

**To: Scouts who are completing their Eagle Scout Leadership Service Project application,
Scouts who are starting to work on their Eagle Scout Leadership Service Project, and
Scouts who are completing Requirement 5 of their Eagle Rank application**
From: Troop 116 Eagle Scout Coordinator

Please follow these instructions in carrying out your project and read the below description of the requirements for your Eagle Award Application as they pertain to the write-up for your Eagle Project. Keep all of these requirements in mind as you complete your project application and as you work on your project so that you will carry out your project properly, keep enough notes to have a good write up, and take appropriate pictures to include in your Eagle Award Application.

A key aspect of an Eagle Project is leadership. You must have mostly youth participants. You must avoid scheduling work sessions that include only you, or only you and adults, especially adult members of your family. Adult presence should mainly be used only for operation and supervision of power tools and/or for driving and transportation. Work sessions with you alone, or with adult participants and few or no youth, bring into questions your leadership and will cause the project to be unacceptable. You must have at least three or four work sessions on different days with several youth participants in order to demonstrate a minimally acceptable amount of leadership.

You will need to keep a good journal during your project to record every bit of work you do. Each entry in this journal should include the date, names of people involved, how long (number of hours) each person participated, description of work done. You should take pictures of the project in progress, pictures of youth doing work.

You must have good records for everything done on your project, including planning, recruiting, unexpected events, expenses incurred, etc., so that you can have a good report to respond to Requirement 5 of the Eagle Scout Rank Application.

Eagle Award Application
Supplemental Instructions by Troop 116 Eagle Scout Coordinator

Requirement 5 of the Eagle Scout Rank Application. 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.

1. Complete this space on the application form by entering "See attached" and placing the Date project was completed in the assigned space.
2. Write a report of several paragraphs according to the following guidelines on separate paper, preferably using a word processor so your draft can be easily modified after review by the Scoutmaster or Troop Eagle Scout Coordinator. This report should be at least 1 to 2 typewritten, double-spaced pages, and often may be longer.

Include the following topics/items:

- a. Write a paragraph (or more) giving a summary description of the project and how it was completed. Don't repeat or copy the description from the Project Application and don't rehash your planning. Make it different and describe what was actually done.
 - b. Include a description of things that were different than what was originally planned. Tell about anything that was unexpected or not according to plan. Tell what you did to make up for anything planned that could not or did not get done. Tell how you dealt with unexpected events. Tell what you did to overcome any difficulties.
 - c. Include a paragraph, or several sentences, telling what you learned from this project/leadership experience. For example, did you feel a great sense of satisfaction and accomplishment when you finished? Did you learn the importance and benefits of thorough planning? Did you learn that it took more effort than you thought? Did you learn that it is difficult to recruit volunteers to help and have them keep their commitments about showing up? Do you feel you gained in your leadership skills?
3. Attach a condensed summary of your project log. This page often takes the form of a chart or table, and should contain an entry for each date you worked on the project. An entry should include the date, names of people who worked on that date, how long each worked, a brief description of the work done, and the total man-hours for that date. Be sure to include all the planning time. Show sub-totals for both the planning hours and labor hours. Also show the overall total actual man-hours for the entire project, which can be compared to the total planned man-hours on the Project Application. **Avoid listing work sessions in the labor section that include only you or only you and adults, as this will bring into question your leadership and will cause the project to be unacceptable.** Refer to the instructions at the top.
 4. Select, with the help of the Scoutmaster or Troop Eagle Scout Coordinator, a representative set of pictures which were taken while the project was in progress. Pictures should be mounted on plain typewriter paper, with descriptions if necessary. Place the pictures in chronological order, and use as many as you wish and as needed to show the project (6 to 18). Select pictures that show several different people, mainly youth, working and avoid lots of pictures that show only you or you and your father or other adults. Include pictures at the end that show the final, completed project.
 5. Attach the letter from the Chairman of the Council Eagle Project Review Committee which gave approval for your project.
 6. Attach a letter from the organization for which you did your project which indicates you completed your project to their satisfaction. It is preferable that this letter be on the organization's letterhead stationery. It often takes the form of a thank you note, but the main thing is that you have this document to confirm that you satisfactorily completed your project.