

**Great Lakes Council, BSA
Council Advancement Committee
Advancement Committee Policies and Procedures**

Eagle Scout Leadership Service Project Presentation Checklist

Preliminary

- Be in complete field uniform.
- Use *Eagle Scout Leadership Service Project Workbook* (current edition).
- Signature of religious institution, school, or community representative.
- Signature of Scoutmaster/Coach/Advisor.
- Signature of unit committee representative.

Project Description

- Complete description of benefit provided to the group identified.
- Does the group to benefit qualify (who will benefit)?
- Complete description of how identified group will benefit.

Planning Details

- Complete description of the present condition (pictures, maps, drawings, or sketches as appropriate)
- Methods used to complete the project:
 - How will the work be organized?
 - How will leadership be demonstrated?
- Materials, needed for the project:
 - Complete list of materials needed (amount of each item).
 - Unit and total cost of these items – how are they to be obtained?
 - How will these materials be obtained? (provided by self, friends, Scout unit, benefiting group, etc.)
- Complete list of all necessary supplies needed (amount of each item)
 - Unit and total cost of these items.
 - How are supplies to be obtained?
- Complete list of all necessary equipment and resources needed (tools, electricity, transportation, etc.)
 - Cost, if any, associated with obtaining equipment (e.g. rental fees)
 - How will excess project funds be distributed?
- Project helpers:
 - How many people, youths and adults will be needed?
 - Where will these people come from (scouts, friends, family relatives, neighbors, etc.)
- Time schedule:
 - Has a schedule been set for working on the project?
 - Is it a realistic schedule?
 - Does the schedule reflect major milestones and checkpoints?
 - Is there a backup plan in case the dates don't work out (bad weather, missing materials, etc.)?
- Safety considerations:
 - Is protective clothing, sun protection, special skills to use particular tools, etc. needed?
 - Are there first aid supplies immediately available?
 - Has a map and directions to the nearest emergency facility been provided?
 - Will food and water be available, if so who will provide it?
 - Are restrooms and/or wash facilities available?
 - All activities are in compliance with *Guide to Safe Scouting* (#34416 – current edition).

Remember:

- **Project shall NOT start until it has been approved and signed by the district committee.**
- **Maintain a list of all who helped you and how many hours each contributed.**