

# Eagle Scout Project Proposal Approval Checklist

Scout's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Unit # \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date of Review: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Project Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## 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

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## 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*)

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## 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.*)
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**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.)