

The Comprehensive Narrative Report and Income/Expense Report

In addition to completing the Project Workbook, you will write a narrative report. It must be comprehensive. It does not have to be lengthy. A good job can be done with about 2 ½ single spaced pages for the first 100 hours of service rendered, plus about one page for each additional 50 hours, plus photos. Because it is a complete dissertation on your project in your own words, the narrative report is the primary representation of your project to your Eagle Board of Review. It is usually the first item they read from your Eagle Notebook, and helps to form their first impressions about you. The narrative report is an opportunity for you to demonstrate your planning, organization, and leadership. Your job is to be a project manager, not a “do-it-yourselfer.” You show leadership by coordinating the project and getting it done.

The **Comprehensive Narrative Report** should address the following items:

- I. Describe the project.
 - a. What was the project?
 - b. Why did you choose it?
 - c. How did it benefit others?
 - d. Who was the contact for the benefiting organization?
- II. Describe your planning details.
 - a. Describe research you did, persons with whom you consulted, suggestions you received, and decisions you made while developing your project.
 - b. What materials and tools did you use and how did you acquire them? (Your detailed list of materials is in the project workbook. This is a summary and discussion.)
 - c. Who helped carry out the project? (The detailed list of names, dates, and hours of service is in the project workbook. This is a summary and discussion. Give credit to key helpers.)
- III. Describe how your project progressed.
 - a. Describe the timeline for the project. Provide dates for key events.
 - i. How long did it take to go from concept to completion?
 - ii. Were there delays, or did the project progress faster than expected?
 - b. Did the project go according to plan?
 - i. If not, what problems did you encounter?
 - ii. How did you handle the problems? (Did you have to modify the project to meet its goals? What changes did you make? Demonstrate leadership by solving problems.)
 - c. How did you demonstrate and give leadership to others working on the project? (Were you the supervisor? Did you assign tasks? It should not appear that you did all the work.)
- IV. Give your assessment of the outcome.
 - a. Were the goals of the project met?
 - b. Was the project valuable?
 - c. What did you learn from this project? (Self-assessment. How did you grow? Did your perception of being a leader change? How can you apply these skills in the future?)
- V. Attach a photographic record of the project (if applicable).
 - a. Show progress of the project.
 - b. Show youth doing the job. (Don't show unsafe activities or Scouts using power tools!)
 - c. Show yourself lending leadership to the project.
 - d. Use captions to explain the photos.

In addition to the Comprehensive Narrative Report, you will produce an Income/Expense Report. Many Scouts find themselves the custodians of significant amounts of money and materials during the execution of their projects. While it is presumed that a Scout of Eagle caliber is trustworthy, it remains important to demonstrate one's ability to manage the financial aspects of the project. Furthermore, documenting the integrity of the process is essential to retaining the confidence of contributors to future Eagle projects.

The **Income/Expense Report** is intended to be a one-page spreadsheet listing:

- Income
 - Sources and amount of income (Fundraiser proceeds, cash donations from individuals or organizations, grants)
 - Total income
- Expenses
 - Expense items and amount expended for each item
 - Total expenses
- Difference
 - Difference between income and expenses
 - If a shortage, statement of how it was made up.
 - If an overage, statement that difference was donated to benefiting organization.
- Donated Materials
 - List of donors of materials or services, items donated to project, and value of each

If monetary donations are received by check, the check number should be listed. Copies of receipts for expenses should be included in the Eagle Notebook. The cost of food or refreshments for your helpers should not be included in project expenses. You or your parents provide these for your workers.

In the real world, income and expenses do not match to the penny. Don't try to "fudge" the figures to make the totals match. This is a true accounting. Just explain any excess or shortage. If there is a shortage, it is OK if you make up the difference (within reason; see comments on funding the project in Step 3). If there is an overage, the excess funds should be donated to the benefiting organization. Re-usable or excess supplies, or tools purchased with project funds should also be donated to the benefiting organization. Your project is not finished until you have completed this step. You should write a note to the benefiting organization to present your donation. Include a copy of your check and the note in your Eagle Notebook. Having a ceremony where you present the check and symbolically turn over the project to the organization is a nice way to close your project. Be sure to include a photo of the presentation in your Notebook.

The estimate of cost of materials and resources that you made in Step 3 will help you to determine the value of donated materials or services. The value is the amount you saved by not having to purchase these items.

Your Eagle Advisor should review the Comprehensive Narrative Report and the Income/Expense Report.