

Eagle Scout Leadership Service Project

Approval Checklist

The Workbook must be approved by the District Advancement Committee representative **prior to the start of the project.**

Do not schedule a date for your project before receiving all approvals.

Use the Eagle Project Workbook as the format for your proposal.

- All Information is legible.
- Scout's full name, address, and local telephone number are entered and legible.
- Unit number, district, and local council information are entered and legible.
- Unit leader's name, address and telephone number are entered and legible.
- Unit advancement committee representative's name, address, and telephone number are entered and legible.
- Project description is properly shown.
- Name and address of group that will benefit from the project are shown.
- Details on how the project will be of benefit to the group are properly filled out.
- Date the concept was discussed with the unit leader is shown.
- The name of the representative of the benefiting group, title, telephone number and date of the approval are shown.
- The Project Details section properly describes the project and all additional pages are attached if necessary.

The following topics are addressed in the Project Details

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| <input type="checkbox"/> Present Condition | <input type="checkbox"/> Schedule (weeks leading up to the project, and during) |
| <input type="checkbox"/> Plans/Drawings/Designs | <input type="checkbox"/> Written/Printed Information |
| <input type="checkbox"/> Materials (including amounts and costs) | <input type="checkbox"/> Safety issues |
| <input type="checkbox"/> Supplies | <input type="checkbox"/> Helpers/Workers |
| <input type="checkbox"/> Tools | <input type="checkbox"/> Adult Supervision |
| <input type="checkbox"/> Step-by-step Instructions (detailed) | <input type="checkbox"/> Work Site |
| <input type="checkbox"/> Financial Plan | <input type="checkbox"/> Transportation |
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- "Before" photographs are attached, if appropriate.
 - Original approval signature and date — representative for the benefiting group.
 - Original approval signature and date — unit leader.
 - Original approval signature and date — unit committee representative.