Eagle Scout Leadership Service Project Plan
Council Instructions / Check-Sheet

Scout’s Name: ______________________  Troop: _________  Date: _____________

Project Documents (All completed In Ink)
- Project booklet used (Original booklet or Download from Council Website)
- Extra pages attached
- Eagle Scout Leadership Project Application Cover Sheet completed/attached

Project Description
- Describe project
- What group will benefit?
- How will group benefit?
- Date discussed with unit leader
- Name and title of group representative

Plan Your Project (Describe details of plan and minimum requirements. “Wait to see who shows up,” isn’t a plan.)
- Describe present condition
- Describe method to be used (A thorough task analysis required, identifying & listing all tasks and subtasks.)
- List work teams required for each task (Min number of adults, older, and younger scouts needed for ea.)
- Estimate the total number of labor hours required for each task/part of project (Hawkeye Area Council RECOMMENDS 100 total project hours as a target. Show how you get there.)
- Estimate labor cost if the work would have been contracted to a business (Use minimum wage of $5.15 if unable to get an estimate from a business.)
- Describe/list materials to be used (Don’t forget preparation and clean-up needs.)
  - Build a table matrix that lists:
    - Tools needed
    - Supplies needed
    - Materials needed
    - Estimated Quantities of each
    - Estimated Cost of each
    - List whether item is Purchased, Donated, Borrowed

- List projected total cost savings to group benefiting from this effort (includes labor and materials).
- List start/finish dates of labor
- Estimated start/stop times for each day
- Daily time schedule for work, meals, and breaks
- Describe Safety Hazards (High/Low temps, debris, chemicals, blisters, insects, power tools (Restricted))
- List Safety Precautions in place (goggles, gloves, glasses, shoes/boots, water/drinks, power tools, first aid kits, phone access, Who is Designated Medic?)
- Describe procedures for contacting emergency and evacuation assistance if needed.
- Include drawings/sketches/photos to help describe the project effort.

Project Plan Approval:
- Group and unit representative signatures (Originals in project booklet)
- District or Council Advancement Committee member signature (Originals in project booklet)