

Eagle Scout Service Project Process – Prairie Lakes District Frequently Asked Questions

Q. When should an Eagle Candidate contact the District Eagle Advancement Coordinator about a project idea?

A. Scouts should call the Eagle Advancement Coordinator to get verbal approval of a project concept after they have talked the idea through with their Scoutmaster or Troop Eagle Coach. This helps make sure the concept is a solid Eagle Project idea before lots of time is put into planning.

Scouts should also call the Eagle Advancement Coordinator when they are ready to schedule a formal project review for signature.

Q. Who should contact the District Eagle Advancement Coordinator?

A. It is the scout's project. The scout should be the person making the phone calls and meeting with the Eagle Advancement Coordinator or representative. It's understandable that parents will have questions about the process. Since it is the scout's project, he should be the one asking the questions and arranging the meetings. Parents are welcome to sit in on the meetings as observers.

Q. What must be covered in the Project Details section of the Workbook?

A. There are seven main sections that must be covered in the Project Details:

1. Present Condition – What does it look like now? Why are you doing the project?
2. Method – narrative description of the project and how it will be executed.
3. Materials to be used – must include estimated cost for all materials to be purchased and/or rented. Also, include how the funds will be acquired.
4. Project Helpers – Who will be recruited to participate in the project? How will they be broken up into the various teams?
5. Time Schedule – This is the meat of the project. It should lay out all of the details of the project from the planning steps to the hour-by-hour plan for the day(s) the work is done.
6. Safety Hazards – What are possible ways that your volunteers could get hurt while working on the project?
7. Safety Measures – Ensuring the safety of your volunteers is a primary leadership responsibility. How will you try to prevent injury? How will you Be Prepared in case someone is injured?

For more detail, refer to the “Eagle Scout Process Packet”.

Q. How do I know when my project is ready for a Review by the District?

A. When you have thoroughly planned the project details; completed the planning section of the project workbook; and have the signatures of the project sponsor (representative of the organization you are working with on the project), your Scoutmaster or Troop Eagle

Coach, and your Troop Committee Chair or Member of the Committee, your project is ready for a formal review.

Q. What is the expected time frame for getting formal approval on a project?

A. Once the project is verbally approved by the Eagle Advancement Coordinator, it can take as much as two months or more to get formal signature. The amount of time depends on how well the scout has planned his project and how much detail is given. Typical timeframe is two months if a scout has to come to the district a second time.

Q. When are District Project Reviews conducted?

A. Volunteers are available from the District for Project Reviews on the second Tuesday of the month from 6:00 until 7:00 PM (prior to the District Roundtable meeting). During the months of May through August, it is very important to call ahead to schedule an appointment as there are no regular Roundtable meetings during these months. Other review times may be scheduled on a case by case basis.

Q. Is it possible to get approval via email?

A. Typically the answer is No. All contacts should be via phone and/or in person so that Youth Protection standards can be maintained. However, if the initial project review is close to being approved and just needs a couple detail updates, the reviewer may agree to exchange emails to expedite the process. If email is used, a parent or scout leader should be copied.

Q. Once a project is approved, is there any reason the Eagle Advancement Coordinator needs to be contacted about the project?

A. Yes, if there are major changes in the way a project is to be funded or in the project scope, the scout must contact the Eagle Advancement Coordinator to get approval on the changes. For example, a funding change might include adding a pancake breakfast if initial donations fall short. A scope change might be when the expected number of trees to be planted falls from 50 to 15.

Not contacting the Eagle Advancement Coordinator to discuss a change request could result in the project being rejected by the Board of Review.

Q. Are there any funding issues to keep in mind on a project?

A. Yes, parents and immediate family must not contribute funding for the major part of the project. It is understood that parents will provide lunch for the project volunteers. However, they absolutely cannot provide funding for the main part of the project. This will result in the project not being approved and/or being rejected by the Board of Review.