

Mecklenburg County Council, Boy Scouts of America  
EAGLE SCOUT LEADERSHIP SERVICE PROJECT  
**CHECKLIST FOR PROJECT PROPOSAL**

Verified By Life Scout \_\_\_\_\_ of Troop / Post / Crew # \_\_\_\_\_  
( MARK UNIT TYPE )

Project Title \_\_\_\_\_

Date This Checklist Was Verified: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

**(Check or indicate the page where each item is located in the proposal. Include this form behind the cover sheet.)**

**Project Plan**

- \_\_\_\_\_ I know my project must be worthy as an Eagle Scout Project (more than just a good turn or merely providing labor).  
Pg \_\_\_\_\_ I have described my project to the fullest extent possible and have chosen a title that accurately states its purpose.  
\_\_\_\_\_ More than one work-day is required to complete my project.  
\_\_\_\_\_ My plan is detailed enough to allow someone else to understand and complete the project without my help.

**Defined Goals**

- Pg \_\_\_\_\_ I have included specific, identifiable, and measurable goals.  
Pg \_\_\_\_\_ I have identified the qualified organization or person who will benefit, and, if needed, a beneficiary letter is provided.  
\_\_\_\_\_ I have confirmed that the beneficiary is not a for-profit business nor associated with the BSA.  
Pg \_\_\_\_\_ I have identified the beneficiary representative who can verify completion.

**Leadership**

- Pg \_\_\_\_\_ I have explained in the proposal under a separate topic heading "LEADERSHIP" how I plan to lead others.

**Detailed Work Plan (Using a spreadsheet format is an excellent way to illustrate a Detailed Work Plan.)**

- Pg \_\_\_\_\_ I have identified my planned work-days noting that no work will start on the project until after final approval.  
Pg \_\_\_\_\_ I have shown how the work will be organized by tasks.  
Pg \_\_\_\_\_ I have included listings of work-day tasks, manpower needed per task, and an estimate of work-hours by task.  
Pg \_\_\_\_\_ I have included step-by-step instructions for tasks to be accomplished each work-day.  
Pg \_\_\_\_\_ I have identified where and how I will recruit helpers and how many will be needed.  
Pg \_\_\_\_\_ I have identified the work location, any necessary transportation, and determined the need for a Local Tour Permit.

**Detailed Equipment List**

- Pg \_\_\_\_\_ I have included a list of all tools, equipment and machines needed and have identified quantities of each item.  
Pg \_\_\_\_\_ I have shown the source of the tools, equipment and machines identified.

**Detailed Materials List**

- Pg \_\_\_\_\_ I have included a list of all materials, supplies, consumable goods needed and have identified quantities of each.  
Pg \_\_\_\_\_ I have included samples of all teaching aids / instructions / printed information that I plan to use.

**Work-Hours**

- Pg \_\_\_\_\_ I estimate that my project will require at least 100 work-hours to complete, excluding planning and fund-raising time.  
Pg \_\_\_\_\_ I have included a realistic estimate of all work-hours of others involved in my project.

**Safety**

- \_\_\_\_\_ I have identified Youth Protection-trained adult supervision required for my project.  
Pg \_\_\_\_\_ I have described the training of my workers in order to prevent accidents.  
Pg \_\_\_\_\_ I have described the precautions and awareness to be employed.  
Pg \_\_\_\_\_ I have identified the adult operators of power or motorized equipment (power drills and screwdrivers acceptable for youth).  
Pg \_\_\_\_\_ I have described the availability of first aid supplies and eye/hearing protection.  
Pg \_\_\_\_\_ I have described how emergency services can be called.  
Pg \_\_\_\_\_ I have described how water and food will be available.  
Pg \_\_\_\_\_ I have described how toilet and wash facilities will be available.

**Detailed Construction Drawings and/or Landscape Plot Plans**

- Pg \_\_\_\_\_ I have included scaled or dimensioned drawings for all items to be constructed or landscaped.

**Pictures**

- Pg \_\_\_\_\_ I have included "before" pictures to show the needs.  
\_\_\_\_\_ Pictures are not applicable for my project.

**Forms Provided**

- \_\_\_\_\_ I have used the proper forms in this proposal, and have used dark ink or word processing.  
Pg \_\_\_\_\_ I have obtained the required signatures.  
Pg \_\_\_\_\_ I have provided complete home addresses on the proposal coversheet including city, state and zip code.  
Pg \_\_\_\_\_ I have identified and listed all inspections, permits or certificates needed, and who issues them, if applicable.

**Service Provided**

- Pg \_\_\_\_\_ I have described how the beneficiary receives real value from my project.

**Financial Plan**

- Pg \_\_\_\_\_ I have included an itemized estimate of costs for my project.  
Pg \_\_\_\_\_ I have described how I will obtain funding to cover the cost.  
Pg \_\_\_\_\_ I have an alternative plan to fund my project.

**Permanence**

- Pg \_\_\_\_\_ I have described how my project will be a continuing benefit or service into the future, and how it will be maintained.