

Tips for your Eagle Service Project

How to begin

- Get a notebook.
- Record all events in your notebook when they happen and keep as accurate a set of notes as possible.
- When you call or visit someone to discuss your project, write that in your notebook.
- Make a separate section to record what you buy, what is donated, any moneys that you receive, including a place for your receipts (especially if you are to be reimbursed)
- In a separate section, record when you do the various parts of your project, who helped, how much time each of the volunteers spent on the project.
- Make a section to list tools and equipment.
- Have a section for other considerations such as transportation (if your project is away from your neighborhood); food & refreshments; permits; consent forms; medical and safety preparedness, etc.

If you keep good records, the report will almost write itself. You may start your report whenever you feel ready.

Suggested Project Report Outline

- As you write your report, remember to stress your **Leadership**, your **Planning**, your project detail **Organization**, and your project **Direction** (instruction and direction of project volunteers).
- Try to include strong statements, such as "I said...", "I decided...", "I think...", "I choose" In the following suggested outline, the recommended total length of sections 1, 2, 3 should be about 3-5 pages.

1. Introduction

Describe your project, what you aimed to accomplish, why you chose this project. Describe your sponsor, what they do and how your project benefits the sponsor and their stakeholders. Name your sponsor representative and what position/role they hold in the organization, and if you had technical consultants, name them and how they assisted you (example: landscape architect that assisted with selection of California natives).

2. Project implementation

Describe the planning stages of your project

- who you met with
- special problems in planning that you had to resolve
- special concerns such as safety, permits, transportation

Discuss what you did to prepare for your project, such as

- presentations to sponsoring organizations
- fund-raising
- donations of material and equipment

- preparing posters and handouts
- recruiting volunteers

Discuss the actual work required to accomplish your project.

- Was the project completed according to your original plans?
 - 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?
 - Were the volunteers friendly, or did they complain and fool around?
- Generally, the best way to write this section is to simply say, "This is what we did on the first day.", "This is what we did on the second day.", etc.

3. **Conclusions, Thoughts, Ideas**

This section summarizes your efforts and the overall project. Tell whether the project was successful, in other words, did it meet the goals outlined in your project approval form? Did it meet the expectation of your sponsoring organization? 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? How has the project helped you and your sponsor? How did your volunteers feel about the project?

Finally, take some time to acknowledge and thank anyone special, the people that gave you that extra bit of support. Acknowledge your sponsor, the person who guided you as a mentor, the people and organizations that donated money and material, your friends who volunteered their time.

4. **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 -- list the people that worked on your project, when and how long they worked Have a total summary of the hours (including the times spent in planning the project.) Remember to write the total on your Eagle Scout application.
- Tools and Equipment used
- Expenses, Money Received, Goods and Services donated
- Diagrams and drawings
- Photographs- before, during and after