



## LIFE TO EAGLE TRAINING SERIES

HEART OF VIRGINIA COUNCIL      CARDINAL DISTRICT



## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

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EAGLE SCOUT LEADERSHIP SERVICE PROJECT

### OBJECTIVES

- Provide Eagle candidates with the expectations of a Cardinal District Eagle Board of Review (EBOR) for an Eagle Scout Leadership Service Project (ESLSP).
- Help candidates prepare documents for ESLSPs.
- Provide Unit Leadership with the expectations for review and approval of ESLSPs.
- Provide guidance to the EBOR for the review and approval of ESLSPs.

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### NOTES ON THIS TRAINING

- This training goes into the smallest details of completing the ESLSP. Many Scouts will not need this level of detail when completing the workbook.
- If the examples are followed, the ESLSP Workbook will be correct and accurate.

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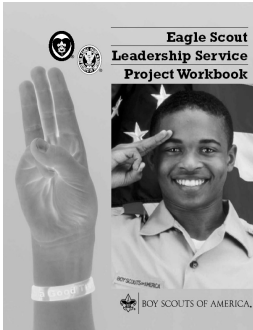
EAGLE SCOUT LEADERSHIP SERVICE PROJECT

### NOTES ON THIS TRAINING

- Additional pages may be added to the workbook as required. Notes should be included on the affected pages directing the reader to the additional pages (i.e., "See Attached Page 5a")
- A companion document "ESLSP Approval Checklist" is available as a summary of this training material.

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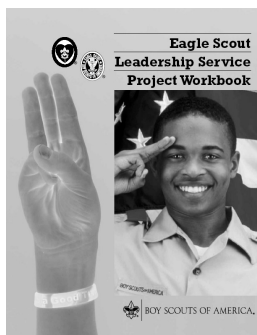
The Eagle Candidate should start by obtaining a copy of the Eagle Scout Leadership Service Project Workbook. This can be downloaded at:

[www.scouting.org/filestore/pdf/512-927.pdf](http://www.scouting.org/filestore/pdf/512-927.pdf)

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

This workbook is to be used by the Eagle candidate to plan, document the required approvals, carry out and then report on the completion of his ESLSP.

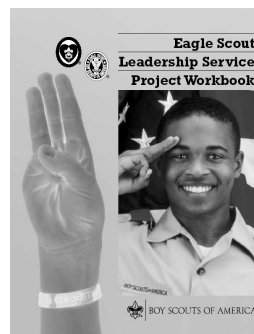


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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

The Eagle candidate should remember that the final copy of the workbook will be read by others and should be a good reflection of the candidate. The workbook must be neat and legible.



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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## WHAT NEXT?

## GET TO KNOW WHAT TO DO

- Read, review and understand the requirements in the Eagle Scout Leadership Project Workbook.
- Review and understand the requirements in the Boy Scout Handbook for the ESLSPs.
- Research official BSA on-line resources such as the National Eagle Scout Association (nesa.org).

Remember, even though the ESLSP is the responsibility of the Eagle Candidate, he is not expected to know everything. He is encouraged and expected to ask for guidance and assistance.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## KEY PROJECT REQUIREMENTS

- An Eagle candidate, while a **Life Scout** and before his **18th birthday**, must plan develop, and give leadership to others in a service project benefiting a religious institution, school, or community.
- The project must conform to the wishes and regulations of those for whom the project is undertaken.
- Original and creative project ideas are encouraged.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## The ESLSP provides:

- The opportunity for the Eagle candidate to demonstrate the leadership skills he has learned in Scouting.
- The Eagle Candidate must do the project outside the sphere of Scouting.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## As a demonstration of leadership, the Eagle candidate must:

- **PLAN** the work,
- **ORGANIZE** the personnel needed, and
- **DIRECT** the project to satisfactory completion.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

**ESLSPs are about service to others.  
Limitations include:**

- Routine labor (a job or service normally rendered) should not be considered.
- ESLSPs involving BSA properties or activities are not acceptable.
- ESLSPs must not be performed for a business, or an individual.
- ESLSPs may not be of a commercial nature.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

**Guidelines Include:**

- ESLSPs may not be a fund-raiser. Fund-raising is permitted for securing materials or supplies needed to carry out the ESLSP.
- All funds raised for an ESLSP are to be used for the completion of the ESLSP.
- Two Eagle Scout candidates may not receive credit for working on the same ESLSP.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

**Important Note**

The ESLSP plan **must** be reviewed and approved by the beneficiary of the ESLSP, your unit leader, the unit committee, and the council or district advancement committee before physical work on the ESLSP is started.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

**ESLSP Planning**

The successful Eagle Candidate will put considerable effort into planning his ESLSP before he gets the four required approval signatures. This one phase of the ESLSP will set the tone for the remainder of the project.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

**FILLING IN THE FORMS IN  
THE ESLSP WOOKBOOK**

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

Eagle Scout  
Leadership Service  
Project Workbook

1

John Doe Scout  
Scout rank  
1234 Main Street Ashland, VA 23005  
Address  
804-555-5555 (715) 1995 Date of birth  
Telephone No.  
johndoescout@gmail.com  
Email (optional)

Troop 701  
Unit No.  
Cardinal  
Council  
Heart of Virginia  
District

2

Mr. David McCallister  
Unit leader name  
5572 Main Street Ashland, VA 23005  
Address  
804-555-5554  
Telephone No.

3

Mr. Charles Daniels  
Unit advancement committee name  
789 N. Maple Street Ashland, VA 23005  
Address  
804-555-5553  
Telephone No.

On page 1 of the workbook, the Eagle candidate should fill in all the information requested for himself, his <sup>1</sup> Scoutmaster, and <sup>2</sup> his Unit's Advancement Chairman. <sup>3</sup>

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

Pages 2, 3, and 4 give general information on the requirements for the ESLSP. Most of this information was included in previous sections of this training.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

**The following must be documented on workbook pages 5 through 9 :**

- What is the ESLSP that is planned?
- Who will benefit from the ESLSP?
- How will they benefit?
- Who from the benefitted group will be contacted for guidance in planning?
- What are the ESLSP planning details?

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 5 - ESLSP DESCRIPTION

## PROJECT DESCRIPTION

Project name \_\_\_\_\_

Describe the project you plan to do.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## What is the ESLSP that is planned?

## Page 5 - PROJECT DESCRIPTION

- *Project name:* This should be a short descriptive name for the ESLSP.
- *Describe the project you plan to do:* The Eagle candidate should write a description of the planned ESLSP. The description should include enough details so that the reader will have a complete picture of the proposed ESLSP.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 6 - PROJECT BENEFITS

What group will benefit from the project?

Ashland, Virginia community 804-555-5555  
 Nature Trail Park is used by the Ashland Community for recreational activities including nature walks, bird watching and other activities. Nature Trail crosses Nature Trail Creek every twice in the creek bed as stepping stones. Foot traffic crossing the creek has caused erosion of the creek bank. In addition, in periods of high water, crossing the creek can be hazardous and the second half of the Nature Trail is not easily accessible.

The Nature Trail foot bridge will help to stop erosion of the Nature Trail Creek bank and will allow for access to the entire Nature Trail in periods of high water.

This message was discussed with my task leader on 04/15/2009

The project manager was discussed with the following representative of the group that will benefit from the project:

Paul Park Manager	04/20/2009
Nature Trail Park Manager	804-555-5555
Representative	Address:

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 6 – PROJECT BENEFITS

- *What group will benefit from the project?*  
The name, address, and telephone number of the group that benefits directly from this ESLSP is to be listed.
- *My project will benefit this group because:*  
This is a discussion of why the ESLSP will benefit this group.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 6 – PROJECT BENEFITS

- *This concept was discussed with my unit leader on \_\_\_\_\_*
- *The project was discussed with the following representative of the group that will benefit from this project.*

Information about when and with who the concept of the ESLSP was discussed is to be listed. Contact information for the benefited group representative is to be included. This is not when the Unit project was approved.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

## PROJECT DETAILS

Plan your work by describing the present condition, the method, materials to be used, project helpers, a time schedule for carrying out the project, the estimated cost of the project, and how the needed funds will be obtained. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project.

If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

Project Details is the most important section in the ESLSP Workbook. This is where the Eagle candidate is to describe how this project will demonstrate **his** leadership ability to PLAN, ORGANIZE and DIRECT an ESLSP to successful completion. This section should contain the details listed on the following pages.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

## Present condition

- Describe what is at the project site before the project starts.
- A drawing or sketch of the area with dimensions could be useful to understand the project scope.
- "Before" photographs (page 9(11)) could help the reader visualize the site.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

## Method:

- Describe the steps needed to accomplish the project.
- Include plans and drawings, required permits and a list of required tools.
- Describe how will leadership be shown.
- List opportunities for other Scouts to earn advancement.
- Steps of the project should be documented so that someone of equal ability could follow.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

## Materials

- Detailed list of materials. Page 11(13) Material List may be used but it should be identified as "Planned Materials".
- A detailed list of required tools
- A discussion of how the material and tools are to be acquired should be included.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

## Project helpers

- How will youth and adult helpers be used to carry out the project?
- What is the estimate of how long these helpers will be needed?
- Helpers should do more than 50% of the actual work (not including planning)

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

## Project helpers

- How will your helpers get to the project site?
- If everyone is meeting at the site, do you have specific directions for getting there?
- If you are meeting and traveling to the site as a group, you need to get a Local Tour Permit.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

## Time schedule for carrying out the project

- When will the steps identified under methods be done (i.e. Day 1, Day 2)
- A specific time and date for the project is not required at this point.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

- Estimate cost of the project – Using the material list, estimate the cost of the materials needed for the project. Include additional costs such as tool rental and snacks and drinks.
- Describe how the needed funds will be obtained. Fund raisers, donations, etc.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

- If funds are to be raised for an ESLSP, complete an ESLSP Money Earning Application. Money earning activities may not start until the Application is approved. The application is to be part of the workbook. The ESLSP Money Earning Application may be submitted to the District Advancement Committee before project approval.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

- An ESLSP Money Earning Application is required for an ESLSP because the scout's request for funds reflects upon the unit, the charter organization, the Heart of Virginia Council and the Boy Scouts of America.
- See ESLSP FAQ for more details.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 7 and 8 - PROJECT DETAILS

## Safety Hazards

- Describe any safety hazards or conditions
- Explain how the safety of those carrying out the project will be ensured.
- If the project requires digging, you need to call Miss Utility to locate underground utilities.
- Describe safety precautions for use of required tools.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 9 – APPROVAL SIGNATURES

Approval Signatures for Project Plan  
Project plans were reviewed and approved by:

Religious institution, school, or community representative	Date	Scoutmaster/Coach/Advisor	Date
Unit committee member	Date	Council or district advancement committee member	Date

**IMPORTANT NOTE:** You may proceed with your leadership service project only when you have

- ☐ Completed all the above mentioned planning details
- ☐ Shared the project plans with the appropriate persons
- ☐ Obtained approval from the appropriate persons

Contact the District Advancement Committee at: [advancement@cardinaldistrict.net](mailto:advancement@cardinaldistrict.net) to request a District Advancement Committee Representative to review your Eagle Scout Leadership Project.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 9 – APPROVAL SIGNATURES

**The project plan must be review and approved by:**

- Representative of benefited group
- Registered Unit Leader
- Unit Committee Member  
The Unit Committee should determine who has the required training and experience to be authorized to approve an ESLSP as an "Unit Committee Member".
- District Advancement Committee Representative

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

Remember, the project **must** be approved before the Eagle candidate can proceed past the planning stage of the project. Make sure all signatures have been secured in the workbook.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 10 – CARRYING OUT THE PROJECT

## CARRYING OUT THE PROJECT

Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List who besides yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project. If appropriate, list the type and cost of any materials required to complete the project. If your original project plan changes at any time, be sure to document what the change was and the reason for the change.

The Eagle candidate may prepare a narrative description of the project progress. This should show how this project has allowed the candidate to demonstrate his leadership ability. This is the time for the candidate blow his own horn.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 10 – CARRYING OUT THE PROJECT

## Hours I Spent Working on the Project

The length of time spent should be as adequate as is necessary for you to demonstrate your leadership of two or more individuals in planning and carrying out your project.

Hours I spent: Planning the project \_\_\_\_\_ Carrying out the project \_\_\_\_\_

Total hours I spent working on the project: \_\_\_\_\_

## Hours Spent by Scouts, Venturers, or Other Individuals Working on the Project

Name	Date	No. of Hours

The time spent on the project by the Eagle candidate and all project helpers is to be documented. List each helper by name, date of service and hours served.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 10 – CARRYING OUT THE PROJECT

Total number of hours others worked on the project: \_\_\_\_\_

For a grand total, add the total number of hours you spent on the project to the total number of hours others worked on the project: \_\_\_\_\_

The total time spent on the project by the Eagle candidate and project helpers is to be documented. The grand total number is also used on the Eagle Scout Rank Application.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 11 – MATERIAL REQUIRED

## Materials Required to Complete the Project

Type of Material

Cost of Material

This is a final list of the materials and the associated costs for the project. All costs associated with the project should be included. Include postage, rental for equipment and tools, "Thank You" materials for donors, food and drinks provided for the project work team, mileage for trips associated with the project and any other costs associated with the project.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 11– DONATIONS RECEIVED

## Donations Received

Name

Amount

List all donations that were received for the Project. This should include:

- **Money** – Individuals and companies that donated should be listed along with amounts. Money raised through fund-raisers should be identified by the event (i.e.- car wash on 9/23/07)
- **Materials** - List material donated, who donated the material and value.
- **Discounts** – List the value of discounts (i.e. – Acme hardware gave a 10% discount, value \$54.30)

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page 12– CHANGES

## Changes

List any changes made to the original project plan and explain why those changes were made.

List **all** changes that were made from the original Project Details section. The Eagle candidate may make changes to his project that does not materially or substantially change the project or the way the project demonstrates his leadership.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## Page C3 – "AFTER PHOTOGRAPHS"

## "AFTER" PHOTOGRAPHS

- Include photographs of the completed project.
- Letters from the group benefitting from the project may be included.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## AFTER COMPLETION

The Eagle Scout board of review must approve the manner in which the project was carried out. The following must be answered by the candidate:

1. In what ways did you demonstrate leadership of others?
2. Give examples of how you directed the project rather than doing the work yourself.
3. In what way did the religious institution, school, or community group benefit from the project?
4. Did the project follow the plan? If changes to the plan were made, explain why the changes were necessary.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## APPROVALS for COMPLETED PROJECT

## Approvals for Completed Project

Start date of project \_\_\_\_\_  
 Completion date of project, including paperwork and final signature \_\_\_\_\_  
 The project was started and has been completed since I received the Life Scout rank, and is respectfully submitted for consideration.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

This project was planned, developed, and carried out by the candidate.

Signature of Scoutmaster/Coach/Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of the representative of religious institution, school, or community \_\_\_\_\_ Date \_\_\_\_\_

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## APPROVALS for COMPLETED PROJECT

The following information is to be entered:

- The date when actual work on the project is started
- The date when the Eagle Candidate has completed all aspects of his ESLSP.
- Signature of the Eagle Candidate (Applicant)
- Signature and date of Unit Leader approval
- Signature date of beneficiary group approval

These dates must be before the candidate's 18<sup>th</sup> birthday.

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

## COMPLETED PROJECT CHECKLIST

- Are all required signatures included?
- Are the Project Workbook Pages numbered?
- Are all documents neat and legibly written?
- Is the original workbook included with the Eagle Application?
- Has the Eagle Candidate made a copy of the entire package for himself?

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## EAGLE SCOUT LEADERSHIP SERVICE PROJECT

This training has been prepared by the Heart of Virginia Council, Cardinal District Advancement Committee. It was developed from BSA Publication 512-927, "Eagle Scout Leadership Service Project Workbook" and BSA Publication 33088, "Advancement Committee Policy and Procedures". Where conflicts exist between this training and these BSA Publications, the BSA Publications are to be used.

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