

BSA Troop 681 Eagle Scout Guide – Your Eagle Scout Service Project

This is one of the final steps on your journey to Eagle Scout. An important part of this process is planning and organization. At this point in the Scout's journey, the Troop expects all communication to be with the Scout and not the parents. Parents should be copied on all emails and may be present during in-person meetings, but they should not drive the process. The Scout is expected to read and execute the steps below, complete all paperwork and ask questions as needed. This is your project. Project coaches and parents can be consulted for advice but should not be executing a leadership role during the planning phase, nor during the actual project. Please let your parents know the Troop's expectations and that they should be included in all email communications.

After earning the Life Scout Rank and you are prepared to begin your Eagle Scout Service Project, do the following:

1. When communicating via email to adult BSA leaders and beneficiaries, always include a parent's email address in the distribution. Learn to write a formal email message at: <http://www.wikihow.com/Write-a-Formal-Email>
2. Obtain and begin completing an Eagle Scout Service Project (ESSP) Workbook. Read the entire workbook and Troop Guide so that you are familiar with all that will be required from the beginning.
 - a. **You MUST have successfully completed your Life Rank Board of Review before you begin working on your Eagle Scout Service Project. Any hours worked before this day cannot be recorded. You MUST complete all requirements for Eagle Rank and have your Scoutmaster's conference before your 18th birthday. Your Eagle Board of Review can be held after your 18th birthday if necessary.**
 - b. See websites below for project ideas:
 - <https://www.ncacbsa.org/george-mason/district-resources/eagle-board-of-review/finding-an-eagle-project/>
 - <https://weownadventure.com/tag/eagle-project>
 - http://www.ncacbsa.org/bull-run/wp-content/uploads/sites/21/2015/12/How_to_find_a_great_idea_for_an_Eagle_Scout_Service_Project.pdf
 - <https://scoutsmarts.com/eagle-scout-project-ideas/>
 - c. Find the "Eagle Scout Service Project Workbook" at: <https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/> and the "NCAC Eagle Scout Procedures Guide" other Eagle Scout Information online at the NCAC website: <http://www.ncacbsa.org/advancement/eagle-scout-information>. The Procedures Guide PDF should be used to help navigate you along the path to Eagle and can be used as a reference, reading an individual section when you have questions. The Eagle Scout Service Project Workbook PDF can be saved to your computer, closed, reopened and modified at a later time. You must read the entire Project Workbook and sign that you have before getting the Proposal signature approval.
 - d. On the same site, download and print "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries" to give to your project beneficiary, a requirement – see the "Beneficiary Approval" signature box at the end of the Workbook Proposal and notice that the box must be checked "Yes". This document is also included at the end of your ESSP Workbook.
 - e. On the same site, download both "Guide to Safe Scouting ..." files to use for planning and executing your project. You will need to use the "... Age Guidelines for Tool Use and Work at Elevations or Excavations" information to complete the Safety sections of proposal and report. You will use the "... Service Project Planning Guidelines" information to complete the Project Plan section of the Project Workbook.
 - f. On the same site, download the "NCAC Eagle Scout Procedures Guide" to use as a guide on how to choose a project, complete your Project Workbook, record service project hours and answer many questions about the Life-to-Eagle process.
 - g. Begin keeping a service log of your time spent planning your project, meeting with your project beneficiary and developing your proposal, etc. Your time and the time spent by others on the project needs to be documented in the project report using this log. Each line in the log should include the name of the person performing the service, date, time begin, time end and description of service performed. Print several copies of the Eagle Project Log on the last page of this document. The service log and other items must be included in a 3-ring binder you will build for your Eagle Board of Review.

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3. Note that the “Choosing a Project” section of the Eagle Scout Service Project (ESSP) says, “Your project must present an opportunity for planning, development, and leadership”. Your Project must be broad enough such that you will have a significant role in each of these three areas and you will be able to communicate these roles in your proposal. Choose a project such that you possess the knowledge and skills necessary to execute the project. A project that relies mostly on adult or older Scout direction is not one that you will be leading – a primary requirement. It is recommend that you discuss your ideas informally with Mr. Harvey, Mr. Salinetti or other Troop leadership prior to requesting signatures on your Project Proposal. Also note the “Restrictions and Other Considerations” section of the ESSP. You will need to identify ways in which to expand or contract your project so that it will adhere to these requirements. Think about other project ideas in the event that your primary project idea will not be acceptable. There is no longer a minimum required number of cumulative man hours spent on a project, 100 hours previously, but 100 hours could be used as a goal for most projects. Most recent Troop 681 Eagle service projects have been between 70 to 300 hours. The Fundraising Application Page B of the ESSP will help you determine if the Fund Raising application must be used and approved by the BSA Council. Ask Mr. Harvey or the Troop’s Eagle Coordinators (Mr. Salinetti) for help in this assessment. Plan ahead as the Council needs at least two weeks to approve. See <https://www.ncacbsa.org/george-mason/mainpage/eagle-board-of-review/finding-an-eagle-project/> for project ideas.
4. After you have identified a project and beneficiary, complete the “Project Proposal” section of the ESSP Workbook. Include pictures of the project site and/or other relevant project items. Please respond to all Workbook questions in complete sentences unless a list of items is requested, check for spelling and capitalization errors, and leave no response box empty. If the question is not applicable to your project, respond with “N/A”. Email an electronic copy of your ESSP Workbook to the Troop’s Eagle Coordinators (Mr. Salinetti) for a Project Coach assignment and his/her review and comment before obtaining signatures.
5. Schedule reviews of your ESSP Proposal and obtain original signatures on the same proposal page from:
 - a. Beneficiary of project: A representative of the project beneficiary that defined and approved the work for the project and will state that the project was completed and met the stated goals. If you have not already, you MUST provide the beneficiary a copy of “*Navigating the Eagle Scout Service Project, Information for Project Beneficiaries.*”
 - b. After you have beneficiary approval, you must present your project to the Troop Committee. Send an email request to the Committee Chair, Mrs. Quattrocki, to schedule time at the next Troop Committee meeting. Send your proposal and the request to Mrs. Quattrocki no later than the Thursday before the Sunday Troop Committee meeting so that members can review it before the meeting. Please plan accordingly as the Committee meets once per month. Wear your Class “A” uniform and be prepared to take written notes on recommended changes. After the presentation, you may give the packet to Mr. Harvey for his review. Schedule a time to meet with him to obtain his approval and signature. Discuss with Mr. Harvey which District Representative from the Contact Information list from the last page should review and sign.
 - c. After Mr. Harvey has signed the document, you should obtain the signature of the Committee Chair, Mrs. Quattrocki.
 - d. Schedule a time to meet with the District Representative that Mr. Harvey suggested for you. When you meet with your District Representative for review and signature approval of your Project Proposal, ask if he would like to see your “Project Plan” before you begin to execute your project.
6. Complete the “Project Plan” section of the ESSP Workbook. One of the most important aspects of your project is your leadership. Show that you know your project well, start to finish, and that you have a well thought out plan for how you will lead your project’s participants to a successful end. Discuss your “Project Plan” with your Project Coach. Email an electronic copy of your Plan to Mr. Harvey and Mr. Salinetti for review and comment.
7. Determine the date or dates that you plan to execute your project after reviewing the Troop calendar to avoid conflicts with Troop activities. Inform Mr. Harvey of your plans as he keeps an Eagle Project calendar to help minimize conflicts with other Eagle Projects.

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8. Develop an announcement for your project, email it to Mrs. Quattrocki and ask her to send it to the Troop about two weeks before the project and then again in a couple days before the project as a reminder. If you have a notice attachment, also include an email text to the Troop that Mrs. Quattrocki will send as well. Ask for an email RSVP for those that will attend. Do not rely solely on the Troop announcements to recruit participants. You should verbally confirm with Scouts, friends and family members that they will participate. You cannot show leadership skills, nor is it likely you will complete the project, if you are the only participant. You must have at least two volunteers you are leading during your project execution to show leadership.

- YOU MUST HAVE ALL FOUR PROJECT PROPOSAL SIGNATURES ON THE SAME PAGE BEFORE YOU BEGIN YOUR PROJECT -

9. Execute your project. Have a sign-in/out sheet available to record who participates and for how long. You must have at least two other individuals that you are leading. Most projects should have many more participating.
10. Complete the “Project Report” section of the ESSP Workbook.
11. Schedule reviews of your ESSP Workbook and obtain signatures at the end of the “Project Report” from:
 - a. Beneficiary of project
 - b. Unit Leader Mr. Harvey

- YOU MUST HAVE BOTH PROJECT REPORT SIGNATURES ON THE SAME PAGE BEFORE YOUR PROJECT IS COMPLETE -

12. When you have completed your requirements for Eagle or are approaching completion, request the email attachment “Eagle Scout Guide – Before Your Board of Review.pdf” from Mr. Harvey to help with your Eagle Scout Rank Application and preparation for your Board of Review.

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Contact Information

Name of District: George Mason District

Name of Council: National Capital Area Council

Unit Leader

Alan Harvey
2009 Powhatan Street
Falls Church, VA 22043
858-729-3798
troop681scoutmaster@gmail.com

Unit Committee Chair

Maureen Quattrochi
7317 Gordons Road
Falls Church, VA 22043
703-973-7155
ms.quattrochi@gmail.com

Unit Advancement Coordinator

Lisa Assadzadeh
4220 Oak Hill Drive
Annandale, VA 22003
571-393-8002
troop681advancement@gmail.com

Your Council Service Center

Ms. Annette Donfor
9190 Rockville Pike
Bethesda, MD 20814-3897
301-530-9360
082NCAC_EagleCert@scouting.org

District Representative

Mr. James Martin
205 N Virginia Avenue
Falls Church, VA 22046
703-533-0591 (h)
james_martin@clarkadvisors.com

Project Coach

Troop 681 Eagle Advisors

Mr. Harvey will make Project Coach assignment from Troop volunteers.

Jeff Salinetti
7207 Deerfield Court
Falls Church, VA 22043
202-297-8222
salinetti@gmail.com

Eagle Project Time Log

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