

Troop 586

Christ United Methodist Church
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Eagle Project Checklist

Please refer to the Official Eagle Project Planning Guide

- o **Choose project idea, discuss with your unit leaders.**
- o **Discuss project idea with your District Eagle Counselor**
- o **Initial planning and project write up**

-] **Get your copy of Eagle Scout Leadership Project Workbook, or download “word version”.**
 - o Project Description
 - o Who will benefit
 - o Coordination with agency who will benefit from your project
 - o Discuss idea with organization representative
 - o Finances
 - o Materials
 - o Planning Details (written in project workbook)
 - o Present Condition (Take “before” pictures)
 - o Plans/Drawings/Designs
 - o Materials list
 - o Supplies needed
 - o Tools needed
 - o Schedule
 - o Step-by-step instructions
 - o Financial plan
 - o Written or printed information
 - o Helpers/workers
 - o Adult supervision
 - o Transportation
- o **Initial Project Approval**
 - o Obtain organization representative signature
 - o Obtain your Scoutmaster Signature
 - o Obtain your Unit Committee Chair Signature
 -] Obtain you District Eagle Counselor Signature

Now you may start the actual work on your project

- o **Working your project**
 - o Follow your plan
 - o Keep good accurate notes
 - o Take pictures of work as it is being done
 - o Make note of any deviations to your plan

- o **Final write up**
 - o Write a summary of each section of your plan
 - o Describe results vs. plan
 - o Summarize actual costs
 - o Tools used
 - o Workers
 - o Discuss your leadership role
 - o Include “during” and “after” photographs
- o **Final Approvals**
 - o Your signature
 - o Obtain organization representative signature
 - o Obtain your Scoutmaster’s signature
 - o Obtain your Committee Chair’s signature
 - Prior to obtaining Committee Chair’s signature, make a presentation to full committee.
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- o **Submit your final write up to your Troop Eagle Coordinator for final review**
 - o Organize your final write up in chronological order
 - o Put final write up in a 3-ring binder