



PTC



Review Checklist for “Eagle Scout Leadership Service Project Approval”

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

Address: _____ Email: _____

Date Project Received: _____ Date Reviewed _____

District Reviewers: _____ and _____

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

- Using Eagle Scout Service Project Workbook (*Life to Eagle Packet, #18-927*)
- Signature of representative from benefiting organization? (*Approval signature*)
- Signature of Scoutmaster or Unit Eagle Coordinator? (*Approval signature*)
- Signature of Unit Committee representative? (*Approval signature*)
- All sections filled out

Comments: Projects will not be reviewed if “Approval signatures” are missing.

General Overview:

- Front matter filled out (*name, contacts*)
- Project workbook submittal properly assembled, etc. (*No loose sheets, pages in order, neat in appearance*)
- Project workbook bound a 3 ring binder or notebook.

Comments:

Project Description

- Complete description of the project?
- Does the group to benefit qualify? Who will indirectly benefit?
- Complete description of benefit provided to the group identified?

Comments:

Project Details:

- Complete description of the present conditions? *(Pictures, maps, drawings, or sketches as appropriate)*
- Complete description of the project task:
 - Are the specific details on what is to be accomplished included? *(for example: Number of items to construct, size of area being worked or actual dimension to determine , scope of project.)*
 - Are the designs, plans, sketches, pictures and drawings as applicable for project included?

Comments:

- Methods used to complete the project:
 - How will the project work be organized?
 - How will the work be accomplished?
 - How will the Scout demonstrate leadership of others? *(Scope of Project scope will be evaluated to ensure there is sufficient opportunity for Scout to show leadership)*
 - Need for permits included when applicable *(Building, dig-safe, etc)(Include copy of permit)*

Comments:

- Materials required for the project: *(This estimated list should to be under Project Details The list Under Carrying out Project is for after project completion.)*
 - Complete list of necessary materials? *(Itemized breakdown of the materials, amount of each item needed along with individual cost.) (Consumable materials if needed also should be listed here).*
 - Where will the Scout secure the materials? *(Retail outlets, organizations, benefiting group. etc.)*
 - How much will the materials cost? *(Estimated cost provided with materials list even if donated.)*
 - How will funding to pay for the materials be secured? *(Fundraiser, donations, benefiting group, etc.)*
 - Sample of letters to be used for soliciting donations included if applicable?
(Letter soliciting materials must list the name of benefiting organization and indicate that donated materials are for the benefiting organization and not for BSA)
 - Backup financial `plan if donations is primary means of financing. *(Alternate source of financing such as a fund raiser, or a commitment of donation needed)*

Comments:

Time schedule:

Has the Scout set a time table or dates for working the project, and are these timetables/dates realistic? (*Does not need to list specific dates, but should indicate number of work sessions and time period to accomplish*) Example: *3 work sessions accomplished over a period of three weekend, along with work to be accomplished each session.*

What are the contingency plans, should the timetable or dates slip? (*Inclement weather, missing materials, etc,*

Comments:

Tools/Resources required for the project:

Complete list of all the tools/ resources necessary included? (*Tools, equipment, electricity, transportation. etc.*)

Where will the Scout secure the tools/resources? (*Provided by self, friends, Troop, benefiting group, etc.*)

Comments:

Project helpers (people) necessary to complete the project:

Estimate of number of people needed and when? (*Schedule helpers needed based on work to be accomplished*)

Where does the Scout plan to get the people for project helpers? (*Scout unit, friends, schoolmates, family, etc.*)

Has Scout addressed Two Deep Adult Leadership? (*BSA requires 2 deep leadership*)

Comments:

Safety considerations:

Hazards involving the worksite, materials, tools, and weather? (*Including sun/rain protection, power tools*)

How will scout ensure safety of those carrying out the project?

Does project adhere to “Guide to Safe Scouting” (*Example: tour permits required if water is involved*)

Availability of first aid supplies?

Comments:

Actions of the District Review Team

Y **N** **Project approved?** *(If not, ensure Scout has a complete understanding of what he needs to add or change)*

Remarks/Comments: *(Items Scout needs to address or add to project. To be contained in Project Review letter sent to Scout or discussion with Scout .)*

Date review or approval letter sent: _____