

Tips for Eagle Project Workbook Write Up

- Make sure you have an organization that the project benefits and that you have talked to someone there and they have given you the go ahead. You need a person there to approve the project and be your contact person as you work on it. The organization cannot be an individual person or a corporation, but it can be a:
 - community group
 - Church
 - School
 - non-profit organization
 - village or town
 - Fire Dept, Ambulance squad etc
- Don't confuse the "PROJECT DESCRIPTION" and "PROJECT DETAILS" sections. The Project Description should be about a 3-5 paragraph summary of what the project is. Do not include details such as how you are building or creating – those should go in the DETAILS section instead.
- Project Details – this needs to be STEP BY STEP – make it so someone can read this section and could pretty much do the project with little or no additional information. It should be broken down into tasks or days. Make sure that you talk to someone with expertise about the type of work you will be doing and get their advice.
- Do not write "I will do" or "I will build" a great deal, but in many cases you should mix in "we" and "I will supervise volunteers in ..." - you have to understand that this is a LEADERSHIP project, not a "I will do" project, and that if you do not communicate that you won't get approved.
- You need a list of all the tools and supplies that are needed, and where you will get/borrow them.
- If you are building something you will need a diagram of it. Label all items on it, and put "not to scale" somewhere in the border.
- You need a list of materials and supplies needed, and how much you plan on using:
 - You need to list the approximate cost of those items, even if it is going to be donated
 - This can be attached as a separate list or a quote sheet from a store – just say "see attached material list and quote"
- Include pictures of the location before work is done
- Safety – include a paragraph in about what safety issues you need to deal with. Things like using gloves, safety glasses while using tools, bring a first aid kit with you, etc.
- Other things to remember are:
 - Scouts cannot use power tools, only adults
 - Scouts cannot go above third step of a ladder
- Consider putting some sort of plaque on or near it that it is *your* eagle project
- If on private land, include a written statement from the landowner giving permission to use the land.
- Show how many total hours you estimate this to take:
 - Something like this:
 - Project Planning and meetings 15 hours
 - Work session 1 – 5 people, 4 hours each 20 hours
 - Etc
 - The total should be at minimum 100 hours.

The bottom line is this: in the end it needs to be detailed enough that someone else could pick the workbook up and do the project without speaking to you. And some of the things like safety issues and lists with costs are just little pet peeves they will zero in on if not there. (And remember, Mrs Strohmeyer is Board of Review coordinator, but the 3 other people are the ones that will ask you questions and place their votes. You have to win over complete strangers)

Also note that it is OK to make changes later – if things change then you can make changes; you just have to note the changes in your final write-up. So don't get too hung up on exact quantities etc. Ballpark estimates are fine.

Start your time log now. All this time planning and preparing your workbook counts. You need a time log with date, list of the people (including you), the number of hours worked, and a VERY brief description of what was done (planning, building, painting, write-up, etc)

Final thoughts –

Your troop has many resources that should be called upon to help. For instance, Troop 108 has an Eagle Counselor (Mr. Mowrey), scoutmaster (Mr. Hicks) and advancement chair (Mrs. Zenon). They all should be aware of what you are doing, and can review rough drafts of your workbook and offer advice and corrections. A workbook should be reviewed by someone in this group at least twice.

Find out what the deadline is to hand the workbook in – it is typically about a week before the actual Board of Review date (always the second Thursday of each month). Also be aware that there is NO Eagle Board of Reviews in July or August – June is your last chance if you want to work on it over the summer.

You need these signatures before you can hand it in to the council office in Utica:

- A representative from the group/organization (the organization the project is for)
- Your scoutmaster
- Someone from the Troop Committee – preferably the Eagle Counselor, Committee Chair or Advancement Chair.