

# Eagle Scout Leadership Service Project Workbook



XXXXXXXXXXXX

Scout's name

XXXXXXXXXXXX

Hampton Cove, AL 35763

Address

XXXXXXXXXXXX

Telephone No.

Troop 343

Unit No.

Talakto

District

Greater Alabama

Local council

Scott McPheeters

Unit Leader's name

3005 Brook Park Drive,

Hampton Cove, AL, 35763

Address

(256)503-2046

Telephone No.

Rob Cook

Unit advancement committee person's name

3003 Brook Park Drive

Hampton Cove, AL, 35763

Address

(256)-518-9927

Telephone No.

## PROJECT DESCRIPTION

Project name: Improvements to The Studio

I am helping to renovate The Studio for my Eagle project. The Studio is operated by Tennessee Valley Family Services. It provides access to shelter for traveling youth, job training, street survival kits, access to phone and internet services, and other basic needs. It educates youth to the dangers of living on the streets and provides a place where teens can do their homework and have access to a computer. The Studio is a new organization and they are renting a house on Oakwood Avenue, next to the HEMSI HQ. It is a green and white house that is in need of help.

I did an assessment and saw a couple of tasks that I believe I could work on. I will be painting the front porch and adding a new porch swing. I will clean the carport and fill cracks in the concrete. I will fix up a room where they will place lockers. This includes painting it, installing the lockers, and installing new shelves in the closet. I will also be painting the front sign and placing a flowerbed under it.

I will be painting the front porch and adding a porch swing to give it more curb appeal. The old swing is pretty weak and I will take that one out and replace it. I will hang another porch swing that is about 48 inches long to replace the old one. If it looks more welcoming, more teens will seek help there, which will give them a safe refuge.

I am going to paint the front sign and put a flowerbed under it. The flowerbed will stick out about three feet from the base of the sign. I will put bushes and perennials in the flowerbed because they are easy to maintain. I will have to be careful that I do not hit any electrical lines while I am digging.

I am going to clean and paint a storage room and place lockers for the homeless teenagers to put their belongings in. The room will be painted white. The lockers are provided for us by The Studio. I will also be installing new shelves in the closet.

I am going to pressure wash the driveway and car port area. I will also fix the cracks in the car port. This area will be used for dance classes and art lessons. It is important that they have an even and clean floor or else this will get dirt and trip and fall. I plan on purchasing these materials through donations. I will get donations by sending letters to resources and asking local businesses if they would like to help. The materials can be found at Lowe's, Home Depot, Sherwin Williams, The Greenery and Wal-Mart.

To begin the work I will make a plan to complete this project. I will need drawings of the locker room and front sign. I will estimate what is needed to complete the project including materials and man hours.

# PROJECT DESCRIPTION

What group will benefit from the project?

**The Studio, Tennessee Valley Family Services**

**256-489-8088**

Name of religious institution, school, or community

Telephone No.

**1001 Oakwood Avenue**

**Huntsville, AL**

**35801**

Street address

City

State

Zip Code

The Studio's Street Outreach Program is designed to have a steady and trusted presence within the community, in order to build caring relationships in which staff may teach youth of the dangers of living on the street and provide other options. Staff find youth on the street in Madison County, at the program's drop-in center, and at school, and offer a variety of referrals to services including medical care, counseling, crisis intervention, survival needs (food, clothing) and educate youth on the risks of living on the street. My project is at the drop-in center on Oakwood Ave.

My project will be of benefit to the group because:

It will make The Studio look more inviting. It will also give them a place to relax on the porch. When they have had a hard day they will have a place to store their belongings in the locker room. The closet will provide XXXXXX with a place to store can foods without them falling through the shelves.

This concept was discussed with my unit leader on

July 16, 2011

Date

The project concept was discussed with the following representative of the group that will benefit from the project.

XXXXXXXXXX

Representative's name

June 13, 2011

Date of meeting

The Studio Director

Representative's title

XXXXXXXXXX

Phone No.

## PROJECT DETAILS

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### PRESENT CONDITION

The Studio is a new organization that is in a rundown house. The outside of the house was not cared for and is in need of repairs. They have just installed a new sign and would like to have a flowerbed around it for curb appeal. The porch needs to be painted to make the house look more welcoming. A room that will be used for lockers needs painting. They would like to be able to have art and music lessons on the carport. Power washing the pavement and filling cracks will make it a better place to have them.

### “Before Photographs”



**Figure 1.** The Studio 1001 Oakwood Ave



**Figure 2.** Current sign before painting and landscape



**Figure 3.** Front porch- Paint and install new swing  
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## PROJECT DETAILS

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**Figure 4.** Locker room- paint and install shelves



**Figure 5.** Car port- pressure washing and fill cracks

## PROJECT DETAILS

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### METHOD

#### **Task 1 Planning and Approval**

I will ask for the approval of The Studio Director, XXXXXX. I will go and survey The Studio and see what needs to be done. I will then see what projects are in my skill range. I will also see if there are any safety concerns. I will then prepare an estimate of the work, man-hours and costs.

#### **Task 2 Raise Money**

I will visit local businesses to ask for material donations. I will send out letters asking for donations to raise money for my project. I will ask businesses, friends and family members for financial donations. The checks will be made out to Troop 343.

#### **Task 3 Locate Materials**

I will prepare a list of materials needed for each of my projects. I will purchase materials at Lowes, Walmart, and Home Depot with donations.

## PROJECT DETAILS

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### Task 4 Build New Shelves

I will make new shelves to go into the closet of the locker room. This will be done on site. This will take 2 hours and I will need a circular saw, tape measure and a sander.

#### **Method-**

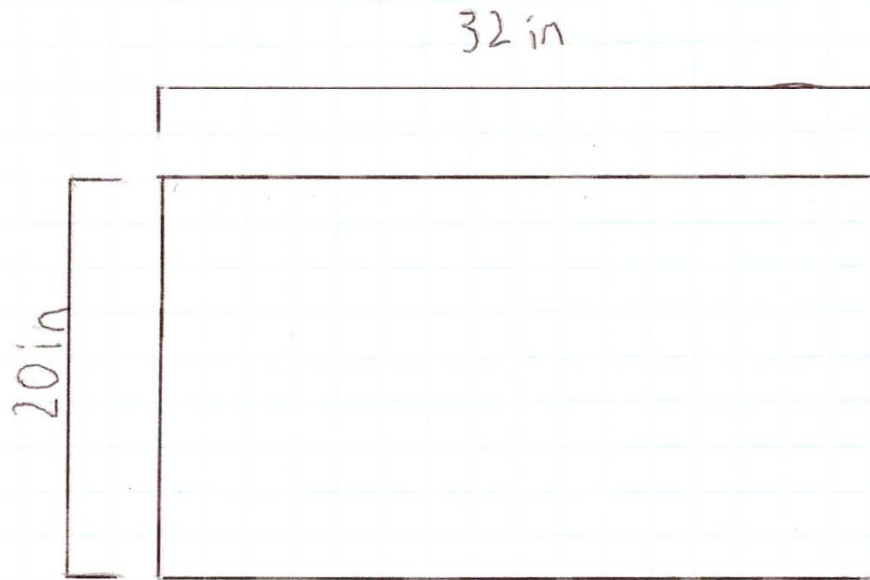
1. I will start by marking the walls in two places with a pencil at 20 inches from the floor, and then every 15 inches up the wall.
2. I will draw a straight line along the back and sides of the walls with a carpenter's level at each mark. I will sight the level to ensure the line is straight each time.
3. I will also measure the width of the interior of the closet at each line to ensure it is 36".
4. Each shelf requires a 1x12 shelf and a 1x3 cleat across the back and a 10" 1x3 cleat on each side of the shelf. I will mark the boards and draw a line with a square to make sure the line is straight. I will use a power saw to cut the boards to the measurements.
5. I will mount the longer cleats to the back wall using the lines as a guide and the 10-inch cleats to the side walls lining them up with the longer cleats. I will run a stud finder along the wall to find the studs. I will mark the studs locations and transfer the location to the cleats. I will drill a 5/16" hole through the cleat, into the wall. I will inset a #10 anchor into the stud and screw a #10 screw through the cleats into the studs. I will repeat this for each shelf.
6. I will place a shelf board on the cleats and screw a 2-inch screw down through the shelf boards and into the cleats at the back and on each side to secure the shelves.

## PROJECT DETAILS

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Closet shelf

20 inches deep  
32 inches wide



**Figure 6. Closet Design Overview**

# PROJECT DETAILS

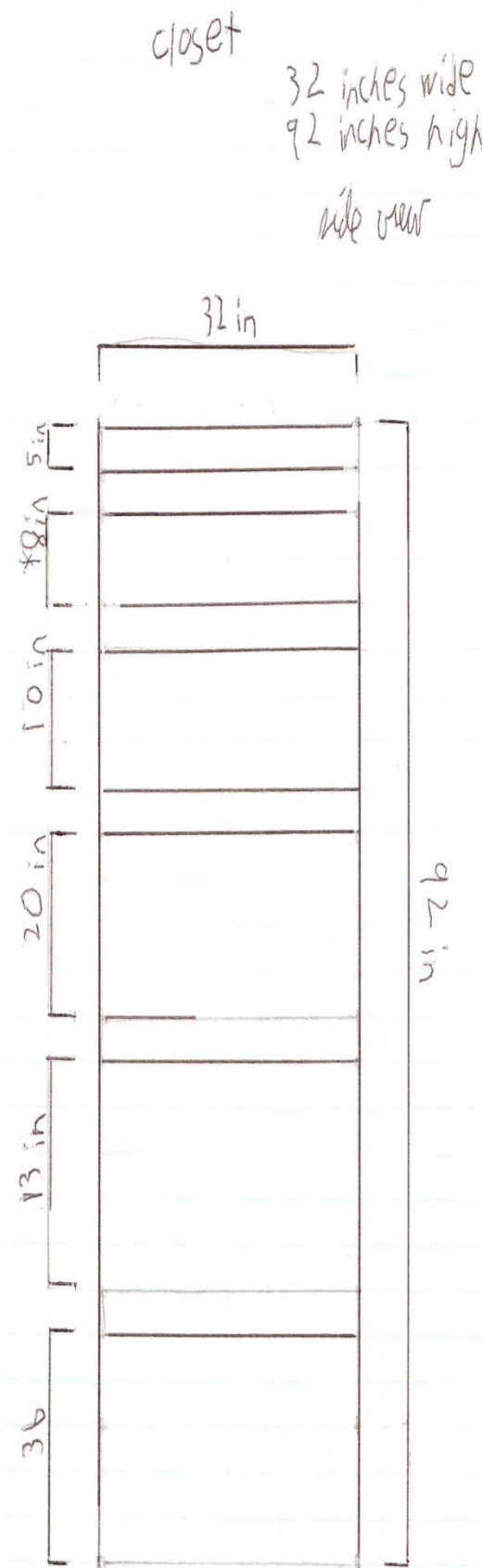


Figure 7. Closet Shelves Design

## **PROJECT DETAILS**

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### **Task 5 Paint locker room**

I plan to paint the locker room after I install new shelves. I will need 2 paintbrushes, rollers and 2 step ladders. This will take about 5 hours if I have 3 helpers. I will use 1 gallon of paint for this project. Before I do this I will need to clean the locker room.

#### **Method-**

1. Before we start painting, we will cover up the surfaces that will not be painted. A ground tarp will be laid down.
2. We will place painters tape to cover up the window and door edges.
3. We will carefully open the paint can and mix with a wooden stirrer.
4. We will then paint the edges of the room with a 2' brush.
5. We will then use paint rollers on the walls. One person will be on the ladder painting. The others will be rolling the walls the lower part of the walls.
6. One person will paint the closet and the shelves using the paint brush on the shelves and roller on the walls.
7. When we are done painting and the paint is dry, we will remove all the masking tape and we'll touch up the places where the tape was. This will require precise painting so that we do not paint where we should not.
8. We will then clean the brushes and roller heads
9. Once that paint is dry, we will remove the ground tarp.

### **Task 6 Install Lockers**

I will need about three people and it will take at least 4 hours.

#### **Method-**

1. I will plan the layout of the lockers. Depending on their size and shape, I will wish to install the lockers in a row, or one on top of the other.
2. I will find a stud in the wall and mark it. This will be done by sweeping a stud finder over the wall. I will mark the place where it beeps with a pencil. This is the location of the stud and the most secure place to screw in my first locker.
3. I will put the first locker in place. This will require leveling it and marking the space for holes on the stud I found. I will then place the locker where I will install it. Then, I will feel the back of the locker for the screw holes, and mark the corresponding place on the walls where the screws should go in.
4. I will drill holes into the wall. Using a 5/16" drill bit that is smaller than the #10 screws I will drill holes in the wall where I have marked with pencil.
5. I will then drill each screw into the wall, waiting until all screws are all in place before tightening the screws. They will be secured by tightening them as far as they will go.
6. I will repeat steps one through 5 for each additional locker.

## PROJECT DETAILS

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### Task 7 Build Flowerbed

I plan on building the flowerbed and painting the front sign. I will need about 6 helpers. We will be tilling the ground and planting bushes and perennials. I will paint the sign with the leftover paint from the front porch. The area around the sign will be about three feet in radius.

#### **Method-**

1. The flower bed will be a circle with a 3' radius. I will measure out three feet from the center of the base of the sign using a tape measure. I will then use a string to locate the edges of my flowerbed. I will then mark it with spray paint.
2. I will then spray it with grass killer to clear the area.
3. A week later we will come back and we will rake all the dead grass off to the side.
4. We begin tilling the soil, mixing in new topsoil. One person will till.
5. When the person is done tilling the first side, he will till the other side. The rest of the crew will then work the soil and prepare it for planting. They will continue this on the other side once it is tilled.
6. After the soil is tilled, we will place bricks around the circumference to form a border for the flowerbed.
7. The last step is to plant the perennials. We will dig holes in the soil larger than the root ball and drop the plants into the holes. We will then fill around the stalk and press the soil down by hand.
8. We will water the plants.
9. I will ask The Studio staff to water the plants. If they are unable to do so, I will stop by on the way home from school and water the plants every other day, unless it rains.

**Figure 7. Flower Bed**

## **PROJECT DETAILS**

### **Task 8 Replacing porch swing and paint front porch**

I will paint the front porch and put up a new swing and replace an old one with one already in place. This will take about 2 people and 2 hours.

#### **Method-**

1. We will scrape the area to be painted with putty knife and paint scraper – removing all loose and flaking paint. We will not go to bare wood.
2. We will wash the areas to be painted with soap and water to give a clean surface to paint.
3. After allowing time for the area to dry, we will be ready to paint.
4. Before we start painting, we will cover up the surfaces that will not be painted. A ground tarp will be laid down.
5. We will place painters tape to cover up the window and door edges.
6. We will carefully open the paint can and mix with a wooden stirrer.
7. We will then paint the porch with a 2' brush. One person will be on the ladder painting. The other will be painting the lower area.
8. When we are done painting and the paint is dry, we will remove all the masking tape and we'll touch up the places where the tape was. This will require precise painting so that we do not paint where we should not.
9. We will then clean the brushes.
10. Once that paint is dry, we will remove the ground tarp.
11. We will remove the old swing and check the eyebolts to see if they need to be replaced. If they need to be replaced, we will use the method for the new swing.
12. Eye bolts will be placed into beams in the roof of the porch.
13. We will locate the beams. Standing on step ladders I will locate the eye bolts 48" apart. I will carefully mark the location for the eyebolts with a pencil.
14. I will drill a pilot hole using a drill bit smaller than the eyebolt and screw the eyebolt into the beam. I will then attach the chain of the swing to the eye bolts.
15. We will attach the chain to the swing and adjust the chain until the swing is 2 feet of the ground.
16. I will repeat for the other swing.

### **Task 9 Pressure Wash Driveway**

I will pressure wash the driveway and car port. This will take 2 people and about 10 hours.

#### **Method-**

1. We will pressure wash the car port first because it is at the top of the hill. This enables the dirt to be washed down the driveway and we will not have to pressure wash twice.
2. I will select a medium pressure nozzle and attach it to the pressure washer.
3. I will then hook up the pressure washer to the hose that is attached to the spigot. Once that is completed I will turn on the water and start the pressure washer.
4. I will clean the cracks with extra care so it will be easier to apply the concrete patch. I will then pressure wash the driveway.

## **PROJECT DETAILS**

5. Once all the washing is completed, I will turn off the pressure washer and the water in that order. I will then disconnect the hose from the spigot and the pressure washer from the hose. I will detach the pressure nozzle from the pressure washer. While pressure washing, we will wear hearing protection and eye protection.

### **Task 10- Repairing Cracks in Car Port**

I will be fixing the cracks in the car port floor so they will be able to have a space to use for dancing and art lessons. I will grout all the cracks and try to make the floor as level as possible. This will take about 4 people and two hours.

#### **Method-**

1. I will then make sure that the cracks are clean, dry and free of dust to make sure that I get the best performance from the concrete patch.
2. I will mix water with the concrete patch to make it into smooth paste the consistency of tooth paste.
3. I will then use a trowel to apply the mixture to cracks, one crack at a time. The trowel will be used to press the grout into the crack and leave a smooth surface. I will feather the grout out to nothing.
4. I will repeat this for every crack.
5. When we finish we will clean tools with a scrub brush and water.

### **Task 11 Plant Bushes**

I will plant the bushes in the flower bed in September so they will not die from the heat. This will take 2 people and about 2 hours. This can be done on a Friday after school.

#### **Method-**

1. We will clear mulch away from the area where we will plant the bushes.
2. We will dig holes for the bushes larger and deeper than the size of the root ball using a shovel and trowel
3. We will remove the bucket from the root ball and place in the hole.
4. We will carefully fill around the bushes.
5. We will replace the mulch.
6. We will water the bushes.
7. I will ask The Studio staff to water the plants. If they are unable to do so, I will stop by on the way home from school and water the plants every other day, unless it rains.

## PROJECT DETAILS

### Equipment to be Used

Equipment Used	Unit	Who provides
<b>Task 4-Build shelves</b>		
Carpentry tools	1	XXXXXX
<b>Task 5-Paint locker room</b>		
Paint Brushes	2	Donations
Ladders	2	XXXXXX
Roller	2	Donation
Tarp	1	XXXXXX
<b>Task 6- Install Lockers</b>		
Drill	1	XXXXXX
Drill bits	1	XXXXXX
Stud finder	1	XXXXXX
Pencil	1	XXXXXX
Level	1	XXXXXX
Electric Screwdriver	1	XXXXXX
<b>Task 7- Build Flowerbed</b>		
Tiller	1	XXXXXX
Rakes and	1	XXXXXX
Shovel	2	XXXXXX
Trowel	4	XXXXXX
<b>Task 8 – Paint Front Porch and install swings</b>		
Brushes	2	Donations
Ladder	1	XXXXXX
Tarp	1	XXXXXX
Drill	1	XXXXXX
Screwdriver	1	XXXXXX
Tape Measure	1	XXXXXX
<b>Task 9 -pressure wash</b>		
Pressure washer	1	XXXXXX
Hose	1	XXXXXX
<b>Task 10- Fix cracks</b>		
Trowel	1	XXXXXX
Bucket to mix grout	1	XXXXXX
<b>Task 11- Plant Flowers</b>		
Trowel	4	XXXXXX

# PROJECT DETAILS

## Manpower Requirements

<b>Manpower Requirements</b>		
<b>Number of workers</b>	<b>Hours worked by each person</b>	<b>Total Hours on task</b>
<b>Task 1- Planning and Approval</b>		<b>35</b>
Adults-1	5	5
Scouts-1	30	30
<b>Task 2- Raise Money</b>		<b>3</b>
Adults-0		
Scouts-1	3	3
<b>Task 3-Locate Materials</b>		<b>10</b>
Adults-1	5	5
Scouts-1	5	5
<b>Task 4- Build new Shelves</b>		<b>9</b>
Adults-1	3	3
Scouts-2	3	6
<b>Task 5- Paint Locker room</b>		<b>20</b>
Adults- 2	5	10
Scouts-2	5	10
<b>Task 6- Install Lockers</b>		<b>12</b>
Adults-1	4	4
Scouts-2	4	8
<b>Task 7- Build Flowerbed</b>		<b>24</b>
Adults-2	4	8
Scouts-4	4	16
<b>Task 8- Replace porch swing and paint</b>		<b>16</b>
Adults-2	4	8
Scouts-2	4	8
<b>Task 9- Pressure wash</b>		<b>30</b>
Adults-1	10	10
Scouts-2	10	20
<b>Task 10- Fix cracks</b>		<b>8</b>
Adults-1	2	2
Scouts-3	2	6
<b>Task 11- Plant flowers</b>		<b>8</b>
Adults-1	2	2
Scouts-3	2	6
	<b>Total estimated man hours</b>	<b>175</b>

## PROJECT DETAILS

### TIME SCHEDULE

Date	Task	Day of Week	Total hours
August 25, 2011	Mark flower bed and kill grass	Saturday	20
August 27, 2011	Build shelves	Saturday	4
August 27, 2011	Paint Locker Room	Saturday	20
August 27, 2011	Paint front porch	Saturday	
August 27, 2011	Build Flowerbed	Saturday	40
August 27, 2011	Pressure wash	Saturday	20
September 5, 2011	Install Lockers	Monday	6
September 5, 2011	Fix cracks	Monday	8
September 5, 2011	Porch swing	Monday	2
September 5, 2011	Porch swing	Sunday	2
September 24 2011	Plant shrubs	Saturday	4

### SAFETY

For safety precautions, we will wear earplugs and goggles when using the carpentry tools and the pressure washer. We will wear gloves when building the flowerbed. Only adults will use power tools. We will provide water and Gatorade to keep everyone hydrated.

# PROJECT DETAILS

## Approval Signatures for Project Plan

Project plans were reviewed and approved by

\_\_\_\_\_  
Religious institution, school, or community representative      Date

\_\_\_\_\_  
Scoutmaster/Coach/Advisor      Date

\_\_\_\_\_  
Unit committee member      Date

\_\_\_\_\_  
Council or district advancement committee member      Date

**Important note :** You may proceed with your leadership service project only when you have

- Completed all the above mentioned planning details
- Shared the project plans with the appropriate persons
- Obtained approval from the appropriate persons

## CARRYING OUT THE PROJECT

Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List who besides yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project.

If appropriate, list the type and cost of any materials required to complete the project. If your original project plan changes at any time, be sure and document what the change was and the reason for the change.

### Hours I Spent Working on the Project

The length of time spent should be as adequate as is necessary for you to demonstrate your leadership of two or more individuals in planning and carrying out your project.

Hours I spent: Planning the project IP# Carrying out the project: IE#

Total hours I spent working on the project: IP# + IE#

### Hours spent by Scouts, Venturers, or Other Individuals Working on the Project

*(Identify the people who helped you plan the project, the date of your discussion the number hours they spent).*

**Table 5. Planning Hours Spent**

Name	Date	Hours	Total Hours
<b>Planning the Project</b>			
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			
12)			
<b>Total Hours Planning for Project</b>			

# CARRYING OUT THE PROJECT

*(Identify the people who helped you execute the project, the date they were at the job site and the number hours they worked).*

**Table 6. Project Hours Accomplished by Others**

Name	Date	Hours Worked
<b>Task 1</b>		
1)		
2)		
3)		
4)		
5)		
<b>Task 2</b>		
1)		
2)		
3)		
4)		
5)		
<b>Task 3</b>		
1)		
2)		
3)		
4)		
<b>Task 4</b>		
1)		
2)		
3)		
4)		
<b>Task 5</b>		
1)		
2)		
3)		
4)		
<b>Task 6</b>		
1)		
2)		
3)		
4)		
<b>Task 7</b>		
1)		
2)		
3)		
<b>Total Hours Worked</b>		

## CARRYING OUT THE PROJECT

Total number of hours others worked on the project: OP# + OE#

For a grand total, add the total number of hours you spent on the project to the total number of hours others spent on the project: IP# + IE# + OP# + OE#

*(Identify the exact materials purchased, by task, to complete the project. The data is to include a description of the materials, number of units purchased, unit price, cost and who made the donation).*

**Table 7. Actual Materials Required**

Material	Unit	Unit Price	Cost	Donations
<b>Task 1</b>				
1)				
2)				
3)				
<b>Task 2</b>				
1)				
2)				
3)				
<b>Task 3</b>				
1)				
2)				
3)				
4)				
<b>Task 4</b>				
1)				
2)				
3)				
4)				
<b>Task 5</b>				
1)				
2)				
3)				
<b>Task 6</b>				
1)				
2)				
3)				
<b>Task 7</b>				
1)				
2)				
3)				
<b>Total Cost of Project</b>				

## CARRYING OUT THE PROJECT

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### **Changes**

List any changes made to the original project plan and explain why those changes were made.

*(Describe each change that had to be made to the task. These are known as lessons learned allowing you to better plan on your next project).*

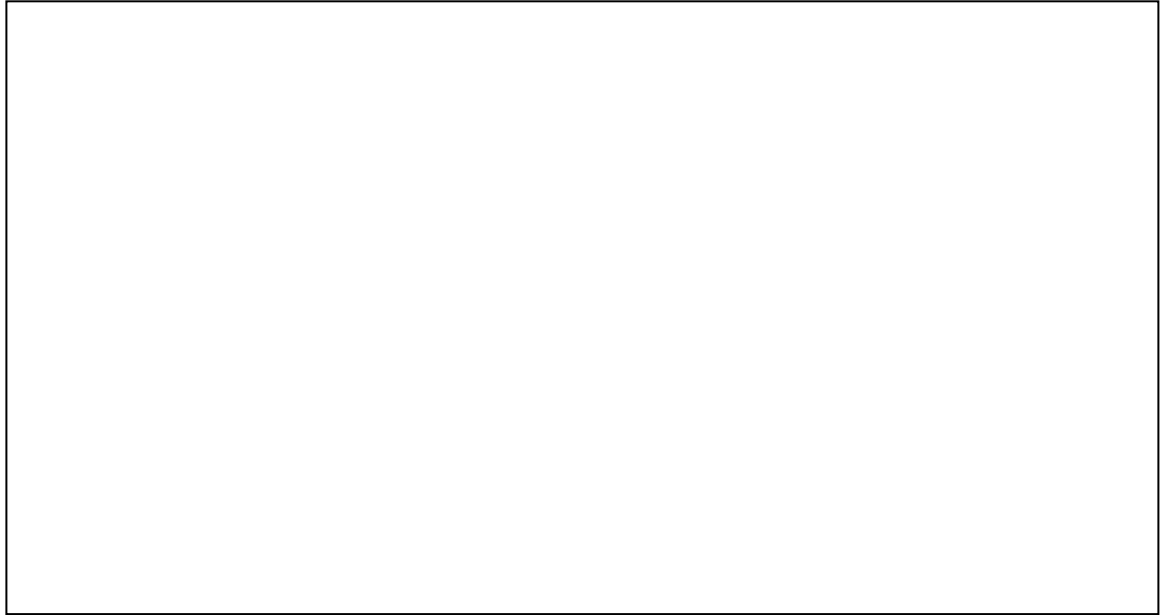
- *Task n – (Identify all changes associated with the task that includes associated methods, materials, helpers or safety precautions).*

# CARRYING OUT THE PROJECT

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## Photographs

### “After” Photographs



**Figure 7. *(Descriptive Title)(Photograph)***



**Figure 8. *(Descriptive Title)(Additional Photograph - If Needed)***

# CARRYING OUT THE PROJECT

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## Approvals for Completed Project

Start date of project: \_\_\_\_\_

Completion date of project, including paperwork and final signature: \_\_\_\_\_

The project was started and has been completed since I received the Life Scout rank, and is respectfully submitted for consideration.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

This project was planned, developed, and carried out by the candidate.

\_\_\_\_\_  
Signature of Scoutmaster/Coach/Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the representative of religious institution, school, or community

\_\_\_\_\_  
Date