

## EAGLE SCOUT PROJECT REVIEW CHECKLIST

(This is to be used by the Scout, the Troop leadership, and the Project Review Teams along with the Eagle Project Packet to aid the Scout in preparing for a successful Eagle Service Project. If the Scout does not have all this information for his Project Review, it will not be approved.)

SCOUT NAME \_\_\_\_\_ TROOP \_\_\_\_\_

SCOUTMASTER NAME \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_\_ Project Purpose (Project Description): Describe in general the project you plan to do (2-3 paragraphs).

\_\_\_\_\_ Who it will benefit and how (1 or more paragraphs). Provide information about the organization you are helping.

\_\_\_\_\_ Required Signatures:

\_\_\_\_\_ Organization Rep \_\_\_\_\_ Scoutmaster \_\_\_\_\_ Unit Committee Member

\_\_\_\_\_ DETAILED Description of the Project. (If this is written correctly you should be able to hand your write-up to another person and that person should be able to carry out the project without asking for your help.)

- What needs to be done, identifying all steps involved
- In what order does it get done
- Who does it
- How they will do it
- Breaks, with food and drink, if needed
- How the work will be divided
- How you, the Scout, will lead the work
- How you will recruit help

\_\_\_\_\_ Drawing or diagram, with measurements, of anything that will be made or the area to be improved.

\_\_\_\_\_ Photos of the current area, if applicable. (Take pictures before work begins, during the work, and after the project is complete to include in the final write-up.)

\_\_\_\_\_ Materials List, with approximate costs, how they will be paid for, where they will come from, and how they will be transported to the project site.

\_\_\_\_\_ Tools List, where they will come from, how they will be transported to the project site, and power source, if needed. Remember safety equipment (first aid kit, cell phone, glasses).

\_\_\_\_\_ Time Log, recording all time spent by you and others planning and preparing the project. Continue to log all time until the project is completed.

\_\_\_\_\_ What you will do if you can't do or complete the project on the planned date(s).

