Eagle Scout Project Proposal Approval Checklist

Scout’s Name: __________________________________ Phone: ___________________ Unit #________________

Reviewed by:_______________________________________________________________________________

Date of Review: _____/_____/_____                                                    Date Project Approved: _____/_____/_____

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

☐ Scout Dressed in Troop appropriate Class A Uniform and Merit Badge Sash
☐ Using the official Eagle Scout Project Workbook

Signatures:

☐ Signature of Scout (Candidate’s Promise) (Workbook)
☐ Signature of Scoutmaster or Unit Eagle Coordinator (Workbook)
☐ Signature of Unit Committee representative (Workbook)
☐ Signature of representative from organization to benefit (Workbook)

Project Proposal:

☐ Description of the project with name of benefitting organization
☐ Is a picture or a sketch included to help visualize the project?
☐ How will the project be helpful and why is it needed?
☐ In any way is this a common maintenance project or fundraiser?
☐ Does the project appear to be feasible?
☐ Is the project start and length of time to complete reasonable?
☐ Does the Project provide sufficient opportunity to meet the Eagle Scout service project requirement? (The proposal shows that planning, development, and leadership will take place)

☐ Leadership given to complete the project:

☐ How will the project work be organized (Project Phases)?
☐ How many people will be needed to help on the project?
☐ Where will they be recruited from?
☐ Is there a good description of a Leadership difficulty he should expect to encounter?
☐ Description of how the Scout will demonstrate leadership?

☐ Materials required for the project:

☐ Materials List of what the Scout expects to use in finished project (lumber, sand, screws, etc.)
☐ Where will the Scout secure the materials? (retail outlets, organizations, benefitting group, etc.)
☐ Is a Preliminary Cost Estimate shown? Discuss how Scout developed it and provide suggestions.
☐ How will funding to pay for the materials be secured? (fundraiser, donations, benefitting group, etc.)
☐ Is a Fundraising Application needed?
☐ Supplies List of what the Scout expects to consume (masking tape, garbage bags, pizza, etc.)
☐ Tool List of what the project will need (hammer, shovel, wheel barrow, etc.)
☐ Are other resources needed? (electricity, etc.)

☐ Permits and Permissions

☐ Is a Tour Plan needed?
☐ Is a City/County Permit needed? How determined? If so, who applies for it, pays for it, obtains it?
☐ Is permission needed from any adjacent property owners (who might be impacted)?

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 (first aid kit, telephone)
☐ 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?)
Will two-deep adult leadership be present at all times?

Further Planning (Action Steps for Further Detailed Planning are included):

- Does the Scout’s description of what else needs to occur include all items not expanded on in this project proposal?
- What are the contingency plans in case of delays? (Inclement weather, missing materials, etc.)

In General:

- Is the Scout on the right track with a reasonable chance for a positive experience?
- Does the Scout have a good understanding of what he is proposing and what is needed to prepare his final plan?
- Has the Scout selected a Project Coach to assist him? If not, encourage him to do so.

Actions of the District Review Team:

- Approval Granted
- Approval Granted with these helpful hints indicated below
- Approval NOT Granted (explanation below)

Signed on behalf of District: _________________________________________________________

(If the project is not approved, ensure that the Scout has a complete understanding of what he needs to add or change. Please indicate recommendations on this form and make sure that the Scout has a copy of recommendations.)