



PALOS VERDES PENINSULA UNIFIED SCHOOL DISTRICT

Facilities Project Approval

Name of person submitting this form:		Jody Pastell	
Today's Date:	July 1, 2019	Project Number: <small>(assigned by M&O)</small>	E 60
I. PROPOSED PROJECT			
Site (School):	Montemalaga Elementary		
Room:	Outside Health Office	Building Name:	Main Office
Name of Project:	Nathan Matharu - Eagle Scout Project		
Description of Project (please be detailed and attach additional documents if necessary):	Lego Table Chess & Checkers Table Redo existing numberline Rocks in gutters along the main hallway		
Project Deadline: (please allow up to 8 weeks for review /approval depending on the	July 2019		
Is the improvement Temporary or Permanent:	<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Permanent If Temporary, what is the duration? Explain: 10 years		

II. CATEGORY OF PROJECT	
Facilities/Maintenance/Operations	<input checked="" type="checkbox"/>
Technology	<input type="checkbox"/>

III. TO BE COMPLETED BY REQUESTOR	
Reason or need for Project:	outdoor activity area for students not able to play on playground
Please describe any District equipment or assistance you will	none
Please tell us anything else we should know about this project:	No cost to school

IV. PRE-PROJECT ASSESSMENT NEEDS (COMPLETED BY DISTRICT)

Check the following items that are needed:	<input type="checkbox"/> Site Walk _____	_____	Date completed
	<input type="checkbox"/> Estimate/Quote _____	_____	Date completed
	<input type="checkbox"/> DSA Approval _____	_____	Date completed

V. FUNDING FOR PROJECT

Funding Source:	PTA Funding for stones		
Type of Funding:	<input type="checkbox"/> Purchased <input type="checkbox"/> Physical Gift <input type="checkbox"/> Booster Club <input checked="" type="checkbox"/> PTA Fund <input type="checkbox"/> Parent/Community <input checked="" type="checkbox"/> Other, please explain: Eagle Scout will secure funds for his project. _____ _____		
Estimated Cost:	\$600.00		
Payment Category:	<input checked="" type="checkbox"/> Direct Pay: to be paid by a non-district account holder only. NO money transacted through the District. <input type="checkbox"/> District account: A District account is being used to facilitate payment.		
District Account Code:			

VI. CONTACT INFORMATION – GROUP SPONSORING PROJECT

Organization Applying:	Boy Scout Troop 276		
Contact Person:	Nathan Matharu Unit Committee Chair - John Locano		
Contact Phone #'s:	Primary#: 310 612-3695 Nathan <input type="checkbox"/> Home <input type="checkbox"/> Work <input checked="" type="checkbox"/> Mobile	Alternate # : 310-210-5298 John <input type="checkbox"/> Home <input type="checkbox"/> Work <input checked="" type="checkbox"/> Mobile	
Email:	NathanMatharu@gmail.com		

VII. TECHNOLOGY UPGRADES	
Is there an electrical outlet on the wall unit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a network port on the wall unit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there an existing whiteboard being moved?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Patch and Repair Needed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>Wall painted?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Ceiling mounted equipment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<input type="checkbox"/> Drop Ceiling <input type="checkbox"/> Hard Ceiling	Add an electrical outlet? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Add a data port? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a warranty on equipment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown
Is there maintenance included with purchase?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown
Purchase Order Number used for Purchase	

VIII. PROJECT REVIEW – BUILDING			
To the best of your knowledge, check all that apply to the project.			
	Yes	No	If yes, explain
1. Disturbance of existing building materials.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Addition/Deletion/Modifications to Door/Doors.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Addition/ Deletion/Modifications to Window/Windows	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Connections to ceilings, walls, beams, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Disturbance to paint	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Mechanical, Electrical and Plumbing changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Creation/elimination of walls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Changes to ventilation systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Modifications to Technology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, fill out Section VI.

IX. PROJECT REVIEW – SITE

	Yes	No	If yes, explain
1. Addition/removal of trees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
2. Changes to exterior wall elements	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
3. Changes to security fencing and gates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
4. Modifications to irrigation system	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
5. Alterations to outdoor lighting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Additions/alterations to existing pavements, sidewalks etc	<input checked="" type="checkbox"/>	<input type="checkbox"/>	repainting existing numberline
7. Changes to or new playground equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
8. Changes to any site furniture.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9. Changes to accessibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Any other changes not listed above	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

X. ADDITIONAL DOCUMENTS (PLANS, INSURANCE, PROPOSALS, QUOTES, ETC.)

Please list any documents you are attaching:

**XI. APPROVAL OF PRINCIPAL**

☒ APPROVED ☐ DECLINED ☐ APPROVED WITH EXCEPTIONS

Signature does not guarantee approval of the project

<small>DocuSigned by:</small>  <small>032FE0203BC220C...</small>		7/8/2019
School Administrator (signature)		Date

XII. DISTRICT DEPARTMENT APPROVAL

Maintenance and Operations	Approved:	DocuSigned by: <i>Terry Kamikayashi</i> 11988888F3F442...	7/18/2019
Accounting	Approved:	DocuSigned by: <i>Eva Carino</i> E23A00993318943...	7/18/2019
Technology	Approved:	DocuSigned by: <i>Trent Bahadursingh</i> E9B0BD1F6883494...	7/18/2019
Purchasing	Approved:	DocuSigned by: <i>Brenna Terrones</i> 277A8CA57DFC46B...	7/22/2019
M&O Comments:	M and O has reviewed project and requested that Scout remove painting from project scope. This was confirmed on 7/18/19 through email. All other projects listed are approved		
Accounting Comments:			
Technology Comments:			
Purchasing Comments:	Eagle Scout Service Project Plan was modified and approved on 7.18.19 BSA COI/Endorsement request has been submitted for the revised SOW. Insurance can take 10 working days to receive from BSA Risk Management.		

XIII. FINAL APPROVAL BY BUSINESS SERVICES

<input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DECLINED <input type="checkbox"/> APPROVED WITH EXCEPTIONS		
DocuSigned by: <i>Keith Butler</i> D126746B0F32405...		7/23/2019
Associate Superintendent, Business Services		Date
Printed Name:		
Comments:		



Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Nathan Jaswant Singh Matharu

Please give a name to your project Montemalaga Health Office Wellness

Message From the Chief Scout Executive

Greetings Eagle Scout Candidate!

Congratulations on earning the rank of Life Scout. You are among approximately 55,000 youth who year after year, achieve that important milestone. As you ponder the meaning behind the Life patch, I encourage you to think about the symbol of the heart. Historically in Scouting, it was a fitting symbol of health and fitness, but it also represents the spirit of caring and giving that's behind the Eagle Scout service project.

Service to other people is what Scouting is all about. In many ways, your service project is a reflection of who you are as a youth leader. Your result should be of significant impact in your community to be special, and should represent your very best effort.

Your proposal, the logical first step, should emphasize your intention to give leadership to others through proper planning and development. Communicate with the beneficiary often to ensure the project meets the organization's needs once it's completed.

I encourage you to seek guidance from your unit leader and project coach as you need help. Your *Eagle Scout Service Project Workbook*, much like a compass, will help navigate your way to a life of service as a proud Eagle Scout.

Wishing you all the best in your journey on the Trail to Eagle!



Michael B. Surbaugh
Chief Scout Executive



Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the *Guide to Advancement* that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when Eagle Scout candidates submit their project proposal they will promise they have read this entire workbook. Doing so will be important to their success.

Only the Official Workbook May Be Used

Eagle Scout candidates must use the official *Eagle Scout Service Project Workbook*, No. 512-927, as produced by the BSA and found at www.scouting.org/advancement. Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. *However*, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

Eagle Scout Service Project Workbook

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Workbook Forms

Eagle Scout Service Project Proposal
Instructions for Preparing Your Proposal
Contact Information
Eagle Scout Service Project Plan
Eagle Scout Service Project Fundraising Application
Procedures and Limitations on Eagle Scout Service Project Fundraising
Eagle Scout Service Project Report
Navigating the Eagle Scout Service Project, Information for Project Beneficiaries

How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find "Navigating the Eagle Scout Service Project," an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the "Message to Scouts and Parents or Guardians" found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

Preparing the Project Proposal

[Go to Project Proposal](#)

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read "Instructions for Preparing Your Proposal" which appears right after the proposal cover page in this workbook.

The Project Plan

[Go to Project Plan](#)

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are **strongly encouraged** to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

The Fundraising Application

[Go to Fundraising Application](#)

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, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See "Procedures and Limitations on Eagle Scout Service Project Fundraising," which appears on page B of the fundraising application.

The Project Report

[Go to Project Report](#)

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

Meeting Eagle Scout Requirement 5

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.

Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the *Guide to Advancement*, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

Restrictions and Other Considerations

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.

Message to Scouts and Parents or Guardians

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with you, the Eagle Scout candidate, and your parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, you and your parents or guardians should consult the *Guide to Advancement*, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The *Guide* may be accessed at www.scouting.org/advancement.

The current *Guide to Advancement*, No. 33088, along with the *Scouts BSA Requirements* book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Scouts BSA Requirements* book are available in Scout shops or on www.scoutshop.org. Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on www.scoutshop.org is an Eagle Project plaque to place at your project location at the completion of the project (<https://www.scoutshop.org/catalog/product/view/id/6831>).

What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. The candidate's parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, topic 9.0.2.1.

1. Questioning and probing for their understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. Scouts will be allowed, if they choose, to have a parent, unit leader, or other adult present as an observer at any time while they are discussing their proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or the Scout's parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. Candidates who believe they have been mistreated or their proposal wrongfully rejected, will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator*, or the Scout executive, as determined by the council advancement committee or executive board.

*An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.

Excerpts and Summaries From the *Guide to Advancement*

Eagle Scout Service Project Coaches (See the *Guide to Advancement*, topic 9.0.2.9)

Many units, districts, and councils use Eagle Scout service project “coaches,” because the advice they provide after approval of a proposal can be invaluable as candidates develop their project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes, or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the *Guide to Advancement*, topic 9.0.2.9. Note that there should be only one coach that is *designated* for you by your council or district; but your unit may also provide people to coach you.

What Is Meant by “Give Leadership to Others ...?” (See the *Guide to Advancement*, topic 9.0.2.4)

“Others” means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

Evaluating the Project After Completion (See the *Guide to Advancement*, topic 9.0.2.13)

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, “Be Prepared.” However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. The candidate may choose to meet these requests, or may decide—if he or she believes the completed project worthy and in compliance—to complete an Eagle Scout Rank Application and submit the project workbook without final approval. If requested, the candidate must be granted a board of review. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the *Guide to Advancement*, topic 8.0.3.2.

Risk Management and Eagle Scout Service Projects (See the *Guide to Advancement*, topic 9.0.2.14)

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held *responsible* for safety concerns. As with any Scouting activity, the *Guide to Safe Scouting* applies. The “Sweet 16 of BSA Safety” must also be consulted as a planning tool. It can be found at: <https://www.scouting.org/health-and-safety/gss/sweet16/>. The *Guide to Safe Scouting* may be accessed at <https://www.scouting.org/health-and-safety/gss/>.

Insurance and Eagle Scout Projects (See the *Guide to Advancement*, topic 9.0.2.15)

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.



Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Nathan Jaswant Singh Matharu

Eagle Scout Service Project Name Montemalaga Health Office Wellness

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

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 carry out.
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 gets 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 will have enough details so it can be carried out successfully.
5. ***You are on the right track with a reasonable chance for a positive experience.***

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that 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.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are ***strongly encouraged*** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: Nathan Jaswant Singh Matharu Birth date: 10/13/2001
 Email address: nathanmatharu@gmail.com BSA PID number*: 130218265
 Address: 5303 Bayridge Road City: Rancho Palos Verdes State: CA Zip: 90275
 Preferred telephone(s): 310-612-3695 Life board of review date: 9/30/2017
 * BSA PID No., found on the BSA membership card

Current Unit Information

Check one: ☒ Troop ☐ Crew ☐ Ship Unit Number: 276
 Name of District: Pacifica Name of Council: Greater Los Angeles Council

Unit Leader Check one: ☒ Scoutmaster ☐ Crew Advisor ☐ Skipper

Name: Ian Macfarlane Preferred telephone(s): 310-750-8305
 Address: City: State: CA Zip:
 Email address: macfarlane.ian@gmail.com

Unit Committee Chair

Name: John Locano Preferred telephone(s): 310-210-5298
 Address: City: State: CA Zip:
 Email address: john.locano@verizon.net

Unit Advancement Coordinator (If your unit has one)

Name: John Locano Preferred telephone(s): 310-210-5298
 Address: City: State: CA Zip:
 Email address: john.locano@verizon.net

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

Name: Montemalaga Elementary School Preferred telephone(s): (310) 378-5228
 Address: 1121 Via Nogales City: Palos Verdes Estates State: CA Zip: 90274
 Email address:

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

Name: Jody Pastell Preferred telephone(s):
 Address: 1121 Via Nogales City: Palos Verdes Estates State: CA Zip: 90274
 Email address: pastellj@pvpusd.net

Your Council Service Center

Contact name: Preferred telephone(s):
 Address: City: State: Zip:

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: Preferred telephone(s):
 Address: City: State: Zip:
 Email address:

Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: Preferred telephone(s):
 Address: City: State: Zip:
 Email address:

Project Description and Benefit

Briefly describe your project.

Prepare an area outside of the Health Office for injured children to play. Build 2 wheeled Lego benches with storage, 2 chess/checkers tables, powerwash sidewalks to prepare for painting, repaint number lines and door swing markings, refill river rock along sidewalks.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)

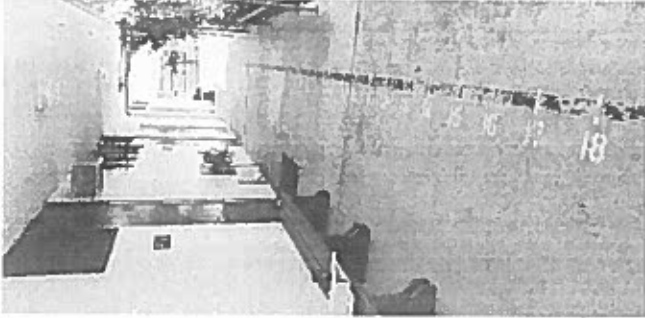
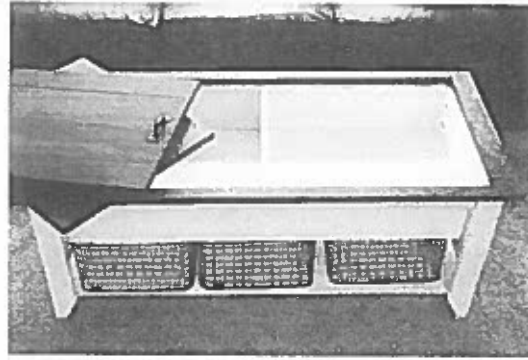


Image of project area



Current design idea for Lego table. Instead of removable tops, there would be fixed lego mats



Chess/Checker table draft



Lego box draft

Tell how your project will be helpful to the beneficiary. Why is it needed?

Since children with broken bones can't play on the playground, these games will allow them to still play while they're injured. Area is dirty and they do not have anything for the kids to play with at this time. Paint on floor is very worn and cannot be seen well.

When do you plan to begin carrying out your project? July 15, 2019

When do you think your project will be completed? July 16, 2019

Giving Leadership

Approximately how many people will be needed to help on your project? 12-15

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

Troop 276 members, siblings and cousins

What do you think will be most difficult about leading them?

Keeping everyone on task and managing the younger scouts while still having them be able to participate.

Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

10 - 2' x 4' plywood sheets for lego boxes, 2 - 2'x2' plywood for table tops, 2 -2'x2' concrete boards for bases, 2 - 2' 4x4 posts, 2 - 2' threaded rods/bolts with washers and nuts, 2 black granite tiles, 2 white tiles for chess tops, mortar for tiles, 12 bins for legos, 16 lego mats, legos, 4 containers for chess pieces, 8 casters for lego boxes, 1 gallon paint for boxes/tables, white, black, and yellow paint for sidewalk, river rock, screws.

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

pizza, snacks, water, drinks for workers, blue masking tape, drop cloths/paper, trash bags, safety supplies (goggles, dust masks, disposable gloves)

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

cordless screw drivers, socket set, trowel for glue, hammers, paint brushes, small roller, pressure washer, rake, shovels, stencils, panel saw, tile saw, drill, sanders, broom, dustpan

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

Need custodian to allow parents to park on site, open restrooms, and provide access to water and trash facilities

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Will need permission from the school principal, Mrs Pastell. She has already begun the paperwork for the project. This should only take a few days.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below: (Include sales tax if applicable)		Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.
Materials:	\$500.00	I have \$800 save for this project. Additional funds will come from donations from family and friends. I will seek some funds from the PTA by asking the principal as they have donated in the past for the river rocks. I will ask Home Depot and Lowe's for a 10% discount by speaking to the managers while in uniform. I will ask Thompson's building Materials to donate river rock. Materials cost up to \$500, Supplies \$100, and tools will be borrowed from my father, grandfather, and Mr. Dale Stock.
Supplies:	\$100.00	
Tools:	\$0.00	
Other:	\$0.00	
Total costs:	\$600.00	

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Prepare detailed project drawings
2. Prepare project plan including tasks for all ages of scouts
3. Identify items that can be donated and cost of other materials for fundraising
4. Fundraising activity
5. Purchase items and plan what is to be cut and can be done by scouts (working with Mr. Stock)
6. Recruit scouts for preparation meetings and for project day, cut items, paint, and prepare for assembly
7. Go to site and prepare in advance (power wash sidewalk), discuss logistics for day with troop leaders and school leaders
8. Complete project and take pictures

9. Ask Mrs. Pastell if she is satisfied, adjust as necessary, prepare final reports of project

Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

A truck owned by my family will be used to transport materials, supplies, and tools. I will drive the truck. Helpers will either drive themselves to the school or get a ride from their parents.

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

We will be using power tools and hand tools to build the tables so we should all be aware of how to use the tools and possibility of injury. We will use the safety checklist and "Age Guidelines for Tool Use and Work at Elevations or Excavations" from the Guide to Safe Scouting.

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

Create a set of drawings with exact dimensions and multiple views

Use those drawings to determine what materials and supplies are needed and, depending on their size, how they will be transported

Determine how the parts and pieces will be put together and thus what tools are needed

Determine what will be put together before the project day and what will be done on site

Create a list of tasks to be done and projects for the different ages of scouts

Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." 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: Nathan Jaswant Singh Matharu

Preferred telephone(s):

Address: 5303 Bayridge Road

City: Rancho Palos Verdes

State: CA

Zip: 90275

Email address: nathanmatharu@gmail.com

Check one ☒ Troop ☐ Crew ☐ Ship Unit No. 276

Name of district: Pacifica

Name of council: Greater Los Angeles Council

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

Name: Montemalaga Elementary School

Preferred telephone(s): (310) 378-5228

Address: 1121 Via Nogales

City: Palos Verdes Estates

State: CA

Zip: 90274

Email address:

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

Name: Jody Pastell

Preferred telephone(s):

Address: 1121 Via Nogales

City: Palos Verdes Estates

State: CA

Zip: 90274

Email address: pastellj@pvpusd.net

Describe how funds will be raised:

Will ask principal if PTA would donate some funds for rock replacement as they have done before.

Will seek discounts or donations from Home Depot, Thompson's Building Materials, and Lowe's. Will ask for funds from parents, grandparents, family, and friends.

Proposed date the service project will begin: July 15, 2019

Proposed dates for the fundraising efforts: July 1, 2019

How much money do you expect to raise? \$200.00

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?*

I will speak to managers of stores while in uniform and will talk to friends and family by phone or in person. Will ask principal for funds from the PTA to pay for gravel or Legos - approximately \$50. Will also ask for a donation of these rocks from Thompson's building materials. Will ask for a 10% discount on supplies from Home Depot or Lowes. Will approach my grandfather Pritam Matharu, uncle Dave Matharu, and Grandfather William Tilley for 50 dollars each.

*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? No

If so, by whom?

Contract details:


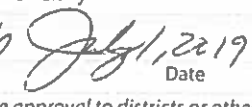
Approvals

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

Beneficiary

Unit Leader

Authorized Council Approval*

 Signed  Date July 1, 2019

Signed

Date

Signed

Date

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

Candidate's Promise* *Sign below before you seek the other approvals for your proposal.*

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed




Date

6/30/19

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Date

Name (Printed)

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

Name (Printed)

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

☒ Yes☐ No

Signed

Date

July 1, 2019

Signed

Date

Name (Printed)

Jody Pistell

Name (Printed)

**While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

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.

Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact* or *benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the Scout must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

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.

Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.