

Assembling your Eagle Notebook

Your Eagle Notebook is the last reporting requirement of your Eagle project. The Eagle Scout Leadership Service Project does not have to be the last advancement requirement completed for Eagle rank, but it usually is. You will prepare your Eagle Notebook in preparation for your Scoutmaster conference. After your successful Scoutmaster conference, the Eagle Notebook will be reviewed by a member of the District Advancement Committee, in preparation for your Eagle Board of Review. As with all rank advancement requirements, the project must be completed and approved and the Notebook must be submitted prior to your 18th birthday. The Eagle Notebook should be a hard cover notebook (it can stand on its own), with inside front and back pockets, with your name and unit number on the front and spine. You will probably need about a 2-inch binder, depending on the volume of your paperwork. Your **Eagle Notebook** will contain the following:

- In the front pocket:
 1. Completed Baltimore Area Council form “Description of Eagle Scout Service Project” (available from the Troop 719 Web site at <http://troop719.com/eagle/eagle.html>)
 2. All **six** (five if not employed) Letters of Reference, unopened*
 3. Unit Leader’s Comments, unopened *
- In the binder rings:
 1. A **photocopy** of the completed Eagle Notebook Checklist
 2. A **photocopy** of your completed Eagle Scout Rank Application (**original** goes to BAC, Step 10)
 3. Response to “Requirement 6” from the Eagle Application
 4. Your Comprehensive Narrative Report
 5. Photos of the project - before, during, and after (with captions)
 6. Completed and signed-off Eagle Scout Leadership Service Project Workbook (including initialed approved plans and drawings, before and after photos, approval signatures/dates, project completion signatures/dates)
 7. Any additional (or modified) plans or drawings
 8. Income and expense report, plus
 - a. Copy of receipts supporting your expenses.
 - b. Copy of letter requesting donations and list of to whom sent, also any grant applications
 - c. Copy of donation checks (with bank account information blacked out)
 - d. Copy of note and donation check submitting excess funds to benefiting organization
 9. Supporting documentation
 - a. Any government permits that were required
 - b. Daily log and hours report (used to compile your comprehensive report)
 - c. Report hours of service contributed by you and others (may be combined with daily log)
 - d. Flyers or handouts (including emails) requesting help with your project and fundraising activities
 - e. Thank-you letters to donors and helpers
 - f. Letter from benefiting organization acknowledging completion of project
 - g. Handwritten notes pertaining to any part of the project
 - h. Any fundraising paperwork
 - i. Unit Money-Earning Application (one per fundraising activity)
 - j. **Any** other paperwork involving your Eagle project
- In the back pocket:
 1. Completed Carroll District Eagle Application Worksheet *

Additional documentation you should consider including:

1. **Photocopies** of Merit Badge cards (front and back) and Rank Advancement cards
2. **Photocopies** of pages from your *Boy Scout Handbook* showing your rank advancements from First Class to Life

The Troop Advancement Chairperson adds the items indicated by (*). You provide the rest. The Advancement Chairperson completes the Carroll District Worksheet while reviewing your records, usually during the Scoutmaster conference. After the conference, and with the Advancement Chairperson's approval, you (or your representative) will contact the Carroll District Advancement Chairperson for instructions on submitting your notebook for review by a member of the District Advancement Committee. Your notebook cannot be turned in to the Carroll District for review and scheduling of your Board of Review until you have had a successful Scoutmaster conference and records review, and the Troop Advancement Chairperson has received all of your letters of reference. You should keep a copy of your Eagle Notebook (the items you provided) for your records. Someone may call you with a question on a particular item and, unfortunately, notebooks can be lost in auto accidents and fires at reviewer's homes.