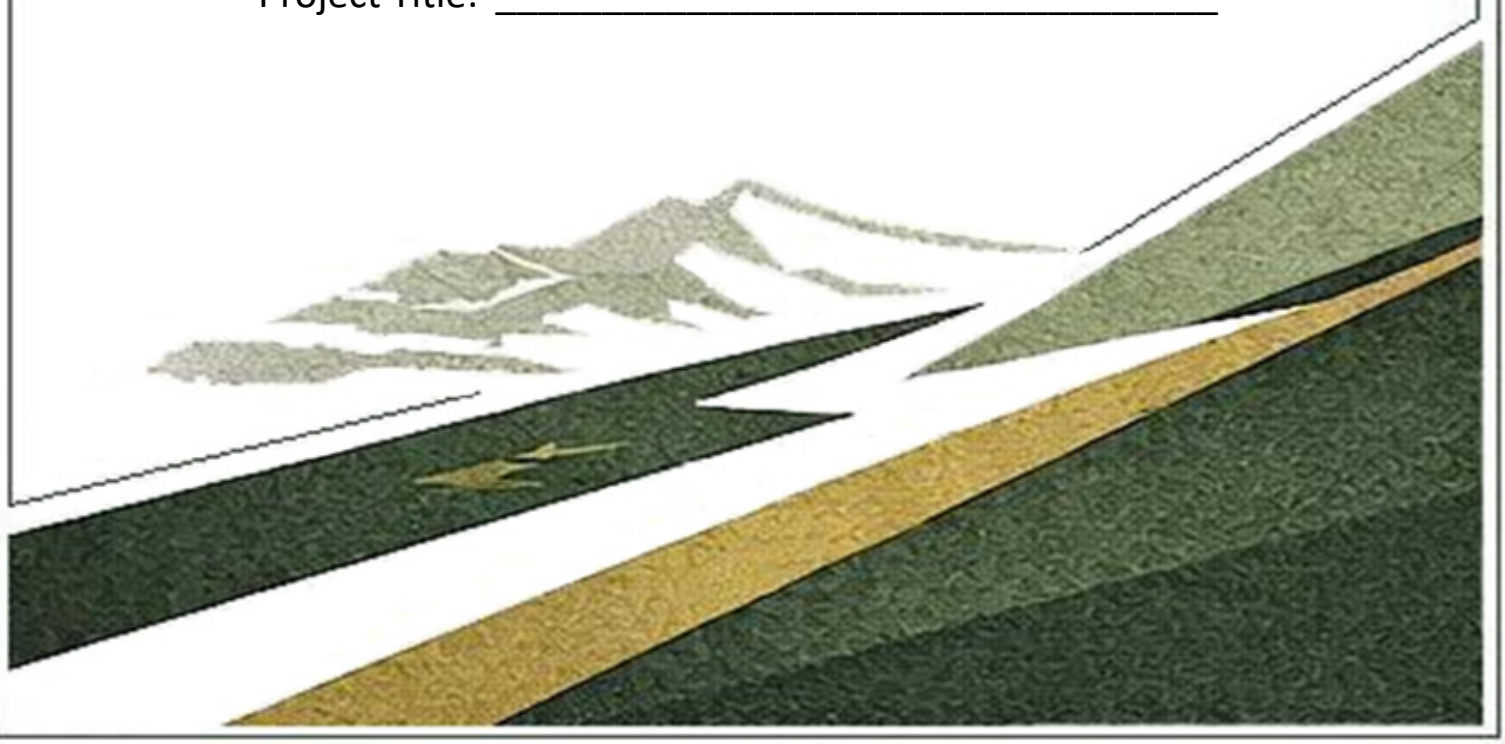
Scouting America©

Eagle Scout Leadership Service Project Workbook

Candidate's Full Name: _____

Project Title: _____



Eagle Scout Leadership Service Project Workbook, No. 512-927
October 2026

Candidate Name:	Project Title:

Why are Scouts required to use the workbook?

The purpose of this workbook is to establish a standardized process for completing Eagle Scout Service Project Requirement #5. Its use ensures consistency across units, districts, and councils, so that all Scouts are held to the same expectations and follow a uniform process, regardless of geographic location. No council, district, unit, or individual has the authority to require additional forms, or to add or change requirements, or to make any additions, deletions, or changes in the text, outlines, links, graphics, or any other elements of the workbook. Councils, districts, units, and individuals must not add to or subtract from the requirements established by Scouting America or ask the Scout to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of Scouting America.

IMPORTANT – WORKING WITH THIS DOCUMENT

Your experience using this document can be improved by following these recommended practices.

ALL:

- Open the document in a full PDF program such as Adobe Acrobat Reader (free), Adobe Acrobat, or other PDF editor applications that support fillable forms.
- Unless you are completely done editing the document, including any signatures to be added electronically, DO NOT "flatten" the document by using "print to PDF" or "export as PDF" functions. These actions disable all interactive form fields in a PDF document. Instead, use File > Save. For the same reason, do not add a password or otherwise secure the document while it is in progress.

SCOUT:

- The workbook may be printed and completed in ink or filled (or partially filled) by typing responses before printing.
- Downloading to a workspace you control (computer, cloud drive, or other storage device) is ***strongly*** recommended before you begin. Filling the PDF online in a browser could result in permanent loss of the information you have entered.
- After editing your document, please save your work. When Adobe asks you if you want to replace it, check "yes." Otherwise, you may lose your edits.
- PDF preview apps on your phone are not suitable for editing or saving the document.

ADULTS APPROVING A PROPOSAL OR COMPLETED PROJECT REPORT:

- You may sign the document in ink on paper, electronically (if acceptable to your local council) by typing your name in the Signature field, by inserting an image of your signature, or by using the Fill & Sign feature in Adobe Acrobat. Save the document after signing.
- DO NOT attempt to "certify" or "digitally sign and lock" the document. Doing so will prevent the Scout or other approvers from adding information or signatures.
- It is a good practice for an adult who adds a signature to the document to retain a saved copy for reference.

Candidate Name:	Project Title:

EAGLE SCOUT LEADERSHIP SERVICE PROJECT CHECKLIST

- ☐ 1. **START EARLY** – "Be Prepared" for delays and unexpected developments.
- ☐ 2. Read the entire Eagle Scout Leadership Service Project workbook, including the appendices.
- ☐ 3. Seek advice about your idea from your Scoutmaster, mentors, project coach, beneficiary, and others.
- ☐ 4. Find out about the process in your council or district for reviewing and approving projects.
- ☐ 5. Find a beneficiary.
- ☐ 6. Give the beneficiary the document *Information for Project Beneficiaries (Appendix B)*.
- ☐ 7. Develop your *Project Proposal*.
- ☐ 8. Obtain the four signatures you need for your *Proposal Approval* **before starting work**.
- ☐ 9. If needed, prepare and submit a *Fundraising Application (Appendix D)*.
- ☐ 10. Seek advice from your Scoutmaster, beneficiary, project coach, and others about executing the work.
- ☐ 11. Prepare the *Project Plan*.
- ☐ 12. Show the Project Plan to your beneficiary and Scoutmaster. Get their approval before starting work.
- ☐ 13. Acquire labor and materials.
- ☐ 14. Execute the work.
- ☐ 15. You must complete, sign, and date the *Project Report* before your 18th birthday.
- ☐ 16. Get the beneficiary's *acceptance of the work*, indicated by signing your Project Report.
- ☐ 17. Get the *Scoutmaster's signature* on your Project Report.
- ☐ 18. Complete all other Eagle rank requirements, if necessary, and participate in an Eagle board of review.

Candidate Name:	Project Title:

Introduction

You must use the current edition of this official *Eagle Scout Leadership Service Project Workbook*, No. 512-927, to propose, plan, execute, and summarize your project. You must complete all sections of the workbook.

- **Read This Entire Workbook**. – You look at a map before a trek. A map can help you see upcoming challenges. By reading the entire workbook, you can "be prepared" for your project.
- **Questions in the Workbook** – There are many. Projects vary in complexity. The questions guide you through the project process so you have a positive experience.
- **Unit Leader** – In this workbook, we refer to the unit leader as the Scoutmaster. If you are in a Crew or Ship, substitute Venturing Advisor or Skipper for Scoutmaster. The Scoutmaster can delegate adult tasks to another trusted leader so a Scoutmaster's designee may, for example, approve a project plan.
- **Adult Assistance** – Before starting your project, talk with your Scoutmaster about it. Ask which adult(s) will be available to help you and with which parts of your project their assistance will be most useful.
- **Proposal Approval** – You must complete your project proposal and get it approved before you begin work. **If you start work – including commitment of resources or acquisition of materials – without project approval, you may have to do a different project.**
- **Fundraising** – Find out your local council's fundraising requirements. If required, you must submit the *Fundraising Application (Appendix D)* and get it approved by your council before accepting donations.
- **Project Plan** – You **must** complete a project plan and get it approved by the beneficiary and your Scoutmaster **before** starting work.
- **Project Completion** – After you finish the work described in the plan, fill out the Project Report, date it, and get the work accepted by your beneficiary. Get your report approved by your Scoutmaster. You must complete your project, including the report, BEFORE your 18th birthday. Signatures of the Scoutmaster and Beneficiary Representative may come later.
- **Use of Generative AI** – With your parent or guardian's permission, you may use AI to help find a beneficiary, explore ideas, identify risks, or anticipate potential challenges. AI cannot write the project proposal, plan, or report for you. The work must be yours, not AI's. If you use AI, you must fully disclose how and where you used it to all those reviewing any part of your project. For more information on the use of AI, see *Guide to Advancement 5.0.8.0*.
- **Credit** – Only one Scout may get credit for an Eagle Scout Leadership Service Project. It must be YOUR work. In addition, you cannot use the same project to complete rank requirements for Summit or Quartermaster. You may, however, use an Eagle project as part of pursuing a *Distinguished Conservation Service Award* or *Messengers of Peace Award*. If that is of interest, look into the individual program requirements BEFORE you start work. You also may consider applying through your local council for the *Glenn A. and Melinda W. Adams Award*.
- **Appendices** – The appendices are part of this workbook.

The Eagle Scout Leadership Service Project belongs to you, the Eagle Scout candidate. Your parents and others may help, but **you** must be the leader. Reviewers and coaches may suggest modifications and additions. But other than signatures approving the project proposal, the fundraising plan, or the completed project, entries in the workbook should be your own work.

Candidate Name:	Project Title:

Project Contacts

Eagle Scout Candidate

Name:		Birth Date:
Street Address:	City:	State:
Email:	Telephone:	
Scouting America Personal ID (from Scoutbook or ID card):	Life Rank Board of Review Date:	

Scout Parent/Guardian

Name:		
Street Address:	City:	State:
Email:	Telephone:	

Unit Information

Unit Type: [Troop, Crew, or Ship] Troop	Unit Number:
Name of District:	Name of Council:

Scoutmaster

Name:	
Email:	Telephone:

Unit Committee Representative

Name:	
Email:	Telephone:

Project Beneficiary

Name of Organization:		
Street Address:	City:	State:
Email:	Telephone:	

Project Beneficiary Representative

Name of Representative:	
Email:	Telephone:

Council Service Center

Contact Name:		
Street Address:	City:	State:
Email:	Telephone:	

Council or District Proposal Approval Representative (Your Scoutmaster can help you learn who this will be.)

Name of Representative:	
Email:	Telephone:

Project Coach/Advisor (an adult assigned by your council, district, or unit to help you with your project)

Name of Project Coach/Advisor:	
Email:	Telephone:

If you don't understand or recognize these roles, see *Project Roles (Appendix A)*.

The project proposal must be approved by the representative of the organization benefiting from the project, the Scoutmaster, the unit committee, and the council or district representative **before work begins**.

Candidate Name:	Project Title:

PROJECT PROPOSAL

You must provide the *Information for Project Beneficiaries (Appendix B)* document to the representative of the organization you chose to be the project beneficiary. You should either print the Appendix and give it to your beneficiary, or send your beneficiary a copy or a link to the Appendix.

Your project may be for **any religious institution, any school, or your community**. Scouting America defines "your community" to include the "community of the world." Your project cannot benefit Scouting America.

(See *Appendix C* for more information on defining "Community.")

Do NOT begin work until your project proposal is approved by all the signatories. If you start work on the project before getting all four approval signatures, you may have to begin again and do a different project.

Other key points:

- **Talk with your Scoutmaster** before investing too much time developing your proposal. Describe what you are thinking of doing. Get feedback whether your project idea:
  - Provides an opportunity to meet Eagle Scout requirement #5, especially leading others.
  - Appears to be feasible with a reasonable chance of resulting in a positive experience.
  - Will address safety issues.
- **Be sure the beneficiary representative you are working with is authorized** to approve your project.
- **Routine labor or maintenance is not normally considered appropriate**. Routine labor is any work or service provided as part of daily life or a routine maintenance job normally done by the beneficiary, for example, weeding a sports field at a school. (See *Guide to Advancement 9.0.2.7.*)
- **Fundraising** – Your project may not be solely or primarily a fundraiser. It must include actual work.
- **Hours** – There is no minimum **number of hours** for an Eagle Scout Leadership Service Project. The merit of a project is measured by its impact. No council, district, unit, or individual may place any requirement or other standard on the number of hours spent on a project.
- **Track Your Time** – Keep track of the number of hours (person hours) you and others invest in developing and completing your project. For example, if a parent drives you to a store to estimate the cost of materials, count your parent's time in addition to your own.
- **Meeting Eagle Rank Requirement #5** – You must show how planning, development, and leadership will take place. The project is yours. Delegate authority to others so it is clear you are leading the project.
- **Detail** – You only need enough detail to show a reviewer that you can lead others in meeting Eagle rank requirement #5, have a feasible project with a reasonable chance for a positive experience, and address safety issues.
- **What You Should Expect**:
  - **Respectful questioning** and probing to better understand the project, the proposal, and what you intend to do. The goal is to ensure you understand and can explain your proposal.
  - **Following Eagle rank requirement #5** and this project workbook as written – no more and no less. No adult can add requirements not found in this workbook.
  - **Guidance that maximizes the opportunity for completion** of a worthwhile project.
  - **A written explanation** of any proposal rejection must be given to you promptly. It must include suggestions on what you can do to achieve approval. A copy must be sent to the council advancement chair and staff advisor. You also must receive an opportunity for redress, including a second opinion and approval as determined by the council advancement committee.
- **Distinguished Conservation Service Award (DCSA) and Messengers of Peace** – If you have time, you may consider pursuit of a *Distinguished Conservation Service Award* or *Messengers of Peace Award* along with your Eagle Scout Leadership Service Project. Keep in mind the possibility of submitting your project for the *Glenn A. and Melinda W. Adams National Eagle Scout Service Project of the Year Award*.

Candidate Name:	Project Title:

Beneficiary and Impact

Who is your beneficiary? How are they part of the community? Explain the mission and function of your beneficiary. Tell how your project will further your beneficiary's mission or be helpful to those served by the beneficiary. Share details about how your beneficiary's programs and services are used, or approximately how many people will be impacted by your efforts. Add an attachment if you need more space.

Project Description

Describe your project – what you propose to do, where you propose to do it, the size or scope of the project, and other details to help the beneficiary and Scouting America reviewers understand your proposal. Attach images on a separate page if appropriate.

Motivation

Why do you want to do this project? Why is this cause important to you? How will this project help you to grow and develop? What do you expect to learn?

Candidate Name:	Project Title:

Approximate Timeline

You may find it challenging to estimate the amount of time needed for project approval and planning. Fill in your best estimates. Talk with your beneficiary, Scoutmaster, and others about your estimated timeline. Be prepared to make adjustments if you discover you've underestimated some of the challenges.

	(MM / DD / YYYY)
When do you expect your proposal to be **approved**?	
When do you expect to complete your **plan**?	
When do you expect to **begin** actual work?	
When do you think your project report will be **complete**?	

The Work

What kind of work or activity do you envision your project involving? What different kinds of tasks will be involved? How will you organize the work so you can accomplish your objectives? Which tasks will you delegate?

Leadership

How will you show leadership? You must demonstrate leadership of at least two people in addition to yourself. This is not a family project like the one described in the Family Life merit badge. Your family members may assist, but you must recruit the help needed to complete the project.

How many people do you expect to need? Helpers may be involved in Scouting, or not, and of any age appropriate for the work.

Who will you recruit? How will you obtain the "right" number (neither too few nor too many)? What types of people will you be leading? How will you organize and train those who will assist you? How will you delegate authority to others?

Candidate Name:	Project Title:

Estimated Time

You should keep track of the time that you and anyone who helps you invest in developing your project proposal. Enter the number of people who helped and the total number of hours invested. You will need to update as your proposal develops. See the example.

Example: Registered Scouting America youth members – helping proposal development	2 people (worked 4 hours)	8 hours

PROJECT PROPOSAL	**Number of Individuals**	**Total Hours Invested**
Eagle Scout candidate – proposal development hours	1	
Registered Scouting America youth members – helping proposal development		
Other youth (siblings, friends, etc., who are not registered with Scouting America)		
Registered Scouting America adults		
Other adults (parents, grandparents, etc., not registered with Scouting America)		
Grand Total of Proposal Development hours	1	0.00

Resources Needed - Materials, Supplies, Tools, and Other Needs

What types of materials, supplies, tools, or other needs will be required to complete your project? Refer to *Scouting America SAFE Project Tool Use*. This task is similar to crafting a shopping list of food for a camping trip. You probably won't have the exact number, weights, or sizes at this point. That's okay. You will develop a detailed list and exact quantities during the planning stage of your project. For now, a list of materials, supplies, tools, and other needs with basic description or dimensions is sufficient.

Preliminary Cost Estimate

Provide an estimate of your expected project cost. Enter your expected expenses in each category. Include sales tax if applicable. Include the value of items even if they will be donated. You will develop a detailed budget during the planning stage of your project. For now, your estimate should be detailed enough to show that you understand what fundraising needs you will have.

Materials (components that will *become part of* the finished project)	$
Supplies (things that will be *used up* to execute your project)	$
Tools (equipment that will be used to *prepare or assemble* your project)	$
Other Needs (resources that are not Materials, Supplies, or Tools)	$
TOTAL	$ 0.00

Candidate Name:	Project Title:

Fundraising

How will you raise the money to pay for the project? If you intend to seek "in-kind" donations of materials, services, supplies, tools, or other items, explain how you propose to do that. Consult the *Fundraising Application (Appendix D)*. Ask your Scoutmaster for local council fundraising procedures.

Based on Scouting America guidelines and your local council's procedures, do you need to complete a *Fundraising Application (Appendix D)* and get it approved before seeking donations?

☐ YES
☐ NO

Safety

An Eagle Scout Leadership Service Project is a unit activity that must follow Scouting America's Safeguarding Youth policies, including having at least two registered adult leaders 21 years of age or older at all times. A registered female adult leader 21 years of age or older must be present for any activity involving female youth or female program participants. While adults are accountable for safety, you are responsible for **planning** a project that will be safe for all. As with any Scouting activity, you must follow the *Guide to Safe Scouting* and all current Scouting America safety policies.

Consider: How will you recruit the registered adults responsible for safety at your project? How will you communicate with them, so they have enough advance warning that they can fit your project into their schedule? What risks do you foresee that might occur during your project? How will you mitigate those risks? Who will you work with to develop contingency plans? What permissions will you need to carry out your project? For example, you might need a principal, superintendent, or school board, not a teacher to approve a project at a school. If you are digging, many states require someone to contact 811, "Julie," "Miss Dig," "Miss Utility," or another service unique to your state so that they can notify utility companies to mark their underground facilities before work begins. This helps prevent injuries, service outages, and costly damage. What permits will be needed, who will get them, and when will they be requested?

Photos and Drawings

Include photos, drawings, and other information on separate pages or in separate files.

Candidate Name:	Project Title:

Proposal Approval

Don't begin work until your project proposal is approved by all the signatories. If you start work on the project before getting all four approval signatures, you may have to begin again and do a different project.

Brief Project Description

Write two to three sentences that summarize your project and why it is important. Refer back to the project description on page 7.

Candidate's Promise (Sign here before you seek other approvals.)	
On my honor as a Scout, I have read this entire workbook to become familiar with the requirements and steps of an Eagle Scout Leadership Service Project. I promise to be the leader of this project. I will do my best to carry it out to provide maximum benefit to the religious institution, school, or community I have chosen as a beneficiary.	
Signature:	Date:

Adults should review *Guidance for Adults (Appendix C)* – before approving the proposal.

Scoutmaster Approval		**Unit Committee Approval**	
I reviewed this proposal and discussed it with the candidate. I believe the project provides impact worthy of an Eagle Scout leadership service project. It involves planning, development, and leadership. I am comfortable the Scout understands what to do and how to lead the effort. I will monitor the project and ensure that those present do not overshadow the Scout.		This Eagle Scout candidate is a Life Scout and is registered in our unit. We have reviewed this proposal. We are comfortable that the project is feasible. We understand this Eagle Scout Leadership Service Project is a unit activity and that the unit is accountable for, among other things, safety and safeguarding youth. We will provide at least two registered adults for all project activities per the Guide to Safe Scouting. We will do all we can to ensure our unit provides the promised level of support. I certify our unit committee authorized me to approve this proposal.	
Signature:	Date:	Signature:	Date:
Printed Name:		Printed Name:	

Beneficiary Approval		**Council or District Approval**	
I am authorized to approve this proposal on behalf of my organization. This Eagle Scout Leadership Service Project will provide significant benefit and impact. 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 financial support (if any) to which we have agreed. We understand any fundraising the Scout conducts will be in our name and that any funds or materials remaining will come to us or a charity we designate. We will provide any required donor receipts. We agree that the Scout is not responsible for ongoing maintenance once the Scout completes the work described in this proposal. The candidate provided me a copy of the *Information for Project Beneficiaries (Appendix B)* document. ☐ YES ☐ NO		I have read topics *9.0.2.0 through 9.0.2.15*, regarding the Eagle Scout Leadership Service Project, in the Scouting America Guide to Advancement, No. 33088 and *Guide for Adults (Appendix C)*. I agree on my honor to apply the procedures, as written, and in compliance with the policy which prohibits unauthorized changes to advancement. Accordingly, I approve this proposal.	
Signature:	Date:	Signature:	Date:
Printed Name:		Printed Name:	

While it may make sense for you to obtain signatures in the order they appear, you don't have to do that. You only have to make sure that the district or council approval is **last**.

Candidate Name:	Project Title:

Eagle Scout Leadership Service Project Fundraising

FIRST, FIND OUT YOUR LOCAL COUNCIL'S FUNDRAISING REQUIREMENTS.

Scouting America prefers that Scouts choose projects that can be done at little or no cost. Fundraising – especially on a larger scale – has tax, accounting, and other legal implications, in which minors should not be involved. Thus, if fundraising is to take place, it is best to keep it simple.

If you need it, download and complete the *Fundraising Application (Appendix D)*.

Other key points:

- **Exempt Contributions** – You DON'T need to use a fundraising application for
  - Contributions from you or your parents, guardians, or relatives
  - Contributions from the beneficiary
  - Contributions from your unit, its members, unit parents, or the chartered organization
- **Fundraising** – Any products sold or fundraising conducted must be in keeping with the principles of Scouting America. If something is sold, it must be a quality product that people would want to buy. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary.
- **Exceptions** – Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout Leadership Service Projects. Local councils may determine that certain kinds of fundraisers that generate small contributions from many donors, such as bake sales or car washes, do not require a fundraising application. Councils may also establish dollar thresholds; for example, "Any effort expected to raise less than $500 does not require an application."
- **Raffles Prohibited** – Raffles or games of chance are prohibited for Eagle Scout Leadership Service Projects.
- **Crowdfunding** – If a crowdfunding platform is used, it must be set up by an adult; must explain the project location, purpose, and scope; and make clear that the money is being raised on behalf of the project beneficiary, not Scouting America, the Scout, nor the unit. The beneficiary must be allowed to review the platform and must approve the Scout doing fundraising this way on the beneficiary's behalf. Only use platforms that allow you to cap the amount raised or terminate fundraising as soon as the target amount is reached. Set the cap so it doesn't exceed project expenses. Any crowdfunding fees must be documented as a project expense.
- **Contracts** – Contracts must be signed by a responsible adult, acting as an individual, without reference to Scouting America, the local council, or the unit's chartered organization. The person who signs the contract is personally liable. Contracts must not – and cannot – bind Scouting America, the local council, or the unit's chartered organization, unless the chartered organization is the project's beneficiary.
- **Local Council Procedures** – If your council requires a fundraising application, it MUST be approved before you seek donations from sources other than the exempt ones listed above.
- **Receipts** – Any documentation given donors, such as receipts, must be in the name of the beneficiary.
- **Remaining Money** – Any remaining funds or resources must go to the beneficiary or a charity chosen by the beneficiary. You should get a receipt from the beneficiary or other organization for funds turned over at the end of the project. You may not keep any remaining money or resources.

Candidate Name:	Project Title:

PROJECT PLAN

- **Completing the project plan is mandatory**. You must fill out the project plan before you start work. Planning is an integral part of Eagle Scout rank requirement #5. A careful, detailed plan makes success more likely.
- **Project Planning** – Your plan will cover many of the same areas as your proposal, but here you will describe your plans in greater detail to ensure you are prepared for a successful project.
- **Advice** – You should consult with your beneficiary, Scoutmaster, project coach/advisor, and others multiple times while working on your project plan.
- **Beneficiary** – The beneficiary is your customer. Your plan must meet their needs. Listen to them.
- **Authority** – A beneficiary has the authority to require reasonable changes to your plan. If the changes are significant, you should show them to the adults who approved your proposal. If at any time the beneficiary is concerned that your plan won't meet their needs or might be unsafe, they can stop work on your project.
- **Leadership** – Remember, you must lead at least two other people besides yourself. This is not something you do yourself, but a project for which you will recruit an appropriate workforce.
- **Helpers** – Your workers can come from your troop, other Scout units, sport teams, your place of worship, your neighborhood, school, other community groups, friends, and family.
- **Organizing the Work** – Pay special attention to how you plan to organize the work. What roles do you need? How will you group them? How do you delegate your authority to complete work efficiently?
- **Openness to Advice** – Be open to constructive advice from others. Your project is about learning. Accepting help is one way you can "be prepared" and increases your chance for success.
- **Clarity** – Before you start to do the work, be sure to go over the final plan with your beneficiary and Scoutmaster. If either one makes changes, show the revisions to the other. Know that both are satisfied before starting work.
- **Candidate's Promise** – At the end of this plan, you will sign a Candidate's Promise certifying that you showed your plan to the beneficiary and Scoutmaster and got their approval before you started work.

Comments from Your Proposal Review

What comments or advice did you get from your beneficiary, Scoutmaster, troop committee, and council/district Eagle representative when they reviewed your proposal? How did their comments affect your thinking about the project? What significant changes, if any, did you make?

The Work – Present Condition or Situation

Describe the present state of the project site. If your project is an event or activity rather than a construction project, describe factors at the site that may present challenges. Provide "before" photos, sketches, and description as applicable. Attach these items on a separate page rather than inserting them into the workbook.

Candidate Name:	Project Title:

Project Steps and Organizing the Work

Prepare a step-by-step list of what you must do to complete your project. Describe the duration (how long you expect it to take) for each step. Include key information, like the details of site preparation if you are doing construction, or rehearsals if you are planning a concert or play. What materials might you need to buy, or what other steps are essential to getting your project done? If your project has more than ten steps, include a separate sheet to continue the list. Some steps may overlap or be done at the same time.

Example: Paint all parts prior to assembly	1 day

STEP	EXPECTED DURATION
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Leading Others

List the helpers you need to execute your project. Indicate how many you have currently committed, following the example on the first line.

Example: Assemble birdhouses	Pre-drill and screw	Youth	7 youth	3 youth

Task or Role	Skills Needed	Adult or Youth	Number Needed	Number So Far

Organizing Tasks

How do you plan to organize the tasks so your helpers work efficiently? What kind of groups, patrols, or teams will you need? How will that change as project execution proceeds? To whom will you delegate your authority, so you accomplish your objective?

Candidate Name:	Project Title:

How do you plan to train or prepare the helpers so they do the work you want?

How will you communicate with helpers about the work schedule and location, how to prepare, and what to bring with them?

How many work sessions will you need to complete the project? Where will each work session be held, and how long will it last?

Time

There is no minimum number of hours required for an Eagle Scout Leadership Service Project. The merit of a project is based not only on the hours needed to execute it, but also on the impact it has. You should keep track of the time that you and anyone who helps you invest in planning your project, just like you did in developing your project proposal.

Example: Registered Scouting America youth members – helping plan development	5 people (worked 2 hours)	10 hours
PROJECT PLAN	**Number of Individuals**	**Total Hours Invested**
Eagle Scout candidate – plan development hours	1	
Registered Scouting America youth members – helping plan development		
Other youth (siblings, friends, etc., who are not registered with Scouting America)		
Registered Scouting America adults		
Other adults (parents, grandparents, etc., not registered with Scouting America)		
Grand Total of Plan Development hours	1	0.00

Candidate Name:	Project Title:

Safety

Who will supply a first aid kit, and where will it be kept during work sessions? (Be sure the kit is appropriate for the project and check the kit contents before work begins.)

Who will be your first aid specialist?
(See *Appendix A* for more information.)

Which adults have you talked with about safety during your project's work activities? You are responsible for communicating with the key adults in your unit about your plans far enough in advance that they will have time to identify at least two registered adults to be present to monitor safety at all project work activity to comply with the *Guide to Safe Scouting*. What have unit adults told you about how the registered adults will be identified for your project? What conversations have you had with those adults about handling an emergency if one arises during your project?

List hazards that might be encountered during the project. Examples may include hazardous materials, severe weather, sharp tools, overhead or underground utilities, or sun exposure. Indicate how you will deal with each. Attach an additional page if needed.

Potential Hazard	How Problems Will Be Mitigated

What personal protective equipment is needed, and who will supply it?

If you are doing construction or making things, how will you ensure the tools used are in good condition? How will you maintain safe distances between helpers using tools? How will you ensure the tools are used and stored properly?

Which tools, if any, may only be operated by adults? Refer to Scouting America *SAFE Project Tool Use*.

When do you plan to hold a safety briefing? How will you make sure all of your helpers are aware of potential hazards and safety procedures, even if they arrive late? Who will conduct the safety briefing?

How will emergency vehicles access your work site if needed?

Candidate Name:	Project Title:

Permissions or Permits

If your project needs permissions or permits, explain who obtained them and when they were issued. This might include permission to access the property, work site, building or electrical permits and inspections, dig permits, event permits, backcountry permits, scheduling on the organization's calendar, or other requirements. Be sure that you have permissions from people who are authorized to grant them. If you are waiting for a permit or permission, describe who is getting it and when it will be received. DO NOT START WORK UNTIL YOU HAVE **ALL** PERMITS AND PERMISSIONS. Attach copies of any permits to your workbook.

Materials, Supplies, Tools, or Other Needs

List each item, description, quantity, unit cost, total cost, and source. For donated items, include value in the cost column. If you are borrowing things like tools that might be lent to you at no cost and will be returned to the owner, enter "0" (i.e., zero) in the cost column. Attach additional pages if needed.

Example: Plywood	¾", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware (donation)

Item	Description	Quantity	Unit Cost	Total Cost	Source
			Total Cost:	$0.00	

Note: If you need more lines than supplied above, please attach a separate sheet to continue listing materials, supplies, etc.

Fundraising

Contribution from beneficiary:	$		
Contributions from exempted sources:	$		*Examples are your family or unit.*
Contributions from others:	$		*This can be discounts from hardware stores, fundraisers, donations via crowdfunding, etc.*
Total funds available or raised so far:	$	0.00	
If you expect to raise more money, estimate it and identify the date you expect to receive it.	$		Date Expected:
Donations of materials, tools, or other items:	$		*Don't include borrowed items.*
Total Funds:	$	0.00	*This should match your Total Cost of Materials, Supplies, Tools or Other Needs in the section above.*

Candidate Name:	Project Title:

Source of Funds

Describe the sources of the funds you listed above. Include all sources of money and donated items.

Logistics

How will materials, supplies, and tools be transported to the work site?

How will helpers get to and from the work location? Where can workers access restrooms?

Project Plan Reviews

Input from Beneficiary

What input did you receive when you shared your project plan with your beneficiary?
What modifications, if any, were made based on the input?

Input from Scoutmaster

What input did you receive when you shared your project plan with your Scoutmaster?
What modifications, if any, were made based on the input?

Candidate's Promise	
On my honor as a Scout, I confirm that I prepared this project plan, showed it to the beneficiary and Scoutmaster, and obtained their authorization to start work before beginning project execution.	
Signature	Date

Candidate Name:	Project Title:

PROJECT REPORT

• **Eagle Rank Requirement #5** – You must complete your project, including this report, before your 18th birthday. The date you sign your project report is the date you enter on page 2 of your Eagle Scout rank application. Your beneficiary and Scoutmaster may sign the report after your 18th birthday.
• **Acceptance of the Work** – Once you've done the work, promptly provide this project report to your beneficiary so they can "accept" the work you did by signing on page 22.
• **Project Description -** Update the project description on page 22 if there were significant changes to your project during the planning process.
• **Funds** – Make sure any remaining funds or resources are turned over to the beneficiary or a charity chosen by the beneficiary.
• **Reflection** – This is the part of the report where you describe what you learned from the project.
• **Board of Review** – Your Eagle Scout Leadership Service Project workbook will be among the materials your board of review members will read before you join the board. Writing a high-quality report creates a positive impression, and prepares you for a discussion about the project.

Reflections on Your Project

This is your opportunity to reflect on the project. Reflection is an important element of project management. By looking back on what happened, we can improve for the future. The goal is to learn from our experience and do a better job each time we do a project.

Observations

What went well? How did you determine that these elements of the project were successful?

What parts of the project were challenging? How did you adapt or deal with the challenges?

Changes

What significant changes, if any, were made? Why did you make them, and how did they improve the project? Were they agreed to by those who approved the project proposal and plan?

Candidate Name:	Project Title:

Leadership

What did you learn about your own leadership style? How would you describe yourself as a leader?

What was most rewarding about being the leader on your project? What was the most challenging?

Use of Materials, Supplies, Tools, and Other Needs

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

Time

Scouting America collects information about the hours worked on Eagle Scout leadership service projects because it underscores our citizenship aim. To assist with this data collection, please put in the table below the hours you and others invested in developing your Project Proposal, Project Plan, and executing the project. Remember to refer to your log of people who helped and the number of hours they worked. Be sure to include the time you spend writing this project report.

Example: Registered Scouting America youth members	8 hours (from page 9)	10 hours (from page 15)	10 Scouts (worked 5 hours)	50 hours	68 total hours

	Proposal Hours (from page 9)	Project Plan Hours (from page 15)	Project Execution Number of Workers	Project Execution Number of Hours	Total Hours (workers x hours)
Eagle Scout Candidate			1		0.00
Registered Scouting America youth members					0.00
Other youth (siblings, friends, etc., who are not registered with Scouting America)					0.00
Registered Scouting America adults					0.00
Other adults (parents, grandparents, etc., not registered with Scouting America)					0.00
Grand Total of hours (enter here and on your Eagle Scout rank application)	0.00	0.00	1	0.00	0.00

Candidate Name:	Project Title:

Spending Summary

Describe how you spent the money you collected for your project.

Example: 8-foot 2x4s	treated pine lumber	6	$4.00	$24.00	Best Lumber

Item	Description	Quantity	Unit Cost	Total Cost	Source
			Total Cost:	$0.00	

How much was collected? $

How much was spent? $ *This should match the total cost above.*

Difference $ 0.00

Explain the difference above. If the amount you spent exceeded the amount collected, explain how you dealt with that. If you had money, materials, or supplies remaining at the end of your project, did you turn them over to the beneficiary or to a charity chosen by the beneficiary? If turned over to a charity, identify the charity.

Acknowledgment

How did you thank your beneficiary, donors, and helpers?

Artificial Intelligence

Did you use AI or other internet tools in developing, planning, and executing your project or writing any portion of your workbook? If you did, describe what you used, how you used it, and where you used it.

Photos and Documents

Attach (or submit separately) photographs taken before, during, and after the project completion. You may also include letters, maps, handouts, printed materials, or other items that might be helpful to your board of review. You may, if you like, submit a video describing how you did your project and what you learned from it as a supplement to this report. You must still complete the written report above.

Candidate Name:	Project Title:

Certification of Completion

Candidate's Promise (Sign here before you seek other approvals.)	
On my honor as a Scout, I confirm that I was the leader of my Eagle Scout leadership service project, that I completed the project scope approved in my Proposal, and that I used the Project Plan that was approved by my beneficiary and Scoutmaster before the project was executed. Any changes in scope were approved by my beneficiary and Scoutmaster. This project is my own original work. Any use of AI in proposing, planning, executing, and reporting on the project has been fully disclosed.	
Signature:	Date: *(This is the date that goes on page 2 of your Eagle Scout rank application.)*

ACCEPTANCE OF THE WORK

Brief Project Description

Write two or three sentences to describe what you did for the beneficiary.

Adults should review Guide for Adults (Appendix C) before approving the Project Report.

Beneficiary	
I am the authorized representative of the beneficiary organization named below. I read the *Information for Project Beneficiaries (Appendix B)*. The Scout provided my organization the Project Plan to review. My organization reviewed the plan, concluded it meets the needs of my organization, and told the Scout to proceed with the work. The Scout completed the work covered by the plan. I accept the work performed by this Scout.	
Beneficiary Organization:	
Signature:	
Printed Name:	Date:

Scoutmaster	
I read the *Guide for Adults (Appendix C)*. The Scout provided the completed plan to me for review. I gave the Scout my approval to go ahead with the work. In my opinion, this Eagle Scout leadership service project meets Eagle Scout requirement #5.	
Signature:	
Printed Name:	Date: