

**EAGLE SCOUT SERVICE PROJECT (ESSP)**  
**CASCADIA DISTRICT REPRESENTATIVES WHO CAN ADVISE, REVIEW AND SIGN;**

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**DO NOT TAKE YOUR EAGLE SCOUT SERVICE PROJECT WORKBOOK TO THE COUNCIL OFFICE!**

ESSP workbook version 2021: [https://filestore.scouting.org/filestore/pdf/512-927\\_fillable.pdf](https://filestore.scouting.org/filestore/pdf/512-927_fillable.pdf)

**Initial Planning and Project Proposal**

Treat your Eagle project like an important school project!

If you have any questions or doubts about your project or whether it will be approved as you envisioned it, discuss it with the Cascadia District Eagle Project Coordinator or Advancement Chair **BEFORE YOU START OR GET TOO FAR ALONG.**

**Time Log & Notebook**

As you talk to people in the community about project ideas, keep notes of the following;

- Who you spoke with
- Dates of meetings
- Amount of time

Keep notes of all discussions with your Eagle Mentor/Advisor. All of this counts toward the total number of hours for your ESSP. Keep details of **ALL** work you do to develop your project. *Remember your Eagle Scout Application asks for "Grand Total of Hours".*

**THE FOLLOWING ELEMENTS ARE REQUIRED TO OBTAIN DISTRICT APPROVAL OF THE PROJECT:**

- Print out entire ESSP workbook and read and sign "Proposal Page E".
- Type or write legibly preferably using pen. No blank boxes, use N/A if applicable.
- Bring everything that pertains to **YOUR** project including before pictures, drawings etc.
- Daily log of time spent to date.
- Completion of "Contact Information" (Proposal Page B) with at least names, phone numbers and email addresses.
- Project Proposal section (Proposal Pages C-E) fully completed including Unit Leader, Unit Committee Member and Beneficiary signatures (Proposal Page E).

## **DON'T FORGET...**

- Complete Fundraising Application form (pg. A). Even if you don't need it, it's better to have it signed just in case.
- Give the last two pages of the workbook (**Navigating the Eagle Scout Service Project**) to your Beneficiary while discussing the project.
- **DO NOT BEGIN YOUR EAGLE SCOUT SERVICE PROJECT BEFORE THE PROPOSAL & FUNDRAISING FORM (if applicable) HAS ALL SIGNATURES!!!**

## **Leadership**

Since leadership is the main requirement of your project, include a summary of leadership skills you have been learning throughout your Scouting career and how they might relate to your project. Keep this in mind when preparing the final report of your project.

### **Communications**

The interaction between you and the organization you are working with is critical – use all your best communication skills and sources! How will you recruit and communicate necessary information to volunteers? What minimum information must your announcements contain?

### **Knowledge & Understanding of Resources**

How many Scouts and friends will you need? How many adults and for what purposes? What equipment will be needed and how will it be obtained and distributed? How will you get the funds needed?

### **Planning**

Be Prepared. A good leader plans a task that can be accomplished and does so carefully, thoroughly and in advance.

### **Control of the Group**

You should specify division of labor or work schedule for each aspect of the project. What if too few volunteers show up? What if too many show up?

### **Delegation**

Show leadership by directing others during the project, not doing most of the work yourself.

### **Effective Teaching**

There will always be a need for instruction of volunteers. When and where will this training occur, who will do it and what specific steps will be followed?

### **Problem Solving**

Anticipate problems and have a back-up plan. Pay attention to how you will solve problems, as they inevitably will occur.

### **Understanding the Needs and Characteristics of the Group**

Will they need a lunch break? Water? Will they be working indoors or outside? What sort of weather? What other requirements will they have? Are there any concerns about safety? How will they be addressed?