

General Comments

- *This is an annotated form. Use it as a reference guide.*
- *There is a clean form of this report in Word from [this link on the Eagle Scout Resources](#) page of the Troop 5 website, www.troop5.com. Download that clean form, called **9a–Eagle Scout Service Project Report**, and use it to prepare your actual report.*
- *This document is a formal report. Write it in that fashion. Use complete sentences.*
- *This BSA form is, in various respects, difficult to use. There are a lot of overlapping subject areas, and some topics could be addressed in any of three or four different places. For example, a particularly significant change in the way you decided to handle some part of your process could be described in answer to any of the following questions:*
 - *Observations - What was challenging?*
 - *Changes - What changes were made as the project was conducted?*
 - *Leadership - What was most difficult about being the leader?*
- *Remember that the reader does not know you or anything much about Troop 5, so write it so that a person without that kind of background will understand the report. For example, you should not say “we met in the church parking lot”; rather, you should specifically identify the First Presbyterian Church of Wilmette.*
- *When discussing the various phases of your project in the Report, do not forget to talk about the recruiting phase as well as the workdays.*
- *If your answer to a particular question is more than about 8 lines long, break the answer into two or more paragraphs. It is very hard for a reader to concentrate on overly long paragraphs. Also avoid using extremely long sentences.*
- *Wherever possible, provide specific examples that illustrate your general points. Those examples will make your points more vividly.*

Spelling, Punctuation and Grammar. *The Report, like the Proposal, should be well-written. Pay attention to grammar and punctuation, write thoughtfully and spell words correctly. A few tips along these lines include the following:*

- *Number the pages*
- *Always capitalize the first letter in “Scouts” and “Scouting,” as well as in “Troop” or “Crew” when referencing Troop 5 or Crew 5*
- *Be consistent with your terminology throughout*

- *Make sure what you say in each appendix is not contradicted by the discussion in the body of the report*
- *Use Spell Check*

Eagle Scout Service Project Report

*To be completed after the service project has been concluded. It is not necessary to provide lengthy answers.
Please be prepared to discuss your responses at your board of review.*

Eagle Scout candidate:	
Eagle Scout Service Project Name:	
Date of draft:	
Project start date:	
Project completion date:	

Project Execution

<i>Once planning was completed, when did the work begin?</i>	
<i>When was it finished?</i>	

Project Description

Please provide a brief description of your project and the impact it will have.

- *An approach that has worked well for a number of Troop 5 Eagle candidates is to start by writing up a chronological summary of the workday(s). This summary can describe the way in which each workday unfolded, the challenges you faced, the ways that you responded, the number of volunteers, and any other information you want to include. Often, Eagle candidates have included pictures in this summary, showing different stages of work or other aspects of the project. Writing such a chronological summary is not required, but doing so will create a nice record for posterity of your project. It will also make it much easier to finish the rest of the Eagle Project Report.*
- *If you choose to borrow some of your text for this section from your Proposal (in which you also were asked to describe your project), remember that you cannot just copy it verbatim. The Proposal was written before you did the project, so it was probably written in the future tense. This Report, on the other hand, is being written after completion of your project, so it should largely be written in the past tense.*

Describe what you did after your proposal was approved to complete the planning of your project.

- *If you prepared a Project Plan after getting approval from the Potawatomi District, then you should describe that process here.*
- *If, as is often the case for Troop 5 Eagle candidates, you prepared your Project Proposal in such a thorough fashion that you did not need to prepare a Project Plan, then you can say that here.*
- *In any event, this is also the place to describe any changes from the final form of Project Proposal that you made after you received approval of the Proposal but before you started your Project work days.*

Observations

What went well?

- *When you describe those aspects of your workdays that went well, reflect on the reason(s) you think they went well. Was it good planning? A large turnout of volunteers? Some other factor?*

What was challenging?

- *In this section you should discuss the various aspects of the project that were challenging. As part of this section, discuss what you did to meet these challenges. Also discuss whether, in hindsight, there might have been something you could have done differently in the planning process that might have eliminated or mitigated this challenge. (But you do not need to be really hard on yourself; often, these challenging situations cannot reasonably be anticipated.)*

Changes

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

- *Be thorough here. Describe how and why the changes occurred, and what you did to deal with those changes. Tie this discussion back to the project phases that you outlined in your Proposal and your Project Plan. Compare the results of your project with your expectations at the outset. There are several dimensions in which you can make this comparison: number of volunteers; total hours for the project; cost of materials or source of funding; difficulty of completing the project.*

Leadership

In what ways did you demonstrate leadership?

- *An important component of this report is what you learned about leadership from the project. Be thoughtful in writing this response. Look at [5–The Eleven Skills of Leadership](#), which you can find [through this link to the Eagle Scout Resources](#) page, and discuss some of the aspects of leadership listed there. Do not concentrate just on the “command and control” aspects of leadership. For example, you could discuss how you knew of, and used, the resources of the group. You could discuss the various methods of communication you used; a particularly*

relevant topic would be the various means you used to instruct your volunteers during your workdays. You could discuss how your planning affected your leadership of the project.

What was most difficult about being the leader?

- *The Proposal included a similar question to this one, asking you what you thought would be most difficult about leading the volunteers. One of the topics you can address here is whether the aspects that you expected to be difficult were, in fact, difficult. You should also describe other things you found difficult, even if you had not mentioned those things in the Proposal.*

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

- *There is a lot of overlap between the first question in this section and this one. You do not need to repeat yourself in your responses here, but you should take into account the points made in the annotation to that first question when writing your response here.*

Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies or tools? If so, what effect did this have?

- *We suggest that you include a separate appendix that lists your final costs for the project (and that compares the final costs to the estimated costs set out in your Proposal). In this section of the report, we suggest that you discuss any significant differences in costs between your estimates and the actual costs (as well as discussing the other topics described in this section).*

Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of the people who help on your project and the number of hours they work. Then, please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

Be sure to include yourself, and the time spent on planning.

	Number of Workers	Total Hours Worked
The Eagle Scout Candidate	1	
Registered BSA Youth Members		

Other Youth (brothers, sisters, friends, etc. who are not BSA members)		
Registered BSA adult Scouting volunteers and leaders		
Other adults (parents, grandparents, etc., who are not BSA members)		
Grand Total of Hours (Enter here and on your Eagle Scout rank application)		

***There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**

*If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an **otherwise worthy** project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.*

- *Include an appendix to this report that lists each volunteer by name and that includes the number of hours that volunteer worked on your project. Put a reference to that appendix in this section of the report.*
- *You should count the time that you spent working on your Proposal, as well as the time you spent thereafter on recruiting, fundraising, acquiring supplies and materials and leading the workdays.*
- *But do not count the time that your Project Coach, your Life to Eagle Advisor, your parents or other adults spent on your Proposal. Only count the time that those persons spent helping you acquire supplies and materials and participating in your workdays.*

Funding Summary

Describe how you obtained money, materials, supplies and other needs (including donations) for your project:

- *Include an appendix to this report that lists the materials you acquired and the cost. If there was a significant variance from the estimates in your Project Proposal, explain why that variance occurred.*

<i>How much was collected?</i>		\$
<i>How much was spent?</i>		\$

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over after the project completion, did you turn it over to the beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to

accept the leftover funds, which charity will receive them?

How were the donors thanked?

Photos and Other Documentation

If you have them, attach any “before,” “during,” and “after” photographs. You may physically attach letters, maps, handouts, printed or other similar items that might be helpful to your board of review.

- Be sure to include photos as an appendix; it is helpful to provide some kind of caption on them, so that the reader knows what is being shown in the picture.*

Candidate’s Promise

On my honor as a Scout, I was the leader of my Eagle Scout service project and completed it as reported here.

Signed:

Date:

Completion Approvals

In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.

Beneficiary name:

Unit leader name:

Signed:

Signed:

Date:

Date: