

Troop 442
Service Project Report Format
Star/Life

Service Project of _____ Rank: _____

Report body must be:

1. In a folder
2. Have a color sheet
3. In essay form
4. In ink or typed

Report body must include:

1. What was done
2. When project was done
3. Who approved project
4. Where was project done
5. How much time was spent on project (including planning time)
6. Who benefited from your project
7. Who participated on your project

Support material should include:

1. Pictures
2. Diagrams or work done
3. Note from coordinator
(Scout Official, Minister, Supervisor, etc.)

Include pre-service project check list with your report.

Have Scoutmaster review and edit your report **before** writing your final draft and **before** Scoutmaster Conference.