

## A. PRE-EAGLE PROJECT REPORT

### 1.0 Proposal Description – Summary of What you going to do

#### 1.1 Before Pictures

### 2.0 Project Details

#### 2.1 Project Site

##### 2.1.1 Drawings & sketches

##### 2.1.2 Planning – How is project going to be accomplished?

##### 2.1.3 Budget and Expenses

#### 2.2 Tools and Materials

##### 2.2.1 Items to be Supplied by the Eagle project team

##### 2.2.2 Items to be supplied by Benefitting Agency

#### 2.3 Manpower Estimates

#### 2.4 Project Schedule

#### 2.5 Safety

#### 2.6 Food and Drinks

### 3.0 Approvals

## B. POST-PROJECT REPORT

- 1.0 Letter of Accommodation/Need
- 2.0 How and Why Project was selected
- 3.0 Who does it Benefit
- 4.0 Contacts
  - How Many Times
  - Helped How
  - Materials – Did you contact any company for donated materials?
  - How was money raised?
- 5.0 Technical Assistance and Advisors (How did they Help?)
- 6.0 Cost analysis (Account for all money raised and how it was spent?)
- 7.0 Recruitment (How was help obtained?)
- 8.0 Leadership (How did you lead the project?)
- 9.0 Learning (What did you learn, and what would you do differently?)
- 10.0 Project Revisions
  - Was this the first project you attempted?
  - Did project go according to plan?
  - Did you stay within budget and schedule?
- 11.0 Hours Spent Planning and Organizing the Project (Pre-project Planning)
- 12.0 Hours Actually Worked
  - Youth Hours
  - Adult Hours
- 13.0 Photographs
- 14.0 Life Ambitions and Goals
- 15.0 Appendix A
  - Tour Permits for Each Day
  - Project Flyers
  - Work Assignments
  - Team Assignments
  - Permission Forms
  - Expense Receipts
  - Thanks You Letters