



PREPARING THE EAGLE SCOUT SERVICE PROJECT PROPOSAL

If you are a Life Scout who is about to begin the planning of your Eagle Scout Service Project, congratulations! The Eagle Scout Service Project can be one of the most rewarding experiences on your journey to the rank of Eagle Scout but it can also be intimidating, especially in the beginning. The following guidelines are meant to assist you in understanding the requirements and navigating the process of preparing, presenting and submitting an effective proposal.

1. Preliminary Steps:

- a. **Eagle Scout Service Project Workbook** – Download the current version of the workbook from <https://www.scouting.org/wp-content/uploads/2021/02/EagleProjectWorkbook2021c-v2.pdf>. Then, read the entire workbook. The workbook is divided into the following three sections:
 1. Eagle Scout Service Project Proposal
 2. Eagle Scout Service Project Plan
 3. Eagle Scout Service Project Report
 - b. **Eagle Project Advisor (Coach)** – While it is not required, it is a good idea to select one of the troop's adult eagle coaches to serve as your project advisor. Your coach can assist you in choosing a project as well as in its planning and execution. You should obtain verbal approval from your coach that the project qualifies as a valid Eagle project before spending too much time on the proposal and plan.
 - c. **Project Beneficiary** – Your project must provide service to a worthy organization (other than BSA) which will be your project beneficiary. The Eagle Scout Service Project workbook has useful information on the types of organizations that do and don't qualify as beneficiaries. Once you have selected your beneficiary, meet with a representative of the organization and work together to research and develop a suitable project idea.
2. **The Proposal** – This section is the only section that needs to be filled out in order to have your project approved. The proposal should be an overview of the project, not a detailed plan, which should show a reviewer that your project will meet the Five Tests of an Acceptable Eagle Scout Service Project outlined in the workbook Proposal section. You should fill out the entire section, then sign and date the signature page. The Unit Leader, Unit Committee, Beneficiary, and Council or District approvals will be obtained later.
 3. **Presentation to Troop Committee** – When the proposal has been completed and approved by the project beneficiary, you should contact the Troop Committee Chair in order to set up an appointment to present the proposal to a review board. The review board is made up of up to four troop committee members who will ask questions about the proposal and, if necessary, offer suggestions to help you ensure that the project meets the five tests. Parents/guardians and scout leaders are welcome to attend the review board meeting but you should do all of the talking.
 3. **Approval Signatures** – After making any necessary revisions to the proposal and receiving approval to proceed from the review board, the next step is to get the necessary approval signatures. While there is no required order in which to obtain these signatures, it is a good idea to get them in this order: Beneficiary, Unit Leader and Troop Committee Chair.
 4. **Submission to the District Advancement Committee** – The completed proposal section (including signature page) should be submitted to the District Advancement Committee for final approval. If the proposal is approved, the committee will return the fully signed proposal to the Scout.

Congratulations! If you have completed all of these steps you are now ready to begin work on the project planning. Good luck!