

## Troop 423 EAGLE PROJECT STEPS

1. Download the 2013 Eagle Service Project Workbook and read through it.
2. Come up with a project idea and meet with project beneficiary to start the process. Once a solid project has developed, move to step 3.
3. Fill out the **Project Proposal** form (found in the workbook) and meet with Beneficiary and Scoutmaster for signatures. Don't forget to include photos and drawings/plans.
4. Arrange for a committee project review with the current Committee Chair and get his/her signature once approved.
5. Meet with the Wapiti District Eagle Chair, Mr. Tom Helwig. You can find him at the Tigard United Methodist Church on 99W behind Davidson's restaurant. He's there on Tuesdays at 7:00pm. Bring the following things with you: (without them, your project won't get approved)
  - a. **Project Proposal** (signed by appropriate people)
  - b. **Contact Information** sheet (see current Advancement chair for this)
  - c. **Fundraising Application** (signed by appropriate people)
6. Once approved, start fundraising! Remember: any funds raised DO NOT go to the troop since the project is not for the benefit of the troop. Donations (checks) must be made to the beneficiary. Those donations are **only** tax deductible if the beneficiary is a non-profit organization like a church or school. Excess funds go to the beneficiary.
7. During the fundraising period, work on and complete the **Final Plan** (found in the project workbook). This is a more detailed plan than the proposal and while not required, it is *absolutely, positively recommended*. Don't cut corners here! It can be important in showing your Eagle Scout board of review that you have planned and developed your project as required.
8. Solicit help from the troop, friends, schoolmates, family, etc for the day of the actual project.
9. Complete the project.
10. Fill out the **Service Project Report** form (found in workbook)
11. Get Final signature from Beneficiary
12. Get final signature from Scoutmaster
13. Write and deliver thank you notes
14. Put a final Eagle Project notebook together including all materials you used to plan, develop and execute your project. Don't forget lots of photos! You

will turn in this notebook with your Eagle Application when you are done with all of your Eagle Rank Requirements.