

Eagle Project Proposal Checksheet

- ❑ Use the Eagle Scout Leadership Service Project Workbook.doc template. An Eagle project proposal needs to contain indexed sections for or at least touch on the following topics:
- ❑ Project Description – This should be brief as you will go into detail later. Quickly inform the reader what the project is all about and the project goal(s).
- ❑ Benefiting Organization – This should tell the reader the organization for whom the project is being done, who it serves, what kind of entity it is (profit/non profit/municipality) and give the name of the contact person (approving official).
- ❑ Present Condition – This should include pictures (if appropriate) describe the current condition, state why the project is needed.
- ❑ Project Specifics – This where you get into the specifics of exactly what you are going to do and how you are going to do it. Include Plans, drawings, maps and or designs

Make the next several sections part of the project specifics.

- ❑ Step by Step – Write step-by-step instructions how you will lead each work session. This detail may require plans, will result in lists of materials, supplies and tools. Invest the time to list what you will need at each work session (materials, supplies, tools, labor and skills) and where the work session will be located and the leadership opportunities. Document the small steps that need to occur. Combine the small steps to make up work sessions. Include everything from fund raising to cleaning up after a workday. Also include your projected hours for the step.
- ❑ Materials – Include a list of all the materials required for the project. It should include the quantity, a description, the cost of each item, as well as where you plan to acquire it. If you have commitments from suppliers, include that information here as well as in your financial plan. The list should be totaled. The cost of the materials is without regard to what will be donated or discounted.
- ❑ Supplies – This is a list of every supply (nails, pencils, paint...) you will need. It should include the cost of each item as well as where you plan to acquire it. If you have commitments from suppliers, include that information here as well as in your financial plan.
- ❑ Tools – This is a list of every tool whether power, hand, garden or pneumatic that you need for the project and where you will get it. If there is a cost (rental / purchase) involved, include the cost. Include first aid kit and cell phone.
- ❑ Financial Plan – Review the DWC guidelines. Describe the specifics of how you plan to finance this project. Soliciting businesses or individuals to donate money is no longer acceptable according to DWC guidelines. Donors of cash must receive something of equal value in return. Businesses and individuals may contribute materials and supplies. Include a list of who are you are going to target, and who has committed to supporting you. If a letter or advertisement is involved, include it.
- ❑ Work Schedule – Make a schedule of when you plan to actually complete the project.
- ❑ Projected hours – Make a schedule of the number of hours you have spent planning the project, the volunteer hours you are projecting, your hours leading the volunteers, the hours you think you will spend writing up the project after it is complete, and a total of all the hours.
- ❑ Helpers/Workers – Make a list of potential volunteers who you plan to have help you. how many hours you anticipate each person will spend and everyone together will spend. Include adult supervision in the plan.
- ❑ Activity log – Maintain a log of everything you and every one else has ever done on the project with the date, hours and activity.
- ❑ Transportation – Include in your plan how you will move the materials, supplies, tools and workforce.