

How to Prepare Your Eagle Scout Service Project Proposal & Report

Keep detailed records of your project – start to finish – record what you did and when, every time you work on your project – including your planning. These will aid you in completing the final report for your project. A good idea is to make all notes in a spiral notebook that you use just for your Eagle Project.

1. You must use the current “Eagle Scout Service Project Workbook” in working on your project. You download it from www.Scouting.org. Click on “Youth” then “Boy Scout”, then “Advancement, Awards, Recognition”, then “Eagle Scout Project Workbook” – both the Workbook & Application are linked. You can save this on your computer. If you chose to print out a paper copy of the form – you must fill it **in pen or type it** (see page 2 or the “Project Workbook”) – but either way check to be sure you have the current version – old ones will be returned. The Workbook must look ***exactly*** as it does online.
2. You can choose to have a **“Project Coach”**. This is your decision to have one, but if you do the person must be approved by the Advancement Committee of the Knox Trail Council. For more info on “Project Coaches” read the info on page 22 of the “Project Workbook”. A Project Coach is just that – a coach. Their role is to evaluate a plan and discuss strengths and weaknesses, they do NOT have the authority to dictate changes or withdraw approval. If your Troop does not have an approved Coach, email your District Advancement Chair (email addresses are below in #6)
3. Pages 1 – 5. **Instructions.** Do not include them in your proposal – keep them for your use. Once you have downloaded the workbook, **you and your parents should read pages 21 & 22** before you begin. Then **follow the directions on pages 2 – 5 and throughout the “Workbook”**.
4. Page 6. **Contact Information.** Please be sure to fill in all lines. For the “Council or District Project Approval Representative” just put the name & email address of the District Advancement Chair for your District: Liberty - Denis Fleming – dpf414@gmail.com; Tri River – EJ Dotts – edotts@charter.net; Viking – John Fortini – john.fortini@scouting.org; Venturing – Ken Demars - demarskr@aol.com.
5. Pages 7 - 10. **Eagle Scout Service Project Proposal.** These pages must be filled in and submitted for approval. Be sure to read all questions and instructions. Add additional information (e.g. maps, diagrams, sketches, photos, etc.) if you believe it will help reviewers visualize the project. You must get Page 10 signed by your Unit Leader, Unit Committee Chair or designee and the representative of the Beneficiary. The District approval happens after you submit it to the Knox Trail Council Office for processing. Do not forget to read and sign the “Candidate’s Promise”.
6. **After the 3 signatures have been secured, bring your Proposal to the Knox Trail Council Office** – 490 Union Ave. Framingham. It will then be copied and filed and the original will be sent to the District Advancement Chair. This process usually happens on Wednesdays. The District Advancement Chairman for your District will review your proposal and then send you a letter. You will get a “Letter of Approval” letting you know that your project is approved and that you can pick up your workbook at the Council Office. This process could take up to a month.

Keep this letter – it needs to go in your final write up.
7. Once you have all approvals, you can start your project. Please give the Advancement Chair a minimum of 3-4 weeks to review and approve your project, before you plan to start work on it.

8. There is no minimum size to an Eagle Scout Leadership Project. Projects will be evaluated primarily on impact: the extent of benefit to the beneficiary and on the leadership provided by the candidate. There must also be evidence of planning and development.
9. Once you've completed your project, take final photos, write your report, and put it all neatly together as you would any other important report. Follow the order in "*How to Compile Your Eagle Scout Application for Submission to the Knox Trail Council Office*".
10. Your Eagle Project is one of the most important events in your Scouting career. The main requirement of the project is that you demonstrate leadership. Your organization of your project should be covered in your Final Plan. (See page 15 of the "Workbook".)
11. Eagle requirements must be completed by your 18th birthday. Do not let unexpected problems keep you from receiving Eagle. There are no extensions. Contact the office if you are nearing your 18th birthday so we can go over your records before you turn in your application.
12. Pages 11 – 16. **Eagle Scout Service Project Final Plan**. This section is very important for planning and organizing your project. Though not subject to anyone's approval, the more effort you put into addressing the items listed in this section, the easier your project will be to implement. Remember, you will be asking others to volunteer to assist you in carrying out your project – they will expect you to be prepared. It is recommended that you share it with your "Project Coach" or Unit Leader so they can help you be organized during your project.
13. **Trip Plan** – If your project is to be located outside of the community in which your Troop meets and outside of the 21 Knox Trail Council communities, you will need to file a Trip Plan. Talk to your Unit Leader for assistance with this paperwork.
14. Pages 17 – 18. **Eagle Scout Service Project Fundraising Application**. If you need to raise money to pay for your project read #1 on page 18 to determine if you need to submit the application (Page 17). Ideally, this should be submitted with the Project Proposal, as it must be approved by the Project Beneficiary, your Unit Leader and the District. If you realize after your Project Proposal is approved that you need to submit this, you can send it in by itself to the Knox Trail Council Office.
15. Pages 19 – 20. **Eagle Scout Service Project Report**. This section is Your Final Report. It must be completed after your project is completed and is to be submitted with your Eagle Scout Application. Refer to "*How to Compile Your Eagle Scout Application for Submission to the Knox Trail Council*".
16. Pages 21 – 22. **Scout & Parent Information**. Be sure to read these pages. Your parents should also read them, so they understand the process you are undertaking.

Additional Information on The Eagle Scout Rank can be found in Section 9 of the new "Guide to Advancement" Pages 50 – 59. This is available online at www.scouting.org or for sale at the Scout Shop.

Do the Report to the very best of your ability. Be very detailed in all information. You will want to be able to look at it 20 to 30 years from now with your son and be proud of your work.