The Eagle Scout Service Project

By Jack Veney

Eagle Scout '17

Troop 61

BPI 2019 Presentation

My name is Jack Veney. I am an Eagle Scout with Troop 61 in Wooster.

The Eagle Scout Service Project

Looking at the project from a Youth perspective. What it is and what it should not be! Choosing, Planning, Managing, and the importance of the paperwork.

Today we will be looking at the Eagle Project from a youth perspective.

What it is and what it should not be!

Choosing, Planning, Managing, and the importance of the paperwork.

REQUIREMENT 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Requirement 5 of the Eagle Application says: "While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement."

Doesn't sound too scary does it?
But it is not easy. This can easily be a major focus of your life for 6 months or more, requiring 20, 30 , 50 hours of your time.

My Eagle Project

As a practical example we will use my eagle project to illustrate the process.

For My Project:
- I created a prayer/vigil area around an existing peace pole, and landscaped the approach to our church's main entrance.

- This project as a whole transformed the curb appeal for our church in addition to giving us an additional place to reflect and worship.

- My project helped to bring a stronger bond between Troop 61 and Westminster Presbyterian Church.

- If you stay tuned, you will see the final result later…

Step 1: Choosing An Eagle Project

So how do you go about choosing a project?

Choosing An Eagle Project

- Make it meaningful to you
- Figure out where you want to do it
- Find out who to contact
- Arrange to discuss with them
- If they don't agree, talk with them
- Stay safe

- Think about something meaningful to you
    - Possibly at your church or somewhere else in town where you go often
        - Park
        - School

- Figure out what exactly you would like to do and where
    - It could be just about anything

- Figure out who you need to contact at that organization you want to do your project for and set up a meeting with them
    - This will require calling that person, an email is not enough

- Talk with that person and figure out if they like that idea
    - If they like the idea, continue on you project path
    - If they don't like the idea, talk with them

- They might have some ideas that that you could use
- If not, go back and think some more and come up with a new idea

- Remember to take an adult or other scout to any meeting you have to avoid a Youth Protection violation

Workbook Guidance on Choosing A Project

"Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the *Guide to Advancement*, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time."

Remember the workbook has guidance.

I'm not going to read this, but if you would like to it is in the Project Workbook

Choosing My Eagle Project

I knew I wanted to do a project at my church, but I was unsure what I wanted to do.

I arranged a meeting with our Pastor and talked with him. He had some really great ideas and went back home to think for a while.

After thinking and discussing with my family, I figured out the start of my project

My project had special meaning to my family, but especially my father as he knew the people the pole was originally dedicated to; Lee Culp and Bill Yamazaki
I also thought that our church didn't look extremely appealing at the curb after many shrubs had been cut down by the college.

Step 2: Obtain Eagle Advisors

Step 2: Obtain Eagle Advisors

In the Killbuck District before you can get moving on your project, you need to have eagle advisors assigned.

This is a good time to have a conversation with your scoutmaster about your project, and they can help advise you on the next steps you need to take in your district.

When It was time for me to get Eagle Advisors, I talked with my Scoutmaster who was also my father.

We wrote an email to Mr. Tope, one of the former Advancement Chairmen. In a week or so I received an email back with my eagle advisors and the Life to Eagle Packet.

Information To Include To District Advancement Chair

- Full Name
- Address
- Date of Birth
- Phone Number
- Troop Number

If this is the route you take in your district, make sure you include the information that is needed. Full Name, Address, Date of Birth, Phone Number, and Troop Number.

Don't expect to have them assigned the same day. If you haven't heard back in a week or 2 you might have to follow up.

Step 3: Print and Read The Project Workbook
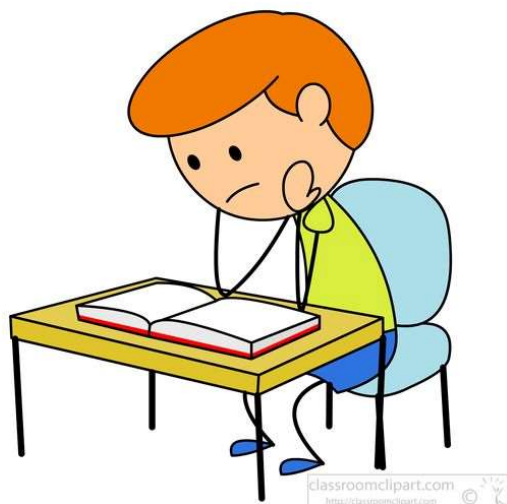
Step 3: Print and Read The Project Workbook

After receiving your Life to Eagle Packet, you need to print and read the everything provided, including the application and project workbook.

There are many steps and it is easy to miss one. It won't take long, so take the time to read the entire thing.

A scout is Prepared, "I didn't know" isn't an excuse.

Stay Organized

After printing and reading the Project Workbook, put everything in a binder.

Always keep all paperwork that you receive or create, or you might find out that you need a certain form and have to go back and get it resigned, which can delay finishing your project.

Step 4: Filling Out Your Proposal
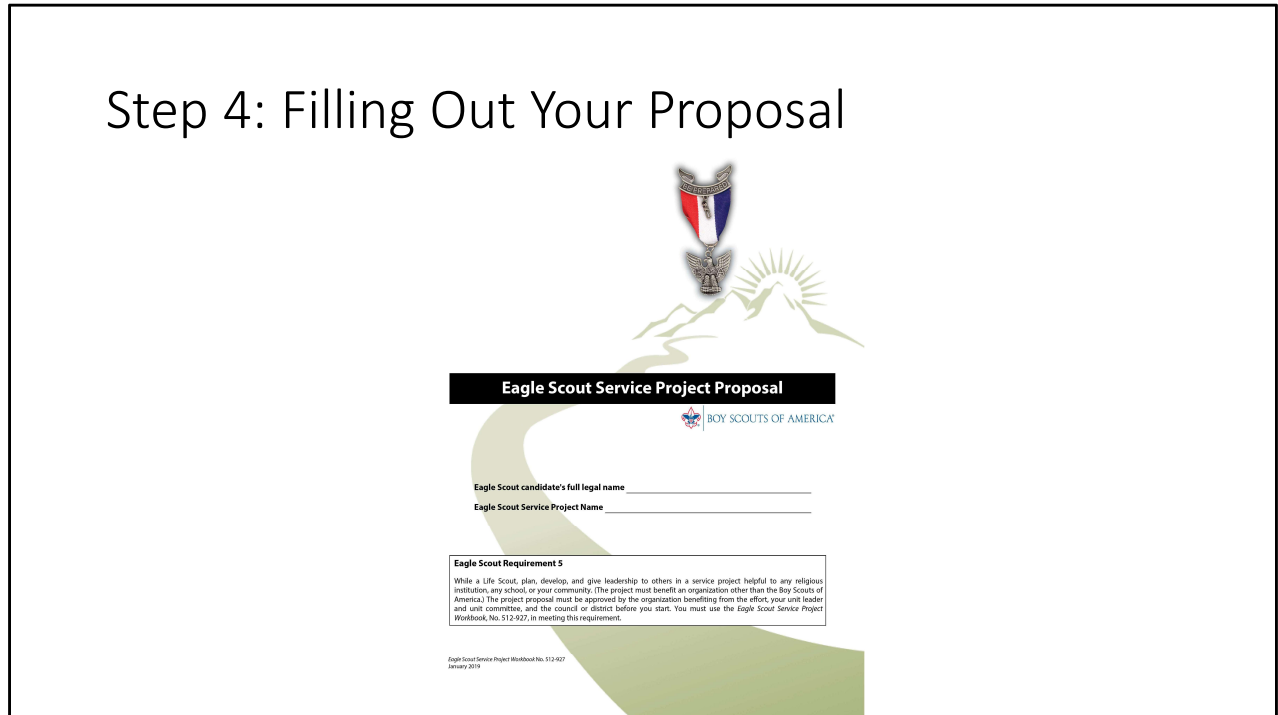
At this point you are ready to start into your Project Proposal.

Like writing a paper for school this will go through many revisions…
- A sloppy copy to just get ideas down
- A rough draft for family/friends to review
- Draft for Scoutmaster
- Draft for Beneficiary
- Final Draft for Advisors
- Revisions after Advisors

Sometimes you even tear it all up and start over.

The Project Workbook can be done on the computer which makes it easy to do all the updates.

Step 5: Getting Signatures
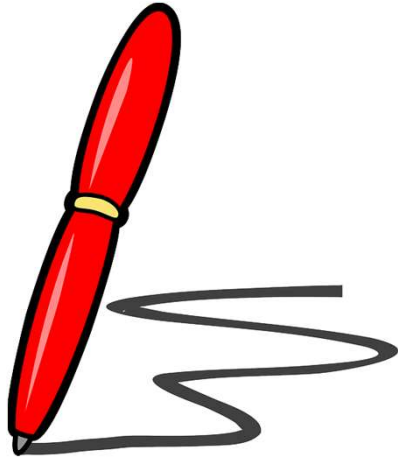
- You
- Beneficiary
- Unit Leader
- Troop Committee Chairman
- Project Advisors

Step 5: Getting Signatures

The proposal requires many signatures

You will likely have to call your advisors to make an appointment
- Because they are busy people, you will likely have to leave a message

Oh No!

You have to make a phone call. Something I dislike doing.

- Hello, My Name is Jack Veney. I am a life scout in Troop 61. I am hoping to speak with Mr. McFadden.

- He is not here right now, could you call back tomorrow night?

- Sure, No Problem. Thank you for your time.

The calls go something like this:

Hello, My Name is Jack Veney. I am a life scout in Troop 61. I am hoping to speak with Mr. McFadden.

He is not here right now, could you call back tomorrow night?

Sure, No Problem. Thank you for your time.

- Hello, My Name is Jack Veney. I am a life scout in Troop 61. I am hoping to speak with Mr. McFadden.

- We are eating dinner currently, could you call back in an hour?

- Sure, No Problem. Thank you for your time.

Hello, My Name is Jack Veney. I am a life scout in Troop 61. I am hoping to speak with Mr. McFadden.

We are eating dinner currently, could you call back in an hour?

Sure, No Problem. Thank you for your time.

- Hello, My Name is Jack Veney. I am a life scout in Troop 61. I am hoping to speak with Mr. McFadden.

- This is he.

- You are one of my eagle advisors. I was wondering if there is a date and time that would work with you that we could meet at the location of my project to discuss my ideas and possibly get my project proposal signed. (Figure out time that works) The location of my project is at Westminster Presbyterian Church at 353 E. Pine Street in Wooster. Thank you for your time, see you then.

Hello, My Name is Jack Veney. I am a life scout in Troop 61. I am hoping to speak with Mr. McFadden.

This is he.

You are one of my eagle advisors. I was wondering if there is a date and time that would work with you that we could meet at the location of my project to discuss my ideas and possibly get my project proposal signed. (Figure out time that works) The location of my project is at Westminster Presbyterian Church at 353 E. Pine Street in Wooster. Thank you for your time, see you then.

Always try to say yes to any time and date that they propose as they are volunteering their time to help you get to Eagle
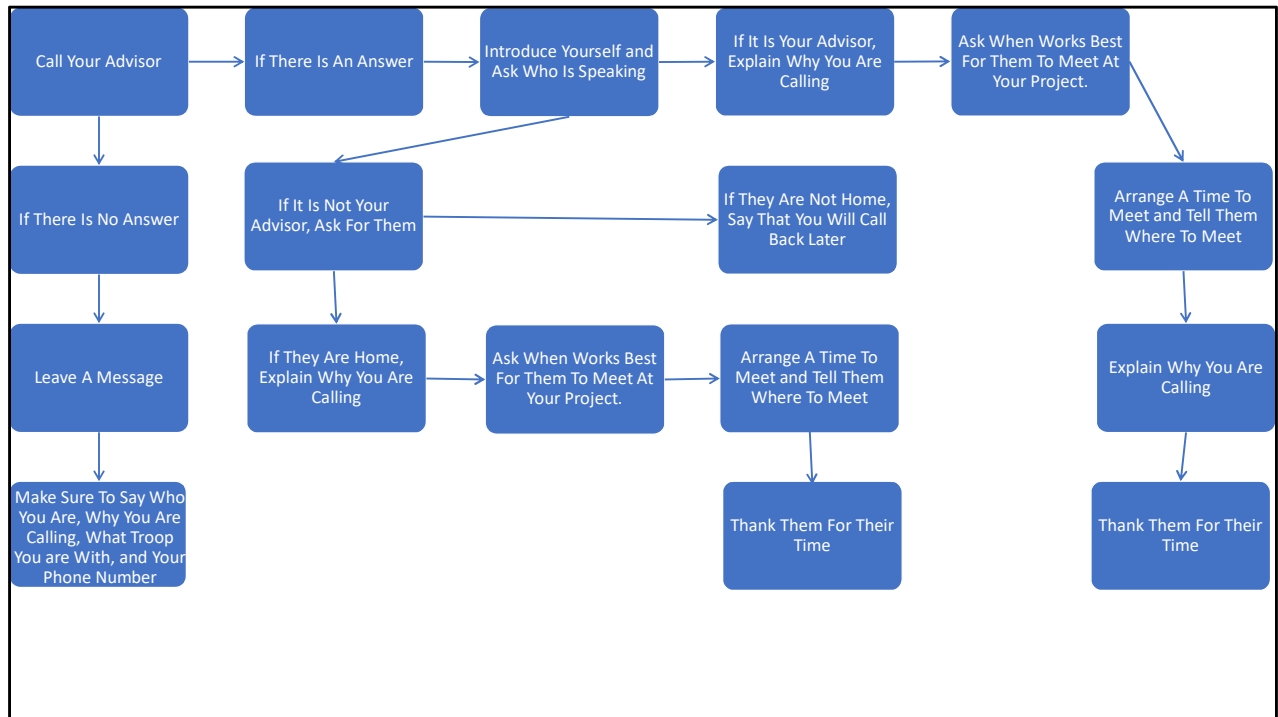
To help get over being scared to make the call, work out a flowchart.

This helped me to be prepared for the likely outcomes.

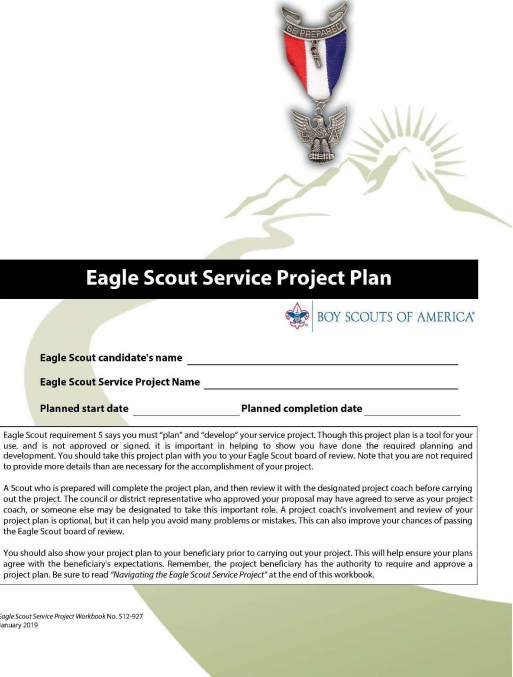If your not good at making calls, practice with your mom or dad first.

Do not go any farther without signatures or your project may be rejected!

You can't do any work on your project until you proposal is complete and signed.

You can look, think, take measurements, and dream all you want, but don't get out a shovel and dig a single hole.

Step 6: Planning

You have all your signatures, now it's time to start your Project Plan.

After getting the proposal signatures, this might be the most important part of the project.
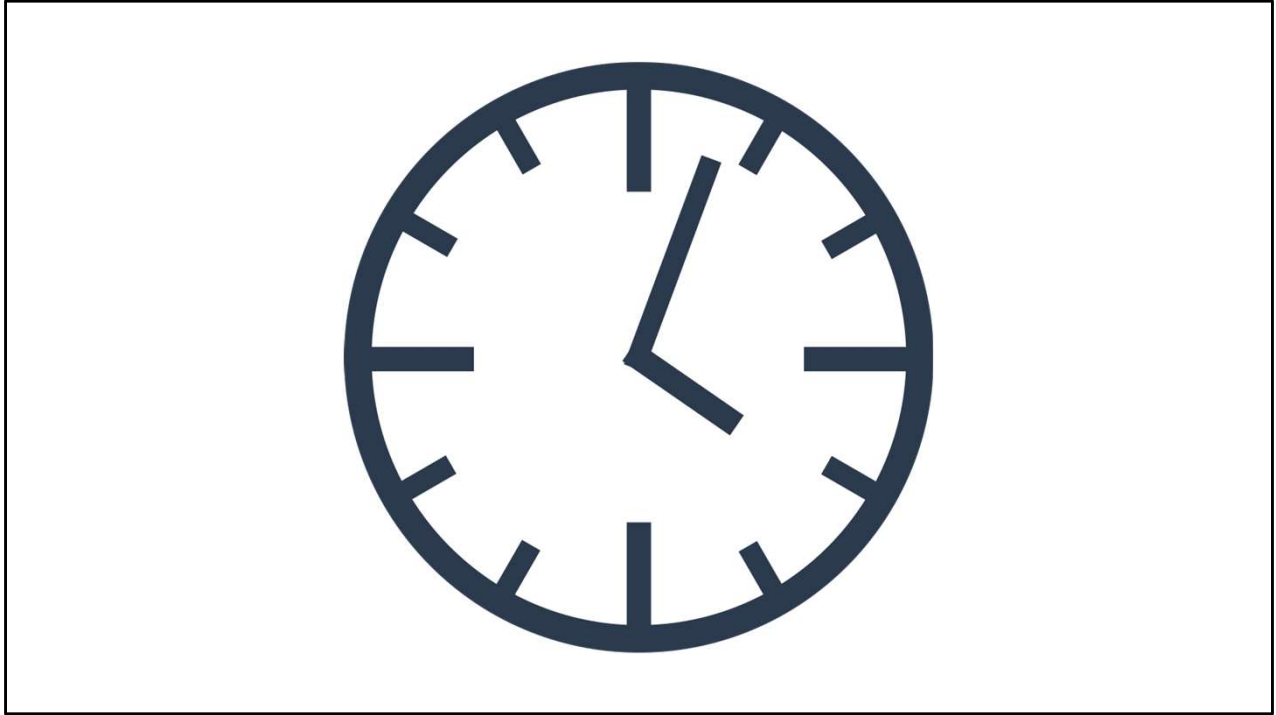
Take the time to do it right.

It will take longer than an hour to do your plan. It can easily take longer to do your plan than your project. This isn't something you'll complete in a night

Make sure to spend enough time planning so your project will succeed.

IF YOU FAIL TO PLAN, YOU ARE PLANNING TO FAIL.
-BENJAMIN FRANKLIN

I'll bet most of you have helped on a project where nothing worked, or it took forever, or there was not enough help, or you just sat around while the leader figured out what to do next.

Have you ever been to one where it all just seemed to work?

Know what the difference was?
　　　　　Planning.

Use The Workbook To Put Your Plan Together

Eagle Scout Service Project Workbook

BOY SCOUTS OF AMERICA

Eagle Scout candidate's full legal name _____

Please give a name to your project _____

Eagle Scout Service Project Workbook No. 512-927
January 2019
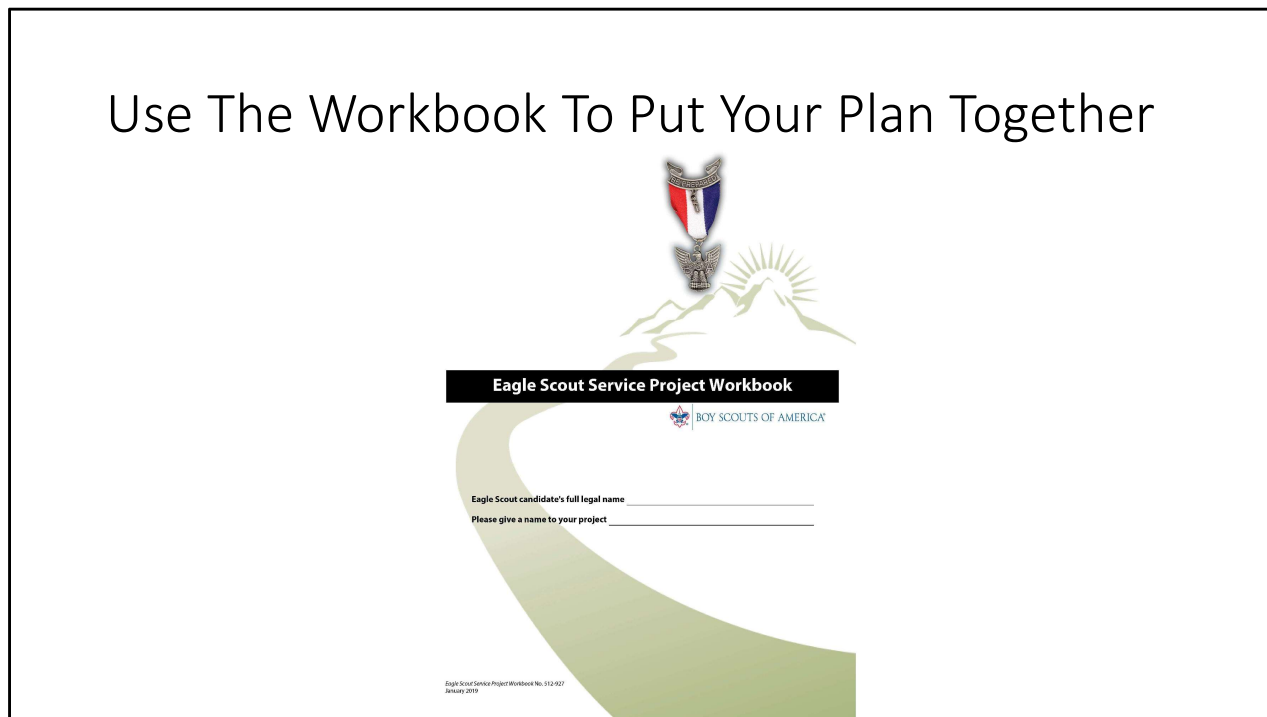
Use the workbook to put your plan together.

This is just plan.

A tool to help you organize your project.

However, if your project is going to be a success, you'll need to do more.
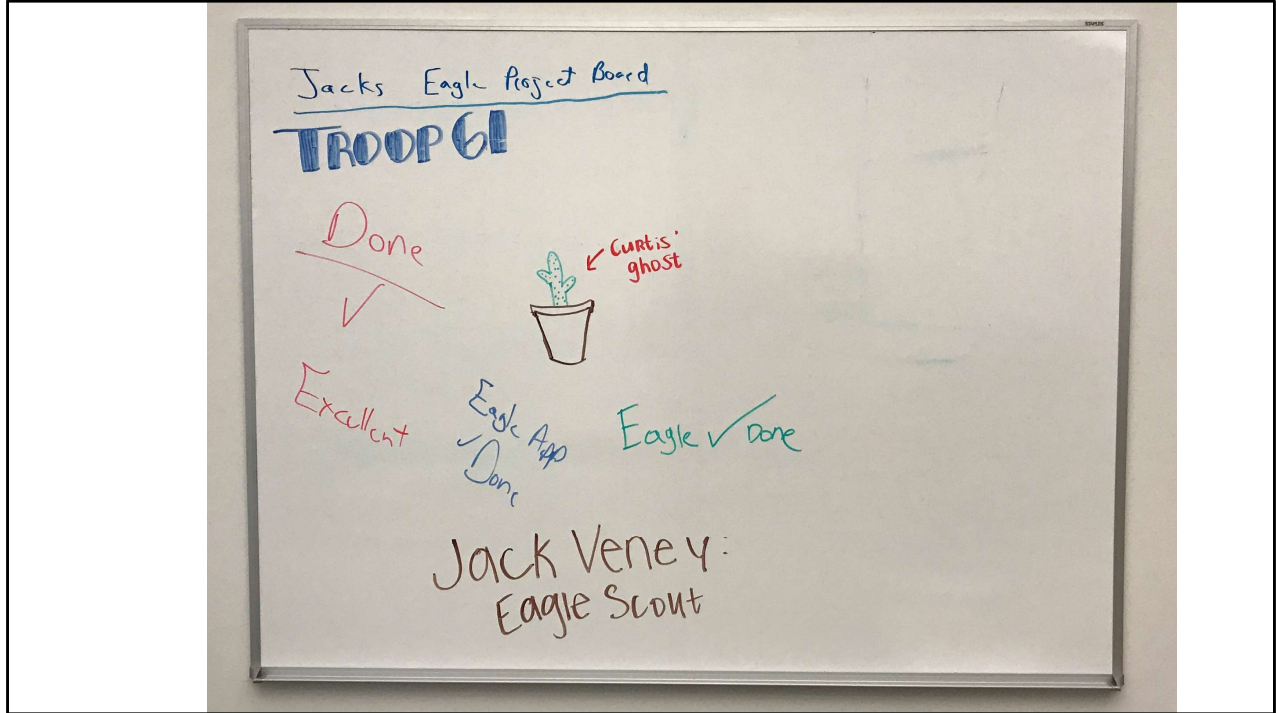
Something that was helpful to me was a whiteboard for my project.

- I could jot down ideas
- Make lists
- Draw as I worked through ideas
- It served as a reminder that I should be planning everything out

- And when you are all done you can have fun with your board
    - As you can see my sister and my father both had fun

Create An Eagle Project Timeline

- December 1, 2019: Started Planning Project, Talk to Beneficiary about your ideas.

- By January 1, 2020: Have Project Proposal filled out.

- By January 10, 2020: Obtain necessary signatures.

- By February 1, 2020: Start filling out your project plan, figure out when you want to do your project, plan meetings with Beneficiary if needed to plan more, figure out if fundraising is needed.

- By March 1, 2020: Have your project plan completely filled out, fundraise if needed, pick tentative date for project (Check it against troop calendar).

- By March 15, 2020: Send out "Save the Date" to people you want to come. (See Next Slide)

- By April 1, 2020: Set exact date for project, start planning for what tools are needed at your project, send information to troop about your project (invite them to come)

- By April 15, 2020: Ask certain people to bring tools or other supplies, figure out what food you will serve at your project

- May 9, 2020: Project Day!

- By May 19, 2020: Send out Thank You notes to people at your project

- By June 1, 2020: Have Project Report filled out

- By June 10, 2020: Obtain signatures for Project Report

- By July 1, 2020: Have all paperwork turned into your troop for Board of Review

While planning I found it very helpful to create a timeline for my project.

It helped keep me on track with my Project and not take until 18 to get to Eagle.

Presented here is an example of a timeline.

2 Months Before Your Project

- Send out Save the Date
- List specific tools you need
- Visit project site and review plan

Save The Date:

Sunday, May 7, 2017

For Jack Veney's Eagle Scout Project at

Westminster Presbyterian Church

Time: TBD (After Church)

I would appreciate your help.

My project includes landscaping and

creating a mulched area for holding vigils.

More Info to Come

The next few slides is the calendar process I took.

2 Months Before
- Sending out a Save the Date email to those people you hope will come
- Listing tools so I could make sure people brought them
- During planning I found it helpful to visit the site regularly

1.5 Months Before Your Project

- Set exact project date
- List various jobs needing done
- Visit project site and review plan

1 ½ Months Before

- I set exact date for project that worked both for my beneficiary and troop

- started planning for what tools are needed at my project (which required a call to Wayne County Habitat for Humanity to arrange to borrow tools)

- Revisit project and figure out what needs more planning

Information To Include In Email To Your Troop

- Where you will meet
    - Specific address should be given
- What day and time you will meet
- Where they should park
- Small summary of what your project includes
- What you would like people to bring
- If you will be serving a meal of some type

- When sending an email to your troop about your project, be sure to tell your troop the following information:
    - Where you will meet
        - Specific address should be given
    - What day and time you will meet
    - Where they should park
    - Small summary of what your project includes
    - What you would like people to bring
    - If you will be serving a meal of some type

Example Email To Troop About Your Eagle Project

We will meet at Westminster Presbyterian Church (where we meet for scouts) at 12:15pm on this coming Sunday, May 7th. Please park in the parking lot around back of the church, located off of College Ave. Lunch will be provided before the project. The project will start around 1:00pm.

We will be planting perennials and trees. We will be removing weeds, leaves, and picking up trash. After planting, we will be mulching a vigil area and the front of the church.

I would like everyone to bring wheelbarrows, shovels, rakes, pitchforks, brooms, small spades/hand shovels/dandelion pullers, and buckets, if you have them. Please also bring work clothes and gloves.

Here is an example of the email I sent to my troop.

(Read slowly in head, take drink of water)

A Project Does Not Have To Be Just Troop Help.

- Beneficiary help
- Teams you are on
- Friends and Family

Eagle Scout Project

It is with sense of pride and joy that Session approved Jack Veney's Eagle Scout project at our April meeting. At the meeting Jack presented plans to transform the garden on the north side of the Church House to a retreat for prayer, reflection, respite, and tranquility. Building around the existing Peace Pole, he designed, with the help of Beau Mastrine, Director of Grounds at the College of Wooster, a garden that will include a mulch area to gather around the Peace Pole for vigils, a bench for reflection, and trees and perennials that will further the College of Wooster Nursery School's designation as a "Wild School Site."

The project will come to fruition on Sunday, May 7 when volunteers from Westminster and Scout Troop 61 will gather after worship to help Jack earn his Eagle Award. We are thankful for the funding of this project which will come from the memorial fund established in the name of Mary Baird. More details will follow in next week's Weekly Mail.

A project does not have to be just troop help.

- Beneficiary help

- Teams you are on

- Friends and Family

We had information sent out about my project in the church weekly and monthly newsletter, as well as put in the church program before my project inviting all the members of church to stay after, have a meal, and help with my project.

1 Month Before Your Project

- Ask certain people to help
- Finalize plan with beneficiary
- Send out reminder emails
- Visit project site and review plan

1 Month Before

- I asked certain people to bring things

    - Example:

        - Mr. Carroll – First Aid Kit

        - Aunt Ann and Greg Barbu – Pictures

        - Mr. Yockey – Come Cook

- I figured out with the church what would we were going to serve

- Resent email to troop about my eagle project

- Revisit project and figure out what needs more planning

1 Week Before
(Time Is Getting Short)

- Send out another reminder email
- Review list of needed items
- Follow up with people
- Visit project site and review plan

1 Week Before

- I send reminder email to my troop that my eagle project will be next weekend.

- Created list of what we needed to purchase for my project
    - Food and other supplies

- Sent reminder emails to people who agreed to bring things

- Revisit project and figure out what needs more planning

Days Before

- Make sure food is purchased
- Remind beneficiary
- Visit project site and review plan

Few Days Before

- Church Purchased the food for me

- As well as us purchasing the snacks

- Again, Revisit project and figure out what needs more planning, you can never do too much planning.

Day Before

Day Before

- Went to my project one last time and imagined it happening and figured out what needs better planning

- Get a good nights sleep

Plan to Succeed

Don't Expect Larger Tools to Show Up! Always specifically ask someone if you want them to bring a tractor or something.

In Wayne County there are a few places that you could borrow tools from.

Step 7: Day of Your Project

The day is finally here! Now what?

- Get there early, plan everything out, get tools ready

    - Be prepared

    - People should not be waiting for you to get there

Sign In / Out Sheet

- Have a sign in / sign out sheet
    - Have someone make sure people sign in /out

Water / First Aid Table

Have a designated water and first aid table.

That way you'll know where to look when you can't find helpers.

Extra Jobs

- Have extra jobs ready for if you end up having a lot of people.

    - Example: wash windows, raking leaves, sweeping, trash pickup

        - But you have to have equipment for these jobs

- Also, We are Troop 61 and are extremely prepared, so we have to have both of our scout trailers to do a project

Encourage Help

- Ask certain people to do certain jobs

- If someone needs work, find them a job

Instruct

- Don't be afraid to nicely instruct adults. It is your project.

Now, don't tell anyone that this picture exists… This adult would not like it at all.

- Have drinks and snacks ready for before, during, and after your project.

- Ask somebody to be in charge of this area.

  - It is a good job for a grandmother.

- Make sure that pictures are being taken

- If the day is going well you will be too busy to take them

- Plan ahead, ask people to come and just take photos.

- I probably have 200 photos from just that day.

- When I looked at them I saw work get done that I had forgotten about.

If done right the day of your project will feel like herding cats.

- People will be asking how to help
- Scouts will be pretending to work
- Adults will be trying to figure out where to park

Don't worry, if you planned right you will be ok
- The tool you need will be there
- Pictures will be taken
- Food will be there
- Extra work will get done
- The project will be a success

- But, only because you were proactive, made a plan and followed through.
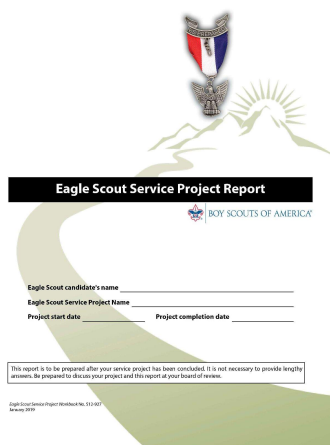
Remember when you are finished to take a few minutes to enjoy the work – your finished project will never look better.

Within a few days after the project don't forget to write thank you notes
- People always appreciate receiving a handwritten thank you note

Step 8: After The Project

Step 8: After The Project

Now it's time to start on the report.

Fill in all the sections, type your time log and total it, organize pictures, and account for money spent.

Step 9: You're Still Not Done!

- You
- Beneficiary
- Unit Leader
- Troop Committee Chairman
- Project Advisors

Oh no! You have to call your advisors again!

Get signatures from unit leader, troop committee chair, beneficiary, and BOTH of your project advisors

The next few slides have some helpful tips.

- Always have extra jobs ready in case you have a ton of people show up that you weren't planning on.

    - As well as the equipment to do those jobs

    - Like I said before this could be trash pickup, leaf raking, window cleaning, but those all take equipment to do.

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- Don't delay in planning and follow your timeline
  - I waited a long time to tell the college that I wanted a College of Wooster bench and it was not installed until July after my project.

Food = Helpers
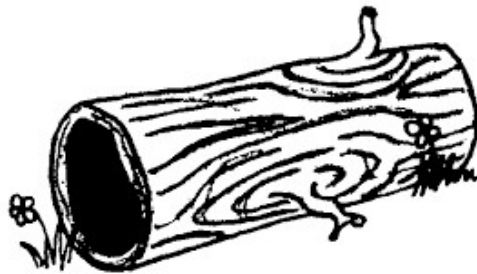

- People are always happier if you serve food at your project
    - Don't give them a reason to leave – they'll never come back

- Have a checklist for the day of your project you might forget to do something important.

- Its easier to keep track if you check things off.

- Plus, people naturally think you are in charge if you have a clipboard.

- Isn't that why scoutmasters have them?

Log

- Always log anytime that you spend working on your planning, it adds up in a hurry

    - Log time spent on meetings, phone calls and paperwork

    - Keep track of all the people you meet with and who helped at your project

    - All that time counts

    - Think about it- 3 people help for 1 hour – that's 3 hours of project time

Type Everything

- Type Everything
    - It makes it easier for everyone to read.
    - It shows you are prepared.
    - It's easier to make changes and fix mistakes

Communicate

- Communicate with Advisors, Beneficiary, and Troop

    - They need to know what is going on.

- If you don't feel comfortable calling someone, try calling from somewhere else like your parents office.
    - Sometimes a change of location can help
    - If it were an office you can be in the business mindset and you can be free from distractions
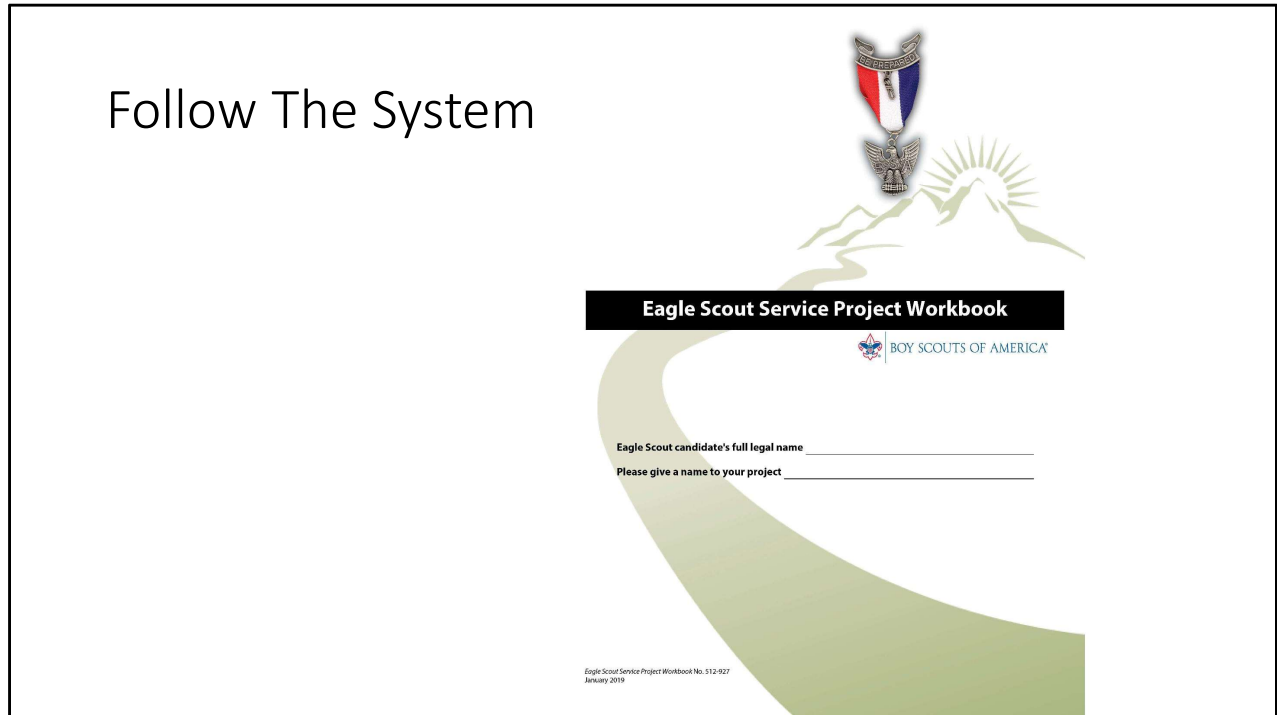
Eagle Project Paperwork Tips

Eagle Project Paperwork Tips

- Remember that binder?

- Make sure to fill out the paperwork to your best ability

- Projects could be rejected and you could be sent back to rewrite your project paperwork if you don't give it your all

Follow The System

Eagle Scout Service Project Workbook

BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name _____
Please give a name to your project _____

Eagle Scout Service Project Workbook No. 512-927
January 2019

- Always follow the system:
  - Come up with project idea
  - Talk to your organization you would like to do it with
  - Fill out your proposal paperwork
    - Get it signed by unit leader, troop committee chair, beneficiary, and BOTH of your project advisors
  - Fill out the project plan
  - Fundraise if needed
  - Conduct your project
  - Fill out the Project Report paperwork
    - Get it signed by unit leader, troop committee chair, beneficiary, and BOTH of your project advisors

Ask for help!
- 13, 15, 17 year olds are not project planners. Most of us have never planned anything more complex than dinner.
    - Other Eagle Scouts, Parents, Advisors, Scoutmaster, and Other Leaders can help you answer any questions you have.

Leadership

- The eagle project is a leadership project,
- You must show you know how to give leadership. That includes asking for help. Nobody expects you to do it alone.
- Talking about your project with other people will help you think it through and have a better project.

So, You Finished Your Project, But You're Still Not Done!

So, You Finished Your Project, But You're Still Not Done!

You still have to fill out your eagle application and get it signed and turned into you troop for a Board of Review

The project is only requirement 5.

Conclusion

Conclusion

(Pause for A Minute)

- Read everything
- Make a binder
- Don't lose anything
- Plan, Plan, Plan
- Make sure everything is signed
- Don't be afraid to throw it out and start over
- Communicate
- Did I Mention "Plan, Plan, Plan?"
- Ask people to do specific jobs and bring specific things
- Follow your timeline
- Ask for help
- Remember to take photos and have someone take photos
- Food gets people to projects

Questions?

Jack Veney, Troop 61

jackveney03@gmail.com

Questions?