Iron Hill District – Scout Unit Guide for submitting an Eagle Scout Project Proposal

The following guide/checklist is to assist Iron Hill District scout units in their roll to review and assist the Scout in submitting an Eagle Scout project proposal **BEFORE SENDING TO THE DISTRICT** for review and approval. Please review the Eagle Scout Project Workbook and Guide to Advancement for additional details.

Overall:

- ☐ Has the latest version of the workbook been used (currently-January 2019)?
- ☐ Planning, leadership and challenging project: Does the project incorporate significant opportunities for the scout to demonstrate an Eagle level planning a challenging project and leading others to complete the project?
- ☐ Are all blocks of the proposal section of the workbook, completely filled out?

Detailed sections:

- ☐ **Contact page:** Have all of the information blocks been completely filled in? If information is not applicable, note as N/A.
- ☐ **Description:** This section should describe: the current condition, the scout's vision for the completed project and a general description of the project phases that will be used to complete the project. The scout should include quantities and overall dimensions (as determined by the project). Safety of the volunteers should be considered in the project.
- ☐ **Photos, drawings and maps:** Do the photos, drawings and maps enhance the description of the project? Do the drawings contain dimensions and compass orientation? Do the drawings show front, top and side views? Does each item include a caption explaining what the scout wants to show and provide credit to any item from the internet?
- ☐ **Leadership:** Did the scout describe where he/she will recruit volunteers, how many they need and what are the challenges in leading them?
- ☐ **Materials, supplies and tools:** Did the scout put sufficient effort into determining the list of required items? Materials; (stuff left at the project when done), Supplies; (items used up for the project) and tools; (items required to complete the project – normally these are borrowed or rented).
- ☐ **Materials, supplies and tools:** Did the scout consider items for safety; protecting hands, eyes, feet, ears, lungs, skin, etc.?
- ☐ **Other needs:** What other needs are required?
- ☐ **Permits and permissions:** Does the project require other approvals, building permits, land owner approval, Miss utility, etc.?
- ☐ **Preliminary cost estimate:** Does the cost estimate account for everything; including rentals, permits, food, drinks, etc.?
- ☐ **Fundraiser:** This is another area for the scout to show planning and leadership. Did the scout describe how they plan to fund this project? A fundraiser <u>cannot</u> include prohibited events such as: games of chance, lottery, etc.?
- ☐ **Project Phases:** Is the first phase to "Complete the Project Plan" (this is the next section of the workbook) and the final (after completing the physical project) section of the workbook? Does it include thanking those who helped make the project successful? Is the fundraiser application listed? Is Miss Utility or other permission phases listed?
- ☐ **Logistics:** How are the volunteers and materials, supplies and tools arriving at the project site? Did they consider access to bathrooms and electricity (if required)?
- ☐ **Safety Issues:** Did the scout list **ALL** of the potential safety concerns, such as cuts, puncture wounds, ticks, snakes, dehydration, sunburns, cold weather, rain, slipping, falling, tripping, back injury, etc. (this is a sample list and the scout should list all of the appropriate concerns for their project)? Did the scout include any tools, supplies or materials required to protect his volunteers?
- ☐ **Project Planning:** In this section list the actions they need to do in order to complete the next workbook section. This could include: Detailed drawings, revised tool and materials list – including quantity, detailed steps (phases) for the project, revised date to complete the project, revised cost for materials, supplies and tools, revised project schedule, etc.

Project Coach Review/approval: I certify that I have reviewed the proposal and that all the items above have been addressed:

Signed: _____ Name: _____ Date: _____

Signatures:

- ☐ **Scout signature:** Before signing the scout needs to read what he/she is signing for and confirm this with their signature.
- ☐ **Unit Leaders:** The unit leaders should review the proposal for completeness and details before signing.
- ☐ **Beneficiary:** The beneficiary needs to receive a copy of "Navigating the Eagle Scout Service Project, Information for the Beneficiary", check the box confirming receipt and ask them to read the project before they sign.

Proposal submission:

- ☐ FIRST; the proposal should be reviewed by the Unit, Second; the scout submit the proposal with a short-introduction email to: IHEagleBoard@gmail.com
- ☐ The email should be addressed to the Eagle Board Committee with a copy going to the scout's coach and unit leader. The email should include the following three attachments:
  - ☐ The entire Eagle Project workbook (in the original PDF format – NOT Scanned)
  - ☐ A separate scanned copy of the signature page with all signatures except the District Approval
  - ☐ Any other supporting documentation

NOTE: Proposal review can take several weeks, depending on how complete the project is described, how quickly the scout responds to questions or revisions and how many others are in process. Take this timing into consideration when submitting an Eagle project for review. Proposals are reviewed as received. We cannot guarantee any reviews of rush requests due to scouts turning 18, so plan accordingly to allow enough time.   **Revision: 10/13/19**