

## **The Benefiting Organization's Guide to an Eagle Scout Leadership Service Project (02/04/15)**

### **Please read this entire document and it will answer the following questions:**

- What can an Eagle Scout Candidate do for your organization?
- What an Eagle Scout Candidate cannot do for a project?
- What will I, the organization be expected to do?
- What can I, the organization do to help make the process go smoothly.

**After reading this document and agreeing to the project plan and process, please fill out and sign the Benefitting Organization and Agreement Sheet that will be found on the last page of this document. Please give the signed document to the Eagle Scout Candidate to bring to his project proposal with the District Eagle Board.**

### **THANK YOU AND CONGRATULATIONS!**

This is a guide to help organizations that are considering having a Scout do an Eagle Scout Leadership Service Project for them. As the benefiting organization, we want to help you to learn what the Eagle Scout Candidate can and can't do for you, and what he needs from you to make the project a success for everyone involved. If you are reading this, you are probably considering working with an Eagle Scout candidate on his Leadership Service project. This project should fill a need of your organization, provide a benefit to our community, and provide the opportunity for the Eagle Scout Candidate to demonstrate leadership and service. This is a two-way street, so thank you for doing what will be required of you, and congratulations on having the opportunity to benefit from the hard work of the Scout and his helpers.

### **Requirements**

The project is one of the requirements for a Scout to earn the Eagle Scout Rank, Scouting's highest rank. To complete this requirement, the Scout must plan, develop, and give leadership

to others in a service project helpful to any religious institution, any school, or his community. Note that the Scout MUST lead the project. If you are not willing to allow the Scout lead the project or it is one that he will be unable to complete by utilizing a group of youth with minimal adult involvement, then the project may not be a good fit for an Eagle project.

## **Limitations**

In order to meet the Boy Scout requirements, there are some types of projects that are not allowed. It cannot be routine labor or a job or service normally rendered. The service project may not be performed for a business or an individual, be of a commercial nature, or be a fundraiser. Normally this means that the project should be for a government entity, religious organization, or a 501(c)3 tax exempt organization. However, there can be exemptions to this, so the Scout should contact his Eagle Board of Review Chairman for clarifications as necessary.

## **Size of the Project**

There is no fixed definition to the size of a project. It must be a significant challenge to the Scout and must make a significant contribution to the benefiting organization. Projects generally involve 150 to 250 work-hours, but sometimes have exceeded 1000 work-hours. The project can be a combination of several tasks to make a significantly challenging project. It also must be something that is within the capabilities of the Scout and his workers to complete. Highly technical/professional tasks are often beyond the scope.

## **Schedule**

Some projects take only a few weeks or months to plan and carry out, while some Scouts take a year or more between the time the project is first discussed and the time it is finished. If you need the project completed by a specific time, be sure the schedule is feasible for the Scout to carry out. Once he has planned the project (a process that can often take several months), he then must get approvals before he can start. These approvals are required to ensure the project meets the requirements, is within the capabilities of the Scout, and to help ensure its success. If what you want to have done cannot fit into this kind of schedule, it may not work for an Eagle project. Be sure you make any scheduling requirements clear to the Scout when you discuss the project with him.

## **The Scout's Expectations of You**

At the very least, the Scout will be expecting you to let him know what you need to have done and any limitations you have on how or when it is done. Once he has developed a detailed plan, he will ask you to approve that plan. You may be very involved in the planning process as the Scout works out details of how to carry out the project based on your requirements, or he may

have to seek out other resources to help with the planning. This varies a great deal from project to project. By the time he has finished the planning process, he must have a thorough understanding of how to carry out the project successfully, including providing the leadership to the group carrying out the project.

During the project, you and the Scout should maintain frequent communication. This will aide to ensure your satisfaction and reduce the chances of misdirection/ misunderstanding. At the completion of the project, you will be signing his final report which will acknowledge that he has completed the project to your satisfaction.

If the project will require building permits or approvals from your organization, you will at least need to inform the Scout and may need to support or assist him in this process.

## **Funding**

In many cases, the organization that is benefiting from the Eagle Scout Leadership Service Project provides any necessary funding, but this is not a requirement. In most cases the Scout will be able to get donations or discounts on necessary materials. In some cases the Scout may need to do fundraising to provide funds for project materials. Please note there are special fundraising procedures the Scout must follow. The Scout will review the fundraising plan with you and it will require your signature for approval. It would help the Scout if you provide him with tax-exempt ID numbers to save sales tax on purchases for the project, but this is not a requirement. Attached is a copy of the fundraising form the Scout must complete and follow.

## **Planning Approval**

Once the Scout has developed his plan, he will bring it to you for approval. At this time you should be comfortable that he is ready to carry out the project to your satisfaction. Remember that he will be leading the project, and will probably be using unskilled youth the do the work. You should be comfortable that he understands what you are expecting, and can deliver a project that will be of significant benefit to your organization.

## **Supervision**

You must be willing to let the SCOUT run the project. He will recruit the labor (Scouts or other youth) and lead them in carrying out the project. While you may need to be present to provide access to your facility while he is working, HE must be in charge and directing the project. If your requirements or the nature of the project does not allow the scout to be in charge, then do not start the Scout on a project that will not qualify for this requirement. Over the years many Scouts have been very successful in leading projects. He must be allowed to have this leadership experience as part of fulfilling this requirement. Understanding this is much easier

done if the project plan you develop and agree upon with the Scout is detailed enough to provide a clear picture of the expected goal.

## **Final Approval**

At the completion of the project, the Scout will come to you for your final approval. If you have any questions about what he has done, do not hesitate to be fully honest with him; however, this is not the time to change the scope of what he was to do. You are confirming what was agreed upon and approved--the scope of the project and how it was to be completed. Your signature acknowledges that he has completed the project to your satisfaction as originally agreed in the project plan. If you are not satisfied that project meets the scope of the project that was originally agreed to, poor appearance or anything not up to standard with the project, please contact the ***River Trails District Advancement Chair: Rich Myers @ 314-503-9677.***

There is a project work book the Scout has that will require info and/or Signatures from your organization in 4 locations which will be addressed as the Project Beneficiary or the Project Beneficiary Representative. :

**Proposal Page B (Page 6 in older version)**- There are two spaces that require Project Beneficiary info and Project Beneficiary Representative info.

**Proposal Page E (Page 10 in older version)**- The Project Beneficiary Representative signs here to give approval of the Scout's proposal of the Service Project prior to the start of it.

**Fundraising Application Page A (Page 17 in older version)** - The Project Beneficiary Representative needs to sign here giving approval for fund raising efforts on their behalf for financial support of the Service Project.

**Project Report Page C (Page 20 in older version)** - Final completion Approval of the Service Project, with Project Beneficiary name and Project Beneficiary Representative's signature, is needed here, only if the Project Beneficiary is satisfied that the project has been completed within the same scope as described and agreed to at the time that the Project Beneficiary Representative signed on the proposal.

Please help us to ensure that the same individual listed as the Project Beneficiary Representative signs in all 4 areas within the workbook. If the Project Beneficiary Representative changes, the individual that assumes that same position or office should sign off in the areas that occur after the change has been made.

## **Eagle Scout Candidate Information**

Eagle Scout Candidate's Name (print) \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Unit # \_\_\_\_\_ Charter Organization \_\_\_\_\_

Project Coach Name (print) \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Unit leader Name (print) \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

District Advancement Chairman: Rich Myers

Phone #: 314-503-9677

E-Mail Address: [rfmyers44444@sbcglobal.net](mailto:rfmyers44444@sbcglobal.net)

Please keep this form for your records. As the Benefitting Organization representative, you can contact any of the Adults listed in the case that the Eagle Scout Candidate cannot answer your questions or concerns.

Thank you, on behalf of the District, Unit and Scout, for allowing this Scout the chance to perform this Service Project for your Unit!

## **Benefitting Organization Information and Agreement Sheet**

Name of Benefitting Organization: \_\_\_\_\_

I, as the Project Beneficiary Representative, have personally met with Eagle Scout Candidate \_\_\_\_\_ and we have reviewed the project plans to be completed for my organization. By signing below, I also agree to allow this Scout to plan, develop, and give leadership to others in a service project helpful to our organization. I have fully read, understand and agree to follow the guidelines prescribed in the document "The Benefitting Organization's Guide to an Eagle Scout Leadership Service Project". (Scout's name)

As you sign below, you will be known as the Benefitting Organization representative, and you or the individual who fills your vacant office, title or position, will sign off on all four locations in the Eagle Scout Candidate's workbook, from the beginning to the completion of his project.

Print Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

Your contact info: phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title of the institutional head of your organization: \_\_\_\_\_

Are you the institutional head of this organization? Yes or No (circle one)

If you are not the head of the benefiting organization, what is your office, title or position within this organization? \_\_\_\_\_

Expected date of expiration of your office or position within this organization? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(If known)

Please fill out, sign and return this form to the Scout so that he can include this with his paperwork for his project.

**The Eagle Scout Candidate must return this to  
the Eagle Board at his Project Proposal!**