

Writing the Eagle Project Binder

Document Purpose

This document outlines how you should write your Eagle Project. It is based on the writing requirements outlined in the Eagle Project workbook. Make sure you have the Eagle Project workbook and Eagle Application. You can get them from the council. They are also available on the council website.

Quality

Eagle Scout is a member of an elite group and it should be expected that significant work is required to obtain the rank of Eagle. Writing a high quality project is part of that process.

- Proof your binder; ensure there are no spelling errors or incomplete sentences
- You are responsible for the quality of this binder. This work should be your best and not a minimum effort - spend the time to make a nice package
- Use a binder with multiple sections/ tabs
- Use page numbers for each section

Your Binder

Your binder should have the following sections

0. Cover (take the cover from the project workbook)
1. Eagle Application (make sure to check accuracy of all merit badges with Troop Advancement Chair)
2. Statement of Life Ambition
3. Proposal (your original proposal that what was approved by the troop and the council)
4. Project Execution Best Practices
 - a) Understand the project write up requirements and keep a daily journal of work days with the relevant information. It is recommended that you edit/complete your journal at the end of each workday and not attempt to recall the details when completing your write up.
 - b) Daily journal – Do a write-up for each work day. The items below are commonly tracked work day objectives and activities.
 - i. Workers and Hours - a table that lists the names of the workers and the number of hours that they worked
 - ii. Objectives - a clear statement about the objective of the workday
 - iii. Preparation - what you did as a leader to prepare for the work day, such as recruiting workers, obtaining tools and materials, etc.
 - iv. Instructions to Workers - a summary of the instruction you gave your workers and specific tasks that you assigned
 - v. Safety - safety policies and safety instructions you gave your workers
 - vi. Work Effectiveness, Progress and Learnings - Outline how the work went; your supervision effectiveness; any decisions you made as a leader; any unexpected difficulties you encountered; project schedule (on time, behind, etc.); any key learnings from the day, especially anything that you would do differently next time
 - c) Leadership Summary - outline your overall leadership
 - d) Signature page - from project sponsor
 - e) Photographs - show before and after pictures

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- f) Thank you letters - any thank you letters you sent, or thank you letters you received

Submission

Submit your binder to a Troop 30 Eagle Adults Advisor for review. Binder sign off is required in advance of scoutmaster conference.