

Parent and Adult Leader Guide for Eagle Service Projects

- **Role for the Advisor**
- **Requirements**
- **Limitations**
- **Size of the Project**
- **Schedule**
- **Expectations of You**
- **Funding**
- **Planning Approval**
- **Supervision**
- **Final Approval**

Eagle Service Project



Advisor's Role

- The advisor/committee member's role is to
 - Provide feedback to the scout for
 - Having enough complexity to merit being an Eagle project
 - Complexity in the sense that it demonstrates the leadership and planning capabilities of the scout
 - Reviewing the plan to ensure that there is enough detail for executing the project
 - That the project does not exceed the ability of the scout to complete it
 - Assist in identifying potential problems
 - Provide advice in solving problems and snags
 - Counsel
 - Expect the project to take six months from start to finish
 - About the time demands during the junior year and the first half of the senior year
 - Be aware of
 - When the scout turns 18
 - His knowledge and experience with potential project
- Eagle Service Project



Requirement 5

- The project is one of the requirements for a Scout to earn the Eagle Scout Rank, Scouting's highest rank. To complete this requirement, he must **plan, develop, and give leadership** to others in a service project helpful to his religious institution, school, or his community.”
- Note that the Scout **MUST** lead the project. If you are not willing to let the Scout run the project, or the project is such that he can not carry out the project with the Scout leading a group of youth carrying out the project with a minimum of adult involvement, then the project is not a good candidate for an Eagle project.

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Some examples



Limitations?

- In order to meet the Boy Scout requirements, there are some types of projects that are not allowed.
 - It cannot be a project for the **direct** benefit of Boy Scouts (e.g. BSA campsite improvement)
 - It cannot be routine labor or a job or service normally rendered such as maintenance.
 - It must make a significant contribution to the community.
 - The service project may not be performed for a business or an individual, be of a commercial nature, or be a fundraiser.
 - Normally this means that the project should be for a government entity, religious organization, or a 501(c)3 tax exempt organization.

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Limitations?

- No Specific requirement for the number of hours
 - Typical is 125-400 hours including planning
- Should be a challenge to the Scout
 - Yet within the capabilities of the Scout
- Must demonstrate Leadership of Others
 - Can be a combination of related tasks to increase the scope and challenge of the project

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Schedule

- Some projects take only a few months to plan and carry out, while some Scouts take a year or more between the time the project is first discussed and the time it is finished.
 - Consider if there are factors that may impact the schedule:
 - Special permits or approvals required
 - Seasonal factors
 - Logistics
 - If you need the project completed by a specific time, be sure the schedule is feasible for the Scout to carry out.
 - Be sure you make any scheduling requirements clear to the Scout when you discuss the project with him.
 - It is important that the scout communicates any changes or delays to the benefiting organization and the unit leadership involved with final approvals.



Schedule

- Examples of issues that have been encountered:
 - One school district required union approval for certain construction projects which adds several weeks to the approval cycle
 - Project done in an area where there were multiple jurisdictions that required multiple approvals
 - Weather issues
- Some of these cannot be anticipated so the adult advisor is there to be supportive and provide advice on solving them.



An overview of planning

- Define the Project
- Planning the Project
- Scheduling the Project
- Getting Project Approval
- Controlling the Project
- Completing the Project



Define the Project

- Gather information
 - How is the Owner going to Benefit?
 - What does the project involve?
 - What are the risks?
 - What are the challenges?
- Review of work area
 - Gather or Make Drawings or Sketches
 - Take Pictures
 - Determine when it needs to be done by
 - Special access requirements?



Define the Project

- Review the Schedule
 - Discuss time frame with the Owner
 - Discuss work sequence order.
 - Do NOT get approval from owner at this time.
 - It could take a month to get concept approval and plan the project.
- Review of Costs
 - Will the owner provide funds or materials?
 - Will you get donations?
 - Will you do a fund raiser to get funds?
 - Discuss how much it is going to cost?



Define the Project

- Hold a review meeting
 - Discuss with your Scoutmaster
 - Review all materials collected
 - Will this project work?
 - Does this meet project acceptance criteria?
 - Call Advancement Chairman with questions!

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Planning the Project

- Complete scope of work that you are responsible for:
 - all general tasks related to the project
 - all areas, and the tasks related to individual areas
 - all resources required for the project based upon skill
 - duration of each task
- Identify all of the tasks
 - Plan/Schedule
 - Meetings
 - Making Handouts
 - Phone Calls
 - Material Gathering
 - Tools Gathering



Planning the Project

- Training
- Safety
 - Consent forms
 - 2-deep adult supervision
 - Tools
 - Potable water; snacks
- Materials Preparation
- Area Preparation
- Assembly
- Installation
- Breaks
- Promotion

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Scheduling

- Sequence tasks
 - Are there any tasks that are dependent upon a task being completed first?
 - Can some tasks be done in parallel?
 - Do some tasks rely on the same resource or tool in order to be completed?



Scheduling Problems

- Not Enough Time
 - Bring the problem to the Benefited Group and discuss
- Not enough People
- Too many People



Planning Approval



Project Approval - Sponsor

- Setup a meeting
- Review the plan
- Review Cost
- Review Owner's Responsibilities
- Get the Sponsor's Approval



Project Approval- Scoutmaster

- Setup a meeting
- Review the plan
- Fit it into the troop's schedule
- Review Responsibilities
- Review Safety
- Get the Scoutmaster's Approval



Project Approval – Unit Committee

- Set up meeting
- Sell the plan
- Confirm the Troop's Involvement & Support
- Discuss Safety and Transportation Issues
- Get the Committee's Approval

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Project Approval – District Advancement

- AFTER you have signatures from the sponsor, your scoutmaster and unit committee, then....
- Setup a meeting by contacting the District Advancement Chair
- Review the plan
- Review criteria for acceptable project
- Get Approval from District Advancement Chair



Obstacles

- Optimism
- Pessimism
- Procrastination
- Lack of Money
- Job Too Big
- Job Too Small
- Poor Technique
- Failure to Prepare
- Not Focusing

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Expectations of The Adult Leader

- Be very clear in your communications
 - Make sure that he is documenting your discussions and also keep notes for yourself.
- Provide feedback on the scope and details of the project
 - Additional resources for the scout?
 - Are there missing elements in the planning?
 - Do the plans have enough detail?
- If the project will require building permits or approvals from your organization, you will at least need to inform the Scout, and may need to support or assist him in this process.
- Be the “big eye” that watches for issues such as safety and that the scout is being the manager and not a

Worker Service Project



Safety

- **Safety Considerations**

- Consent forms (unit consent may have relevant medical info and sponsoring organization may require one)
- Local tour permit (for insurance purposes)
- Two-deep adult leaderships with at least one youth protection trained
- Proximity to emergency services (scout should research and provide this information, but adults should be informed)
- Equipment and tools (in good working order; knowledgeable safe use; size or strength consideration?)
- Weather
- Adequate drinking water
- First aid kit



Funding

- Funding is sometimes available for projects, but often, it is not. In these cases.....
 - The scout can raise funds and this effort will be part of his service project
 - Government agencies, corporations and private individuals may be candidates if the project has benefits for them.
- Some projects may require a sizeable amount.
 - Letter of commitments (ask that donors sign a letter that they will provide funds if commitments for the full amount is obtained)

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Supervision by the Scout

- The Scout MUST be in charge!!
- It is his job to supervise the project and to give leadership
 - He should only have a tool in his hand to instruct someone else
- He can appoint others to assist him for larger project that has different components
 - E.g. site prep, material preparation.....
- The Scout should have his planning documents at the project as a reference in carrying out the work.
- Be careful about modifying the plan. The sponsoring organization rep should be contacted if there needs to be major revisions

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Final Approval

- At project completion
 - Signature of benefitting org representative
 - Signature of scoutmaster
 - Signature of Committee Chair or Eagle project committee chair
- If you have any questions about what he has done, do not hesitate to be fully honest with him.
 - Was the project as difficult as originally planned?
 - Did the outcome meet the expectations of the benefitting organization?
- Do not change or alter the scope of the project
 - Did he accomplish what was presented in the project description and work plans?
- He will need to get a letter from you acknowledging that he has completed the project to your satisfaction

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Role Playing

- We are now going to try some role playing.
 - Pair off in the roles of advisor and scout
 - The scout will get a project idea card and propose it to the advisor
 - The scout is eager to the do the project
 - The advisor will provide discuss the project



Feedback

- Discuss some of the cases
 - Was the project challenging enough?
 - If not, could it be modified?
 - Was it too challenging? Why?
 - Did the project have a specific conclusion?
 - Did it meet the basic criteria?



Role Playing

- Change roles with your partner and do the role playing with a new card.
- Discuss as before



General Discussion

- List some of the issues that were encountered
- What were 'show stoppers'?
- Did you see or sense any potential problems with a project?

