Navigating the Eagle Scout Service Project

The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community.* Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

Once you have identified your project and discussed it with your parents, you need to obtain preliminary approval from the Scoutmaster. You will need to be ready to discuss the scope of the project, who will benefit from the project, how the project will be funded, and the timeline of the project. Once the Scoutmaster had determined the project would be appropriate, you will begin the process below.

The workbook has four sections, the Introduction, the Proposal section, Project Plan section and the Project Report section. The second section of the Workbook is the minimum that must be submitted to the council for approval. However, there are many requirements that are in the third section, Project Plan, that will need to be thoroughly planned out so questions in the Proposal section can be fully addressed and answered.

Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

Project Submission

- You must give a typed and printed copy of your Eagle Project idea to the Chaparral District office. The address is 30 Briercroft Office Park, Lubbock, TX 79412.
- It is preferred but not required for your project to be in a three ring binder with your name and unit number on the front
- All projects must be turned in by Wednesday 5:00 PM.
- The Eagle Coordinator at the Chaparral District will make sure you included all the right contact papers, signatures from your troop leaders, and signatures from the people who will benefit from your project.
- **If you are missing anything**, the Eagle Coordinator will send you and your troop leaders an email.
- Should your project idea be missing anything or need more information , you must make the necessary adjustments to fix your idea and turn in a new printed copy to the Scout Office.
- The Eagle Coordinator will tell the committee that your project is ready to be reviewed.
- Then the committee will start reviewing your project. **It may take up to two weeks for a response.**

Project Review Process

- After the committee checks your idea, they will email the Eagle Coordinator, you, and your troop leaders to tell you if your idea is approved.
- If your idea is approved, the email will say, “Your project plan is approved. You can start working on your project”.
- If your idea is not approved, the email will say, “Your project plan is NOT approved. You cannot start working on your project yet”.
- The email will also explain what is wrong with your idea, why it wasn’t approved, and how to make it better.
- Remember, ideas might not be approved if they don’t help the right people, if they aren’t planned well, or if they don’t show that you can lead others.
- The committee looks at each idea carefully, so there can be other reasons too.
- It’s important to know that Eagle Scout projects are a type of service project, but not all service projects are good enough to be Eagle Scout projects.
- The committee can only judge your idea based on what you turn in.
- To avoid having to turn in your idea again next month, it’s a good idea to include things like drawings, pictures, and other papers that show your plan, your leadership, and how big your project is.
- If the committee just needs you to explain some things better, the Eagle Coordinator, you, and your troop leaders will get an email that says, “Your project plan is NOT approved. You cannot start working on your project. Please explain these things and turn in your idea again”.
- You can explain those things and turn in your idea again at any time; you don’t have to wait until the next month.
- To help the approval process these are recommended items to be addressed:
    - Review all information in this document
    - Submitted in three ring binder with Table of Contents. Sub-divided with dividers
    - Time Line for each work day
    - How you will show leadership
        - Number of crews
        - Jobs for each crew
    - Proper demonstration/knowledge of safety
        - Proper PPE use and explanation on use
        - Guide to Safe Scouting knowledge
        - First Aid (how you will respond to accidents)
    - General Information
        - Map to the worksite
        - Trash disposal
        - If outdoors how you will address sever weather

Approving Project Plans

After the proposal is approved by the district, the Scout must develop a plan for implementing the project. Before work begins, your scoutmaster and project coach should see the plan. That said, the project book includes a “Project Plan” form in your *Scout’s Eagle Scout Service* Project Workbook, and we recommend that you use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to make improvements *before* work begins.

Permits, Permissions, and Authorizations

- If the project requires building permits, etc., the Scout needs to know about them for planning purposes. However, the beneficiary must be responsible for all permitting. This is not a duty for the Scout.
- The beneficiary must sign any contracts.
- If digging is involved, the beneficiary is responsible to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, the beneficiary management, or a parent organization, etc., be sure to allow additional time and the Scout should plan accordingly if help is needed.

Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must follow the service project fundraising guidelines explained in the Eagle application, unless provided by the beneficiary, by the Scout or the Scout's parents or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the **money is being raised on the project beneficiary's behalf**, and that the beneficiary will retain any leftover funds. If the beneficiary is not allowed to retain leftover funds, you should designate a charity to receive them.

Supervision

To meet the requirement to "give leadership to others," the Scout must be given every opportunity to succeed independently without direct supervision. The Scout's unit must provide adults to assist or keep an eye on things, and the beneficiary should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety.* Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, work may be stopped on the project until concerns are resolved.

Project Completion and Approval

After the project has been completed, the Scout will ask for beneficiary approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank.

EAGLE SCOUT SERVICE PROJECT PROCESS

(The Scout must download and use the Eagle Scout Service Project Workbook from National Council - https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/eagle-scout-workbook/

___1. The **Scout** chooses the project idea using a descriptive name. The project must follow the official guidelines in the **Workbook**. The **Scout** should read the entire **Workbook**. The Scout should note that the project is to be ***done with honor and to the best of his/her ability.*** ***The project is for the Scout to manage as 'HIS/HER PROJECT," but the project is for and BELONGS to the BENEFICIARY***.

___2. The **Scout** begins to record their and other people's time spent on planning and developing the project. Record with the categories found in the **Workbook, Project Report** section.

___3. The **Scout** discusses the project idea with the **Unit Leader**, the troop's **Eagle Coach**, and the beneficiary.

___4, The **Scout** completes the **Contact Information** and **Project Proposal** pages of the **Workbook**. The project description should quantify the work to be done as best as possible – number of trees to be planted, length and width of trail to be built, number of benches to be made, how many people to be served or canvassed, etc. It should be reviewed with the **Eagle Coach** and the project beneficiary. The **Scout** makes any needed changes. The **Scout** should be prepared to make any other needed changes as a result of other reviews.

___5. The **Scout** signs the **Workbook** and makes appointments for the next four signatures. The next three signatures may be in any order, ***but the District signature is last.***

___6. The project beneficiary reviews, approves, and signs.

___7. The **Unit Leader** reviews, approves, and signs.

___8. The assigned **troop committee member** reviews, approves, and signs.

___9. The **Scout** submits the Workbook as instructed to the **Scout Office** for review, approval, and signature of the **Project Proposal**. (It is helpful if the **Scout**, on first contact with the District, *emails* the **Contact Information** and **Proposal** pages to him/her. The Scout should plan **up to two weeks** for this step as there may be changes that need to be made.

___10. The **Scout** is strongly encouraged to complete the **Workbook's Project Plan *after all the approvals have been given***, included are drawings, diagrams, analyses, service or product examples, before-photos of the project site, etc. This may take at least a week to do, and it may take a month or more if dealing with government agencies. If the project cost exceeds the SPC limit of $1,000 from businesses or some form of fundraising activity, a **Fundraising Application** must be approved by the Council.

___ 11. The **Scout** should confer with the **Eagle Coach** and the beneficiary after completing the **Project Plan *AND before beginning work.***

___ 12. The **Scout**, schedules the project, may help the beneficiary get any permits, procures needed products and/or services (and keeps the receipts), recruits, organizes, and leads the workers, makes a list of workers, and all the time donated to the project, and completes the project before his/her 18th birthday.

___ 13. The **Scout** completes the **Project Report** and assembles all pictures, drawings, diagrams, receipts, list of workers and their work times, and other items of the project into a 3-ring binder
– the **Eagle Binder** with his/her name, project name, and unit number on the cover.

___ 14. The **Scout** should confer with the **Eagle Coach** and the beneficiary before signing the Project Report.
The Scout should sign first but there is no specific order for the other two signatures.

___ 15. The **Unit Leader reviews and certifies the project has been completed and signs.**

___ 16. The Beneficiary reviews and signs. A letter of completion from the benficiary is encouraged.

TIPS FOR EAGLE SCOUT SERVICE PROJECTS

https://www.scouting.org/programs/scouts-bsa/advancement-and-awards/resources/

While a Life Scout, the Eagle candidate must plan, develop, and give leadership to others in a service project that has a benefit with impact to a religious institution, school, or community in any place in the world. ***The project is for the Scout to manage as 'HIS/HER PROJECT," but the project is for and BELONGS to the BENEFICIARY***. The Life Scout is encouraged to work with an **Eagle Coach**. Here are some key items to keep in mind.

1. The keywords are ***plan, develop***, and ***give leadership to others*** and ***benefit with impact***. This project is entirely different from Star and Life service projects. In those projects, the **Scout** could be a follower. For the Eagle Scout rank, the **Scout** ***must be the leader***. Their leadership ability is demonstrated by:

   a. Originating and designing the project.
   b. Getting approvals and doing all the paperwork.
   c. Planning the phases and the work to be done.
   d. Organizing people to do the tasks of the project.
   e. Training, directing, and caring for the workers.
   f. Completing the project with honor.

2. For the Eagle Project, the **Scout** expands the "service to others" philosophy by going outside the Scouting community to do a project of value to a religious institution, school, or community in any place in the world.
   For project ideas, the **Scout** can consult parents, school, religious, or governmental leaders, park authorities, hospital or other medical facilities, community service organizations, troop and district leaders, and others.
   Work involving Scouting America property or activities is not acceptable. The service may not be performed for a business or commercial entity or just be a fundraiser for some organization. However, if there are questions, refer to the latest copy of the Scouting America "Guide to Advancement" - GTA - section 9.0.2.5 for clarification.

3. Routine labor, jobs, or services normally rendered are not considered appropriate for an Eagle project. Total time involvement must be enough to demonstrate leadership and should represent the candidate's best possible effort. ***There is no set number of service hours needed for a project***. For questions on "routine labor," refer to the latest copy of the GTA section 9.0.2.11.
4. Even though the project has been approved four times, this does not imply that the ***Eagle Board of Review will accept the way the project was carried out.***

5. A **Scout** may ask for donations of materials, supplies, services, or money for a project - but only for their project. ***All such items are for the beneficiary, not for the Scout, the troop, or Scouting America***. It is recommended that any collected or donated funds should be monitored by the beneficiary.

   When the **Scout** goes to get donations, they ***ARE NOT TO WEAR THEIR UNIFORM.***

   It is recommended the Scout have a letter on the ***beneficiary's letterhead*** requesting the needed project materials, supplies, services, or money.

   A **Fundraising Application** form is required if:
   a. The cost of the Scout's needed project materials, supplies, or services is more than $1,000 or
   b. The money needed for the project amounts to more than $1,000 and
   c. Either a. or b. is to be obtained from a commercial source or some fundraising function.

   The **Fundraising Application** must be approved by the council. Please allow two weeks to get approval.
6. All work on the project and the **Unit Leader** conference must be completed before the **Scout's** 18th birthday.

7. The Eagle Board of Review may be held any time up to two years after the **Scout's** 18th birthday.

EAGLE SCOUT SERVICE PROJECT
FINANCIAL GUIDANCE

COSTS - PROPOSAL, PLAN ESTIMATES, FINAL EXPENDITURES

(As recorded in the Eagle Scout Service Project Workbook)

Do I need to record the estimated & final expense of:

From:	A *$ Donated*	B *Items Bought*	C *Items Donated*	D *Items Rented*	E *Items Loaned*
Eagle Candidate	Yes	Yes	Yes	Yes	**No**
Scout Unit	Yes	Yes	Yes	Yes	**No**
Beneficiary of the project	Yes	Yes	Yes	Yes	**No**
OTHER SOURCE	Yes	Yes	Yes	Yes	**No**

Sum of OTHER = _____ + _____ + _____ + _____ = F

LEGEND

A = Funds raised by any activity - donation, car wash, "crowdfunding" ***DONATED***
All costs incurred in raising these funds must be included
B = The cost of Materials, Supplies, Tools, and Other Items which are ***DONATED***
C = The cost of Materials, Supplies, Tools, and Other Items which are ***DONATED***
D = The cost of Supplies, Tools, and Other Items which are ***RENTED***
E = The cost of Tools and Other Items which are at no cost ***LOANED***
Eagle Candidate = The Scout doing the project, his or her parents, guardians, and relatives
Scout Unit = Chartered Org, unit treasury or members (adult and youth) and parents of Scouts
Beneficiary = The church, school, or commuity organization for which the project is being done
OTHER SOURCE = Any person, group, organization that is **NOT** on any of the 3 lines above

DO I NEED A PROJECT FUNDRAISING APPLICATION?

(Found in the Eagle Scout Service Project Workbook)

Is the estimate of F more than $1,000 ?

No	No need for a Fundraising Application in the Chaparral District. **(Suggestion:** If your estimate is over $750, it is safer to answer **"Yes"** because if the total for "F" exceeds $1,000 at project's end, you must have the approved Application. **Getting that takes time** -- brief project approvers, justify overage, get signatures.
Yes	Fill out the Application, get signatures & give to your Counsel or District Director/Excutive **at least TWO (2) WEEKS BEFORE** beginning to raise funds. **(Suggestion:** If asking for donations, include a copy of the letter you use.

MISCELLANEOUS PROJECT REQUIREMENTS

What do I do if there is a need for:

From:	G *Permit*	H *Contract*	I *Receipt*	J *Document*	K *Left-overs*
Eagle Candidate	Do Nothing	Do Nothing	Do Nothing	Do Nothing	Do Nothing
Scout Unit	Do Nothing	Do Nothing	Do Nothing	Do Nothing	Do Nothing
Beneficiary of the project	**Gets, Signs**	**Gets, Signs**	**Gets It**	**Gets It**	**Gets Them**
OTHER	Do Nothing	Do Nothing	Do Nothing	Do Nothing	Do Nothing

LEGEND

G = If any kind of permit is needed to authorize project work, it is **OBTAINED, PAID FOR BY:**
H = A contract is needed for work or services on the project it is **MADE, PAID, SIGNED BY:**
I = A donor or fundraising participant wants a receipt for their gift, it **COMES FROM THE:**
J = A donor wants a document identifying their gift to the project, it **COMES FROM THE:**
K = Left-over funds, materials, supplies, tools at end of project **ALL GO TO THE:**
(The beneficiaty may donate those resources to whomever they wish.)

FINANCIAL RECORDS

All funds raised by YOU by any means -- donations, selling of products or services, etc. -- should be accrued in and accounted for in the financial records of the Scout unit or the beneficiary. All funds expended for your project should be distributed and accounted for as well. # 2 -- 10/13/2021

EAGLE SCOUT SERVICE PROJECT HOURS

Instructions: Count ALL time for ALL people involved in your project. At the end of EVERY ACTIVITY, record the accumulated time for each category. Count ALL of your thinking, reading, research, exploring, planning, and write-up times. Count time for ALL phone calls, texting, email, meetings, travel, consulting, & working EACH MULTIPLIED by the number of people involved.

☐ Estimated ☐ Actual

Project Approval Phase

		TOTALS
You, the Eagle Scout Candidate		
Registered Scouting America youth members		
Other youth - siblings, friends (non-Scouting)		
Registered adults - volunteers & leaders		
Other adults (Parents, grandparents, etc)		
	TOTAL HOURS	

Project approval - District approval date _____

Project Planning & Execution Phase

		TOTALS
You, the Eagle Scout Candidate		
Registered Scouting America youth members		
Other youth - siblings, friends (non-Scouting)		
Registered adults - volunteers & leaders		
Other adults (Parents, grandparents, etc)		
	TOTAL HOURS	

Project planning complete date _____ Execution: Start Date _____ Complete Date _____

Project Final Write-up & Approval

		TOTALS
You, the Eagle Scout Candidate		
Registered Scouting America youth members		
Other youth - siblings, friends (non-Scouting)		
Registered adults - volunteers & leaders		
Other adults (Parents, grandparents, etc)		
	TOTAL HOURS	
	GRAND TOTAL	

	You	Reg'd Youth	Other Youth	Reg'd Adults	Other Adults
Project Approval					
Plan & Execute					
Write-up & Approval					
Totals					

>>GRAND TOTAL

3 -- 10/14/2021

SAFE Project Tool Use

The safety of our Scouts, volunteers, employees, and communities is our top priority. This document outlines several minimum guiding protocols that adult leaders and other volunteers must consider for Scouting service projects that include the use of tools. It is not intended to cover the use of tools integrated into advancement requirements (i.e., merit badges, handbooks, or adventures).

If it is not practical to meet these protocols, do not conduct the activity or service project.

S = Supervision

Qualified adult supervision is on site. They must have the knowledge, skills, and abilities to operate or supervise the operation of all tools and equipment used for an activity or service project.

A = Assessment

Check the area of the project for any hazards, and clear workspace for tool use between participants.

An assessment by qualified supervisors determines what personal protective equipment (PPE) is required. Examples of PPE include:

- Work gloves
- Safety glasses or face shield
- Safety helmets/hardhats
- Earplugs or muffs
- Steel-toe shoes or sturdy work boots
- Protective aprons or clothing
- Fall protection
- Recommendations of tool manufacturer

F = Fitness and Skills:

Participation in projects and the use of tools should be based on the mental, physical, emotional, and social maturity of youth and adult members.

Lions and Tigers cannot use tools during service projects.

E = Equipment and Environment

Leaders must follow the most restrictive and protective guidelines. **The table on page 2 is not comprehensive; tool or equipment manufacturers' safety literature about age and skills restrictions will supersede the recommendations**. If in doubt, properly trained and/or experienced adults should be recruited for all tool use or job functions that might be hazardous or dangerous.

All work at any elevation 4 feet or higher is prohibited for any youth. The first three steps of a step stool or ladder may be appropriate for older Scouts, Venturing, or Sea Scouts.

Work below grade that includes trenching or excavations (2 feet deep or more) is not appropriate for projects. Below-grade work such as shallow foundations, post holes, or trail work is appropriate if using hand tools for youth — no powered tools — provided all underground utilities are clear of the area.

Resources

SAFE: https://www.scouting.org/health-and-safety/safe/

SAFE Service Project Planning Checklist: https://filestore.scouting.org/filestore/healthsafety/pdf/680-027.pdf

Prohibited Activities (See numbers 16 & 17): https://www.scouting.org/health-and-safety/gss/gss07/#b

Ladder Safety Moment: https://www.scouting.org/health-and-safety/safety-moments/ladder-safety/

Portable Hand and Power Tools Checklist (NIOSH): https://www.cdc.gov/niosh/docs/2004-101/chklists/r1n50p-1 .htm

Service Project Planning Checklist

The safety of our Scouts, volunteers, employees, and communities is our top priority. This checklist can be used for all Scouting service projects (Order of the Arrow, Distinguished Conservation Service Award, Eagle Scout, and individual or unit service). The checklist is **not** an added requirement for an Eagle Scout service project.

If it is not practical to meet these protocols, do not conduct the activity or service project.

Service Project Description: _____

_____

_____

Project Plan/Steps to Complete: _____

_____

_____

Supervision—Youth are supervised by qualified and trustworthy adults who set the example for safety.

- ☐ On-site supervision
- ☐ Required training, certifications, experience, and skills
- ☐ Monitor all work and tool use

Assessment—Activities are assessed for risk during planning.

- ☐ Site hazards (power lines, trees/bushes, heights)
- ☐ Personal protective equipment (PPE)
- ☐ Site access, material delivery, parking, permissions/permits
- ☐ Weather/environment contingencies and communications
- ☐ Work hours, including breaks
- ☐ Food/water/hygiene needs

Fitness and Skills—Participants' Annual Health and Medical Records are reviewed, and leaders have confirmed that prerequisite fitness and skill levels exist for participants to take part safely.

- ☐ Annual Health and Medical Record
- ☐ Training needed
- ☐ SAFE Project Tool Use

Equipment and Environment—Safe and appropriately sized equipment, courses, camps, campsites, trails, or playing fields are used properly. Leaders periodically check gear use and the environment for changing conditions that could affect safety.

- ☐ Personal protective equipment (PPE)
- ☐ Tools and equipment available
- ☐ First aid supplies
- ☐ Weather forecast and conditions
- ☐ Communications
- ☐ Project area reviewed for safety concerns

If there are any incidents:

1. Take care of the injured/find a safe place.
2. Preserve and document the evidence. Take photos if appropriate.
3. Immediately complete an incident report and notify your local council.
   For more information, go to www.scouting.org/health-and-safety/incident-report/.

Resources

Guide to Safe Scouting: https://www.scouting.org/health-and-safety/gss/
SAFE: https://www.scouting.org/health-and-safety/safe/

Age Guidelines for Tool Use and Work at Elevations or Excavations

Training and Supervision

The use of tools, by any youth or adult, requires training in the proper use of those tools before a project starts and continuous, qualified adult supervision and discipline during the project. Manufacturers' literature and age and skill restrictions shall supersede the recommendations on the chart below. If there is a conflict, leaders shall follow the most restrictive guidelines. The table below is not comprehensive; if in doubt, adults should be recruited for all tool use or job functions that might be dangerous.

Note on Personal Protective Equipment

Appropriate personal protective equipment (PPE) must be used at all times when using hand or power tools. Types of personal protective equipment include the following:

- Work gloves
- Safety glasses
- Safety helmets
- Earplugs or muffs
- Steel-toed shoes
- Protective aprons
- Safety face shields
- Other personal safety equipment as defined by OSHA standards

Hand Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Leaf/grass rake	■	■	■
Hoe	■	■	■
Shovel	■	■	■
Hand clipper (small)	■	■	■
Screwdrivers	■	■	■
Nail hammer	■	■	■
Handsaw	■	■	■
Trowel	■	■	■
Hose spray washer	■	■	■
Wood sanding block (handheld)	■	■	■
Wood chisel (Scouts with Totin' Chip)	■	■	■
Pocketknife (Scouts with Whittling Chip or Totin' Chip)	■	■	■
Pickaxe		■	■
Mattock		■	■
Posthole digger		■	■
Wheel cart (1-, 2-, or 4-wheeled)		■	■
Paint roller with extension pole		■	■

Note: Shaded areas indicate age-appropriate use.

Power Tools

Type of Tool	Youth Up to Age 14	Youth 14 Years and Older	Youth 16 Years and Older
Screwdriver (electric)		■	■
Handheld sander (small)		■	■
Cutting tools (e.g., Dremel®, small)		■	■
Paint sprayer (small, less than 50 psi)		■	■
Residential lawn mower (self-propelled, riding)			■
Commercial lawn mower (push, self-propelled, riding)			■
Line trimmer (electric, gas-powered)			■
Edger (electric, gas-powered)			■
Leaf/grass blower (electric, gas-powered)			■
Hedge trimmer (electric, gas-powered)			■
Belt sander (electric, cordless)			■
Pressure washer (>50 but <100 PSI)			■
Circular, reciprocating, jig, or radial saw			Age 18 and older
Band and scroll saws			Age 18 and older
Router/planer			Age 18 and older
Chain saws			Age 18 and older
Log splitters			Age 18 and older
Wood chippers			Age 18 and older

Note: Shaded areas indicate age-appropriate use.

Working at Heights and Elevations

Heights and elevations are measured from the bottom of the shoes or boots above the ground level or floor.

Elevation of Work	Youth Up to Age 14	Youth Age 14 or Older
Up to 4 feet	**Step stools***	
Above 4 feet	**Not permitted**	**A 6-foot ladder is permissible with the manufacturer's recommended practices.**
On scaffolds (above 4 feet)	**Not permitted**	**Age 18 or older**
Open platforms (above 4 feet) with proper fall protection**	**Not permitted**	**Age 18 or older**

Fall Protection Requirements According to OSHA Standards

29 CFR–Subpart M, 1926.500, 1926.501, 1926.502, and 1926.503

*Step stools, with one or two steps, are permissible for use by youth if the total height is 4 feet or less.

**Proper fall protection would require the use of full-body harnesses, helmets, and the ability to be anchored to a stable object. Refer to safety practices from the BSA's Project COPE and climbing national standards.

Note: Pioneering projects, such as monkey bridges, have a maximum height of 6 feet. Close supervision should be followed when Scouts are building or using pioneering projects.

Excavations

Youth or adults are not permitted to work in any excavation areas greater than 4 feet in depth, such as trenches for plumbing, digging wells, or building foundation work.

Youth can work on hiking and biking trails or other similar work where the depth of digging is not greater than 4 feet. Digging postholes for fences, gates, etc., is permissible if the depth is limited to 48 inches (4 feet) and the width is limited to 18 inches (1.5 feet).

It is critical to locate all underground utilities (e.g., water, gas, electric) at the site before any work begins. Most states have "call before you dig" call centers to assist with this effort.

BOY SCOUTS OF AMERICA

680-028
2013 Printing

Event Safety Checklist

Boy Scouts of America

Event Name: _____ Event Date(s): _____

Event Location: _____ Event Organizer: _____

Event Health and Safety Officer: _____

The following checklist provides guidance on safety issues that you may encounter at a Scouting event. This is a tool, not a list of mandatory guidelines. The intent of the checklist is to create conversations among event organizers around risks and ways to mitigate or eliminate them.

Event Risks	Yes	No	N/A	Mitigation/Comments
Planning				
1. Has the event organizer contacted the event venue and met with venue owners in advance?				
2. Have the venue owners conveyed their requirements for the Scouting America to follow at the event?				
3. Will the event organizer or a designee be at the event? Has contact information been conveyed to the venue and vice versa?				
4. Has an event map been created that shows structures, important areas, and equipment (e.g., port-a-cans, tents, first-aid stations)?				
5. Has the health and safety officer reviewed and accepted the event plan and safety checklist?				
6. Has the *Guide to Safe Scouting* been reviewed for any applicable requirements for the event?				
7. Has communication been sent to event attendees outlining event logistics and safety requirements well in advance?				
8. Have trained or certified individuals been recruited to run program areas?				
9. Have the health and safety officer and event organizer walked the site prior to the event?				
10. Has a safety team been established to help plan and attend the event?				
11. Does the event team have a means to communicate at the event (e.g., cellphone list, radios)?				
12. Is a command center needed for the event?				
Setup/Teardown				
1. Has adequate time been set aside for event setup and teardown?				
2. Are proper safety equipment and tools available (e.g., ladders, barricade tape)?				
3. Will a safety talk prior to setup and teardown be conducted?				
4. Are tools and equipment in good condition?				
5. Will storage locations be needed and identified prior to the event?				

Event Safety Checklist

Boy Scouts of America

Event Risks	Yes	No	N/A	Mitigation/Comments
Safety				
1. Will a safety discussion for attendees be conducted before the event (e.g., emergency evacuations, rally points, first-aid stations, etc.)?				
2. Have slip, trip, and fall hazards been identified and mitigations established?				
3. Has personal protective equipment (PPE) or proper attire been evaluated and communicated (e.g., safety vest, gloves, etc.)?				
4. Have grassy areas been treated for pests, including ants?				
5. Do certain areas need to be barricaded off?				
6. Have high-risk areas undergone a program hazard analysis (e.g., shooting sports, climbing/COPE)?				
Fire				
1. Are fire extinguisher(s) present and in working order (should be field verified)?				
2. Has an emergency muster location been established and communicated? Where?				
3. Will any program areas generate heat or sparks (e.g., metal working, welding)? Have protective measures been identified?				
4. Will there be open-flame heating sources (e.g., fires, Sterno, etc.) at the event? Have protective measures been identified?				
5. Will there be propane at the event for any reason? (Note that some cities require a permit for use.)				
Medical				
1. Will water be readily available for all participants?				
2. Does the event health and safety officer have current CPR and first-aid certification (e.g., American Red Cross)?				
3. Is a first-aid kit present and adequately stocked (should be field verified)?				
4. Is an AED present and in working order (should be field verified)?				
5. Is a medical lodge or EMT needed?				
6. Has the closest emergency room or hospital been identified and informed about the event?				
Utilities/Equipment				
1. Have utilities needed for the event (power, water, etc.) been identified, discussed, and communicated to the venue owner?				
2. Can the event location handle all electrical loads of equipment (most breakers can handle 20 amps)?				
3. Will tents larger than 1,000 square feet be needed? (If yes, a permit from the city may be needed.)				
4. Has equipment requiring 15 amps or more been identified and placed on event map?				
5. Will compressed gases be needed at the event (e.g., helium, propane)? (Must be approved by the venue.)				
6. Are compressed gases stored properly and positioned away from participants?				

Event Safety Checklist

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Event Risks	Yes	No	N/A	Mitigation/Comments
Hygiene and Sanitation				
1. Will portable toilets be needed (~1 per every 300 people)?				
2. Are handwashing facilities needed?				
3. Will janitorial staff be needed for the event?				
4. Has a trash disposal plan been established?				
Food				
1. Will outside catering be utilized? If so:				
a. Is the company licensed by the city/county?				
b. Is the company aware of and will it agree to follow all applicable city, state, and federal regulations?				
2. Will outside food serving lines be covered by a canopy or tent?				
3. Is food covered when not being served?				
4. Will food servers wear appropriate attire and gloves?				
5. Is serving equipment in good repair?				
6. Will cold food be kept < 40 degrees F?				
7. Will hot food be kept > 140 degrees F?				
Security/Traffic/Parking				
1. Have plans been discussed and established for possible security incidents (e.g., armed intruder, missing Scout, etc.)?				
2. Are check-in and check-out procedures needed for Scouts?				
3. Are security guards needed?				
4. Are uniformed police officers needed (may be required for traffic control in public streets or events with cash)?				
5. Have parking areas and road closures been established and communicated?				
6. Have rules been established to limit or eliminate vehicles in activity or camping areas?				
Severe Weather				
1. Has an internal emergency muster location (shelter-in-place) been established and placed on the event map?				
2. Has it been communicated that the event may be called off due to inclement weather?				
3. Have protocols been established on how to handle likely severe weather scenarios (e.g., lightning, rain, snow, etc.)?				
Miscellaneous				
1. Will there be live animals at the event? Have protective measures been identified?				
Other				