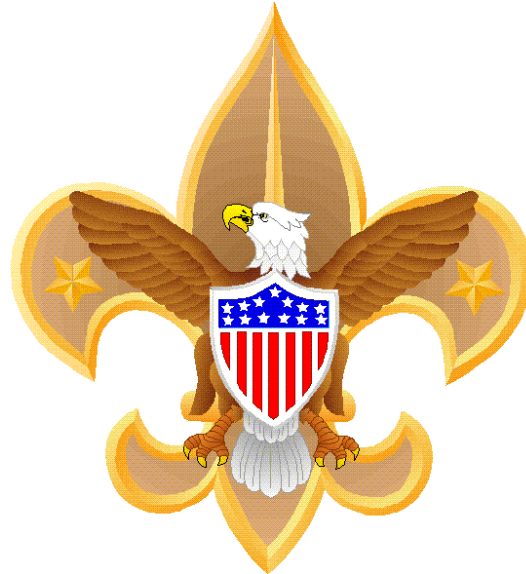


Planning an Eagle Project





What is an Eagle Project

- The purpose of the project is to allow the Boy Scout to experience and understand the various parts of project development and to use his leadership skills that he has been developing throughout his Scouting career.
- To improve his community with a service project



Parents

- This is a project that the **Eagle Scout candidate** is responsible for completing.
- **His job** is to **plan and execute** the project.
- **Your job** is to **support** your son. **Motivate** him and keep him going in the right direction. Do not do the project for him.
- You have the life experiences so let him use you as a resource, not a crutch.
- If you have any questions, please contact any of the leaders or parents of Eagle Scouts.



Eagle Scout Candidates

The Eagle Scout project is the single, most challenging, thing that you will accomplish in your Scouting career.

Do Not let it stop you from the goal of becoming an Eagle Scout.

Talk to other Eagle Scouts and see how they were able to accomplish their projects. They are some of your best assets.



When can you start

- You must be a Life Scout to start your Eagle Scout project.
- You should start to think about a project when you become a Star Scout.
- Eagle Scout projects require a lot of time to plan and execute. Keeping your eyes open can give you the opportunity to produce something that you will be proud to say “That’s my project”.

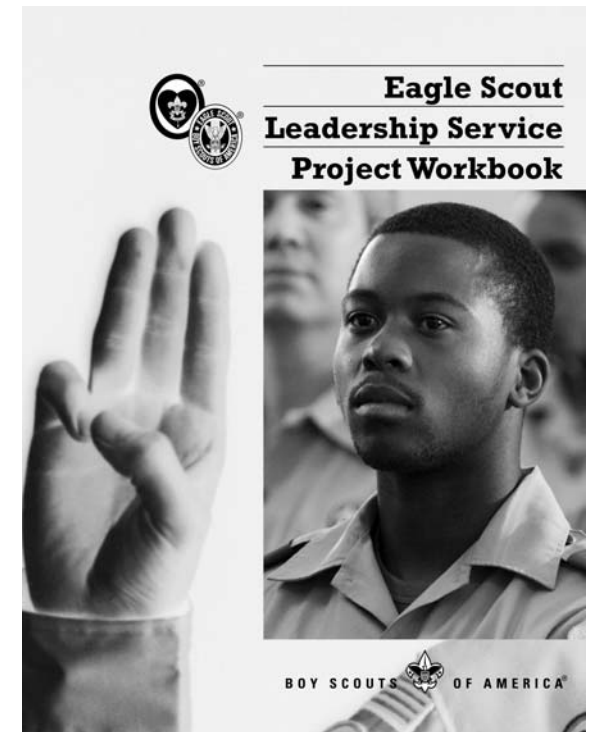


The Process

- The Eagle Scout project is a multi-faceted, detailed, process.
- The process has many steps that must be completed *in sequence*.
- Many approvals are required along the way.

BSA Paperwork

- You will ***FIRST*** need to get a copy of the ***Eagle Scout Leadership Service Project Workbook***
- You can get this at the council office or online at www.vhcbsa.org
- This workbook is required for your project.



Approvals

Before you start, your plan will need approvals from –

- The organization benefiting from the project
- Your Scoutmaster
- The Troop Committee
- The Eagle Project Advisor





What do I do first?

- Look around your community and see if you can recognize a need.
- Talk to your parents, non-profit organizations, your church, your school, unit sponsor, Scoutmaster, community leaders, etc.
- Evaluate possible projects and see if they are SMART.



What is S.M.A.R.T.

- **S** – Specific

What exactly is your project?

- **M** – Measurable

Can you determine where your project starts and ends?

- **A** – Attainable

Are you “biting off more than you can chew”? Can you accomplish this project with the resources that you have?

- **R** – Relevant

Is this project appropriate for an Eagle project?

- **T** – Time-based

How much time will it take to complete your project?



Project Limitations

- **Routine Labor (a job or service normally rendered) should not be considered.**
- **Projects may not be performed for business or commercial purposes**
- **Fundraisers.**
 - Fundraising may be done to help secure materials for the project and any surplus money must be returned to the donors.



Project Selection

- Once you have some ideas, meet with your Scoutmaster and discuss your project.
- The two of you can evaluate and select a project.
- The project should benefit the community.
- Projects helping the BSA are not allowed.

Documentation



- Keep track of every hour that you spend on the project.
- Keep track of every hour that everyone else spends on the project.
- Document all of your project expenses.
- **TAKE PICTURES** before, during and after the project. Include them in your workbook and all presentations.

Measure of Success

- You must choose some measurable criteria
 - It's difficult to measure intangibles.
 - Words like "all" or "never" are difficult to achieve.
- Don't get caught up in "traps".



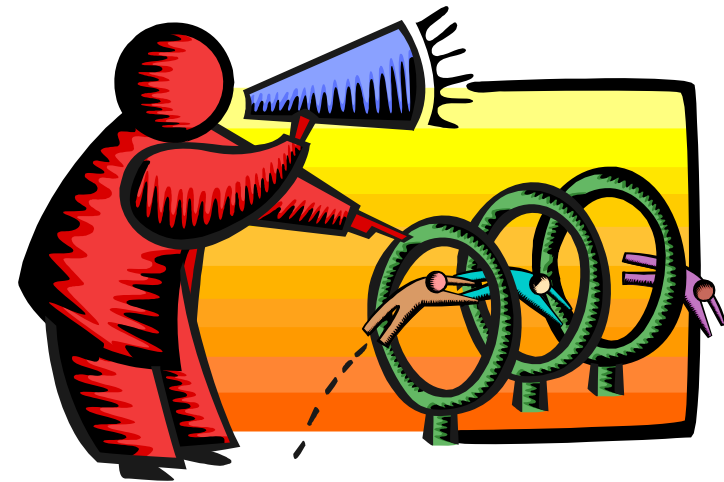
Project Planning Traps

Activity Trap

The risk of becoming so busy with an activity so as to forget and miss the aim of that activity.

Scope Creep

Refers to uncontrolled changes in a project's scope. This can occur when the scope of a project is not properly defined, documented, or controlled. As a result, the project team risks drifting away from its original purpose and scope into unplanned additions.





The 5 Stages of Project Planning

1. Project Overview
 - What is the problem, opportunity or situation to be changed?
2. Work Breakdown Structure
 - What work needs to be done?
3. Activity Assignments
 - Who is doing what?
4. Putting the plan into action
 - Start your project.
5. Project Closeout
 - Acknowledge your workers and sponsors. Critique your project and complete your workbook.



Project Presentation

1. Get an approval from the Scoutmaster.
2. Present the project to the Troop Committee for approval.
3. Present your project for approval to the Council Representative.



Presentation to the Committee

Before you present your project, you will need to prepare-

- A Complete Project Description including
- Project Location
- Who is the project benefiting
- How will they benefit
- Project Details
- Materials List
- Costs Breakdown
- Manpower Requirements (work shifts)
- Project Financing
- Any other important details



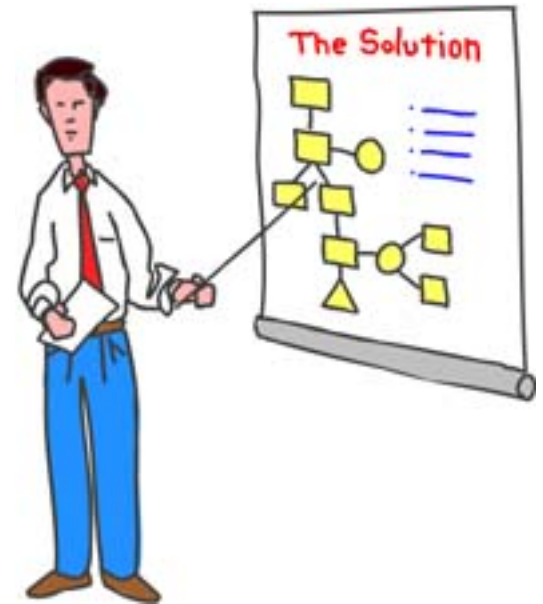
Manpower

- Determine your manpower needs including work groups and man-hours (There is no minimum size of project, but many projects will add up to over 100 hours).
- Tools
- Do you need someone with special knowledge or tools?
- How are you going to feed and take care of your workers?

Presentation to the Committee

The Troop Committee will evaluate your project to determine if-

- Your project is proper
- Your project is attainable
- You've considered all of the details
- You've considered your workers
- You've thought about project financing
- You've thought your project through





Council Approval

- After you make your presentation to the committee and receive approval, you will need to contact the Eagle Project Advisor.
- You will meet with the advisor, *in full uniform*, and make the same presentation to the advisor.
- After the advisor approves the project, then you may start the project.



Starting the Project

- Check the troop calendar and select some possible dates to start the project.
- Allow enough time to complete your project.
- Announce your project at the meetings.
- Have fliers with all necessary details about your project.
- Signup Sheets
- Send your project information to the troop webmaster for posting.



Tour Permit

Scouting activities require that a BSA Local Tour Permit be filled out if the activity is away from the normal meeting location. You will need to have a Youth Protection trained adult on site. If your parents need assistance with this, contact any of the troop leaders.

This permit needs to be filed with the Council Office prior to the start of your project. Don't wait until the last minute to do this. Get your Tour Permit approved early.

A minimum of 2 adults must be at the project.

Tour Permits are available on the Verdugo Hills Council website www.vhcbsa.org



How Do I Finance This Thing?

- As part of your Troop Committee presentation, you will need to give an estimate of the costs involved and the labor requirements to complete your project.
- You should not have to pay for the project.
- Seek donations and sponsors



Who Would Give Me Money?

- Ask Everyone
- Ask the church or organization that benefits from your project
- Ask family and friends
- Business owners
 - Some businesses will not give you money, but will give materials or discounts on materials, food and refreshments purchased from them.

Be prepared to approach each of these people in full uniform and have a letter describing your project and itemizing your needs. Have a parent with you.



At the Project

- Have all materials ready
- Have any necessary tools at the site
- Have a first aid kit available (troop kits are available)
- Safety discussion for all workers
- Project discussion for the workers
- Refreshments for the workers
- Food for the workers



At the Project

- Be prepared to answer questions
- Make decisions
- Make corrections or changes
- Remember, you are the project manager, not the project dictator
- DO NOT MICRO-MANAGE
- Give your team updates regarding the project's progress



After the Project

- Recognize your workers.
- Thank your sponsors.
- Critique your project.
- Complete your workbook.
- If you have any surplus money, it **MUST** be returned to your sponsors.



Completion of your project

Upon completion, you will need to get signatures from –

- Your Scoutmaster
- Representative from the organization benefiting from the project
- Yourself





Be Prepared

At your Eagle Board of Review, be prepared to answer questions regarding your preparation, project financing, leadership, problems, changes in the project and how the project benefited the community.

The Board members *will* ask.



In Summary

Planning and documentation are critical to all projects.

THIS PROJECT IS NO DIFFERENT

Understand your project and be ready to answer any questions at any time.



Eagle Project Advisors

Contact the Verdugo Hills Council office for names and phone numbers of the Eagle Scout Project Advisors

