

## The Eagle Service/Leadership Project Report Guidelines

### Items to include (but not limited to) in the Project Book:

- 1.) **The Plan** of the project needed in order to have the project approved. Tell what your project is, what you intend to accomplish, why you selected this particular project. Tell who your sponsor is and how your project benefits the sponsor.
- 2.) **The Write Up** of how the project was carried out, which includes ways you demonstrated leadership in carrying out the project to completion – giving examples of how you directed the project rather than doing the work yourself.

As you write your report, emphasize your **Leadership**, your **Planning**, your **Organization** of project details, your project **Direction** (instruction and direction of project volunteers). Try to include statements, such as “*I said...*”, “*I decided...*”, “*I think...*”, “*I directed...*”, “*I showed...*”, “*I instructed...*”, “*I assigned...*”  
The length of the write up is typically 2 to 3 pages (or whatever it takes) to explain your leadership in carrying out the project.

**Note:** When you calculate hours include all the time you spent planning, discussing, getting materials etc. for the project and the total “man” hours that were needed to complete the project. (5 people working 6 hours = 30 hours)

### The Write up includes:

#### **A.) Project implementation**

Describe the planning stages of your project, who you met with, any special problems in planning that you had to resolve, any special concerns such as safety. Discuss what you did to prepare for your project, such as presentations to sponsoring organizations, raising funds, getting donations of material and equipment, preparing posters and handouts, what you did to get people to volunteer.

Discuss the actual work required to accomplish your project. Was the project completed according to your original plans, or did you have to revise and change some of the steps? Were you able to keep everyone busy, were there any special problems keeping everything under control and running smoothly?

**For example:** Day One - My plan was to accomplish \_\_\_\_\_; I had \_\_\_\_\_ number of people who came; This is how I instructed/used these people in carrying out the plan for the day; (*This needed to be done; I assigned a group to do this; I explained what they needed to do etc...*); This is what was accomplished this day. Include any changes in the plan for the day; why those changes were needed; and how you managed those changes. **Do this for each day.**

Another way to write up the project is to use captions under the pictures of the work being done for the project. For example: Picture #1 – Explain what is happening in the picture and what leadership you showed in making that happen. **Do this through the completion of the project.**

## **B.) Conclusions, Thoughts, Ideas**

This section summarizes your efforts and how the project affected you and the people with whom you worked. Also include any overall changes from the original plan to your project – what the changes were why they were needed and how you managed the changes. Tell whether the project was successful, did it meet the goals outlined in your project approval form? Tell about any unexpected problems and what you might do differently if you were to do this project again. What did you learn from doing the project?

## **C.) Tables, Charts, Diagrams**

Provide an appendix with the following documents and any other documents that you think would help the Board of Review evaluate your efforts.

- Time Log – Sign In/Out sheets – list of people that worked on your project, when and how long they worked
- Tools and Equipment
- Materials used
- Money Received, Goods and Services, Expenses (sales receipts)
- Diagrams and drawings
- Before, During and After Photographs

**Please Note:** The project is to be presented *neatly* in a three ring binder. Page protectors are encouraged since the book will be handled by many people.

**Also Note:** Do **NOT** put merit badge or rank cards in the project note book.

### **Resources:**

[http://www.eaglescout.org/project/proj\\_rep.html](http://www.eaglescout.org/project/proj_rep.html)

[http://www.datatectonics.com/bsa%5Ctroop305.nsf/0/D71D1D9E39C5CC2685256B6600539B4F/\\$FILE/7\\_Project\\_writeup\\_guidlines.doc](http://www.datatectonics.com/bsa%5Ctroop305.nsf/0/D71D1D9E39C5CC2685256B6600539B4F/$FILE/7_Project_writeup_guidlines.doc)