

Eagle Project Review Checklist

Eagle Candidate:					Unit number:
Reviewer name(s):					Date Reviewed:
Approval Status:		Pre-Approved:	Advise/Discuss:	Rejected:	Schedule this review? Yes: No:
X	512-927 pgno	field	Phase	Requirement	Review guidance
	all	-	Plan	Was latest (correct version) workbook used and are all pages present?	must submit COMPLETE workbook
	1	1	Plan	Scout full legal name	first, middle, last, any generational qualifiers
	1	2 - 5	Plan	Scout address/city/zip/phone/dob/email	email strongly encouraged
	1	6	Plan	Scout unit type	(troop/crew/ship/team) and number
	1	7, 8	Plan	Scout District & Council name	Crosswinds & Occaneechee 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	-	Plan	Page included in workbook - unchanged & intact	must be submitted
	3	-	Plan	Page included in workbook - unchanged & intact	must be submitted
	4	-	Plan	Page 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 present condition	one paragraph
	7, 8		Plan	Plan your work by describing the method	answer the "How"
	7, 8		Plan	Plan your work by describing the materials to be used Use table on page 11 or one of your design to list materials	Materials are "raw materials" AND any tools AND any safety required items
	7, 8		Plan	Plan your work by describing the project helpers	how many for how long for each time period
	7, 8		Plan	Plan your work by describing a time schedule for carrying out the project	schedule of time periods with what gets done for each
	7, 8		Plan	Plan your work by describing the estimated cost 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 funds 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.
	7, 8		Plan	Describe any safety hazards you might face	one paragraph or list of all probable hazards
	7, 8		Plan	Explain how you will ensure the safety of those carrying out the project	Refer to: http://crosswinds.cary.nc.us/debor/rules.pdf Page 3
	9	1	Plan	If appropriate, include photos of the area before you begin your project	normally appropriate to include, not required
	9	2	Plan	Approval signatures to begin executing project plan: Religious institution, school or community rep	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: Scout Troop Scoutmaster / Varsity Team Coach / Venturing Crew Advisor	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: Unit committee member	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	District (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 himself spent planning this project
	11	table 1	Plan	List the type and cost of materials required to complete the project	Materials are "raw materials" AND any tools AND any safety required items
	12	-	Plan	Changes page included in workbook - unedited & intact	must be submitted
	13	-	Plan	Page included in workbook - unchanged & intact (after photo page)	must be submitted
	14	-	Plan	Page included in workbook - unchanged & intact (12 steps page)	must be submitted

Notes: The most current version of this checklist can be found here: <http://crosswinds.cary.nc.us/debor/EagleProjectSteps.pdf> - Revision 20100106.2