

EAGLE SCOUT LEADERSHIP PROJECT

SUGGESTED GUIDELINES

for

ENTERING SPECIFIC DATA INTO THE WORKBOOK

In an effort to assist you in the planning stages of your project, as well as in the documentation of your efforts in the Eagle Scout Leadership Project Workbook, the following guidelines are provided to illustrate the amount of detail that will make for a well-prepared presentation before the Troop Committee.

PROJECT DESCRIPTION: (provide only a “narrative” general description)

- Describe what it is that you are planning to do.
- Tell who will benefit from your project and how they will benefit from it.
- Describe how you plan to carry out this project.
- Tell of the challenges that must be considered while carrying out the project.
- Briefly describe how you plan to raise funds to pay for the project.

PROJECT DETAILS: (incorporate all specific details relevant to your project)

- If relevant, show a detailed site plan of the area around your project, labeling existing buildings and site conditions.
 - If relevant, provide a sketch of your proposed improvement and its location on the site.
- Include multiple “before” photos of the existing site conditions with labeled captions.
- If relevant, provide detailed drawings of your project, labeling materials and dimensions.
- Provide a detailed list of materials needed, including material name, size, and quantity.
 - List secondary materials needed, such as tools, safety & first aid equipment.
 - Specify whether each material needed will be donated, self-provided, or purchased.
 - List the unit prices of the materials that need to be purchased, including the quantity and the extended cost totals to arrive at a calculated material cost budget.
- Provide a list of the volunteers needed by task assignment, including the number of volunteers for each work day and the hours required for each task.
 - Describe the role of any professionals required in the execution of your project, and tell what your role will be at each stage of work.
 - Assigning a price/per hour for each level of skilled and unskilled worker, project what the labor would cost you if you had to pay your volunteers.
- Add together your material cost projection with your fictional labor budget to arrive at the total value of your project.
- List the transportation needs required for your project and how it will be accomplished.
- Outline the specifics of your fund raising effort, including number of volunteers needed, advertising ideas, and/or method of solicitation.

CARRYING OUT THE PROJECT: (all data describing the execution of the project)

- Give a narrative that describes the execution of your project.
- Provide a copy of the written contract that you have with a representative of the organization benefiting from the project, showing their acceptance of the project idea.
- Include multiple “after” photos of the completed project with labeled captions.
- Provide a detailed list of the hours you spent planning & working on the project.
 - List date, task performed, who you met or spoke to, and time spent on each task.
 - Provide a total of your hours worked from start to finish, including fund raising.
- Provide a detailed list of the hours spent by others working on the project.
 - List each volunteer’s name, date and task performed, and time spent on each task.
 - Provide a total of hours worked by others, including fund raising.
 - Assigning a price/per hour for each level of skilled and unskilled worker, calculate the total of what the labor would cost you if you had to pay your volunteers.
- Provide a detailed list of all of the materials used on your project.
 - List the dollar value of all purchased materials, and the calculated value of all donated materials, for a grand total of material cost.
- Summarize your fund raising activities
- Give a narrative that describes the changes that you were forced to make along the way which varied from your original project idea. Also include lessons-learned from your project.
 - Talk about unforeseen events, such as having less volunteers than planned, shortages of material, extended time to complete the work, and/or cost overruns.
 - Tell how you overcame any obstacles that you encountered.
- Include a photo of the recognition plaque that you displayed near to your finished project.
- Include a copy of the Thank You letter that you sent to donors of materials and/or funds.
- Include a copy of the Thank You note that you sent to each of your volunteers and/or adult professionals.
- Include a copy of any published newspaper articles or featured mention of your project.

PRESENTATION MATERIALS: (suggested format for project workbook)

- Assemble all documents in the proper order in either a 3-ring binder or a spiral bound folder.
- Produce an attractive cover and title page to your booklet or binder.
- Consider having all of your document pages stored inside clear plastic sheets (optional).
- Separate each section of your booklet with colored and/or labeled tabs.
- To make your presentation before the Committee more effective, consider having multiple copies of your binder or booklet available for review by the Committee members.
 - (It is recommended that you have the original binder, plus maybe 3 copies)

*****Wear your uniform neatly, speak clearly, relax, and tell us your story.**