



## Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's full legal name** Justin Charles Balanca-Hawkes

**Eagle Scout Service Project Name** VFW Shed Extension

### **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 Boy Scouting.) 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

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## 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 18<sup>th</sup> 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: Justin Charles Balanca-Hawkes Birth date: 8/26/1998  
Email address: justin.balanca.hawkes@gmail.com BSA PID number\*: 121853788  
Address: 126 Fairlawn street City: Whitinsville State: MA Zip: 01588  
Preferred telephone(s): 5082344878 Life board of review date: 2/2/2016  
\* BSA PID No., found on the BSA membership card

### Current Unit Information

Check one:  Troop  Team  Crew  Ship Unit Number: 132  
Name of District: Mill Town Name of Council: Mohegan  
**Unit Leader** Check one:  Scoutmaster  Varsity Coach  Crew Advisor  Skipper  
Name: Bill Porter Preferred telephone(s): 5085296746  
Address: 38 West River Street City: Upton State: MA Zip: 01568  
Email address: WDPorter@myvne.com

### Unit Committee Chair

Name: Karen Ober Preferred telephone(s): 5082594648  
Address: 117 Westboro Road City: Upton State: MA Zip: 01568  
Email address: karen.ober4@gmail.com

### Unit Advancement Coordinator (If your unit has one)

Name: Leanne Luetkemeyer Preferred telephone(s): 5085296123  
Address: 134 South Street City: Upton State: MA Zip: 01568  
Email address: lmluetkemeyer@earthlink.net

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

Name: Upton VFW Post Preferred telephone(s): 508 529 7792  
Address: 15 Milford St City: Upton State: MA Zip: 01568  
Email address: dbkenn69@aol.com

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

Name: Dave Kennedy Preferred telephone(s): 508 529 3314  
Address: 54 Plain St City: Upton State: MA Zip: 01568  
Email address: dbkenn69@aol.com

### Your Council Service Center

Contact name: Dave Hardies Preferred telephone(s): 5087523769  
Address: 19 Harvard Street City: Worcester State: MA Zip: 01609

### 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: Scott E. Zajkowski Preferred telephone(s): 5083448451  
Address: 8 Catherin Street City: Dudley State: MA Zip: 01571  
Email address: scott.zajkowski@charter.net

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

Name: Jack Balanca Preferred telephone(s): 508 328 9608  
Address: 10 Upton Street City: Northbridge State: MA Zip: 01534  
Email address: jwaj4@yahoo.com

## Project Description and Benefit

Briefly describe your project.

The project will be to construct an open air wooden lean-to structure as an addition off of the existing shed that is located at the Upton VFW to shelter trailers when they are not in use. The addition will be constructed on an existing 9' X 20' concrete slab on site.

See attachment for photographs and sketches

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.)

Empty

Empty

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

The lean-to will shelter the 2 trailers that hold tables and sawhorses used at the flea markets that they host on site. Sheltering the trailers will slow the rate of the tables and sawhorses breaking down from exposure.

When do you plan to begin carrying out your project? Immediately following receiving all the needed signatures.

When do you think your project will be completed? Around 2 to 3 months for everything to be finished

## Giving Leadership

Approximately how many people will be needed to help on your project? Around 5 to 7

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

They will consist of troop and family members.

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

I believe that the hardest part of leading them will be making sure that everyone has a task that is within their ability to complete.

## 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.

I will need the following for materials:

- 2x4 planks
- 2x8 planks
- 2x6 planks
- Shingles
- Roofing nails
- T111
- Paint

**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.

I will need the following for supplies:

- Cases of water
- Snacks
- Lunches

## 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.

The tools that will be needed are, but are not limited to, the following:

- Saws
- Hammers
- Screwdrivers
- Drills
- Ladder
- Paint brushes and rollers

## 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?

No other needs are expected at this point in planning.

## 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? There will be a building permit required. I will be the one to obtain it. It will cost \$50 and will take about 2 days to obtain.

## 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:	\$900	<del>\$0.00</del>	MOST OF MATERIALS WILL BE RECYCLED OR REPURPOSED. ADDITIONAL EXPENSE WILL BE PAID FOR BY THE BENEFICIARY.
Supplies:	\$100	<del>\$0.00</del>	
Tools:		\$0.00	
Other:	\$50	<del>\$0.00</del>	
<b>Total costs:</b>	<b>\$1050</b>	\$0.00	

## 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. Obtain professional opinion of materials and how to complete the lean-to
2. Create detailed drawing of shed extension
3. Apply for building permit
4. Prep work site for construction
5. Order needed materials
6. Start construction
7. Finished product is checked for approval
8. Finish construction

## Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

The transportation of materials, supplies, and tools will be handled by my father, myself, and other family members as needed. Helpers will need to arrange their own transportation to and from the construction site.

## 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.

The hazards and safety concerns that I and my helpers should be aware of include, but are not limited to, working around power tools such as drills being used by the adults on site along with the use of hand tools such as hammers and saws being used by scouts. Summer heat, bee stings, sunburn, and dehydration are also a concern. Hand and eye protection is required for anyone using tools. Water will be provided for helpers to stay hydrated.

## 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."

1. Create detailed drawing and bill of materials from Koopman's lumber.
2. Obtain building permit.
3. Plan out days for construction.
4. Purchase and deliver material and tools for construction.
5. Complete construction.

## 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 *Justin B. Haubel*

Date 4/9/2016

\*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

*William Polite*

Date 4/12/16

Name (Printed)

William Polite

## 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

*Karen Ober*

Date 4-12-16

Name (Printed)

Karen Ober

## 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 he 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

*David Kennedy*

Date 4.9.16

Name (Printed)

Signed

*Scott E. Zajkowski*

Date 16APR2016

Name (Printed) Scott E. Zajkowski, Mill Town District Advancement Chair

\*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.

**Construction site of proposed lean-to**



**Current storage condition of VFW trailers**



**KOOPMAN LUMBER CO. INC.**  
**665 CHURCH STREET**  
**WHITINSVILLE, MA 01588**

**PHONE: (508) 234-4545**

NO RETURNS WITHOUT SALES RECEIPT  
 ASK ABOUT ONLINE INVOICES & STATEMENTS

CUST NO: 10993	JOB NO: 000	PURCHASE ORDER:	REFERENCE:	TERMS: NET 30/ EOM	CLERK: CV	DATE / TIME: 4/9/16 3 56
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SOLD TO:  
 JACK BALANCA REMODELING  
 10 UPTON STREET

SHIP TO:

EXP. DATE: 4/14/16

TERMINAL: 614

NORTHBRIDGE MA 01534  
 508-234-9908

SALESPERSON: 33 PAUL GREEN  
 TAX: 001 MASS TAX

**ESTIMATE: 319239/1**

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE/ PER	EXTENSION
1		15	EA	2814KD	2X8X14 KD SPRUCE (147 APRX)		15	8.69 /EA	130.35
2		10	EA	2408PT	2X4X8 #1 PRESS TREAT SYP (104)		10	4.66 /EA	46.60
3		40	EA	2408KD	2X4X8 KD SPRUCE (294 APRX)		40	2.27 /EA	90.80
4		10	EA	12CDX	4X8X1/2 CDX 4PLY SPRUCE/FIR		10	18.99 /EA	189.90
5		9	EA	XTBP	XT25 BLACK PEPPER		9	29.30 /EA	263.70 *
6		5	EA	8WDE	8" WHITE ALUM DRIP EDGE 10' PC		5	8.41 /EA	42.05
7		1	EA	114GR5	1-1/4"GALV ROOF NAIL 5#BOX		1	9.23 /EA	9.23 *

(BALANCA JACK)

TAXABLE	772.63
NON-TAXABLE	0.00
<b>SUBTOTAL</b>	<b>772.63</b>

TAX AMOUNT	48.29
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<b>TOTAL</b>	<b>820.92</b>
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TOT WT: 0.00

X \_\_\_\_\_  
 Received By



Uxbridge • Whitinsville  
Grafton  
(800) 836-4545

Date: \_\_\_\_\_

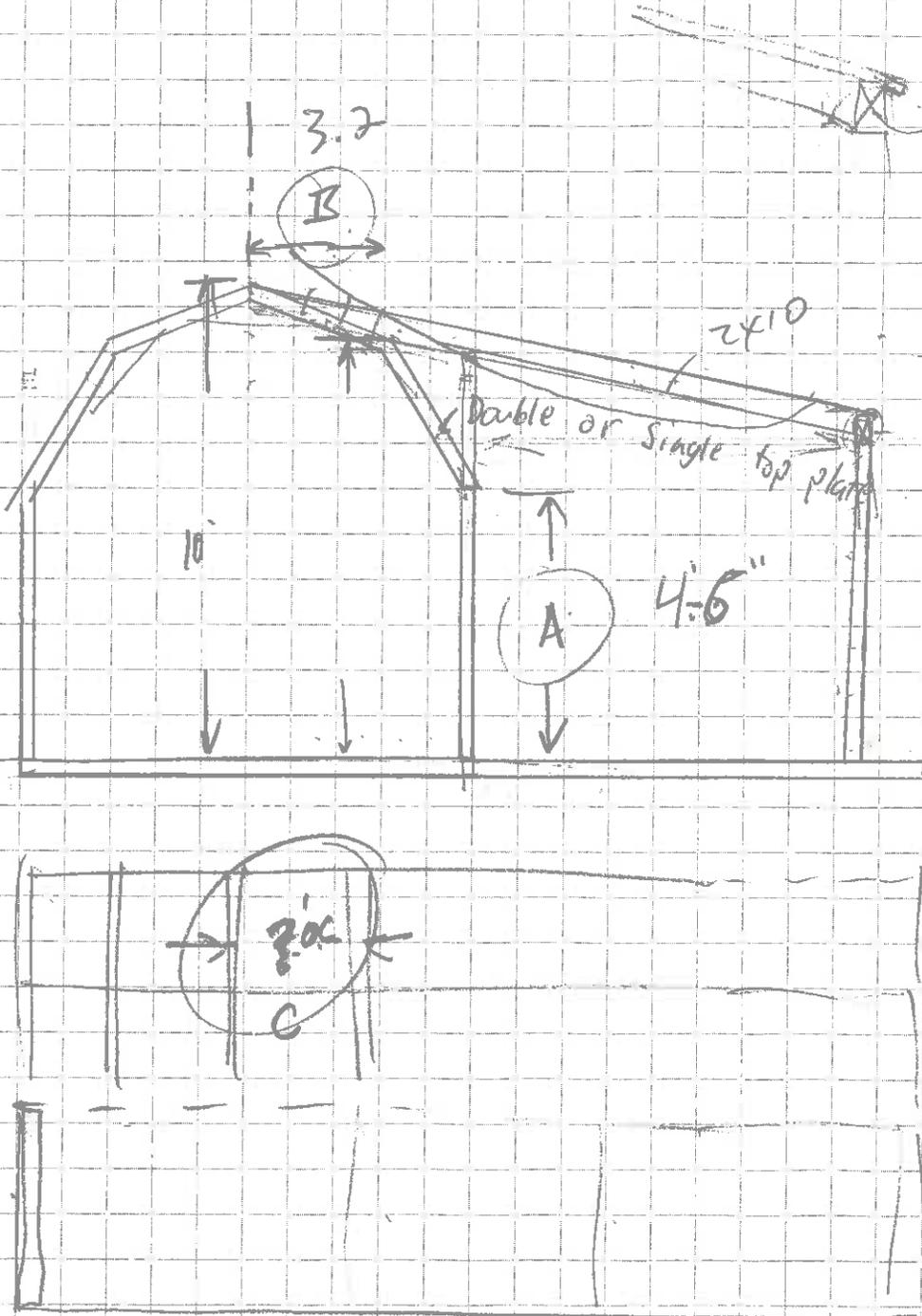
Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Salesperson: \_\_\_\_\_

Due Date: \_\_\_\_\_

[www.koopmanlumber.com](http://www.koopmanlumber.com)



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DOORS