



# Getting Started

## Eagle Scout Service Project Checklist – EagleCoach.org

- Pass your Life Scout Board of Review. (If you start your project before you are a Life Scout, none of that work may be used toward your Eagle project in the future.)
  
- Review your Council website for specific instructions. If instructions in this checklist conflict with your Council, use the Council instructions.
  
- From the **Downloads** page of the **EagleCoach.org** website, download the **“Project Log Excel Spreadsheet”** and the **“Sample Project Log”**. Every hour that you and your volunteers spend on the project must be counted. These hours will be subtotaled by type of volunteer at the end of your project. So you want to be keeping track of them from the very first day. Use Microsoft Excel or another spreadsheet program to make your entries. The spreadsheet will automatically create the totals for you. Look at the examples in the “Sample Project Log” to get an idea of how to track hours. Make entries using decimals, e.g. 1.5 hours equals 1 and ½ hours, .25 hours equals 15 minutes.
  
- Locate an adult Scouter to assist you. Ideally, this will be an Assistant Scoutmaster or Eagle Coach in your unit. If no one is available, call your District Advancement Chairperson and ask who could coach you. If you do not know who is your District Advancement Chairperson, call your Council, give them your unit number e.g. Troop 443, and they will tell you. Eagle Coach is an official BSA position today. You should meet with your coach to discuss possible projects.
  
- Download the most current version of the **Eagle Scout Service Project Workbook**, using the link in **Downloads at EagleCoach.org**. This is a very large PDF file, and you will need Adobe Reader 10 or higher to open and read it. This is called a fillable PDF because you can type in it. You must type in the workbook. Handwriting is not acceptable.
  
- Make sure you can open the Workbook PDF file and make entries. You can start by filling out the contact page. Print out the entire blank document. Separate out the “instruction” pages. Please read them carefully, preferably with a parent.
  
- Put all the blank pages that will require your input in a binder (many Councils do not accept three-ring binders for Eagle Scout applications, so a “grip” binder is best.)
  
- As you fill out pages, print them out and replace the blank page into the binder with the newly printed one. Step-by-step, your workbook will grow. The blank pages will remind you of what has to be done, and the printed pages will give you a sense of accomplishment.

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- Create a folder on your computer labeled something like, “My Eagle Project.” Keep your workbook, every file, photograph, plan etc. in this folder, so you will have ready access to it.
  
- Finding a project: It must be for a non-for-profit organization like a school, religious institution, park, nature conservancy or something similar. It cannot be done for any element of the BSA, including your troop. I recommend that Scouts start by talking to their school (usually a principal or assistant principal), their house of worship, and any non-for-profit that is familiar to the Scout or his parents. Your Eagle Coach will have ideas if you come up empty. The Eagle project MUST allow you to demonstrate leadership. The more volunteers, the better. (So, for example, if you and your dad complete a project on your own, it will be disqualified.)
  
- With the permission of your parents or guardians, research the web for ideas, materials, and other similar projects. If you are building benches, bat-houses, gardens, memorials, brick paths and hundreds of other possible projects, it has all been done before! You are allowed to take plans and instructions from the web for your project.
  
- And now you start the process! Your coach will make sure that your project meets the Council criteria, and guide you the three major sections: The Project Proposal, the Project Plan, and the Project Report.

Good luck! Your project is a challenge and an adventure that you will remember (and be proud of) for the rest of your life!