**Eagle Scout Service Project Plan**

|  |  |
| --- | --- |
| Eagle Scout candidate: |  |
| Date of draft: |  | |
| Planned start date: |  | |
| Planned completion date: |  | |

# 

# Comments From Your Proposal Review

|  |
| --- |
| What suggestions were offered by the council or district representative who approved your proposal? |
|  |

# Project Description and Benefit—Changes From the Proposal

|  |
| --- |
| *As projects are planned, changes usually are necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also share major changes with those who approved your proposal, and also with your coach to be sure you still have a chance of passing the board of review.*  *How will your project be different from your approved proposal?* |
|  |
| Will the changes make the project more, or less, helpful to the beneficiary? Explain: |
|  |

Present Condition or Situation *(Include “before” photographs to show the board of review.)*

|  |
| --- |
| Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles. |
|  |

# Project Phases *(You may have more than ten phases, or fewer, as needed)*

|  |  |
| --- | --- |
| Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase. You may have more than ten phases, or fewer, as needed; if more, you may add them below, or place in an attachment. | |
| Phase 1: |  |
| Phase 2: |  |
| Phase 3: |  |
| Phase 4: |  |
| Phase 5: |  |
| Phase 6: |  |
| Phase 7: |  |
| Phase 8: |  |
| Phase 9: |  |
| Phase 10: |  |

Work Processes

|  |
| --- |
| *Prepare a step-by-step list of what must be done and how everything comes together: site preparations, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.* |
|  |

Attachments

*If you are unable to attach items within this workbook, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate*

Permits and Permissions

|  |
| --- |
| If you will need permissions or permits\*, what is being done to obtain them, and when will they be issued? |
|  |

# *\*Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc*.

# Materials

*List each item, description, quantity, unit cost, total cost, and source. For donated items, show value in cost columns. For example:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Plywood | 3/4", 4' X 8', B-C interior grad | 3 sheets | $20.00 | $60.00 | ABC Hardware Donation |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quan-tity** | **Unit Cost** | **Total Cost** | **Source** |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |

Total cost of materials: $

# Supplies

*List each item, and its description, quantity, unit cost, total cost, and source. For donated items, show value in cost columns. For example:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Plastic tarp | 9' X 12', 2ml thick | 2 tarps | $4.00 | $8.00 | ABC Hardware purchase |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quan-tity** | **Unit Cost** | **Total Cost** | **Source** |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |

Total cost of supplies: $

# Tools

*List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate or use it. See example.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Circular power saw\* | 1 | $0 | $0 | Mr. Smith | Mr. Smith |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tool** | **Quan-tity** | **Unit Cost** | **Total Cost** | **Source** | **Who will operate/use?** |
|  |  | $ | $ |  |  |
|  |  | $ | $ |  |  |
|  |  | $ | $ |  |  |
|  |  | $ | $ |  |  |
|  |  | $ | $ |  |  |
|  |  | $ | $ |  |  |
|  |  | $ | $ |  |  |
|  |  | $ | $ |  |  |
|  |  | $ | $ |  |  |
|  |  | $ | $ |  |  |

Total cost of tools: $

# Other Needs

*List each item, description, quantity, unit cost, total cost and source. For donated items, show value in cost columns. See example.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Printing | 1 | $0 | $0 | Mr. Smith | Mr. Smith |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Description** | **Quantity** | **Unit Cost** | **Total Cost** | **Source** |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |
|  |  |  | $ | $ |  |

# Total cost of other needs: $

# Expenses Revenue

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Projected Cost** | **Total to be raised:** | $ |
| **Contribution from beneficiary:** | $ |
| **Total materials *(from above)*** | $ | *Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.* | |
| **Total supplies *(from above)*** | $ |
| **Total tools *(from above)*** | $ |
| **Total other *(from above)*** | $ |
|  | |
| **Total Cost** | $ |

# Giving Leadership

*Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far 􀀋if any􀀌. For example:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Work at car wash* | *Able to drive or wash cars* | *Adult drivers/supervisors,*  *youth to wash* | *2 adults, 10 youth* | *1 adult,*  *5 youth* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job to Be Done** | **Skills Needed (If any)** | **Adult or Youth** | **Helpers**  **Needed** | **Helpers**  **So Far** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| *What are your plans for briefing helpers, or making sure they know how to do what you want them to do?* | | | | |
|  | | | | |
| *What is your plan for communicating with your workers to make sure they know how to get to the site and where they will park, that they will be on time, and they will have with them what they need?* | | | | |
|  | | | | |

Logistics

|  |
| --- |
| How will the workers get to and from the place where the work will be done? |
|  |
| *How will you transport materials, supplies, and tools to and from the site?* |
|  |
| *How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?* |
|  |
| *How long will your helpers be working each day? (Recommended no more than eight hours per day)* |
|  |
| *How will the workers be fed?* |
|  |
| *Where will restrooms be located?* |
|  |

Safety Issues

|  |  |
| --- | --- |
| Will a first aid kit be needed for this project? If so, where will it be kept? | |
|  | |
| *Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?* | |
|  | |
| *List hazards you might face. (These could include severe weather, wildlife, hazardous tools or equipment, sunburn, etc. What will you do to prevent problems? For example, “Hazardous tools will be operated by adults only.”* | |
| Potential Hazard | What will you do to prevent problems? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| *How do you plan to communicate these safety issues and hazards to your helpers?* | |
|  | |
| *What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)* | |
|  | |
| *When will you hold a safety briefing?* | |
|  | |
| *Who will conduct it?* | |
|  | |
| *Who will be your first aid specialist?* | |
|  | |
| *How may emergency vehicles access the site?* | |
|  | |

Contingency Plans

|  |
| --- |
| What could cause postponement or cancellation of the project? What will you do should this happen? |
|  |

# Comments from Your Project Coach About Your Final Plan *(A project coach’s comments can be extremely helpful in assuring your project is successful)*

|  |
| --- |
|  |