



Step 2: Razorback District Guidelines for a Smooth Eagle Scout Leadership Service Project Approval

1. Read the "12 Steps from Life to Eagle" excerpt below, taken from the Boy Scouts of America, National Council website to gain an understanding of the Life to Eagle advancement process.
2. Complete the Eagle Scout Leadership Service Workbook. A link is at this website for this material to be copied and typed for email submission (do not use the pdf version).
3. Make sure that Eagle Scout Leadership Service Workbook contains the following information (which is frequently left off of the workbook when it is submitted for approval). Remember, you still must provide all the information requested in the Workbook even if it is not listed in the examples below!
 - a. Your City and Zip Code on the personal information page, the zip code and birth date are frequently omitted.
 - b. Complete contact information for the group that will benefit from your project, not just a name.
 - c. Obtain a signature from your Unit Committee, your Scoutmaster/Coach/Advisor, and your Religious Institution/school/community representative (this is the person from the organization that is benefiting from your project and would be expected to sign upon completion of the project).
4. Answers to the *following* questions **must** be answered in your Workbook and are typically omitted in the first draft sent for approval. Remember, you still must answer **all** the questions asked in the Workbook even if they are not listed below!
 - a. How many volunteers do you expect to recruit (be sure to include yourself)?
 - b. A proposed time schedule for completing your work.

(NOTE: *The following format is an example of one *possible* way to provide the information required in this planning phase of your project.)**

For example:

My work schedule will consist of two 7 hour workdays from 10 AM to 6 PM with an hour lunch break. Additional workdays will be scheduled as needed.

My project is estimated to take 180 man-hours of labor:

Planning and Approval: 10 man hours

- o Contacting Groundskeeper at church

- o Surveying Worksite
- o Pricing Supplies, securing supply donations, and equipment
- o Completing the planning portion of the Eagle project workbook

Equipment and Supplies Moving Hours: 4 man hours

- o Over the course of 2 days: Loading equipment and supplies at Scout Hut, unloading equipment and supplies at worksite, and setting up and breaking down equipment and supplies (8 people X .25 hours x 2 days).

DAY 1:

Site Prep Hours: 64 man hours

- o Sixty man-hours clearing and disposing of brush (20 people x 3 hours)
- o Four man-hours digging the footing (4 people X 1 hour)

Materials Prep Hours: 3 man hours

- o One man-hour mixing the concrete (2 people X .5 hours)
- o Two man-hours building the molds (4 people X .5 hours)

Footing Construction: 22 man hours (11 people x 2 hours)

- o Placing the footing molds
- o Pouring the concrete
- o Leveling the pads

DAY 2:

Constructing the Planter Boxes: 40 man hours (10 people X 4 hours)

- o Sawing Landscape Timbers
- o Drilling Holes
- o Screwing together the planter boxes
- o Painting the planter boxes

Filling in Planter Boxes and Planting Plants: 32 man hours (8 people x 4 hours)

- o Filling in planter boxes with planting soil
- o Planting plants
- o Covering the plants with mulch
- o Watering plants

Project Write Up: 5 hours

- o Calculating Hours
- o Completing the Project Workbook

c. A list of materials to be utilized, with the cost if the items if they are to be purchased, or source if they are to be donated:

For example:

Supplies:

- 1) Four 75 lb. Bags of concrete – To be donated by the church.
- 2) Fifty shrubs and flowers - \$4.00 a piece
- 3) Two gallons of paint (1 green and 1 white) – To be donated by Lowes
- 4) Two sheets of 4 X 8 plywood - \$12 a piece
- 5) Fifty landscaping timbers - \$4 a piece
- 6) 2 Box of Woods screws – \$3.50 a box
- 7) Mulch – To be donated by the church
- 8) 20 8” bolts with nuts - \$23

d. A list of tools to be utilized, and their source of the tools.

For example:

Tools and Equipment:

- 1) Rakes and Shovels – To be brought by the volunteers and borrowed from the church Groundskeeper.
- 2) Weed Eater – To be brought by the Smith family
- 3) Work Gloves – To be brought by the volunteers.
- 4) Concrete Mixing Tub – To be borrowed from Mr. Severs
- 5) First Aid Kit – To be furnished by the Troop Quartermaster
- 6) Water Cooler- To be furnished by the Troop Quartermaster
- 7) Drill, Sawhorses, Extension Cords, Safety Goggles, and Circular Saw – To be furnished by Mr. Morton and Mr. Lee

e. A list of Safety Hazards for your project and how you plan to control the risk.

For example:

SAFETY HAZARDS:

1. Back injury from heavy objects – Everyone will be trained on proper lifting techniques and will be supervised during the materials moving phase of the project.
2. Minor Cuts – Workers will wear gloves. A first aid kit will be available.
3. Injury from Circular Saw – Only adults will operate the circular saws and they will wear gloves and goggles.

5. All Eagle projects are to be submitted, in complete form or for initial approval to John Blair, eagle@blairbrady.com or in person at 109 N. 34th Street, Rogers, AR. Approval will be by email, so retain a copy for your further use. Since some of these

