

### Eagle Project Review Checklist

Eagle Candidate Name:					Unit number:
Project Description:					Reviewer/Date:
Pre-Approval Status: Approved:			Advise/Discuss:	Rejected:	Schedule this review? Yes: No:
X	512-927 pgno	field	Phase	Requirement	Requirement Explanation
	1	1	Plan	Scout full legal name	First, Middle, Last names, and any generational qualifiers
	1	2 - 5	Plan	Scout address/city/zip/phone/dob/email	Email that is checked daily for project review feedback
	1	6, 7, 8	Plan	Scout Unit, District & Council name	Unit #, Crosswinds, & Oconeechee respectively
	1	9 - 11	Plan	Unit leader info (Scout Troop Scoutmaster / Venturing Crew Advisor / Varsity Team Coach)	Unit leader email strongly encouraged
	1	12 - 14	Plan	Unit advancement committee contact and info	Committee contact email strongly encouraged
	2, 3, 4	-	Plan	Pages must be included in workbook - unchanged & intact	Must be submitted
	5	1	Plan	Project Description: Project name	pgs 5-8 should describe a project that gives you an opportunity to demonstrate leadership of others
	5	2	Plan	Project Description: Describe the project you plan to do	answers "What" - one paragraph only
	6	1 - 6	Plan	What group will benefit from the project? (all contact info included)	Is this group appropriate?
	6	7	Plan	My project will be of benefit to the group because:	One paragraph only
	6	8	Plan	This (project) concept was discussed with my unit leader on:	Month-Day-Year discussed with Scoutmaster, Adviser, etc
	6	9 - 12	Plan	The project concept was discussed with the following representative of the group that will benefit from the project: Rep name / Date of meeting / Rep title / Rep contact phone number	If benefiting group is a WCPSS school, representative must be principal or designate of principal
	7, 8		Plan	Plan your work by describing the <b>present condition</b>	One paragraph
	7, 8		Plan	Plan your work by describing the <b>method</b>	Answer the "How"
	7, 8		Plan	Plan your work by describing the <b>materials</b> to be used Use table on page 11 or one of your design to list materials	<i>Materials</i> are "raw materials" AND any tools AND any safety required items, with costs for each, optionally listed on page 11
	7, 8		Plan	Plan your work by describing the <b>project helpers</b>	How many for how long for each time period
	7, 8		Plan	Plan your work by describing a <b>time schedule</b> for carrying out the project	Schedule of time periods with what gets done for each
	7, 8		Plan	Plan your work by describing the <b>estimated cost</b> of the project Use table on page 11 or one of your design, to track cost	There must be a total cost
	7, 8		Plan	Plan your work by describing how the needed <b>funds</b> will be obtained	Primary funding source(s) must be identified and cover 100% of your expected expenses. List any plans to fundraise, solicit discounts, or donations. (List received donations on page 11)
	7, 8		Plan	Describe any <b>safety hazards</b> you might face	One paragraph or list of all probable hazards
	7, 8		Plan	Explain how you will <b>ensure the safety</b> of those carrying out the project	Refer to: <a href="http://crosswinds.cary.nc.us/debor/rules.pdf">http://crosswinds.cary.nc.us/debor/rules.pdf</a> Page 2
	9	1	Plan	If appropriate, include <b>photos</b> of the area before you begin your project	Normally appropriate to include, not required
	9	2	Plan	Approval signatures to begin executing project plan: <b>Religious institution, school or community rep</b>	Same as on page 6 signed and dated, WCPSS, must have signature of school principal or their designee
	9	3	Plan	Approval signatures to begin executing project plan: <b>Scout Troop Scoutmaster / Varsity Team Coach / Venturing Crew Advisor</b>	Signed and dated, this means the Unit Leader agrees the project plan has been fully developed and all requirements are included
	9	4	Plan	Approval signatures to begin executing project plan: <b>Unit committee member</b>	Signed and dated, this means a Unit Committee member agrees the project plan has been fully developed and all requirements are included
	9	5	Approval	<b>District</b> (or Council) advancement committee signature/date	Reserved for District approval signature - leave blank
	10	1	Plan	Enter total hours you alone, spent planning the project. You may optionally insert a time tracking table of your own design	Enter total hours the Eagle candidate alone spent planning this project
	11	table 1	Plan	List the type and cost of materials required to complete the project	<i>Materials</i> are "raw materials" AND any tools AND any safety required items, with a cost for every item listed
	11	table 2	Plan	If applicable, list any donations received	Name of donor and amount received
	12,13,14	-	Plan	Page must be included in workbook - unedited & intact	Must be submitted
	all	-	Plan	Was latest (correct version) workbook used and are all pages present?	Must submit COMPLETE workbook

**Notes:** The most current version of this checklist can be found here: <http://crosswinds.cary.nc.us/debor/EagleProjectSteps.pdf> - Revision 20101110