

How to Prepare Your Eagle Scout Service Project Proposal and Report

- Use the current version of the “Eagle Scout Service Project Workbook” (Workbook) in working on your project. Any older versions will be returned and you will need to resubmit on the correct version. The Workbook is provided as a fillable pdf document, accessible via a link on the Mayflower Council website (www.mayflowerbsa.org). From the Home page, click <Programs> then <Advancement> then <Eagle Scout Project Workbook>. If you choose to print out a paper copy of the Workbook and fill out the information by hand, you must fill in the information in black or blue ink. The Workbook must appear *exactly* as it does online.

- Read pages 2 through 6 and Proposal Page A before you start and then follow the directions here and throughout the Workbook. Do not submit these pages with the Proposal.

Note that there is no minimum size to an Eagle Scout Service Project (Project). Projects will be evaluated primarily on impact; that is, the extent of benefit to the beneficiary and the leadership to be provided by the Life Scout. There must also be evidence of planning and development.

- Decide on whether to have a “project coach”, recognizing that the BSA strongly recommends you do. If you decide to have a project coach, the person must be registered as an Eagle Project Coach by Mayflower Council. For more information on project coaches see page 6 of the Workbook. A project coach is just that – a coach. The coach’s role is to evaluate a plan and discuss strengths and weaknesses with the Scout, the coach does not have the authority to dictate changes or withhold approval. If your Unit does not have an approved coach, email your District advancement chair for assistance (email addresses are provided below).

The following Eagle Scout Service Project Proposal pages must be filled in and submitted to Mayflower Council for approval prior to initiation of the Project.

- Proposal Cover:** Insert your name and a name for the Project.
- Proposal Page B - Contact Information:** Fill in all lines. For the “Council or District project approval representative”, put the name and email address of the District advancement chair as follows:

Brad Saunders – 25 Lincoln Street, Hudson, MA 01749 / 617-921-6435 / dpluseman@gmail.com
- Proposal Pages C through E – Proposal:** Read all instructions and answer all questions. Include additional information (e.g. maps, diagrams, sketches, photos, etc.) if you believe it will help reviewers visualize the project. Do not leave a response box blank. If you believe the information being requested is not applicable to your project, state that in the response box.
- Proposal Page E – Tour/Activity Plan:** As of April 1, 2017, Tour and Activity Plans are not required for Eagle Scout Service Projects.

Proposal Page E – Signatures: Signatures are required of yourself (see Candidate’s Promise on Proposal Page E), your Unit leader, your Unit committee chair or designee, and the representative of the beneficiary. When the beneficiary’s representative signs the Proposal, he/she must check the box confirming that you gave them the last two pages of the Workbook entitled: *Navigating the Eagle Scout Service Project – Information for Project Beneficiaries*.

After filling in all the required information, print out the Proposal pages from the Workbook, sign the Candidate’s Promise, and secure all signatures except for that indicating Council or District Approval.

Contact a member of the Headwaters District Advancement Team (HDAT) to meet and discuss the proposal. All Mayflower Council-registered Eagle Coaches registered to a Unit in the Headwaters District are members of the HDAT. A list of current members is provided as Attachment A to this guidance document. Upon completion of this meeting, have the member of the HDAT complete and sign the attached form entitled: *Eagle Scout Service Project Proposal Interview Verification Form*. Note: It is not required for you to have secured the signatures of the beneficiary’s representative, Unit leader, or Unit committee chair prior to this meeting with the member of the HDAT.

Once all signatures - except for that indicating Council or District Approval - have been secured, scan all of the Proposal pages (Cover and Pages B through E) to create a new pdf file and email this, along with the completed *Eagle Scout Service Project Proposal Interview Verification Form*, to EagleProposal@mayflowerbsa.org. You will receive from Mayflower Council an email informing you that the Proposal has been received and has been forwarded to the District advancement chair for approval. A copy will be filed at the Mayflower Council Service Center in Marlborough.

The District advancement chair will review the Proposal as forwarded by the Council Service Center. If the advancement chair requires additional information or clarifications regarding the Proposal, an email will be sent to you stating what additional information is required. Once the additional information is received, the advancement chair will conclude the review. Upon approval, the District advancement chair will send you an email with a signed copy of the signature page. The Scout must print this page and put it with his original Proposal. If the Proposal is not approved, the District advancement chair will send you an email stating the specific reasons for that decision and suggestions for revision that will render the Proposal acceptable. All email correspondence from the District advancement chair will be copied to the member of the HDAT with whom the Scout reviewed the proposal.

Once the Proposal has been approved by the District advancement chair, you can begin the Project.

Final Plan Cover and Pages A through E: Prepare a Final Plan for the project. This section is very important for planning and organizing the Project. Though not subject to anyone’s approval, the more effort you put into addressing the items listed in this section, the easier the Project will be to implement. Remember, you will be asking others to volunteer to assist you in carrying out the Project – they will expect you to be prepared. It is recommended that you

share the Final Plan with your project coach or Unit leader so they can help you organize the Project.

- Fundraising Application:** If you will be raising/receiving \$500 or more in money and/or material contributions from sources other than yourself, your parents or relatives, your scouting unit or its chartered organization, parents or members in your scouting unit, or the project beneficiary, you will need to submit the Fundraising Application section of the Workbook and secure its approval prior to beginning the fundraising activities. It is advised that this application be submitted with the Proposal, as it must be approved by the project beneficiary, your Unit leader, and the District advancement chair.

- Project Report Pages Cover through Page C:** This section is your final report on the Project. Provide written responses to all questions after the Project is completed.

Keep detailed records of the Project, from start to finish. Record what you and your volunteers do every time work is performed on the Project, including your planning. All hours expended working on the Project should be included in the Table provided on Project Report Page B.

- Project Report Page C - Signatures:** Sign the Candidate's Promise on Project Report Page C and secure the signatures of your Unit leader and representative of the beneficiary. All signatures should be dated prior to the date of the Scout's eighteenth birthday as verification that the Project was completed by that date.

Additional Information on the Eagle Scout Rank can be found in Section 9 of the "Guide to Advancement". This is available online at www.scouting.org.