

1. Project completion – final signoff.
 - a. When you complete your project, finish the last part of the project application, the project report.
 - b. At the end of this report, you will need to get the signature of your beneficiary.
 - c. You will also need to arrange a project completion meeting with the SM. At that meeting, the SM will review the project with you, including what you learned from the project. If everything is satisfactory, the SM will sign the project paperwork and sign completion of the project in your handbook.
 - d. Your project is not complete until you have the signature on the project report and in your handbook!!

2. Provide a summary of service hours to the SM or Eagle Coordinator. This is for proper credit for scout service hours. The data needs to be done by date since the days of the work could make a difference for scouts earning credit for rank. Provide the following information for each date worked, and include all scouts, including those from other troops. Sometimes we have to confirm service work hours with those troops.

Date	Scout	Hours worked	Notes (if needed)

For yourself, on the days outside of the major workdays, you may compile multiple days of work into one date and one set of total hours.

3. Project reporting to BSA/Good Turn for America
Scouts, please provide the following information to the SM or Eagle Coordinator for entry into the Good Turn website.

(see table on next page)

Fill in the following:

Applicant's Full Name	
Member ID (from Scoutbook)	
Eagle Project Completion Date (mm/dd/yyyy)	
Project Title (limited to 60 characters)	
Number of Scouts working on the project	
Number of other youths working on the project	
Number of Scout leaders working on the project	
Number of other adults working on the project	
Total number of hours spent by everyone working on the project	
Total cost of materials required to complete the project	
Which of the following categories best describes the Eagle Scout project?	
<ul style="list-style-type: none"> <input type="radio"/> Collecting books <input type="radio"/> Collecting clothing/shoes <input type="radio"/> Collecting school supplies <input type="radio"/> Collecting other items <input type="radio"/> Blood drive <input type="radio"/> Environmental/conservation <input type="radio"/> Building/construction <input type="radio"/> Education <input type="radio"/> Painting <input type="radio"/> Repairs <input type="radio"/> Landscaping/beautification <input type="radio"/> Trail and road construction <input type="radio"/> Conservation <input type="radio"/> Other 	
What type of group benefits from the project?	
<ul style="list-style-type: none"> <input type="radio"/> For example, church, city, state, civic organization, etc. 	
What specific group benefits from the project?	
<ul style="list-style-type: none"> <input type="radio"/> For example, First Street Church, Lyons Club, City Food Bank, etc. 	
Briefly tell us about your project (use no special characters, such as &)	

After the information is filled in on the Good Turn website, the SM or Eagle Coordinator will send you a copy of the project completion certificate for inclusion in your Eagle application book.

The following instructions are for the SM or Eagle coordinator for entry of the data into the Good Turn website:

1. Go to <https://servicehours.scouting.org>
2. Login: (get information from previous SM/Eagle coordinator)
User Name – xxxxxxxxxxx

Password - xxxxxxxxxxx
3. Click where indicated next to: “Would you like to report an Eagle Scout service project?”
4. Fill in the information from the above information provided by the scout. Here’s some key reminders
 - The date must be entered in the format mm/dd/yyyy. Any other format will result in an error ‘loop’ that cannot be exited. You will need to start over.
 - The material cost should not include \$
 - If the project description (last item) contains almost any unusual characters, such as &, the whole entry will be rejected. If this occurs, you will likely have to retype the information.
7. You will be prompted with

Congratulations !
Your Service Project has been updated.
[Click here to get your Good Turn For America Certificate.](#)
8. Click to open the certificate. Save the certificate as a pdf file. Send the file to the scout for inclusion in the Eagle application book.