



EAGLE NOTEBOOK FORMAT

David Schwartz, High Honors Chair
Campo De Cahuenga District
dschwartz93@roadrunner.com



Eagle Scout Candidate, as you approach the highest level in Scouting, your Eagle Notebook should reflect your Scouting career and your achievements in the best possible way. Please follow this format before submitting your notebook to The Scout Office.

Eagle notebooks should be assembled into 3 Ring Binders to create a high quality finished product. A High Quality Notebook will have *all pages/items placed individually, or back to back**, in clear sheet holders, and title pages and tabs should be provided to facilitate review by Eagle Board of Review panel members. *Make this a professional job that will be impressive and reflect your excellence in Scouting.*

The Notebook should be in **2** Parts with all documents typed, not handwritten.

Part 1 - Scouting Career

- Eagle Scout Rank Application w/ signatures. *Print from Scoutbook. Make sure the Position of Responsibility dates show 6 months while a Life Scout ex. 3/01/2019 – 8/31/2019*
- Life Goals and Ambitions Essay – should include some background autobiography, accomplishments, awards and future goals

Section Divider

- Your Scoutbook Individual Advancement Report (all date fields filled in except Eagle Board)
- Merit Badge Blue Cards/Merit Badge Award Cards
- Miscellaneous Scouting Program Cards, Certificates,
- Awards ie: Red Cross/BSA Lifeguard, NYLT, Mile Swim, etc.
- Miscellaneous Awards, Recognitions from School, Community, Organizations

Section Divider

Part 2 - Eagle Scout Leadership Service Project

- Complete **Original/Current** ESSP Workbook *see * above*
- Eagle **Project Proposal** (pre-project essay, supporting information; approval signatures from Troop, District and Beneficiary)
- Eagle **Project Plan** (Materials List/Tool/Equipment/Supplies List)
- Eagle **Project Report** (write up including detailed description of work during project; before, during and after photographs (*with labels*); *Signatures from Beneficiary and Scoutmaster. Make sure your project time includes your time on project planning.*
- Time Records- Records and journal of your planning activities and tasks.
- Project day Sign in Sheets
- Financial Records - budget, cost documents, receipts, etc., including Fundraising Application (*only if approval was needed for your project*)
- Correspondence - letters of solicitation, thank you letters, etc.