

Eagle Scout Project Proposal Approval Checklist

Scout's Name: _____ Phone: _____ Unit # _____

Reviewed by: _____

Date of Review: ____/____/____

Date Project Approved: ____/____/____

Preliminary: These MUST be completed prior to beginning the Project Review:

- Scout Dressed in Troop appropriate Class A Uniform and Merit Badge Sash
- Using the official Eagle Scout Project Workbook

Signatures:

- Signature of Scout (Candidate's Promise) *(Workbook)*
- Signature of Scoutmaster or Unit Eagle Coordinator *(Workbook)*
- Signature of Unit Committee representative *(Workbook)*
- Signature of representative from organization to benefit *(Workbook)*

Project Proposal:

- Description of the project with name of benefitting organization
- Is a picture or a sketch included to help visualize the project?
- How will the project be helpful and why is it needed?
- In any way is this a common maintenance project or fundraiser?
- Does the project appear to be feasible?
- Is the project start and length of time to complete reasonable?
- Does the Project provide sufficient opportunity to meet the Eagle Scout service project requirement? *(The proposal shows that planning, development, and leadership will take place)*
- Leadership given to complete the project:
 - How will the project work be organized (Project Phases)?
 - How many people will be needed to help on the project?
 - Where will they be recruited from?
 - Is there a good description of a Leadership difficulty he should expect to encounter?
 - Description of how the Scout will demonstrate leadership?
- Materials required for the project:
 - Materials List of what the Scout expects to use in finished project *(lumber, sand, screws, etc.)*
 - Where will the Scout secure the materials? *(retail outlets, organizations, benefitting group, etc.)*
 - Is a Preliminary Cost Estimate shown? Discuss how Scout developed it and provide suggestions.
 - How will funding to pay for the materials be secured? *(fundraiser, donations, benefitting group, etc.)*
 - Is a Fundraising Application needed?
 - Supplies List of what the Scout expects to consume *(masking tape, garbage bags, pizza, etc.)*
 - Tool List of what the project will need *(hammer, shovel, wheel barrow, etc.)*
 - Are other resources needed? *(electricity, etc.)*
- Permits and Permissions
 - Is a Tour Plan needed?
 - Is a City/County Permit needed? How determined? If so, who applies for it, pays for it, obtains it?
 - Is permission needed from any adjacent property owners (who might be impacted)?
- Safety considerations:
 - Hazards involving the worksite, materials, tools, and weather *(including sun/rain protection, power tools)*
 - Availability of first aid supplies and access to emergency services *(first aid kit, telephone)*
 - Who will provide water and food? *(Will workers who neglect to bring water have access to it?)*
 - Are restroom and/or wash facilities available? *(If not, do they need to be?)*

- Will two-deep adult leadership be present at all times?
 - Further Planning (Action Steps for Further Detailed Planning are included):
 - Does the Scout's description of what else needs to occur include all items not expanded on in this project proposal?
 - What are the contingency plans in case of delays? (*Inclement weather, missing materials, etc.*)
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In General:

- Is the Scout on the right track with a reasonable chance for a positive experience?
- Does the Scout have a good understanding of what he is proposing and what is needed to prepare his final plan?
- Has the Scout selected a Project Coach to assist him? If not, encourage him to do so.

Actions of the District Review Team:

- Approval Granted
- Approval Granted with these helpful hints indicated below
- Approval NOT Granted (explanation below)

Signed on behalf of District: _____

(If the project is not approved, ensure that the Scout has a complete understanding of what he needs to add or change. Please indicate recommendations on this form and make sure that the Scout has a copy of recommendations.)