

Eagle Scout Project Proposal Steps and Tips

1. Use the most current Eagle Scout Service Project Workbook from BSA, Scouting.org. The Proposal is part of the Workbook.
2. Make sure you read the entire workbook **thoroughly & carefully, noting the words “must” and “shall” to help ensure you obtain the needed approvals.**
3. Identify a project and discuss with Troop Leadership. A Project Coach or Mentor from your unit is highly recommended to review and make suggestions.
4. Contact and meet with Project Beneficiary, review your project idea with them and obtain an oral OK. Give the Beneficiary a copy of “**Navigating the Eagle Scout Service Project**” from the workbook.
5. Fill in **all** the boxes with the requested information, especially on the contact page signatures and date signed. Note: **All Entries in the Workbook must be legible**, preferably using a computer, typed or in ink.
6. The Proposal should be written so that another person will not have to ask questions about what you are proposing.
7. Ensure your project meets the 5 tests of an acceptable Eagle Scout Service Project:
 - Provides sufficient opportunity to show **the requirements of planning, development and leadership** will take place. Leadership is at least 2 other people.
 - Project appears to be feasible.
 - Safety issues are addressed.
 - Action Steps for further detailed planning are included – A list of the key Project steps.
 - On the right track with a reasonable chance for a positive experience.
8. Explain clearly how you will show leadership to others during your project.
9. Suggested that you mention some of the Scout leadership skills from NYLT such as Edge and SMART.
10. Suggested that you Include Safety criteria like a 1st Aid Kit, outdoor essentials, having a Safety Meeting. Review the following handouts from Scouting.org to help: BSA SAFE Project Tool Use, BSA SAFE Service Project Planning Checklist and The Sweet 16 of BSA Safety.
11. Include photographs, site maps and diagrams with measured dimensions
-use full page- not small boxes in proposal. Appendixes are acceptable.
12. List out detailed work party days and steps in Project Phases like an instruction book.
13. Track all your hours researching and planning, meetings for the proposal in addition to the project work parties. These are part of the Final Report and Eagle Application.
14. Estimate value of project materials (even if donated) – Everything has value.
15. Meet with beneficiary and review written proposal with them. **Obtain approval signature.**
16. **Obtain Proposal approval signatures** from your Unit Leader, Unit Committee prior to sending to Council for approval.

17. Insert proposal into a protective binder and submit for Proposal approval with all signatures and signature dates as directed by your District.
18. **Fundraising Application.** If you plan to raise funds or seek donations of materials from businesses, approval is needed prior to any fundraising activity. Complete, obtain approval signatures from Beneficiary, your Unit Leader and submit for Council Approval to the Scout Office.
Any leftover materials and/or funds **must** be given to the beneficiary.
Work on your Eagle Project may not begin until it has Council or District Approval.

Eagle Project Proposals Approval by District:

Allow a minimum of 5-7 business days for review and approval. However, approval can take much longer if a number of questions have to be addressed as part of the approval process. It is helpful if Scouts are timely in their response to questions from approvers. Approval does not progress until questions are answered.

Current Contact information can be found on the Council's website MountBakerBSA.org on the Advancement page for Life to Eagle.