

### Doing your project

This is likely the phase of the project that you have focused on all along. Since you have been following the previous steps, doing your project mostly involves implementing your plan. Therefore a few tips should suffice.

Whether you are about to embark on your fundraiser or doing the project itself, the key to smooth implementation is preparation. For example, if your fundraiser involves handling prepared food, you would want to have your temporary license as a food service facility approved before your sale. The application processing would likely take 5 – 10 days, but there are also special requirements for food storage, water, and hand washing facilities for which you would need to prepare. (Call the Carroll County Health Department (410-875-3390) for exact processing time and requirements. [www.carrollhealthdepartment.dhmd.gov/envirohealth.html](http://www.carrollhealthdepartment.dhmd.gov/envirohealth.html)) Of course, you also must allow adequate time for obtaining approval signatures and the return of your Unit Money-Earning Application. When doing your project you want to be able to utilize effectively those who turn out to help. You should have materials already delivered and staged at the site, and tools available. You should have thought through how you will form teams and assign tasks. If site preparation involving heavy equipment is required, you should schedule that before your crew arrives. Operating heavy equipment is much safer when others are not on site. If digging is involved, you will want to contact Miss Utility (800-257-7777) far enough in advance to have underground utilities marked. The use of a sign-up sheet with designated time slots may help you to match the number of helpers to the work, especially if you need to concentrate the help on a particular task.

An important aspect of the project is record keeping. You will want to have someone take photographs of the work in progress and of the finished product. Have them record you providing instructions and directing the work, especially of other youth. You will have to report the number of hours and dates that others worked on your project. This will be simplified if you run a sign-in/sign-out sheet during the work events. As soon as you see someone on site, direct him or her to the sign-in sheet and ask that they sign out before leaving. Record keeping is important for your fundraiser too, beyond the sign-in/sign-out sheet for your helpers. You will have to document your project income and expenses in the Income/Expense Report (Step7). Make photocopies of donation checks and thank-you letters. While you may hold fundraising money in an account of your own or your parents' account, having the funds held in a special troop account is valuable. Then there will be a Troop record of checks that were written from the account. Being able to write tax-deductible donation checks to your Troop (a non-profit charitable organization) is valuable to donors. Copies of receipts for expenses will be included in the Eagle notebook.

Rarely does everything go exactly as planned. If all does not run smoothly, don't panic. You already have contingency plans for bad weather, for delay of materials, and for injuries, should they occur. If the project hits a snag, you will undoubtedly have advice available from your helpers (especially the adults!). You will decide how to work through or around the problem to bring your project to completion. Problems provide you opportunity to demonstrate leadership.

Go do your project, and good luck!