**TROOP 2220 EAGLE SERVICE PROJECT GUIDE**

This guide is intended to support the Life Scout as he conceives of, plans, executes, and seeks approval for his Eagle Service Project. Troop leaders are committed to supporting the Life Scout through this process, and this guide is intended to ensure a smooth transition through the project phases. As soon as the Life Scout has an idea for his Eagle Service Project, he should consult with the Troop Life-to-Eagle Coordinator (see Step 1 below). This provides the opportunity for the Scout to consider and discuss important aspects of the project *before* meeting with the potential beneficiary. ***Note: The Scout may not begin any work on the project, raise any money, or obtain any materials until the project proposal has been approved/signed by the unit leaders, beneficiary, and Aquia District Advancement Chair (or designated rep).***

***When contacting any adult electronically, ensure at least one parent is cc’d on the email or included on the text message. When meeting with an adult for a review (whether virtual or in-person), you should have a parent present, unless the meeting occurs during a Troop meeting and other Scouts or adults are present.***

**STEP 1: Meet with the Life-to-Eagle Coordinator**

\_\_\_ Contact the Life-to-Eagle Coordinator (name and email can be found on the [t2220.org](http://t2220.org)

website>Contact Us page) and request to meet to discuss your project idea.

\_\_ Download and review the *Eagle Service Project Workbook* ([scouting.org](http://scouting.org) website>Programs>Scouts BSA>Advancement and Awards>Eagle Scout Service Project Workbook).

\_\_\_ Meet with the Life-to-Eagle Coordinator and be prepared to discuss the concept for your project. Consider who the beneficiary will be, what approvals might be required, proposed timeline, how many volunteers you’ll need, how you plan to raise funds, etc.

\_\_\_ Discuss whether a Fundraising Application will be needed.

**STEP 2: Complete the Eagle Service Project Workbook Proposal.**

\_\_\_ Keeping what you discussed with the Life-to-Eagle Coordinator in mind, complete the Proposal section of the *Eagle Service Project Workbook,* except for signatures.

\_\_\_ Highly recommended, but not required: Using key information from your project proposal, create a short presentation (e.g., PowerPoint) that provides an overview of your proposed project. Use short descriptions (bullets) and pictures (e.g., before and after) to convey what you intend to do, how it will benefit the beneficiary organization, estimated materials and costs, etc. These types of presentations are very effective for quickly communicating your proposal to the beneficiary.

\_\_\_ Based on your meeting with the Life-to-Eagle Coordinator, if you believe a fundraising application may be required, fill it out and have it ready for signatures.

**STEP 3: Meet with the project beneficiary for initial approval.**

\_\_\_ Contact the project beneficiary, provide a short description of your proposed project, and request to meet to discuss the project.

\_\_\_ Meet with the beneficiary and present your project proposal, using the Proposal section of the *Eagle Service Project Workbook* and/or your proposal presentation (e.g., PowerPoint).

\_\_\_ If the beneficiary provides verbal approval for your project, proceed to Step 4. If the beneficiary recommends modifications to the project, modify the Proposal section accordingly (and presentation, if applicable), then proceed to Step 4. If the beneficiary does not approve the proposal, you will need to identify a new beneficiary, modify the proposal accordingly, and repeat Step 3. If you’re stuck on how to modify your proposal or finding a new beneficiary, seek guidance from the Life-to-Eagle Coordinator.

**STEP 4: Acquire project approvals**

***Note: The Unit Leader (Scoutmaster) , Unit Committee Chair, and Beneficiary may review and approve the project proposal in any order. You must have all three signatures before contacting the District representative for approval.***

\_\_\_ Print the Proposal section of the *Eagle Service Project Workbook*.

\_\_\_ Print the completed Fundraising Application, if required.

**\_\_\_** Complete the Candidate’s Promise (sign and date).

\_\_\_ Contact (in no specified order) the Scoutmaster, Committee Chair, and Beneficiary and request their approval (signature and date). (Note: Typically, the signature page is scanned and reprinted after each signature unless two of the signatories (e.g., Committee Chair and Scoutmaster) are signing at the same time.

\_\_\_ Once the Scoutmaster, Unit Committee Chair, and Beneficiary have approved/signed the project proposal, email the Aquia District Advancement Chair (aquiaeagles@gmail.com) and request review/approval of your Eagle Service Project Proposal.

**Step 5: Meet with the Aquia District Advancement Chair (or representative) for project proposal approval.**

\_\_\_ At the day/time proposed by the District Advancement representative, meet with the representative (either in person or virtually) to review your proposal and fundraising application, if applicable.

Barring any significant proposal revisions, the District Advancement representative will provide (in person or via email) their signature, indicating their approval. At this point, you are approved to begin work on your project.

\_\_\_ Once your proposal has been approved by all parties, notify the Committee Chair (cc@t2220.org) and notify them that your proposal has been approved by District.

Note: The Committee Chair will coordinate to provide you a one-time donation of $150 from the Troop to use toward your project and/or your Eagle Court of Honor.

**Step 6: Execute your project**

\_\_\_ Complete the Project Plan section of the *Eagle Service Project Workbook* as you perform work related to your project.

\_\_\_ Log all volunteer hours as you go.

\_\_\_ Once you identify tentative dates for significant project activities requiring volunteers (e.g., construction/build days), notify the Scoutmaster and Committee Chair to ensure the dates do not conflict with any significant Troop events. Once confirmed, the dates will be added to the Troop calendar.

\_\_\_ As needed, you may (or request Scoutmaster or Committee Chair) post notifications to the Troop Facebook page. You may also request the Scoutmaster or Committee Chair send notifications and reminders to the Troop on your behalf. Troop meetings are an excellent opportunity to inform your fellow Scouts and adults about volunteer needs, requests for donations, materials, equipment, tools, etc.

\_\_\_ Be sure to document project progress with photos, especially on key volunteer activity days. It is important to capture the “before” and “after” state.

**Step 7: Complete post-project documentation**

\_\_\_ Once all project work is complete, finalize the *Eagle Service Project Workbook*, including the project Plan and Project Report. The report should include an attachment with project progress photos.

\_\_\_ Seek approval (signature and date) from the Beneficiary and Scoutmaster.

\_\_\_ Prepare a printed version of the complete *Eagle Service Project Workbook* and attachments (e.g., photos and other project documentation) ready for your Eagle Board of Review.

Note: The date the Beneficiary signs the Report is your official project completion date.

**Congratulations! You have completed Eagle Rank Requirement #5!**