures) and continue to meet with your Coach as needed until he has given his approval that the **Project Plan** is complete. **Have your Coach approve the **Project Plan** by signing and commenting on **Project Plan Page E** in the comment section at the bottom of the page.**

Coach  
Initials

- Step 4.4** – Meet with your Coach one final time to ensure all feedback elements are in your plan prior to moving into the critical Phase 5.

**Do not begin work executing your actual project until all steps in Phase 4 are complete**

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## Phase 5 – Project and Project Report (Conclusion)

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Coach  
Initials

- Step 5.1**– Complete your service project according to the *Project Plan*. Inform your Coach as to when you plan to do your project.

Coach  
Initials

- Step 5.2** – Type your conclusion in the *Eagle Scout Service Project Report* section (Project Report Page A-C). Please include several photos of your project as attachments to the *Eagle Scout Service Project Report*. This section should include some “after” photos of your completed project as well as several photos of the project as it was being completed. Photos of you giving leadership are encouraged.

Coach  
Initials

- Step 5.3** – Secure your Coach’s final approval of the *Eagle Scout Service Project Report* and have him sign and date Project Report Page C (there is no signature block for the Coach - have him sign and date next to the word “Approvals” in the signature section).

Coach  
Initials

- Step 5.4** – Secure the beneficiary’s approval the *Eagle Scout Service Project Report* and have him sign and date Project Report Page C on the designated line.

Coach  
Initials

- Step 5.5** – Congratulations! You are now ready to get your CSM’s signature. This should be done in connection with the Scoutmaster Conference. Please refer to the **Life to Eagle Process checklist** to assess your readiness for a Scoutmaster Conference.