

Checklist for Prairie Lakes District Eagle Scout Project Approval

(For use with the NEW Eagle Scout Service Project Workbook – 10/2011)

Scout's Name: _____ Unit #: _____

District Reviewer: _____ Date: ___/___/___

Preliminary: These MUST be completed prior to beginning the District Project Review.

- Material for review provided in Eagle Scout Service Project Workbook format? (*Current version dated after October 2011*)
- Scout dressed in Troop appropriate Class A uniform.
- Signatures of representative from beneficiary organization, Scoutmaster or Unit Eagle Coordinator, and Unit Committee representative? (*Approval Signatures for Project Plan*)

Project Proposal:

- Complete description of the project? (*'before' pictures, maps/layout, drawings, or sketches as appropriate*)
- Does the group to benefit qualify? Who will indirectly benefit? _____
- Complete description of benefit provided to the group identified?
- In any way is this a common maintenance project or fundraiser?
- Is the Project of enough magnitude and time spent for the Scout to clearly demonstrate leadership skills? (*not too small to evaluate leadership nor too big for the Scout to accomplish*)
- Has the scout demonstrated reasonable thought to the type of Materials, Supplies, and Tools required for the project?
- Does the Preliminary Cost Estimate seem reasonable? Does the fundraising plan seem reasonable?
- Has the scout provided an outline of the expected Project Phases?
- If applicable, has the scout given reasonable thought to the Logistics?
- Have potential Safety Issues been described?
- Has the scout identified next steps for Further Planning?

Actions of the District Review Team:

Yes No Project approved? (If not, ensure Scout has a complete understanding of what he needs to add or change)

Final Plan (following checklist for use as reference by the Eagle Candidate and his Coach):

- Are there any changes to the Project Description or Benefit?
- Complete description of the present conditions? (*'before' pictures, maps/layout, drawings, or sketches as appropriate*)
- What are the phases needed to accomplish the project successfully?
- What step-by-step Work Processes are needed? Have you provided a timeline for the project?
- Will you need any Permits or Permission to complete your project?
- Materials required for the project:
 - Complete list of necessary materials? (*breakdown of the materials and amount of each needed; show calculations for items requiring large volumes of bulk materials such as sand, gravel, mulch, etc.*)
 - Where will the Scout secure the materials? (*retail outlets, organizations, benefiting group, etc.*)
 - How much will the materials cost? (price all items and calculate totals for each item including value of any donated items or services, as well as total for project)
- Supplies and Tools required for the project:
 - Complete list of all the Supplies and Tools necessary?
 - Where will the Scout secure the Supplies and Tools? (*provided by self, friends, Scout unit, benefiting group, etc.*)
- Have Expenses and Revenue been reviewed? Has the Eagle Scout Service Project Fundraising Application been submitted for approval (if required)?
- Giving Leadership to others:
 - List of the number of people needed and when? (*schedule of personnel requirements based on project workload*)
 - What skills will your helpers need? (*able to drive, wash cars, etc.*)
 - Adults: Minimum 2 present with one trained in Youth Protection and one in First Aid?
- Have any Logistical needs been thought out and addressed?
- Safety considerations:
 - Will there be a first aid kit available?
 - Hazards involving the worksite, materials, tools, and weather? (*including sun/rain protection, power tools-adult supervision, notify Gopher State One*) How will the hazards be mitigated?
 - Does the project follow the "Guide To Safe Scouting"?
- Have Contingency Plans been addressed?