



How to Prepare Your Eagle Scout Service Project Proposal and Report

- Use the current version of the “Eagle Scout Service Project Workbook” (Workbook) in working on your project. Any older versions will be returned and you will need to resubmit on the correct version. The Workbook is provided as a fillable pdf document, accessible via a link on the Mayflower Council website (www.mayflowerbsa.org). From the Home page, click <Programs> then <Advancement> then <Eagle Scout Project Workbook>. Save the workbook file, close out of the webpage then reopen the Workbook file in Adobe to edit it. If you choose to print out a paper copy of the Workbook and fill out the information by hand, you must fill in the information in black or blue ink. The Workbook must appear ***exactly*** as it does online.
- Read pages 2 through 6 and Proposal Page A before you start and then follow the directions here and throughout the Workbook. Do not submit these pages with the proposal.

Note that there is no minimum size to an Eagle Scout Service Project (Project). Projects will be evaluated primarily on impact; that is, the extent of benefit to the beneficiary and the leadership to be provided by the Life Scout. There must also be evidence of planning and development.

- Decide on whether to have a “project coach”, recognizing that the BSA strongly recommends you do. If you decide to have a project coach, the person must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district or council level. For more information on project coaches see page 6 of the Workbook. A project coach is just that – a coach. The coach’s role is to evaluate a plan and discuss strengths and weaknesses with the scout, the coach does not have the authority to dictate changes or withhold approval. If your Troop does not have an approved coach, email your District advancement chair (email addresses are provided below).

The following Eagle Scout Service Project Proposal pages must be filled in and submitted to Mayflower Council for approval prior to initiation of the Project.

- Proposal Cover:** Insert your name and a name for the Project.
- Proposal Page B - Contact Information:** Fill in all lines. For the Council address use; Mayflower Council, 2 Mount Royal Ave. #100, Marlborough Ma. 01752. For the “Council or District project approval representative”, use the Council address and put the name and email address of the District advancement chair for your District: Cranberry Harbors District – David Winters at davidwwin@comcast.net; Headwaters District – Brad Saunders at dpluseman@gmail.com; Metacomet District - Joyce Jordan at jamier1110@verizon.net ; Post Road District – John Fortini at john.fortini@scouting.org; Sachem District – Mark Jennings at msjennings1959@gmail.com.

- Proposal Pages C through E – Proposal:** Read all instructions and answer all questions. Include additional information (e.g. maps, diagrams, sketches, photos, etc.) if you believe it will help reviewers visualize the project.
- Proposal Page E – Tour/Activity Plan:** As of April 1, 2017, Tour and Activity Plans are not required for Eagle Scout Service Projects.
- Proposal Page E – Signatures:** Signatures are required of the Scout (see Candidate’s Promise on Proposal Page E), your Unit leader, your Unit committee chair or designee, and the representative of the beneficiary. When the beneficiary representative signs the Proposal, he/she must check the box confirming that you gave them the last two pages of the Workbook entitled: *Navigating the Eagle Scout Service Project – Information for Project Beneficiaries*.
- After filling in all the required information, print out the Proposal pages from the Workbook, sign the Candidate’s Promise, and secure all other signatures except for that indicating Council or District Approval.
- Once all signatures have been secured, scan all of the Proposal pages (Cover and Pages B through E) to create a new pdf file and email this to eagleproposal@mayflowerbsa.org and to [the District advancement chair listed above](#).

You will receive from Mayflower Council, an email informing you that the Proposal has been received and has been forwarded to the appropriate District advancement chair for approval. A copy will be filed at the Mayflower Council Service Center.

You will be contacted by a member of the District Advancement team to schedule a time to meet with a member of the District Advancement Team.

The following is the policy set forth by National BSA Advancement Committee:

“The project proposal is a critical step in a Scout’s successful planning, developing, and executing of an Eagle Scout service project. Because of their importance these reviews are intended to be done personally and individually between a Scout and the district/council adult reviewer. They are not intended to be a committee review at this level, nor are they intended to be done in any way other than face-to-face with the Scout, following required Youth Protection policies.

Face-to-face provides a great opportunity for Scouts to associate and interact with adults whom they may have never previously met. This will help them to further develop confidence in themselves as they describe their proposed project. It also will provide the adults involved an opportunity to learn more about the Eagle Scout candidates, which may be valuable later when the Scouts attend their respective Eagle Scout board of review.

Therefore, asking a Scout to drop off the proposal for review and picking it up days later or emailing it without the opportunity for personal interaction between the Scout and the reviewer should only be done in rare cases where it is essentially impossible for the Scout and the reviewer to meet face-to-face. For example, in geographically large councils where a Scout and a reviewer might live many miles apart or where a Scout might be away from home for a long period of time, an alternative approach might be acceptable, but these should be rare exceptions. Under these circumstances, an electronic discussion via Skype or similar application would be better than simply emailing documents back and forth.”

The District Advancement Team member will determine if the situation falls into one of the rare cases listed and will reply accordingly.

If the Project Proposal is disapproved, you will receive information stating the reasons for that decision and suggestions for revisions that will render the Proposal acceptable.

Once the Proposal is approved by the District Advancement Team member, you can begin the Project. The completed signature page should be scanned and emailed to eagleproposal@mayflowerbsa.org along with the Contact Information – Proposal page B. The completed signature page will be printed and put with the Proposal in the binder of active Eagle Service Projects.

- Final Plan Cover and Pages A through E:** Prepare a Final Plan for the project. This section is very important for planning and organizing the Project. Though not subject to anyone's approval, the more effort you put into addressing the items listed in this section, the easier the Project will be to implement. Remember, you will be asking others to volunteer to assist you in carrying out the Project – they will expect you to be prepared. It is recommended that you share the Final Plan with your project coach or Unit leader so they can help you organize the Project.

- Fundraising Application:** If you will be raising/receiving \$500 or more in money and/or material contributions from sources other than yourself, your parents or relatives, your scouting unit or its chartered organization, parents or members in your scouting unit, or the project beneficiary, you will need to submit the Fundraising Application section of the Workbook and secure its approval by the project beneficiary, your Unit leader, and the District advancement chair prior to beginning the fundraising activities. The application can be submitted with the Proposal or at a later time.

- Project Report Pages Cover through Page C:** This section is your final report on the Project. Provide written responses to all questions after the Project is completed.

Keep detailed records of the Project, from start to finish. Record what you did and when, every time you work on the Project, including your planning. All hours expended working on the Project should be included in the Table provided on Project Report Page B.

- Project Report Page C - Signatures:** Sign the Candidate's Promise on Project Report Page C and secure the signatures of your Unit leader and representative of the beneficiary. All signatures must be dated prior to the date of the Scout's eighteenth birthday.

Additional Information on the Eagle Scout Rank can be found in Section 9 of the "Guide to Advancement". This is available online at www.scouting.org.