

Sam Houston Area Council
Eagle Service Project Fund Raising
Application Process

January 21st, 2012

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It also includes four forms: a proposal, a final plan, a fundraising application, and a project report.

Before completing any of the forms, read with your parent or guardian the “Message to Scouts and Parents or Guardians” found on page 21. If your project is worthy and meets Eagle Scout requirement 5 as it is written, the message will help you successfully present your proposal through the approval process.

Preparing the Project Proposal (Pages 7–10)

Your proposal must be completed first. It is an overview, but also the beginnings of planning. It shows your unit leader, unit committee, and council or district that the following tests can be met. For your proposal to be approved, it must show the following:

1. ***It provides sufficient opportunity to meet the Eagle Scout service project requirement.*** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. ***It appears to be feasible.*** You must show the project is realistic for you to complete.
3. ***Safety issues will be addressed.*** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone does get hurt.
4. ***Action steps for further detailed planning are included.*** You must make a list of the key steps you will take to make sure your plan has enough details to be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

Your proposal need only be detailed enough to show a reviewer that you can meet the tests above. If you find in order to do that, the proposal must be lengthy and complicated, your project might be more complex than necessary.

If your project does not require materials or supplies, etc., simply mark those spaces “not applicable.” Remember, do not begin any work or raise any money or obtain any materials until your project proposal has been approved. If you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

The Final Plan (Pages 11–16)

Complete the Eagle Scout Service Project Final Plan after your proposal has been approved. This is a tool for your use—*no one approves it*—and it can be important in showing your Eagle Scout board of review that you have planned and developed your project as required. For this reason you are ***strongly encouraged*** to share the final plan with a project coach. This might be the council or district person who approved your proposal, or perhaps someone who has agreed to work with you. A coach can help you avoid many problems associated with service projects, and thus improve your chance of passing the Eagle board of review. If materials, etc., were not needed, mark those spaces “not applicable.”

The Fundraising Application (Pages 17–18)

If your fundraising effort involves contributions ***only*** from the beneficiary or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, submitting the fundraising application is not necessary. If you will be obtaining money or materials from any other sources, you must submit a completed application to the local council service center. For more information, see “Procedures and Limitations on Eagle Scout Service Project Fundraising” on page 18.

The Project Report (Pages 19–20)

Complete this portion after the project has been finished. Note the space for you to sign (confirming that you led and completed the project), and also the signature lines for the beneficiary and your unit leader’s approval that your project met Eagle Scout requirement 5. As with the proposal and final plan, if materials, etc., were not required, mark those spaces “not applicable.”

Eagle Scout Service Project Fundraising Application

Before completing this application, it is important to read the "Procedures and Limitations on Eagle Scout Service Project Fundraising." It can be found at the back of this application. Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money Earning Application.

Eagle Scout Candidate

| | | | |
|---|--|-----------------------|------------------|
| Name: | | Preferred phone Nos.: | |
| Address: | | City: | State: Zip: |
| Email address: | | | |
| Check one: <input type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship | | Unit No. | |
| District name: | | Council name: | |

Project Beneficiary (Name of religious institution, school, or community)

| | | | |
|----------------|--|-----------------------|------------------|
| Name: | | Preferred phone Nos.: | |
| Address: | | City: | State: Zip: |
| Email address: | | | |

Project Beneficiary Representative (Name of contact for the project beneficiary)

| | | | |
|----------------|--|-----------------------|------------------|
| Name: | | Preferred phone Nos.: | |
| Address: | | City: | State: Zip: |
| Email address: | | | |

Describe how funds will be raised:

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?:

If people or companies will be asked for donations of money, materials, supplies, or tools*, how will this be done and who will do it?

**You must attach a list of prospective donor names and what they will be asked to do.*

Are any contracts to be signed? If so, by whom?

Contract details:

See "Procedures and Limitations" following this application.

NOTE: Utilize web authorization process and include completed form signed by Beneficiary and Unit Leader along with e-mail authorization from Council as a part of project workbook.

Approvals

(The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.)

| | | |
|--------------|--------------|------------------------------|
| Beneficiary | Unit Leader | Authorized Council Approval* |
| Signed _____ | Signed _____ | Signed _____ |
| Date _____ | Date _____ | Date _____ |

**Councils may delegate approval to districts or other committees according to local practices.*

Procedures and Limitations on Eagle Scout Service Project Fundraising

The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising or securing donations of materials*. Send the completed form to your local council service center, where it will be routed to those responsible for approval. ~~This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined appropriate.~~

**This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members of his unit, or the beneficiary. All money left over, regardless of the source, goes to the beneficiary.*

If the standards below are met, your fundraising effort likely will be approved.

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over for deposit to an account of the beneficiary or the candidate's unit, until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold or fundraising activities conducted must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this, too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.

Temporarily Submit Request via the Unit Fund Raising Process Using:

http://www.shac.org/leader_resources/unit_finance

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FUNDING YOUR UNIT

Healthy unit finances go a long way to help make for a healthy program.

The resources gathered below should prove helpful

[Checking Accounts](#)

Sample Budget

[Unit Finance FAQ](#)

The council offers two low-risk high potential fundraisers each year. You will want to be sure you participate in:

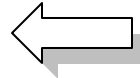
[Popcorn](#)

[Scout Fair](#)

If you need additional money, please read through the money earning guidelines to know money earning basics and apply.

[Money Earning Guidelines](#)

[Online Unit Money Earning Application](#)



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UNIT MONEY EARNING APPLICATION

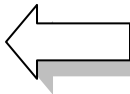


Please submit the following plans to earn money. Once approved, you will have permission to carry out your plan.

UNIT MONEY EARNING APPLICATION

* Email Address:

JohnnyScout@gmail.com



Council Finance Team will respond to this e-mail address. E-Mail response needs to be printed and included with project workbook. Actual electronic e-mail should be saved!

* Unit Type:

Troop

* Unit number:

1234

* Chartered Organization:

Our Community Church

Community:

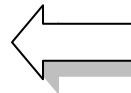
Humble-Kingwood-Atascocita

* District:

Flaming Arrow

* What is your unit money earning plan?:

Conducting a Car Wash at the Charter Organization's parking lot and charging a car.



Utilize free-format fields to supply information from project fund raising form.

* About how much does your unit expect to earn from this project?:

\$200.00

* How will this money be used?:

Unit Money Earning Application

Purchase of wood, concrete and nails to build 4 benches for the green belt trail. Money will also be used to purchase hot dogs, buns and drink for the volunteers helping on the project.

Utilize free-format fields to supply information from project fund raising form.

(Note: Approved by beneficiary and unit leader)

* Does your chartered organization give full approval for this plan?:

Yes

* What are the proposed dates?:

April 1st, 2012

* Are tickets or a product to be sold?:

No

If yes to the previous, please provide details:

Utilize free-format fields to supply information from project fund raising form.

* Will your members be in uniform while carrying out this project?:

No

* Is your product or service in direct conflict with that offered by local merchants?:

Yes

If yes to the previous, please provide details:

3 Gas stations in the area offer car washes, and there are 2 self-serve car washes.

Utilize free-format fields to supply information from project fund raising form.

* Are there any contracts to be signed?:

No

If yes to the previous, by whom and give details on the contracts?:

* Is your unit on the budget plan?:

No

* How much are dues?:

N/A

* How much does your unit have in its treasury?:

N/A

* Validate:

 Get New Image

Submission of this form is based upon the premise that this plan meets with the approval of the chartered organization representative; committee chairman and unit leader.

Once submitted, you will receive a prompt reply via email - usually within 12 hours.



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NOTE: Efforts are underway to build a web-based form identical to the Eagle Service Project Fundraising Application paper form and make it available on the SHAC website. The form will be located on:

http://www.shac.org/leader_resources/advancement_program/advancing_from_life_to_eagle

We will announce it through the Advancement Committee Yahoo group and possible a news item on the web site home page.