

Eagle Scout Leadership Service Project Planning Guide For Life Scouts

**Indian Waters Council
Boy Scouts of America**



Attention Life Scouts - If you are beginning your Eagle Scout Leadership Service Project planning, you **NEED** to read this guide. This guide tells you **HOW TO PLAN** the project and write up the proposal. **READ ON.**

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Introduction:

The hardest part of your Eagle Scout Leadership Service Project is getting started because you are not sure what is expected. Ask yourself "What am I good at?" and "Who really needs my help?" This document has been prepared to provide you guidance in choosing and completing your project. Nothing stated herein overrides the higher authority of the district, council or national, but is a compilation of that information to help you in doing the project. If at any time you do not understand what is expected or do not know what to do, ask a troop leader for help.

The key to the successful Eagle Service Project is **LEADERSHIP** as you expand your service to others outside of Scouting, in the community.

Since you do not have to complete all 21 Eagle merit badges before beginning your project, you should choose a period when you can most afford to put in the time. For example, summer would be a better time than the period just before Christmas. Remember, you must work within your helpers' schedules, not just your own. For the leaders and your own sake, please begin your project and the final write-up, before you are 18 (**only exception is documented disability**). Plan ahead! However, you must plan and execute your project while a Life Scout, so do not start too early.

How to Begin:

Before you start your project, even before you begin planning your project, get a notebook. Record events in your notebook when they happen and keep as accurate a set of notes as possible. When you call or visit someone to discuss your project, write that in your notebook. Make a separate section to record what you buy, what is donated, and any moneys that you receive. In a separate section, record when you do the various parts of your project, who helped, and how much time each of the volunteers spent on the project. Make a section to list tools, supplies, and equipment.

If you keep good records, the report will almost write itself.

When creating and working your Eagle Scout Leadership Service Project it is important to ask yourself the following questions:

- \$ **Who:** Who will benefit from my project?
- \$ **What:** What is my project going to be?
- \$ **When:** When will my project be done?
- \$ **Where:** Where will my project be done?
- \$ **How:** How will my project show my leadership skills?
- \$ **Why:** Why is my project worthy of an Eagle Scout Leadership Service Project?

Choosing a Project:

The Eagle Project must demonstrate leadership of others and provide service to a worthy institution other than the Boy Scouts. Requirement 5 - While a Life Scout, **plan, develop,** and give **leadership** to others in a service project "helpful to any religious institution, school, or your community" which means you need to be discerning while selecting a project. You are looking for a project to do for an organization that is non-profit; meaning they provide services to the community at large for purposes other than making a profit. No projects are allowed for profit-making organizations. You should try to choose a project idea, which is valuable to the community and a challenge to you. It does not have to be an original idea, but **you must do all of the planning for your project and may not use someone else's plans.** You may pick a project that has been done before, but you must accept responsibility for planning, directing and following through to its successful completion. **The project may not be routine labor** (like cutting the grass at the church). It may not benefit the BSA or any Scout property or any business or individual. Fund -raising is only permitted to obtain money to pay for materials you need for your project. **The project may not be a fund-raiser in itself.** Your project may include members of your or other Scout units, or may be done entirely by non-Scouts, if you choose.

What **not** to do.

- Projects that begin prior to achieving Life rank or ending after your Eagle Board of Review
- Work on your project (other than planning) prior to getting **all** approvals
- Projects for the Boy Scouts of America
- Any project that another Scout is using for his Eagle project (only one Scout gets credit)
- Projects involving only routine labor normally done by volunteers. (your project must allow you to demonstrate creativity, planning, and leadership of others)
- A potential project plan furnished by someone else without your involvement. (You should be involved in the planning process.)
- Projects with minimal leadership such as blood drives, cutting grass, picking up trash and cleaning grounds, repainting playground equipment, or services normally done by volunteers.
- A fund-raiser as a project.

What **to** do.

- Consult with local Scouting leadership, starting with your unit, while selecting a project
- Choose a project you will be proud of for the rest of your life
- Do a project that really stretches you
- Start documenting from day one. Keep a log of the hours you put into your search for a project. Keep a log of notes regarding your search, including names of people you work with.

While it is nice to do projects for your Chartered Organization, it is not at all required.

Project ideas can be found in many places: in the newspaper, at your church, at your school, or from community organizations. Let the word out that you are looking for project ideas and see what input you get. As you look around for ideas, write down several, which interest you. You should not spend much time actually planning a project until you have talked the idea over with your Scoutmaster or other leader to insure that it is a valid idea.

While not required, it is a good idea to get a troop leader (other than your Scoutmaster) to serve as your project advisor. This leader can help you choose a project; help you determine what needs to be done in planning it, and help you get the write-up ready to go to the district for approval. Always take detailed notes when talking to your advisor - you cannot remember things nearly as well as you can read them from your notes later. Your advisor may not want to tell you the same thing again and again.

You may choose to build something, do service for someone, present a program to a group, or correct a problem area for the benefit of an authorized organization. There are many Internet web sites devoted to Eagle Project ideas. Use an Internet search engine like Yahoo, Excite, or Metacrawler to search for "Eagle Scout Project."

Your project should require you to apply your knowledge and skills to get personally involved. The significance of your service should be clear to your helpers and the public. The results should be clear as well.

Your project should have a definite beginning and ending and specific steps between. An ill-defined project would seem meaningless and would not give the satisfaction of a completed service.

Initial Planning & Project Write-up:

After you have talked over possible project ideas with your troop leaders and chosen the right one for you, it is now time to begin the detail planning and initial write-up, which will be submitted to the district or council for approval. Remember that you cannot begin actual work on the project until the district or council approves it, but there is a lot of planning to be done before you get that far.

Get a current copy of the Life to Eagle Packet, which includes the Eagle Scout Leadership Service Project Workbook (BSA 18-927A) from the council office or from one of the troop leaders to use in preparing your plan. This is the official booklet, which must be submitted to the district for approval. Read everything in it before beginning to write up your plan. Your project plan may be typed on a typewriter or computer, or may be hand written, but it must be very neat. You may also use an electronic version. A Microsoft Word 97 version is available. While this is not an English paper, you should use your best grammar. **The plan should tell someone else everything they would need to know to carry out your project without you present.** You should include the following information as shown in the workbook. Hint: Make an outline with the following headings, then work your way through

each area and discuss each topic as it relates to your project. Leave out the headings, which do not apply, to your project.

A. - Project Description:

Briefly (approximately one to two paragraphs) describe the project. This should not include any details, those will come later. Address this section as though you were telling a friend what you were going to do. Think of this as an executive summary of the overall project. All of the details will be covered later.

B. - Who Will Benefit:

First, like any other Eagle Project, you need to do some resource and personal research. Name the group or organization that will benefit from your project and how your project will benefit them. Remember that the project cannot benefit the Boy Scouts (except in the most indirect way). Do not describe the project again; just focus on the benefit of the project. You should also work with an official of the institution in planning the project. See the section below for some hints on working with an agency.

Hint - Coordination with Agency:

Discuss your coordination with the agency, which is benefiting from your project. Be sure to include the name, position within the agency (e.g. Personnel Director, Community Relations Coordinator, etc.), and phone number of your points of contact. Use proper titles (e.g. Mr., Mrs., Dr., Chief, etc.) When referring to adults. Discuss your coordination meetings with the agency to include dates you have met or talked on the phone, who was present, and exactly what they agreed to provide to you and what you agreed to do for them. You should also obtain a letter from the agency authorizing you to conduct your project. Do not get into a position of saying, "I talked to some lady a few weeks ago." Whenever you call the agency again, be able to ask for your contact by name.

Finances are of particular interest. Be sure both you and the agency understand all financial obligations, and preferably state in writing. Are they going to "fund your project" or "pay up to \$100 toward your expenses"? No one should try to cheat you, but a misunderstanding can create hard feelings or cost you more than you had planned.

Another area where you should ensure complete understanding is in the materials to be provided. When an agency says they will provide building materials, make sure you both understand exactly what is to be provided (see the materials section below). Find out if the agency will deliver the materials to your work site or if you must pick them up. If you are going to have to go get materials, find out exactly where (i.e. address) and the name and phone number of the person you need to talk to when you get there. Do you need to call ahead and setup an appointment to pickup the materials? Dealing with government

agencies can be particularly frustrating if you do not ensure both parties understand all details. Making assumptions is dangerous!

C. - Planning Details:

This is the heart of the project and the area, which will require the most work. The plan should include all details needed by someone else to carry out the project as though you were not around. The plan will include the sections discussed below, if appropriate. All sections are not applicable to all projects, so may be omitted if not needed. Since there is limited space in the workbook, you may attach extra pages with the details, and label them accordingly. You may prefer to write or type the plan on separate pages and then cut and paste them into the proper section of the workbook after your advisor has helped you get it into the final form.

Logistics:

- Date to be worked
- Publicity
- Cost estimates
- Materials to be used
- Photographs
- Safety considerations
- Number of people
- Layouts
- Maps, diagrams, charts
- Training volunteers

Present Condition:

Describe the current condition or situation that you are going to change. Do not repeat the benefit of the project, but focus on creating a word picture of how things are now. This is a good place to include pictures (either photographs or drawings) of the project area. Remember, the District Advancement Committee does not know what your church or school or park looks like so they cannot understand why your project is important unless you show and tell them.

Plans/Drawings/Designs:

If your project is to build or, renovate something or do landscaping you will need detail plans or drawings. These are like blue prints and should show all dimensions, paint schemes, floor plans, layouts, or other detail that can be drawn. Plans or drawings are usually done on graph paper, which has guidelines, but blank paper is acceptable as long

as you are neat. Photographs may also be of value here for some projects. If you have made a design (e.g. emblems, logos, etc.) include it in this section. All plans, drawings, or figures should be labeled with a Figure Number and a Title (e.g., "Figure 1, Playground looking east"). Refer to them in the appropriate sections of the text. Provide a map showing the location of your project, when ever possible.

Materials:

Materials are those things, which become part of the finished product. Examples are lumber, paint, nails, concrete, etc. This is truly a shopping list, so include material specifications (exact size, quantity, brand, finish, etc.), number of each item, and cost. Don't just say "lumber", you need to describe exactly what pieces of lumber. If items are to be donated, state so. This section is best presented in the form of a separate list of tables attached to extra pages in the workbook. Tables should include a Table Number and Title (e.g. "Table 1, Materials & Supplies") and be referred to in the appropriate section of the text.

Supplies:

Supplies are those expendable things, which do not become part of the finished product, but that are used to complete it. Examples of supplies are sandpaper, trash bags, posters, gasoline, pens, markers, paper, paint rollers, drop cloths, etc. Provide a list of all supplies you will need and where you will get them. Since supplies cannot normally be reused, you need to either buy them or have them donated. You cannot "borrow" something that you cannot return. You may choose to combine the materials and supplies into one list; but label it as such.

Tools/Equipment:

Tools are those items used to aid in making the work easier or even make it possible to do at all. Tools are not used up and should be saved and used again and again. Examples of tools are hammers, shovels, tractors, or saws. Provide a list of all tools required to work the project, do not take for granted that required equipment will just appear when you need it. Be very specific (e.g. number of hammers, type of shovels, type/size of paint brushes, etc.). Tell how those tools will be obtained. If you must purchase tools, include them in the financial plan. You should be able to borrow most tools from the people who are working on the project or from someone else. Try not to spend much money on tools since they are expensive but not part of the finished product. If you must buy tools, discuss what is going to be done with them after your project is completed. Are you going to keep them, give them to the troop or other organization, or maybe to the organization which is funding the project?

Schedule:

A good schedule is a necessity for any successful plan. It shows when everything is done and in what order each step happens. You must make your best estimate of how long tasks will take and in what order they will be done. Your schedule may be in the form of a Gantt Chart (bar chart); a calendar with tasks entered on the appropriate days, or just a list of tasks and the date when they will be done. Include project planning and approval on your schedule. No project follows the planned schedule exactly, but it helps make things happen logically. When you complete your project and do the final write-up, you will discuss how well the project followed the planned schedule and why you think it deviated from it.

Step-by-step Instructions:

In addition to the schedule, which shows the dates when you think tasks will be worked, you will also need detailed instructions. These instructions should read like a recipe in a cookbook. They tell the workers exactly what to do. Include a list of every task you can think of, what order they will be done in, and who will do them. Include the clean up of the work site in your plan.

Financial Plan:

Every project will cost something and you need to discuss those costs in your plan. Provide a list of all materials, tools, supplies, etc. with a cost of each. This information may be part of your list of materials/supplies. If items are loaned or donated, state so. Remember to include any fees (e.g. city dump fees) in your cost estimate.

Once you have determined how much the project is going to cost, you must find money to pay for it. You may consider several sources for funding, including the organization for whom you are doing the project, donations from others, from your allowance, or any other legitimate source. While **your project may not be a fund-raiser**, you may conduct fund-raising activities, if necessary, to finance the supplies and materials needed for your project. You must use BSA guidelines for fund-raisers. Obtaining the funds to do the project is your responsibility, don't assume that someone will cover costs until you have asked them. All funds raised **must** be used on the project or donated back to the project benefactor.

A major part in any project, whether for Scouts, church, community, or a business, is funding. If you cannot come up with all the money you need, look at reducing the cost to get within your budget. You may even find that the project is too expensive and you will have to choose another one.

After the source of your funding is established, you should also consider how the money is to be handled. As money is brought in from fund raising activities, where will it be held for safekeeping? Exactly how will supplies and materials be paid for? It is strongly suggested that you do not put your parents or yourself in the position of holding any substantial

amount of money. Discuss this issue with the organization, which is providing financial support. Consider letting the Chartered Organization's treasurer manage the funds. Your troop treasurer may also be willing to help. Whatever you decide, ensures that you have a complete paper trail for all financial transactions and include a summary in your final report.

Written/Printed Information:

If you are going to use handouts, posters, letters, or other written materials as part of your project, include a copy of them in the plan. They should be included as attachments to the workbook. These attachments should have a Figure Number and title (e.g. "Figure 6, Sample handouts to the troop") and be referenced in the appropriate section of the text.

Project Size:

How big a project is required? There are no specific requirements, as long as the project is helpful to a religious institution, school, or community. The amount of time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as is necessary for you to demonstrate your leadership of others. Planning usually requires several months to complete. The project can be explained in about two pages, plus supporting tables, lists, diagrams, etc. There is no minimum number of hours that must be spent on an Eagle Project. The amount of time must be sufficient enough to clearly demonstrate leadership skills. Generally, experience shows that planning takes about 25 man-hours and then actually doing the project may take 100 man-hours or more. The Eagle Project will require a lot of time to complete, possibly 2 to 6 weeks or more.

Helpers/Workers:

Discuss who will be doing the work and how many people will work on each phase of the project. You do not need to state names (which you most likely will not know yet), just the number of helpers. Give a detailed estimate of the number of man-hours per helper and total man-hours required, to complete the project, to include planning, what organization they are part of, and what special skills will be required. For example, are you going to need a carpenter? However, if you can make a list of potential helpers (with their names and phone numbers) it will help you get volunteers later. Describe how you will encourage volunteers to help you and how you will follow-up to ensure good participation on your project. Usually, this takes from a few days to several weeks. Describe how you are going to organize the workers to get the work done efficiently. Will they be divided into teams and, if so, who will lead the teams? What tasks will each team be doing? How will you use adult leaders? Discuss how you will ensure the safety of the workers. Remember, **you do not have to do any of the physical work yourself**; you are responsible for **leading** others in carrying out the project and ensuring that everything is done the way you want it (i.e. show leadership). If you plan to feed your helpers lunch or snacks during their workday, give details of where it will come from and who will pay for it.

Adult Supervision:

Boy Scout policy requires at least two adult leaders be present at all times during any Scouting activity. At least one of them must have "Youth Protection" certification. It is your responsibility to ensure that this policy is followed. Don't assume that the right people will just "be there" - arrange, in advance, for them to be there. You should state how you would ensure this in your plan. Without the proper adult supervision, you will not be able to work your project.

Transportation:

Moving people, materials, supplies, tools to/from a work site will most likely be required. Discuss what needs to be moved, what vehicles you will need, where you will get those vehicles, and who will drive. BSA policy places limitations on drivers under 21 years of age; ensure you are aware of these limits and work within them. Remember that all passengers must be seated with a seat belt on whenever a vehicle is in motion. **No one**, child or adult, should ever ride in the bed of a moving truck under any circumstances! All of this is your responsibility. If you are transporting Scouts make file a Local Tour Permit.

Leadership Skills:

The following are some leadership guidelines to help you become a better leader.

- \$ **Communications:** How will you recruit and communicate necessary information to volunteers? What minimum information must your announcements contain?
- \$ **Knowledge and Understanding of Resources:** How many Scouts and friends will you need? How many adults, and for what purpose? What equipment will be needed and how will it be obtained and distributed? How will you get the funds needed?
- \$ **Evaluation:** How will you evaluate the efforts of the other workers for effectiveness and efficiency? How will you direct changes in work patterns?
- \$ **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?
- \$ **Delegation:** You show leadership by directing others during the project not doing most of the work yourself.
- \$ **Effective Teaching:** There will always be 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 inevitably will occur.
- § **Understanding the Needs & Characteristics of the Group:** Will they need a lunch break? Water? Will they be working indoors or out? What sort of weather? What other requirements will they have? Are there any concerns about safety? How will they be addressed?

Initial Project Approval:

There are several approvals required for your project along the way. The first is the approval from your Scoutmaster or project advisor that your idea will qualify as a valid project. You need this before spending much time writing up the detail plan. After your advisor has helped you get the written plan in order and ready to submit, you will then need several signatures in the Eagle Scout Leadership Service Project Workbook. A responsible representative from the organization you are doing the project for is the first signature required. It is also a good idea to get a letter from the organization if possible. Next, your Scoutmaster or project advisor signs followed by a member of the Troop Committee. The project is now ready to turn into the District or Council Advancement Committee for approval to proceed. This usually requires about two or more weeks. Note: you should keep a photocopy of the project, exactly as turned in to the District, in case it is lost during the approval cycle.

If your proposal is not approved, you can revise and re-submit it. In some cases, a project simply does not meet the requirements, and a new project must be chosen. The approval process is aimed at helping the Scout to mature. Don't assume that everyone will agree with you about your project ideas. Be receptive to constructive suggestions. The frustrations and the successes are all a part of life.

Contact your District Advancement Committee representative. Make arrangements for a review of the proposal for final approval. Allow sufficient time for district approval (with possible revisions) before planning for project work to begin.

If the project is not approved, you will be told specifically what changes are necessary for approval, or whether you should consider a different project. Eagle Scout Leadership Service Projects are the solely your responsibility. Therefore, you must communicate directly with the District Advancement Committee regarding their project proposals. **Parents and Scouters may play a supporting role only.** Direct communication on project proposal changes and approvals should only occur between you and the District Advancement Committee representative.

Actual **work** on the project **may not begin** until after the project workbook has been approved and signed by the District Advancement Committee and returned to you.

Should you think that approval has been unfairly withheld, or requirements arbitrarily

added, you may appeal directly to the District Advancement Committee and subsequently to the Council Advancement Committee.

Working the Project:

Now that the hard part is over, you can begin the fun part - working the project! If you have prepared a good plan (which you will have or it won't be submitted to the district), all you have to do is follow the plan and make the project happen. Do what you said you were going to do.

It is important that you keep very good notes about everything that is done. Keep lists of all work done, who does the work, and how much time they each spent. For final report, you will need to discuss how well the plan worked and all areas where you were not able to follow the plan, so keep good track of this information as you go along. Take pictures of each stage of the work. These will be included in the final report and will be a nice souvenir of an important milestone in your life. Keep track of all materials, supplies, tools, etc. used, paying particular attention to any differences from your original plan. Save all receipts.

Final Write-up:

After the actual work on the project is completed, you are ready for the last phase of your project - the final report. This is the section where you describe what actually happened as you carried out the plan. This information is entered in the last section of the Eagle Scout Leadership Service Project Workbook.

As with any project, it is important to review what was done and see what lessons were learned as well as providing a historic record. In this case, you also need to write a final report because your project is not complete without it! You should use the project plan as a guide for preparing the final report. In the "Carry Out the Project" workbook section, briefly describe what was done and how you deviated from the plan. Go through each section of the plan and write a summary of the results versus the plan. For example, discuss if you had all of the materials you needed or if you had a lot left over. Summarize the actual costs, tools used (and tools needed that you did not have), or anything else of interest.

Provide a record of all the time worked by your volunteers. This can be done in a list or table showing names, dates, hours worked, and tasks performed by each volunteer. Since the objective of the project is to demonstrate leadership of others, you should discuss your leadership roll. Give examples of how you were able to lead the volunteers. Did you have any problems with getting them to come to work or to stay focused on the assigned tasks? Leading people is a difficult skill and you most likely learned something about this. The final

reviewers want to read about what you learned about leading people.

Hopefully, you took many photographs during each phase of the project. Include a section in your report for representative photographs. A photo of you presenting the finished product to the organization for which you did the work helps you show off the value of the project. Of course, the photographs should be labeled.

You will most likely require some advice from your project advisor before you are ready to turn the project in for final signatures. Consult with him often as you are completing the report. Once you and your advisor are happy with the results, it is time to get the final approval signatures.

As you write your report, emphasize your **Planning**, your **Leadership**, your **Organization** of project details, and your project **Direction** (instruction and direction of project volunteers). Try to include strong statements, such as “I said...”, “I decided...”, and “I think...”.

Information for Final Report:

- \$ Tables
- \$ Charts
- \$ Diagrams
- \$ Time log – List the people that worked on the project, when and how long they worked
- \$ Tools and equipment
- \$ Materials
- \$ Expenses, money received, goods and services
- \$ Photographs (take lots of photos)
- \$ Keep complete notes of all progress

Final Project Approvals:

Only a couple of signatures are required on your final report, the most important of which is yours. If you are proud of your effort and pleased with the write-up, then sign it on the last page. You also need the signature of your Scoutmaster or project advisor. The representative of the institution benefiting from your project must also sign your workbook after you complete the work. While these are the only signatures required in order to submit it, the project's final approval will come during your Eagle Board of Review. You will submit the project (plan and final report) along with your completed Eagle Scout Application to the District or Council Advancement Committee through your Scoutmaster. The full write-up is kept until your Board of Review, then returned to you when national approves your application. Remember to keep a photocopy of the final write-up when you submit it, just in case it is lost. **GOOD LUCK!!!**

Disclaimer:

This is an unofficial guide, which we feel is within the intent of the Eagle Project and the guidelines of the BSA Eagle Scout Leadership Service Project Workbook. Indian Waters Council has adopted this planning guide which is based on "Eagle Scout Leadership Service Project Planning Guide" written by Randal C. Smith, a member of the Tejas District/Longhorn Council in Arlington, Texas. We hope it proves of value to you.

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3. "Eagle Scout Leadership Service Project Planning Guide"
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Joseph Sinninger, Pennington, NJ 08534
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Notes: