

Eagle Scout Leadership Service Project Approval Checklist

Cherokee/Pickens District

Scout's Name: _____ Phone: _____ Date: _____

Email: _____ Unit Type: Crew Ship Team Troop Unit Number: _____

District Reviewers: _____ and _____

Administrative: These MUST be completed prior to beginning the District Project Review.

- Scout dressed in complete uniform?
- Using latest Eagle Scout Leadership Service Project workbook?
- All information is legible?
- Name of benefiting group, telephone number, and address is shown?
- Name, title, and phone number of representative of the benefiting organization?
- Correct name, address, and phone number of Scout?
- Correct name, address, and phone number of unit leader?
- Correct name, address, and phone number of unit committee member?
- Date concept was discussed with unit leader is shown?
- Original and two copies of signed project workbook and attachments provided?
- Approval signatures (must be original):
 - Benefiting organization
 - Unit leader
 - Unit committee representative

Project Description:

- Description of the project is brief, specific, accurate, and complete?
- Does the benefiting group qualify?
- Complete description of benefit provided to the group identified?

Planning Details:

- Complete description of the present condition? (*pictures, maps, drawings, sketches as appropriate*)
- Methods used to complete the project:
 - How will the project work be organized?
 - Are step-by-step instructions detailed and complete?
 - Are there sufficient opportunities for the Scout to demonstrate leadership?
- Materials required for the project:
 - Complete list of necessary materials? (*type, amount, and cost of materials*)
 - Where will the Scout secure the materials? (*stores, organizations, benefiting group, etc.*)
 - How much will the materials cost?
- Tools required for the project:
 - Complete list of all the necessary tools?
 - Where will the Scout secure the tools? (*self-provided, Scout unit, benefiting group, etc.*)
- Supplies required for the project:
 - Complete list of all necessary supplies? (*trash bags, paper products, first aid kit, water, etc.*)

- ___ Where will the Scout secure the supplies? (*self-provided, Scout unit, benefiting group, etc.*)
- ___ People necessary to complete the project:
 - ___ Will people with special skills be needed? (*construction, carpentry, electrical, etc.*)
 - ___ Number of youth and adults listed?
 - ___ Where does the Scout plan to get the people? (*Scout unit, friends, schoolmates, family, etc.*)

FAMILY CONTRIBUTION SHOULD BE VERY MINIMAL

- ___ Time schedule:
 - ___ Youth and adult hours are estimated reasonably for the work described?
 - ___ Has the Scout set a realistic timeframe for working on the project?
 - ___ Is there a contingency plan in case the dates don't work out? (*inclement weather etc.*)

- ___ Financial plan:
 - ___ How will materials, tools, and supplies be paid for?
 - ___ If fundraising is required, has it been accounted for in the project timeframe and does it meet BSA fundraising guidelines?
 - ___ Is there a contingency plan in case funding or donations are not sufficient?

- ___ Safety considerations to address:
 - ___ Will qualified adult supervision be present? (*two-deep leadership, Youth Protection trained?*)
 - ___ Hazards involving the worksite, materials, tools, and weather? (*including sun/rain protection, power tools, etc.*) The Guide to Safe Scouting may be useful here.
 - ___ Availability of first aid supplies and access to emergency services? (*phone present?*)
 - ___ Food and water provided? (*will those neglecting to bring water have access to it?*)
 - ___ Restrooms and / or wash facilities available? (*if not, do they need to be?*)

- ___ Is the work site location clearly defined?
- ___ Is there a plan to get workers to and from the work site?
- ___ Plan is sufficiently detailed and complete that another Life Scout could use it to complete the project in the Scout's absence without any additional information from the Scout?
- ___ Project, if carried out according to plan, is sufficiently large to clearly demonstrate the Scout's leadership skills?
- ___ Project, if carried out according to plan, does not appear to be too large in magnitude?

___ **Project approved?** (*if not, ensure the Scout has a complete understanding of what needs to be added/changed*)

Approval Signatures: _____ **and** _____

Date: _____

A copy of this approval form should be archived with a copy of the approved project