

Eagle Scout Leadership Service Project Workbook Project Approval Checklist

Use this checklist to make sure the Eagle project proposal contains sufficient information to facilitate approval by the district advancement committee. The workbook must be approved by the district advancement committee **prior to the start of the project.**

- All information is legible.
- Cover page: Names, addresses and phone numbers of Scout, unit leader and advancement person are complete and correct. (Note: The council will return your certified Eagle Scout Rank Application to the person listed as the advancement contact, prior to your board of review.)
- Project description is brief, specific and accurate.
- Name of group, telephone number and address that will benefit from the project is shown. Project will benefit a school, church or community, not a business or an individual.
- Detail on how the project will be of benefit to the group is included.
- Date concept was discussed with unit leader is shown.
- Representative's name/title/phone number of the benefiting group and date of the meeting is shown.
- The present condition is clearly described.
- "Before" photographs are attached if appropriate.
- Drawings, maps, and plans are included, legible, and comprehensive.
- Project scope requires substantial leadership of other youth by the Life Scout.
 - Youth and adult hours are clearly itemized and totaled.
 - Adults are invited for supervision and logistics.
 - Hours are estimated reasonably for the work described.
- Materials, supplies and tools are listed, with cost and source, and are sufficient for the project.
- A specific plan for funding is included.
- Plan is sufficiently complete that another person could use it to complete the project, in the Eagle candidate's absence.
- Signatures are included.
 - Original approval signature/date for benefiting organization is shown.
 - Signature of the Scoutmaster.
 - Signature of the unit committee member.
- Two copies of signed original project workbook have been made.
- Original and one copy of the project workbook sent to the district advancement committee chairman for review and approval. (If your district requires it, include a self-addressed stamped envelope with sufficient postage to cover the costs of mailing the report back to you.)