

## Eagle Scout Service Project Process – Rolling Hills District Frequently Asked Questions

**Q.** When should an Eagle Candidate contact the District Advancement Chair about a project idea?

**A.** Scouts should call the District Advancement Chair to get verbal approval of a project concept after they have talked the idea through with their Scoutmaster or Troop Eagle Coach. This helps make sure the concept is a solid Eagle Project idea before lots of time is put into planning.

Scouts should also call the District Advancement Chair when they are ready to schedule a formal project review for signature.

**Q.** Who should contact the District Advancement Chair?

**A.** It is the *scout's* project. The *scout* should be the person making the phone calls and meeting with the Eagle Advancement Coordinator or representative. It's understandable that parents will have questions about the process. Since it is the *scout's* project, he should be the one asking the questions and arranging the meetings. Parents are welcome, as observers, at meetings regarding the project concept and written project approval. Parents are not permitted in the Eagle Board of Review.

**Q.** Do I need to construct something for my project to be approved?

**A.** No, the Eagle Scout Service Project is conceptualized, created, planned, organized and executed by the scout. It is not necessary to build something. While it may seem that many scouts do build something for their project we have also seen other projects. A couple of examples...

Christmas Concert in Retirement Centers – this scout, a member of a high school band, organized a small group of his friends to take their talents on the road and played in a few of the local retirement centers during the holiday season.

Flag retirement – this scout organized his troop to collect old United States flags for retirement. Flags were collected at area stores (the scouts staffed tables on designated Saturdays), the scouts removed from the flags the embroidered stars – to be sent to “Stars for our Troops,” and then retired the flags with assistance from the local VFW Post.

The decision of what to do for an Eagle Scout Service Project is completely up to the scout, unit leaders, eagle coaches, other troop leadership should not influence or attempt to persuade the scout to do a project for their favored cause, again the project is the scout's. If the scout finds a project that he is excited about – he is more likely to enjoy a favorable outcome and maintain his enthusiasm throughout the project.

The project must not be routine maintenance or labor, i.e. the beneficiary getting “free labor.” The project must not be a fundraiser – example building wood duck houses for the local conservation club to sell as a fundraiser. The beneficiary may ***not*** dictate how the project will be done – plans are to be those developed by the scout – the scout may have to research proper techniques, best practices and applicable codes if he is constructing something for his project. The scout is also responsible for obtaining all necessary permits.

**Q.** What must be covered in the Project Proposal Details section of the Workbook?

**A.** There are seven main sections that must be covered in the Project Details:

1. Present Condition – What does it look like now? Why are you doing the project?
2. Method – narrative description of the project and how it will be executed.
3. Materials to be used – must include estimated cost for all materials to be purchased and/or rented. Also, include how the funds will be acquired.
4. Project Helpers – Who will be recruited to participate in the project? How will they be broken up into the various teams?
5. Time Schedule – This is the substance of the project. It should lay out all of the details of the project from the planning steps to the hour-by-hour plan for the day(s) the work is done.
6. Safety Hazards – What are possible ways that your volunteers could get hurt while working on the project?
7. Safety Measures – Ensuring the safety of your volunteers is a primary leadership responsibility. How will you try to prevent injury? How will you Be Prepared in case someone is injured?

**Q.** How do I know when my project is ready for a Review by the District?

**A.** When you have thoroughly planned and completed the project proposal details and completed the project proposal section of the project workbook; and have the signatures of the project sponsor/beneficiary (representative of the organization you are working with on the project), your Scoutmaster or Troop Eagle Coach, and your Troop Committee Chair or his/her designate, your project is ready for a formal review.

**Q.** What is the expected time frame for getting formal, written, approval on a project?

**A.** Once the project is verbally approved by the District Advancement Chair, the time to written approval can range from one to two months or more to get formal signature. The amount of time depends on how well the scout has managed his time, researched and planned his project, and how much detail is given. Typical timeframe is two months if a scout has to come to the district a second time.

**Q.** When are District Project Reviews conducted?

**A.** Project Proposal Reviews, for formal written approval, are conducted by appointment only, August thru June, on the first Tuesday of the month, prior to the District Committee meeting and on the second Thursday of the month, prior to the District Roundtable. During the month of July, it is very important to contact the District Advancement Chair to schedule an appointment as there are no regular District meetings during this month. Due to work and family commitments of those that review the proposals, we try as much as possible to adhere to this schedule.

**Q.** Is it possible to get approval via email?

**A.** Typically the answer is No. All contacts should be via phone and/or in person so that Youth Protection standards can be maintained. However, if the initial project review is close to being approved and just needs a couple detail updates, the reviewer may agree to exchange emails to expedite the process. If email is used, a parent or scout leader should be copied. You may use email to schedule appointments.

**Q.** Once a project has received written approval, is there any reason the District Advancement Chair needs to be contacted about the project?

**A.** Yes, if there are major changes in project scope or in the way a project is to be funded; the scout must contact the District Advancement Chair to get approval on the changes. For example, a funding change might include adding a pancake breakfast if initial donations fall short. A scope change might be when the expected number of trees to be planted falls from 50 to 15.

Not contacting the District Advancement Chair to discuss a change request could result in the project being rejected by the Board of Review.

**Q.** Are there any funding issues to keep in mind on a project?

**A.** Yes,

Parents and immediate family are not expected nor is it recommended that they contribute the majority of the funds for the major part of the project. It is understood that the scout's family may provide lunch, snacks or refreshments for the project volunteers. However, the family providing major funding for the project is highly discouraged. Expectations are that the scout will seek out sources of funding other than his family as part of the Eagle Project. If a major portion of the funding for a project is provided by the family, the project may not be approved and/or could be rejected by the Board of Review.

It is highly recommended that the scout complete the fundraising application, including the signatures required even if the scout does not anticipate the need to fundraise. This should be completed prior to meeting with the District Advancement Chair for formal, written approval of his project. This form can then be signed at the same time and alleviate the need to delay fundraising, should the need arise, until the District Advancement Chair can be contacted to sign that fundraising application. No fundraising can occur until the Fundraising Application is signed by the District.

Examples on donations...

If the local lumberyard indicates that they will provide lumber, for a project, at their cost as opposed to the manufacturer's suggested retail price or at a 10% discount. The difference between cost and msrp or the discount must be considered a donation and requires that the Fundraising application be completed.

A local supplier of audio equipment donates the use of equipment to a band playing a concert in the retirement center – the cost of that equipment for the time used would be considered a donation.