

Troop Checklist To Prepare For District Eagle Scout Advisor Project Approval

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

District Reviewer: _____ Date: ___/___/___

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

- Scout Dressed in Class A uniform?
 - Using Eagle Scout Service Project Workbook (#18-927C, 2002) or correct electronic version?
 - Signature of representative from organization to benefit? (*workbook page 2*)
 - Signature of Scoutmaster or Unit Eagle Coordinator? (*workbook page 3*)
 - Signature of Unit Committee representative? (*workbook page 3*)
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Project Description:

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

 - Complete description of benefit provided to the group identified?
 - Is project of significant, measurable, and lasting value to the group that will benefit from the project?
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Planning Details:

- Complete description of the present conditions? (*pictures, maps, drawings, or sketches as appropriate*)
- Methods used to complete the project:
 - How will the project work be organized?
 - How will the Scout demonstrate leadership? (While not required to be addressed specifically, the 11 skills of leadership provide a valuable guide to ensure proper demonstration of the candidate's leadership)

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|---|---|
| <input type="checkbox"/> Communicating | <input type="checkbox"/> Planning |
| <input type="checkbox"/> Controlling Group Performance | <input type="checkbox"/> Representing the Group |
| <input type="checkbox"/> Counseling (Listening) | <input type="checkbox"/> Setting the Example |
| <input type="checkbox"/> Effective Teaching | <input type="checkbox"/> Sharing Leadership |
| <input type="checkbox"/> Understanding The Characteristics And Needs Of The Group And Its Members | |
| <input type="checkbox"/> Knowing And Using The Resources Of The Group | |
| <input type="checkbox"/> Evaluating | |

- Materials required for the project:
 - Complete list of necessary materials? (*breakdown of the materials and amount of each needed*)
 - Where will the Scout secure the materials? (*retail outlets, organizations, benefiting group, etc.*)
 - How much will the materials cost?
 - How will funding to pay for the materials be secured? (*fundraiser, donations, benefiting group, etc.*)
 - Resources required for the project:
 - Complete list of all the resources necessary? (*tools, electricity, transportation, etc.*)
 - Where will the Scout secure the resources? (*provided by self, friends, Scout unit, benefiting group, etc.*)
 - Project helpers (people) necessary to complete the project:
 - List of the number of people needed and when? (*schedule of personnel requirements based on project workload*)
 - Where does the Scout plan to get the people? (*Scout unit, friends, schoolmates, family, etc.*)
 - Time schedule:
 - Has the Scout set dates for working on the project; and, are these dates realistic?
 - What are the contingency plans in case the dates don't work out? (*Provide alternate dates in case of inclement weather, missing materials, etc.*)
 - Written schedule of events for the planned work dates?
 - Safety considerations:
 - Hazards involving the worksite, materials, tools, and weather? (*including sun/rain protection, power tools*)
 - Availability of first aid supplies and access to emergency services?
 - Who will provide water and food? (*Will workers who neglect to bring water have access to it?*)
 - Are restroom and/or wash facilities available? (*If not, do they need to be?*)
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Actions of the District Review Team:

Yes/No Project approved? (If not, ensure Scout has a complete understanding of what he needs to add or change)