

Completing your Workbook (and Project Sign-off)

You will use the records you have maintained throughout the project to complete your Project Workbook and to write a comprehensive narrative report (see Step 7). You will then obtain signatures approving the completion of your project.

In the Workbook, list the number of hours you spent planning and carrying out the project. List others beside yourself who worked on the project, the dates they worked, and the number of hours they worked each day. Include the number of hours contributed by adults, your parents' time providing transportation, and those with whom you had discussions and who provided suggestions and advice during project planning. Determine the total number of hours you spent, the total number of hours spent by others, and the grand total of hours of service provided by your project. Use your daily log and your project day sign in sheets to determine these hours. List any materials required to complete the project, with a breakdown of cost by type. Include materials that were donated. If your original project plan changed at any time, document what the change was and the reason for the change. Changes that you had to make as you executed the project provide you an opportunity to display leadership in addressing problems. Of course, the changes must be within the scope and definition of the original proposal, and can't have changed the nature of the project. Include photographs of your completed project to provide counterpoint to the conditions before your project and to lend a clearer understanding of your effort. Use captions for your photos.

Carrying Out the Project:

- List the number of hours you spent
 - Planning the project
 - Carrying out the project
 - Total number of hours you spent
- Hours spent by others
 - Breakdown by name, date, number of hours each date
 - Total number of hours spent by others
- Grand total of hours contributed to the project
- Materials required to complete the project and cost, by type
- Changes that were made and why
- Photographs of the completed project

Determine the start and completion dates of your project, both of which must be since your date of Life Scout rank, then sign and date your Workbook. Obtain approval signatures from your Scoutmaster or Eagle Advisor and the representative of the benefiting organization. This signature represents their approval and acceptance of your project, indicating its completion to their satisfaction. Your Eagle Advisor will want to review your report (possibly including the narrative report) before signing. It is preferable that the representative of the benefiting organization who signs off your project be the same person who approved it, unless there has been a personnel change due to election or similar reason. In that case, the person holding the office should sign.