

Eagle Project Planning Checklist

For after your proposal is approved. Tracks the practical steps of running the project — pair with the Proposal Tips guide for writing the proposal itself.

Scout name: _____

Project name: _____

Target completion date: _____

Beneficiary organization: _____

BEFORE YOU START

- ☐ Proposal approved in writing by Scoutmaster, committee, and district/council
- ☐ Beneficiary contact confirmed and available for the work dates
- ☐ Final scope and materials list locked — no major changes without re-approval
- ☐ Target completion date set (well before your 18th birthday)

FUNDRAISING & MATERIALS

- ☐ Funding source(s) identified — donations, fundraising, troop funds, personal
- ☐ Fundraising application submitted to council (if raising money as a Scout)
- ☐ Materials ordered or sourced with receipts kept
- ☐ Tools and equipment list confirmed — borrowed, rented, or owned
- ☐ Contingency budget set aside (10–15% of estimated cost)

RECRUITING & SCHEDULING HELP

- ☐ Volunteer list started — troop members, family, beneficiary org contacts
- ☐ Work date(s) set and confirmed with the beneficiary
- ☐ Volunteers notified with date, time, location, and what to bring
- ☐ Rain/backup date identified for outdoor work
- ☐ Adult supervision confirmed for tools, transportation, and safety

DURING THE PROJECT

- ☐ Before photos taken
- ☐ Volunteer hours logged as you go — name, date, hours (not from memory later)
- ☐ Safety briefing given before work begins
- ☐ Progress photos taken throughout
- ☐ Materials and receipts kept in one place

AFTER THE PROJECT

- ☐ After photos taken from the same angles as the before photos
- ☐ Thank-you notes sent to volunteers and donors
- ☐ Beneficiary sign-off obtained confirming the project is complete
- ☐ Eagle Scout Service Project Workbook write-up completed
- ☐ Final hours and expense totals confirmed and documented
- ☐ Board of Review scheduled

Reminder: This checklist supplements — it does not replace — the official Eagle Scout Service Project Workbook from [scouting.org](https://www.scouting.org). Any physical work done before written approval does not count toward your project.

Independent resource — not affiliated with or endorsed by Scouting America. Always verify current BSA advancement requirements at [scouting.org](https://www.scouting.org) or with your local council. Requirements are updated periodically.