

EAGLE SCOUT & GOLD AWARD PROJECT

PROCEDURES HANDBOOK

The City of Milton is happy to support Scout projects with one of their core activities, allowing troop members to earn their Eagle Scout/Gold Awards. The Parks and Recreation Department recognizes the need to utilize Scouts as a resource to assist with projects that enhance our parks, programs, and to promote community involvement.

Step 1:

Project Selection

Milton Parks and Recreation Department maintains a list of appropriate and approved projects designed as the Scout Award projects. The projects are available on a first-come first-served basis. A list of projects is provided below.

- ❑ **First meeting:** After review of the application, City staff will contact the Scout with the Parks and Recreation Department Eagle Scout & Gold Award procedures and set-up an on-site meeting to talk about the project details.
- ❑ City staff will review this policy with the Scout to address any questions the Scout may have regarding the City's expectations, procedures, and forms. At this meeting the Scout and Scout's Project Mentor will be asked to sign the Handbook acknowledging they have received and read the handbook.
- ❑ When all paperwork is completed, the scout will submit the Scout Project Checklist form and their Scout Service Project Workbook to the City Staff for approval. Once the project is approved by City staff, all paperwork will be signed by City staff and returned to the Scout.
- ❑ Upon City project approval, the Scout must contact the city, following the requirements listed on the Scout Project Checklist, to communicate when they are ready to begin the project.

Scouts may also propose a project of their own with an identified park location and specific project details. The proposed project should be mutually beneficial to the Scout and the City and address an identified need for the community.

Step 2:

Project Process

For Scout projects to be successfully completed the following steps must be taken.

- ❑ **Second Meeting:** minimum of two weeks in advance of the first workday a meeting must be arranged for a final walk through on site. At this walk through, material delivery location should be determined, construction location flagged, volunteer forms submitted, last minute questions answered.

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- Volunteers who do not sign the waiver will not be allowed to participate. If the volunteer is under the age of 18, they must have the form signed by their parent/guardian.
- If the project workday is cancelled, it is the Scout's responsibility to notify and coordinate a new project workday with the city staff member.

Step 3:

Project Completion

- The Scout must notify the city staff that the project has been completed and schedule a complete project walk through.
- Third Meeting:** If the Scout has complied with the City's procedures and successfully completed the project, the City staff will sign Scout forms that required the City to acknowledge the project completion.
- Congratulations, you have completed your Scout Service Project!

Expectation Recognition

I verify that I have read all Scout project procedures outlined in this handbook. I understand that the Department does have the right to terminate the Scout project, resulting in an unsuccessful completion, if I do not follow all procedures outlined in the City of Milton, Parks and Recreation Eagle Scout and Gold Award Procedures Handbook.

Scout Name (printed)	Scout Signature	Date
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Email Address	Telephone Number
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Scout Project Mentor Name (printed)	Scout Project Mentor Signature	Date
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Email Address	Telephone Number
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