

Eagle Scout Project Approval Checklist

Scout's Name: _____
District Reviewers: _____

Phone: _____
and _____

Unit#: _____
Date: _____

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

- Scout dressed in Class A uniform as designated by his troop, crew or team?
 - Is the scout using a version of the Eagle Scout Service Project Workbook (*Life to Eagle Packet, #18-927*)
 - Is the Eagle Scout Service Project Workbook in a three ring binder or loose-leaf paper folder? (*Optional*) *But if not recommend they place it in a binder for protection or something similar.*
 - Does the scout have the signature of the representative from the benefiting organization? (workbook page 9)
 - Does the scout have the signature of his Scoutmaster or Unit Eagle Coordinator/Coach? (workbook page 9)
 - Does the scout have the signature of his Unit Committee Chair or their representative? (workbook page 9)
 - Does the scout have something to take notes in or on? (*Optional – but a good idea*)
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Project Description: (Page 5 & 6)

- Complete description of the project?
 - Does the project qualify as an Eagle project?
 - Does the sponsor benefiting from the project qualify? (*Non-qualifying organizations: for profit organization, scouting organization, private individual, not open to public organizations, etc.*)
 - Are there indirect beneficiaries from the project? (*Environment, public, historical societies, churches, schools, etc.*)
 - Complete description of benefit provided to the group identified?
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Project Details: (Page 7 – 9)

- Community or Environment benefit?**
(*Scout may use either community or environment or a combination of both for his project*)
 - Does the scout have a good explanation of how the project benefits the community?
 - Does the scout have a good explanation of how the project benefits the environment?
- Methods used to complete the project:**
 - How will the project work be organized?
 - How will the Scout demonstrate leadership?
- Materials and resources required for the project:**
 - Where will the Scout acquire the materials? (*Retail, outlets, organizations, benefiting group, provided by self, Scout unit, donations, etc.*)
 - Does the scout have a detailed listing of all the tools needed for the project? (*Tools, electricity, transportation, etc.*)
 - Does the scout have a detailed listing of all the materials needed for the project? (*Lumber, paint, nails, etc.*)
 - Does the scout have a detailed cost listing for all the materials needed?
- Funding plan:**
 - Has the scout developed a budget for his project?
 - How will funding to pay for materials be acquired? (*Fundraisers, donations, benefiting group, etc*)
 - Does the Scout have letters of donation in his project book? (*Recommend he get them if the scout plans on raising funds through donations*)
 - Will the sponsor of the project donate materials for the project's completion? (*Is there a commitment letter?*)
 - Does the scout have a backup plan for funding if he is unable to do any of the above?
- Project helpers necessary to complete the project:**
 - Has the Scout developed a schedule showing the number of people (adult/youth) needed to complete each project step?
 - Where does the Scout plan to get the people needed to complete the project? (*Scout unit, friends, other scout units, church, school, family, friends, etc.*)
 - Does the scout have a roster of contacts he has developed, with times, dates, and locations he met with and discussed his project? (Works really well for writing the thank you letters after the project is completed.)

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- Time Schedule:**
 - Has the Scout set dates for working on the project, and are these dates realistic?
 - What contingency plans does the scout have in case the dates don't work out?
(Inclement weather, missing materials, not enough helpers, etc.)
 - Are the contingency plans clear and easily understood?
 - Does the project plan list each step of the project and when each part will be performed?
 - Does the scout have a good breakdown of the man-hours required for each step of the project?
 - Does the scout have a milestone or project tracking sheet or table developed for his project?

 - Photograph's/Drawings:** *(Depends upon project type, Pictures, maps, drawings, or sketches as appropriate)*
 - Has the Scout included pre-project photographs showing the project area?
 - Are there any drawings depicting the layout of the project?
 - Is there a landscaping diagram depicting the type of plants and layout for their placement? *(Landscaping Only)*

 - Safety considerations:**
 - Will the scout provide his helpers with a safety briefing before they start the project?
 - Does the scout have a safety plan based upon his knowledge from the Emergency Preparedness Merit Badge?
 - Hazards involving the worksite, materials, tools, and weather? *(Including rain/sun 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?)*
 - What safety equipment will the scout use for this project? *(Rubber glove, glasses, hats, earplugs, steel toe boots, etc.)*
 - How will the scout identify utility hazards which may exist? *(Electric, Water, Gas, etc.)*
 - Will the Scout need to contact JULIE (811 or 1-800-892-0123 or www.illinois1call.com) for utility information?
 - If there are utility hazards, how will the scout educate his project participants on safety concerns involved when working around utilities?
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Media Coverage: (Optional)

- Has the scout thought of writing an article for the newspaper describing his project? *(Topics which could be covered are how the project benefits the community or environment or both.)*
 - Does the scout know if benefiting group or organization plan to have the media cover his project?
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Actions of the District Review Team:

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|-----|----|---|
| Yes | No | Project Approved? <i>(If not, ensure Scout has a complete understanding of what he needs to add or change)</i> |
| Yes | No | Is there a need to have the scout return for follow-up review before being approved.
<i>(Date Scout is to return to Round Table for further review or approval _____.)</i> |
| Yes | No | Was the project approved on the contingency the scout make some changes or add data to the project? |
| Yes | No | Will the scout need to send an email for final approval before starting the project?
<i>(If so place your email addresses here _____ and _____.)</i> |
| Yes | No | What is the last date you will accept an email from the scout for final approval? (_____) |