Guidelines for printing out the Eagle Scout Leadership Service Project Workbook

Please submit your workbook at least 2 weeks before you want to start your project.
This will insure sufficient time for your project to be reviewed and approved.

1. Please make sure that you have entered the names, phone numbers, and all other information correctly and legibly. Fill out **all the portions** on page one.
2. Pages 5 & 6 – **PROJECT DESCRIPTION –** This is the project concept section. This starts your project. Describe what you intend to do in your project. Tell why this project will benefit the served group and list the date that you **first** discussed this project with your unit leader. Also list the representative you spoke to from the group and their contact information.
3. Page 7 – **PROJECT DETAILS** - As you detail your plans in this section, it is important that you identify activities as the leader of the different parts of your project. Remember that all your supervision and leadership activities are important parts of this project. **This is your project; you must plan the project, develop the plan, and lead the project workers.**
   - **In detail,** describe the present conditions as they relate to your project.
   - **In detail,** describe the method, the various ways you will go about doing the work.
   - **In detail,** identify all of the materials (supplies, tools, equipment, etc.) that will be used. If you are planning to have a fundraiser in order to buy some materials for your project; the fundraiser is a part of your project and must be identified in your project planning.
   - **In detail,** write about your project helpers; where they come from, how many you will use, what they will be doing, and how you will have them organized.
   - **In detail,** write out the estimated time schedule that you will use to carry out the project. Your time schedule should relate to how many workers you will have and what they will be doing. Total the time from the schedule to show the estimated man-hours for your project. This time should reflect all worked hours.
   - **In detail,** describe the safety hazards that you could encounter during your project and how you might deal with these safety concerns.

Approval Signatures - Representative of group being served - Unit Leader - Unit Committee Member - Council or district advancement committee member **(Drop off at council office for this signature) .**

You **MUST** have all four approval signatures before you begin the work. Your detailed plan is like a contract between you and the benefiting group. You must make sure that both you and the benefiting group know what you will be doing for your project. Your unit leader and committee will make sure that this is a project representative of your leadership abilities. The district or council review will insure that everything is correctly prepared in accordance to the National and Council standards.

If you have any questions, please ask your council or district Eagle Board Member.
You must be a Life Scout to start your Eagle Scout Leadership Service Project.

HOW TO DOWNLOAD Eagle Leadership Service Workbook

On the National Eagle Scout Association Page, **www.nesa.org**

(1) Click on "Trail to Eagle".
(2) Click on "Eagle Scout Project How-To-Manual."
(3) Click on the PDF File, Open, and Save the workbook to your Computer. You will be able to edit the file and add any information as needed.

It is also available on the Council website, www.lvacbsa.org, under forms.

It is a **mandatory** requirement by Council to use the Eagle Scout Leadership Project Workbook provided by National. This format expands to fit as much as you need to type all of the details of your project. If you write or type your plans on additional sheets of paper, you must attach those pages in the correct areas of the workbook. Neatly fill out your project proposal workbook. If your proposal cannot be read, it cannot be approved. Please ask for help when you have questions.