



New functionalities for this electronic workbook include expandable text boxes and the ability to insert images in JPEG, GIF, TIF, and PNG formats. Please let us know how we may further improve your experience by sending comments to advancement.team@scouting.org or advancement.team@scouting.org.

Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Jordan Mitchell Cartwright

Message From the Chief Scout Executive

Congratulations on attaining the rank of Life Scout. Each year, approximately 57,000 Scouts just like you reach this milestone. And, since you're reading this, I know you are looking forward to achieving the pinnacle of your Scouting experience: the rank of Eagle Scout.

Think of your Eagle Scout service project as the ultimate "application phase" of what you have learned thus far in Scouting: leadership. . . responsibility. . . managing projects. . . applying your Scout Oath --"to help other people." An Eagle Scout project is a crowning achievement following years of fun, adventure, and advancement. In completing it, you provide an example for others that they can do the same thing.

Some may suggest how big your project should be, or how many hours should be spent on it, but that is entirely up to you. Service, impact, and leadership are the objectives and measurements. Use these as your criteria to consider, select, develop, and evaluate your project. For most, the Eagle Scout service project becomes a truly defining moment in your quest for excellence. Planning and leadership skills utilized and memories of outcomes achieved will last you a lifetime. You will want to share those stories with others, so make it a worthy project!

Legendary hall-of-fame basketball coach John Wooden said, "It's not so important who starts the game but who finishes it." Let me be among the first to encourage you to take Mr. Wooden's remark to heart. You have made it to Life Scout, but Eagle represents the finish line. Keep striving. I know you will cross it, and you will be glad you did!



Wayne Brock
Chief Scout Executive

Scouts and Parents or Guardians

Be sure to read "Message to Scouts and Parents or Guardians" on page 4-5 and "Excerpts and Summaries From the *Guide to Advancement*" on page 4-6. Those pages contain important information that will help you ensure requirements are properly administered according to National Council policies and procedures.

Completing This Workbook

If you are working from a printed copy of the *Eagle Scout Service Project Workbook*, you may complete it legibly in ink, or with a typewriter. Feel free to add as many pages as you wish. This may be necessary if more space is needed, or as you include photographs, photocopies, maps, or other helpful printed materials.

A fillable version of the new workbook is available at www.scouting.org (click on "Youth", then "Boy Scout", then "Advancement, Awards, Recognition"). If you experience difficulties with the fillable PDF, you may need to download a more recent version of Adobe Acrobat reader (available free online). Or, it might be necessary to use a printed copy.

Although this new electronic version of the workbook is now available, the workbook will continue to be available for printing a hard copy that can be completed by hand or with a typewriter.

Minimum System Requirements

For maximum functionality, please be sure you have updated Adobe Reader.

PC: Free Adobe Reader version 9 or later

Mac: Free Adobe Reader version 9 or later

Available at <http://get.adobe.com/reader/>

Eagle Scout Service Project Workbook

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Only the Official Workbook May Be Used

Eagle Scout candidates must use the official *Eagle Scout Service Project Workbook*, No. 512-927, as produced by the Boy Scouts of America. The official fillable version can be found at www.scouting.org. Although it is acceptable to copy and distribute the workbook, it must maintain the same appearance with nothing changed, added, or deleted.

No council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions, or changes in the text, outlines, links, graphics, or other layout or informational elements of the workbook. It is permissible, however, to print, copy, or send individual pages or forms within the workbook as long as they are not changed in the process.

Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact: the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, "Be Prepared."

However, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

Meeting Eagle Scout Requirement 5

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "to help other people at all times," one of the primary purposes of the Eagle Scout service project is to demonstrate or hone, or to learn and develop, leadership skills. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the Boy Scouts of America has recently redefined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the *Guide to Advancement*, No. 33088, section 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, or coordinating multiple events.

An Internet search can reveal hundreds of service project ideas. Your project doesn't have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered—for example, a park open to the public that happens to be owned by a business.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" on page 17.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects may not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It also includes four forms: a proposal, a final plan, a fundraising application, and a project report.

Before completing any of the forms, read with your parent or guardian the "Message to Scouts and Parents or Guardians." If your project is worthy and meets Eagle Scout requirement 5 as it is written, the message will help you successfully present your proposal through the approval process.

Contact Information: Complete the contact information sheet with as much information as is available.

Preparing the Project Proposal Go to Page 2-1.

Your proposal must be completed first. It is an overview, but also the beginnings of planning. It shows your unit leader, unit committee, and council or district that the following tests can be met. For your proposal to be approved, it must show the following:

- 1. It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
- 2. It appears to be feasible.** You must show the project is realistic for you to complete.
- 3. Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone does get hurt.
- 4. Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan has enough details to be carried out successfully.
- 5. You are on the right track with a reasonable chance for a positive experience.**

Your proposal need only be detailed enough to show a reviewer that you can meet the tests above. If you find in order to do that, the proposal must be lengthy and complicated, your project might be more complex than necessary.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." Remember, do not begin any work or raise any money or obtain any materials until your project proposal has been approved. If you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

The Final Plan Go to Page 3-1.

Complete the Eagle Scout Service Project Final Plan after your proposal has been approved. This is a tool for your use-*no one approves it*-and it can be important in showing your Eagle Scout board of review that you have planned and developed your project as required. For this reason you are **strongly encouraged** to share the final plan with a project coach. This might be the council or district person who approved your proposal, or perhaps someone who has agreed to work with you. A coach can help you avoid many problems associated with service projects, and thus improve your chance of passing the Eagle board of review. If materials, etc., were not needed, mark those spaces "not applicable."

The Fundraising Application Go to Page 3-9 .

If your fundraising effort involves contributions **only** from the beneficiary or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, submitting the fundraising application is not necessary. If you will be obtaining money or materials from any other sources, you must submit a completed application to the local council service center. For more information, see "Procedures and Limitations on Eagle Scout Service Project Fundraising" on page 18.

The Project Report Go to Page 4-1.

Complete this portion after the project has been finished. Note the space for you to sign (confirming that you led and completed the project), and also the signature lines for the beneficiary and your unit leader's approval that your project met Eagle Scout requirement 5. As with the proposal and final plan, if materials, etc., were not required, mark those spaces "not applicable."

Contact Information

Eagle Scout Candidate

Full legal name: Jordan Mitchell Cartwright	Birth date: 4/27/99	BSA PID No.: 116589947
Email address: jordanmc27@gmail.com		
Address: 8205 Forest Heights Lane	City: Austin	State: TX Zip: 78749
Preferred phone Nos.: (512) 891-9818	Life board of review date: 09/11/12	

** Personal ID No., found on the BSA membership card*

Current Unit Information

Check one <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit No. 123
District name: Coastal	Council name: Bay Area

Unit Leader Check one: ☒ Scoutmaster ☐ Varsity Coach ☐ Crew Advisor ☐ Skipper

Name: Donnie Rouse	Preferred phone Nos.: (409) 789-6933
Address: 192 Barracuda	City: Bayou Vista State: TX Zip: 77563
Email address: rouse.ambit@gmail.com	BSA PID No.:

Unit Committee Chair

Name: Mark Bassett	Preferred phone Nos.:
Address: 7190 Spanish Grant	City: Galveston State: TX Zip: 77554
Email address:	BSA PID No.:

Unit Advancement Coordinator

Name:	Preferred phone Nos.:
Address:	City: State: Zip:
Email address:	

Project Beneficiary *(Name of religious institution, school, or community)*

Name: Galveston Railroad Museum	Preferred phone Nos.: (409) 765-5700
Address: 2602 Santa Fe Place	City: Galveston State: TX Zip: 77550
Email address: rrsandi@sbcglobal.net	

Project Beneficiary Representative *(Name of contact for the project beneficiary)*

Name: Morris Gould	Preferred phone Nos.: (409) 765-5700
Address: 2602 Santa Fe Place	City: Galveston State: TX Zip: 77550
Email address: rrsandi@sbcglobal.net	

Your Council Service Center

Name: Eric Steele	Preferred phone Nos.: (409) 744-5206
Address: 3020 53rd Street	City: Galveston State: TX Zip: 77551
Email address: eric.steele@scouting.org	

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: Herman T. Toups, Jr.	Preferred phone Nos.: (409) 939-9014
Address: 1227 Mainland Drive	City: Texas City State: TX Zip: 77590
Email address: n/a	

Project Coach

(Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred phone Nos.:
Address:	City: State: Zip:
Email address:	



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Jordan Mitchell Cartwright

Eagle Scout Requirement 5

- While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start.
- You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Eagle Scout Service Project Proposal

Project Description and Benefit

Eagle Scout candidate: **Jordan Mitchell Cartwright**

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

My Eagle Scout project is going to be restoring a 1947 Atchison, Topeka and Santa Fe caboose for the Galveston Railroad Museum because it got flooded when Hurricane Ike hit Galveston. The project includes washing, sanding, and painting the caboose.



click above to add image, edit this to create image description

Tell how your project will be helpful to the beneficiary. Why is it needed?

The Galveston Railroad Museum is dedicated to the restoration, observation, and re-use of its historic facilities and equipment for the development of educational and interactive programs, which support railroading and transportation. Caboosees are getting more and more rare, so the Galveston Railroad Museum would like to show what cabooses looked like and teach people about their purpose and value. The restoration of the ATSF caboose is needed because Hurricane Ike flooded the museum and the caboose.

When do you plan to begin work on the project? I plan to begin working on this project this summer.

How long do you think it will take to complete? I think the project will take 5-6 weekends to complete, depending on

Giving Leadership

Approximately how many people will be needed to help on your project? 23 (3 to power wash, 10 to sand, 10 to paint)

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will recruit many Scouts from my Troop and from other Troops in the area. I will ask the Railroad Museum if any employees or museum supporters would like to help. I will also ask family members and friends if they would like to help.

What do you think will be most difficult about leading them?

The most difficult part of leading the volunteers would be first, to make sure I have a plan to do the work. Second, to make sure I explain to them what they are supposed to do. Third, to make sure they do the work in a safe manner.

Materials (Materials are things that become part of the finished project, such as lumber, nail, and paint.)

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

The materials I will need is enough primer and red paint to cove the outside of the caboose which is roughly 1330 square feet. Once the caboose is finished being painted, we will add the caboose logos and decals.

Eagle Scout Service Project Proposal, continued

Supplies *(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)*

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

I will need masking tape to tape off the windows, tarps to catch water and paint, window polisher and rags to clean the windows, and sandpaper for the sanders. I will also need garbage bags. I will need gasoline for the generators.

Tools

What kind of tools, if any, will you need?

I will need power sanders to sand the sides of the caboose and power washers to wash the caboose. We will also need eye protection, dust masks, and gloves. I will also need hand sanders. I will also need a generator for the power equipment. I will also need paintbrushes, buckets, and rags. We will also need ladders or scaffolding to reach the high spots.

Permits and Permissions *(Note that property owners normally secure permits.)*

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them? How much will they cost? How long will it take to secure them?

N/A

Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonable expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses.)

Items	Cost	Fundraising Explain where you will get the money for total costs indicated below, left.
Materials	\$660	The materials will be donated by the Galveston Railroad Museum
Supplies	\$476	Most donated by the Galveston Railroad Museum, others from Family, Friends.
Tools	\$454	Some loaned by the Galveston Railroad Museum, others from Family, Friends.
Other*	\$265	Some donated by the Galveston Railroad Museum, others from Family, Friends donations.
Total costs:	\$1,855	Most donated by the Galveston Railroad Museum, others from Family, Friends donations and possibly a grant.

**Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.*

Project Phases *(You may have more than eight phases, or fewer, as needed; if more, click the button to add a phase.)*

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1.	Power wash the caboose
2.	Sand the caboose
3.	Paint primer onto the caboose
4.	Paint the caboose the correct color of red
5.	paint the caboose stripe yellow
6.	paint the hand rails white

Eagle Scout Service Project Proposal, continued

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

6. paint the hand rails white
7. Polish off the windows
- 8.

(A tour and activity plan has also been called a "tour permit." Check with your council service center to determine if one is required.)

Logistics

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a tour and activity plan? I will ask all of the Scouts to bring their own gloves and eye protection, if they need it. My dad and I will take care of picking up all of the tools and power supplies, materials and supplies. We will not need a touring plan for this project.

Safety Issues

(The Guide to Safe Scouting is an important resource in considering safety issues.)

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.

The hazards are that somebody who didn't wear a face mask when they were sanding could breathe in the old paint or get it into their eyes, and have to go to the hospital. Also if someone's on a ladder or the scaffolding, they would have to be careful not to fall off. Also, if the weather is hot, everyone would have to wear hats and sunscreen and have to drink lots of water and take breaks.

Further Planning

(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings." I will have to put in a picture of what the caboose should look like when it is finished. I will also have to find out what tools, equipment, materials and supplies will be provided by the Galveston Railroad Museum or if they will be donated.

Candidate's Promise

(Signed before approvals below are granted)

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4-4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Jordan Castwright

Date

5/4/13

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Donna Kane

Date

5-4-13

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Mal Barnett

Date

5-4-13

Eagle Scout Service Project Proposal, continued

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed *Morris & Gaull* Date *4 May 13*

While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (). However, council or district approval must come after the others.

Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Signed *Herman J. Tappan* Date *5-18-13*



Eagle Scout Service Project Final Plan



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name: Jordan Mitchell Cartwright

Project start date: June 22, 2013 Projected completion date: August 17, 2013

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this final plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. Note, however, that it is not necessary to provide details that are not necessary to the accomplishment of your project.

A Scout who is prepared will complete the final plan and ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may take on this important role. His or her involvement and review of your final plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

Eagle Scout Service Project Final Plan, continued

Comments From Your Proposal Review

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

Mr. Toups recommended that I make sure I have a safe work site meaning I should make sure safety equipment, like gloves and eye protection are available and make sure the volunteers use it. Since the project will take place in the summer I also need to have water available or ask Scouts to bring their own water. Mr. Toups also recommended providing lunch for the Scouts or asking them to bring a sack lunch.

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?

During the preliminary workbook review Mr. Gould from the Galveston Railroad Museum asked if I would also paint the interior of the caboose. This has been added to the project. Mr. Gould also asked me to put a new coat of roof coating called Ospho on the roof of the caboose and then paint it. Mr. Gould also asked me to change the sanding and priming order so we sand, prepare and prime small areas of the caboose at a time. This is instead of sanding the whole caboose at once. He asked this because he doesn't want the caboose to rust again before we start painting it with primer. I also found out that I can borrow the power tools and the gloves and eye protection. Later during the project Mr. Gould asked if we would install new plexiglass windows.

Will the changes make the project more or less helpful to the beneficiary? Explain:

Painting the interior of the caboose and recoating the roof helps the Railroad Museum because it means they don't have to pay someone else to do it. This also helps to prevent future rust. The new sanding and primer process will help prevent rust from coming back before the primer is painted on the caboose. The new windows will make the caboose look better and let people see in and out of the caboose.

Present Condition or Situation *(It is extremely helpful to have "before" photographs to show the board of review)*

Describe the present condition of the worksite (for an event or activity, describe your biggest obstacles).

The caboose is currently located in the Railroad Museum rail yard. It is at the end of all of the train cars and this is where the work site will be. The caboose is hooked up to another car right now and I asked Mr. Gould to uncouple it and push it away a little bit so we would have lots of room to work all around it. One obstacle is reaching the high parts of the caboose. I have asked Mr. Gould to put up scaffolding to reach the top of the caboose and make the work safe for Scouts and Adults. Another obstacle is that there is no electricity for power tools or water for the power washer right next to the work area. Mr. Gould will be providing a generator and hoses for this. Since this work will take place in the Rail yard which is open to the public, we will have to make sure there is nothing hazardous that could hurt someone.

Project Phases *(You may have more than eight phases, or fewer, as needed; if more, click the button to add a phase.)*

Look at the phases from your proposal. Make any changes, then provide a little more detail, including timing.

1. Power wash the whole caboose, including the roof.
2. Adults scrape the loose material off of the roof and put a new coat of OSPHO on to protect it.
3. Sand a one-third section of one side of the caboose, wipe clean with solvent, then paint with primer.
4. Repeat the sanding, cleaning and priming process one-third of the side at a time for both sides of caboose.
5. Repeat the sanding, cleaning and priming process on each end of caboose.
6. Sand the inside of the caboose and wipe it down with solvent to clean the walls, etc.
7. Paint the outside of the caboose with the first coat of paint. Everything is Mineral brown except the end platform and railings and steps which will be black.
8. Paint the outside of the caboose with the second coat of paint.
9. Paint the inside of the caboose including the floor, walls, ceiling and desks, etc.
10. Install the plexiglass windows.
11. Put on the AT&SF decals and caboose numbers.

Eagle Scout Service Project Final Plan, continued

Work Processes

Prepare a step-by-step list of what must be done and how everything will come together: site preparations, sizing, assembly, and fastening of materials; uses of supplies and tools; finishes to be used (paint, varnish, etc.); and so forth. Consider asking your project coach for assistance with this.

I have completed a detailed work process plan and have attached it to this workbook.

Attach further plans as necessary, with drawings, diagrams, maps, or pictures that will help you succeed and that might be helpful to your workers, your coach, the project beneficiary, and your board of review. Drawings should be to scale. If you are planning an event or activity, a program outline or script might be appropriate.

Permits and Permissions

(The tour and activity plan has also been called the "tour permit.")

Will a tour and activity plan be needed (this must be confirmed with local council policies)? If you will need permission or permits*, what is being done to obtain them, and when will they be issued?

A tour and activity plan will not be needed for my project.

**Permissions and permits could include building or electrical permits, dig permits, event permits, permission to access property, etc.*

Materials

List each item, and its description, quantity, unit cost, total cost, and source. For example:

Eagle Scout Service Project Final Plan, continued

Plywood	3/4", 4'x8', B-C interior Grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source
1	1 Gallon Oil based primer (1 coat)	5	\$30.00	\$150.00	Chalmers / Galveston RR Museum donation
2	1 Gallon Rust prevention paint (2 coats)	10	\$30.00	\$300.00	Chalmers / Galveston RR Museum donation
3	1 Gallon Rust prevention paint (black)(2 coats)	1	\$30.00	\$30.00	Galveston RR Museum donation
4	1 Gallon exterior latex paint for inside floor (gray)	1	\$30.00	\$30.00	Galveston RR Museum donation
5	1 Gallon Rust prevention paint (gray)(2 coats)	2	\$30.00	\$60.00	Galveston RR Museum donation
6	1 Gallon can of cleaning solvent	2	\$25.00	\$50.00	Galveston RR Museum donation
7	1 Gallon exterior latex paint for windows, decking (black)	1	\$30.00	\$30.00	Galveston RR Museum donation
8	1 Gallon OSPHO roof coating material	2	\$40.00	\$80.00	Galveston RR Museum donation
9	1 sheet (36" x 72") plexiglass window material*	5	\$100.00	\$500.00	Galveston RR Museum donation
10	1 tube window caulk material	6	\$5.00	\$30.00	Galveston RR Museum donation
	* plexiglass might not be needed if we can polish existing windows.				
Total cost of materials				\$1,260.00	

**If you plan for donations such as the one shown in the sample, you will most likely need to complete the Eagle Scout Service Project Fundraising Application on page 17.*

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Eagle Scout Service Project Final Plan, continued

[illegible]

* Power tools considered hazardous, like circular saws, must be operated by adults who are experienced in their use. See the Guide to Safe Scouting.

Eagle Scout Service Project Final Plan, continued

Expenses		Revenue
Item	Projected Cost	Total to be raised: \$ 217.00
		Contribution from beneficiary: \$ 1,897.00
Total materials (from above)	\$1,260.00	Describe in detail how you will get the money for your project. Include what any helpers will do to assist with the effort. The Galveston Railroad Museum has agreed to provide the materials for the project. Most of the the tools and other supplies will loaned or donated by my family, friends and neighbors. The food and drinks will be provided by my family.
Total supplies (from above)	\$466.00	
Total tools (from above)	\$171.00	
Other expenses		
food, drinks, snacks, water, ice	\$200.00	
tax on purchases not donated	\$17.00	
Total cost	\$2,114.00	

Giving Leadership

Complete 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
Powerwashing Caboose	Strength, balance to handle powerwasher.	Adult	1 adult, 1 Scout	1 adult, 1 Scout
Roof scraping, coating	Strength, balance to scrape on top of caboose and apply coating.	Adult	2 adults, 0 Scouts	2 adults
Sanding	Adults to use a power sander. Scouts to use hand sanders.	Adults for power sanders. Youth for hand sanders.	4 adults, 6 Scouts	2 adults, 1 Scout
Surface preparation	Wipe caboose with cleaning solvent.	Adults and youth can apply with proper protective equipment.	4 adults, 6 Scouts	2 adults, 1 Scout
Apply Rustoleum primer	Use paintbrush to paint primer.	Adults and Scouts can paint primer on.	4 adults, 6 Scouts	2 adults, 1 Scout
Apply Rustoleum paint	Use paintbrush to paint.	Adults and Scouts can paint	4 adults, 8 Scouts	2 adults, 1 Scout
Polish or replace plexiglass windows.	Polishing liquid to polish scratched windows. If can't polish, then put new plexiglass in windows.	Scouts and adults can polish. Adults will have to replace plexiglass if needed.	3 adults, 2 Scouts	2 adults, 1 Scout
Apply the Santa Fe decals	Adult to line up and apply decals.	Adult applies decals and Scout helps.	2 adults, 1 Scout	2 adults, 1 Scout

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

I will assign two Scouts to be work supervisors to make sure the rest of the workers know how to do the jobs required. I will teach these two supervisors how to do the sanding, preparation, priming and painting. I will also show the supervisors how to use the safety equipment and make sure they show the others how to make sure they work safely.

Eagle Scout Service Project Final Plan, continued

What is your plan for communicating with your workers to make sure they know how to get where they need to be, that they will be on time, and they will have with them what they need?

I will be asking the members of my Troop to volunteer. I will make a presentation at my Troop meeting to explain to everyone what my project is and how the work will be completed. I will have a schedule for the work days and ask Scouts to sign up for certain work days. I will then email these Scouts and remind them of their work day and what equipment they should bring with them.

Logistics

How will the workers get to and from the place where the work will be done?

I will ask the Scouts if their parents can bring them to the Railroad Museum. If they can't get a ride I will arrange a carpool to pick them up and take them home.

How will you transport materials, supplies, and tools to and from the site?

The Railroad Museum will be supplying most of the tools, equipment and supplies for the project. We will pick up most of these materials at Chalmers Hardware. They will store all of this at the work site so we can get to them easily. The Scout leader and parents will bring the other materials to the site.

How will the workers be fed?

I will be in charge of making sure there are drinks, snacks and lunch for all of the volunteers. I will make sure there is lots of water and gatorade so volunteers don't get dehydrated. I will have lots of snacks and will bring lunch for everyone on the work days.

Will restrooms be conveniently located? Yes ☒ No ☐ If no, explain:

What will be done with leftover materials and supplies?

The Railroad Museum is donating most of the materials and supplies, so they will keep any leftover materials to use on other train cars.

What will be done with the tools?

Most of the tools will be borrowed, so they will be returned to their owners. The Railroad Museum is supplying some tools and they will keep the tools they supplied.

Safety

Will a first-aid kit be needed for this project? If so, where will it be kept?

A first aid kit will be needed for this project in case there are any scrapes or bruises. It will be kept at the work site where anyone can get to it easily.

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

The roof coating material and the cleaning solvent are chemicals that will be used on the project. The roof coating material will be used only by adults who will follow the safety instructions on the can. Scouts can apply the cleaning solvent with gloves as long as they follow the instructions carefully and are in a well ventilated area.

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 operated only by qualified adults)?

Eagle Scout Service Project Final Plan, continued

Potential Hazard	What will you do to prevent problems?
Use of power tools.	Power tools will only be used by adults who know how to operate them properly and carefully and be wearing the right safety gear.
Use of roof coating material and cleaning solvent.	Only adults can use the roof coating materials with proper safety and with the right safety gear. Scouts can use cleaning solvent if they use gloves and follow the instructions and are in a ventilated area.
Use of primer and paint.	We will follow the instruction on the primer and paint cans and follow the safety rules. We will use the right safety gear.
Working in areas above 10' high.	The roof of the caboose is over 10' tall. Scaffolding and ladders will be set up to get to these high areas. Only adults are allowed to work at the highest areas. Scouts will be allowed to work on the scaffolding which will probably be only about 3-4 feet above the ground.
Severe Weather	We will not be allowed to work in severe weather because that would be dangerous. Work days will be rescheduled if there is bad weather.
Sunburn and dehydration	I will have lots of sunscreen available and ask everyone to reapply it a lot. We will make sure volunteers take water breaks and get out of the sun. I will have a shade tent for them.

How do you plan to communicate these safety issues and hazards to your helpers?

I will tell the co-leaders what these hazards are and how to prevent them. I will ask them to teach the volunteers how to avoid the safety hazards and how to properly use the materials and equipment. I will also watch everyone to make sure no one is doing anything that is not safe.

Will you hold a safety briefing? Yes _____ If so, when? I will have a safety briefing during my _____

Who will conduct it? I will conduct the safety briefing and ask adults if they also have any suggestions.

Who will be your first-aid specialist? I have first aid training and the adult leaders have first aid training. I will ask one adult each day to be the first aid specialist.

Contingency Plans

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

Bad Weather or a special event at the Railroad Museum might cause the work to be postponed. The project would only be cancelled if no volunteers ever show up or there are no materials, but I don't think this will happen.

Comments From Your Project Coach About Your Final Plan (A project coach is not required but can be extremely helpful.)

Scoutmaster Rouse, my project coach said my project plan looked good. He said he would help me coordinate volunteers. He also said to remember that people will pay attention to my feet more than they will to my mouth, meaning that I will get the respect of the Scouts and volunteers if I show them that I can also work hard as well as provide leadership by telling them what to do.

Eagle Scout Service Project Fundraising Application

Before completing this application, it is important to read the "Procedures and Limitations on Eagle Scout Service Project Fundraising." It can be found at the back of this application. Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustment/s must be made. Use this form, not the Unit Money Earning Application.

Eagle Scout Candidate

Name: Jordan Mitchell Cartwright		Preferred phone Nos.: (512) 891-9818	
Address: 8205 Forest Heights Lane		City: Austin	State: TX Zip: 78749
Email address: jordanmc27@gmail.com			
Check one	<input type="checkbox"/> Troop	<input type="checkbox"/> Team	<input type="checkbox"/> Crew <input type="checkbox"/> Ship
Unit No.			
District name:		Council Name:	

Project Beneficiary (Name of religious institution, school, or community)

Name: Galveston Railroad Museum		Preferred phone Nos.: (409) 765-5700	
Address: 2602 Santa Fe Place		City: Galveston	State: TX Zip: 77550
Email address: rrsandi@sbcglobal.net			

Project Beneficiary Representative (Name of contact for the project beneficiary)

Name: Morris Gould		Preferred phone Nos.: (409) 765-5700	
Address: 2602 Santa Fe Place		City: Galveston	State: TX Zip: 77550
Email address: rrsandi@sbcglobal.net			

Describe how funds will be raised?

The Railroad Museum has agreed to provide funding for all of the materials, supplies and equipment that aren't borrowed from Troop 123 or others.

Proposed date the service project will begin.	June 22, 2013
Proposed dates for the fundraising efforts:	N/A
How much money do you expect to raise?:	N/A

Prospective Donors

If people or companies will be asked for donations of money, materials, supplies, or tools*, how will this be done and who will do it?

Besides the railroad museum I have asked my Uncle to provide all of the power tools and Kelso Construction to provide the scaffolding.

* You must either provide or attach a list of prospective donors and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? Yes ☐ No ☒ If so, by whom?

Contract details:

N/A

See "Procedures and Limitation" following this application.

Approvals

(The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.)

Beneficiary		Unit Leader		Authorized Council Approval*	
Signed	Date	Signed	Date	Signed	Date

*Councils may delegate approval to districts or other committees according to local practices.

Procedures and Limitations on Eagle Scout Service Project Fundraising

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising or securing donations of materials*. Send the completed form to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined appropriate.

**This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members of his unit, or the beneficiary. All money left over, regardless of the source, goes to the beneficiary.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or the candidate's unit, until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.



Eagle Scout Service Project Report



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name: Jordan Mitchell Cartwright

Project start date: June 22, 2013 Projected completion date: August 17, 2013

This section is to be completed after the service project has been concluded. It is not necessary to provide length answers. Please be prepared to discuss your responses at your board of review.

Eagle Scout Service Project Report

*This section is to be completed after the service project has been concluded. It is not necessary to provide lengthy answers.
Please be prepared to discuss your responses at your board of review.*

Eagle Scout candidate: Jordan Mitchell Cartwright

Once planning was completed, when did the work begin? June 22, 2013 When was it finished? August 17, 2013

Summary

What went well?

Executing the project went very well and the caboose restoration turned out even better than I expected. The Railroad Museum was very pleased with how the caboose turned out also. There were over 500 volunteer hours dedicated to the project and everyone had a good time helping. Most important was that no one ever got hurt even though there were some potentially dangerous things we had to do.

What was challenging?

Since it took 9 weekends to complete the project it was challenging to keep asking for volunteers to keep coming every weekend, but they did. Towards the end of the day, the Scouts would get tired and work slower which was o.k. because they worked hard all day in the heat. Some of the doors inside the caboose were stuck and it took a lot of force to get them open. We only had to stop work a couple of times due to rain.

Changes

What changes were made as the project was conducted?

We installed the windows and fixed some floor molding because the Railroad Museum asked us to add these to the project.

Leadership

In what ways did you demonstrate leadership?

I demonstrated leadership by writing a detailed work plan for the whole project, then I made checklists for every day that work was scheduled. I asked the Scouts to complete specific tasks and showed them how to do them. I also showed them how to work safely. I also kept working with the Museum Executive Director during the entire project, asking questions and asking for decisions to make sure we were doing everything the way he wanted us to.

What was most difficult about being the leader?

Telling the scouts what to do was sometimes difficult because sometimes the scouts would just stand around after I told them what to do. But after I asked them again to do it they would usually help.

What was most rewarding about being the leader?

Finishing the huge project, learning about Leadership and finding out that I could be a good leader was rewarding. I also liked working with so many people and it was rewarding to see them get excited about how good the caboose turned out.

What did you learn about leadership, or how were your leadership skills further developed?

I learned that people follow my actions more than they follow my words. This means that it is important to tell people what to do, but it is even more important to show them that you are willing to work hard with them.

Materials, Supplies, Tools

Were there significant shortages or overages of materials, supplies, and tools? If so, what effect did this have?

I didn't have any overages of supplies. Each week I inventoried what I needed and contacted the hardware store if I needed anything. One time we ran out of window caulk and my Mom had to go to the hardware store to get more, but it did not delay the project.

Eagle Scout Service Project Report, continued

Entering Service Project Data

The Boy Scouts of America collects information on the hours worked* on Eagle Scout service projects because it points to achievement on our citizenship aim. So that you can assist with the data collection, please keep a list of the people who help on your project, and a log of the number of hours they work. Then, please provide the information requested below. Be sure to include yourself, and the time spent on planning.

	No.	Hours
The Eagle Scout candidate	1	98.75
Registered BSA youth members	20	93.75
Other youth (<i>brothers, sisters, friends, etc., who are not BSA members</i>)	6	75.5
Registered BSA adult Scout leaders	11	166.75
Other adults (<i>parents, grandparents, etc., who are not BSA members</i>)	4	103.75
Totals	42	538.5

* There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.

If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.

Funding

Describe your fundraising efforts:	
There were no fundraising efforts because the railroad museum provided all of the supplies, materials and some of the tools. Other donors loaned us scaffolding and power tools.	
How much was collected?	N/A
How much was spent?	N/A
If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid. N/A	
If you had money left over after the project completion, did you turn it over the the project beneficiary? If "No," when and how long will that take place? N/A	
How were the donors thanked? I wrote thank you letters to the people who loaned us tools and I also wrote thank you letter to every person who volunteered for the project.	

Photos and Other Documentation

If you have them, attach any "before," "during," and "after" photographs. Attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.



Before work



Painting first coat



Finishing work

Eagle Scout Service Project Report, continued

Candidate's Promise

On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.

Signed:

Jason Cartwright

Date: 8/17/13

Completion Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name:

Unit leader name:

Signed:

Morris & Gould

Date: 8/17/13

Signed:

Donald B Key

Date: Aug. 17, 2013

Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with the Eagle Scout candidate and his parents or guardians the same information we provide to council and district volunteers responsible for project approvals throughout the Boy Scouts of America. You will learn what they can and cannot require.

In addition to reading this entire workbook, the candidate and his parent or guardian should consult the *Guide to Advancement*, No. 33088, beginning with section 9.0.2.0, "The Eagle Scout Service Project."

The *Guide to Advancement*, along with the *Boy Scout Requirements* book, No. 34765, and this workbook, are the only official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Boy Scout Requirements* book are available in Scout shops or on www.scoutstuff.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals may not add requirements or ask you to do anything that runs contrary to or exceeds the policies, procedures, or requirements of the Boy Scouts of America.

What an Eagle Scout Candidate Should Expect

First, the Eagle Scout service project belongs to the Eagle Scout candidate. His parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, section 9.0.2.1.

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a *helpful, friendly, courteous, and kindhearted* manner. We will respect the Scout's dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

**An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.*

Excerpts and Summaries From the *Guide to Advancement**

Eagle Scout Service Project Coaches

Many units, districts, and councils use Eagle Scout service project “coaches.” They may or may not be part of the proposal approval. Though it is a Scout’s option, coaches are highly recommended—especially those from the council or district level who are knowledgeable and experienced with project approvals. Their greatest value comes in the advice they provide after approval of a proposal as a candidate completes his planning. A coach can help him see that, if a plan is not sufficiently developed, then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches shall *not* have the authority to dictate changes, withdraw approval, or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make the right decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any position) and have taken BSA Youth Protection training, and may come from the unit, district, or council level.

What Is Meant by “Give Leadership to Others ...”?

“Others” means at least two people in addition to the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for the time worked on a project. The most important thing here is that the Eagle Scout candidate exhibits leadership.

Evaluating the Project After Completion

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to practicing our motto to “Be Prepared.” **However**, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in otherwise worthy results acceptable to the beneficiary.

There may be instances where upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine modifications were so material that the extent of service or the impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. He may choose to meet these requests, or he may decide—if he believes his completed project worthy and in compliance—to complete his Eagle Scout Rank application and submit his project workbook without final approval. He must be granted a board of review should he request it. If it is thought a unit board may not provide a fair hearing, a “board of review under disputed circumstances” may be initiated. See the *Guide to Advancement* for more information.

Risk Management and Eagle Scout Service Projects

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit’s program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated with project execution. As with any Scouting activity, the *Guide to Safe Scouting* applies. The “Sweet 16 of BSA Safety” must also be consulted as an appropriate planning tool. It can be found online at “Scouting Safely,” www.scouting.org/scoutsources/healthandsafety/sweet16.aspx.

At the time of publication of this workbook, changes were being made to the *Guide to Safe Scouting* that will affect how service projects are conducted. The changes limit the use of hazardous power tools, machinery, and equipment, and also such activities as working at heights or on ladders, and driving motor vehicles.

Insurance and Eagle Scout Projects

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA accident and sickness insurance program. It provides insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage and are limited to registered youth and adults and those interested in becoming members.

*The *Guide to Advancement* is available in Scout shops or from www.scoutstuff.org.

