



Raleigh  
Parks

# **Eagle Scout Project Policies and Procedures Handbook**



## **I.Mission Statement and Philosophy**

Raleigh Parks, Recreation and Cultural Resources (PRCR) Department's mission is "Together we connect and enrich our community through exceptional experiences." The department recognizes the need to utilize Boy Scouts as a resource to assist with projects to enhance our parks and programs and to promote leadership, professional development, personal growth, and a culture of giving back.

## **II.Statement of Purpose**

The Raleigh Parks, Recreation and Cultural Resources Eagle Scout Project Program is structured to ensure the success of each volunteer project by establishing project parameters, detailing responsibilities of both the Boy Scout and the department, determining points of cooperation and assistance, and developing a project schedule. The department is pleased to partner with Boy Scouts of America, Occoneechee Council to provide projects that enhance the City of Raleigh and meet requirements for Eagle Scout achievement.

## **III.Responsibility of Department**

It is the responsibility of Raleigh Parks, Recreation and Cultural Resources to provide projects that serve as a resource to the department and match appropriate projects to each individual Boy Scout based on his interests and capabilities. The department agrees to provide such training and supervisory staff and guidance as it deems appropriate or necessary for the Scout to complete his Eagle Scout Project.

## **IV.Eagle Scout Project Guidelines**

### ***Requirements***

In order for a Boy Scout to complete an Eagle Scout Project with the Department, he must meet the following requirements:

1. The Boy Scout must be a Life Scout and actively involved in his Troop.
2. The Boy Scout must be able to be the lead role in his project and effectively communicate with Parks, Recreation and Cultural Resources staff in order to successfully plan, coordinate, and complete project. Parents/Guardians and adult troop leaders are encouraged to support the Scout throughout the project, but the Boy Scout will need to demonstrate leadership for his project.
3. The Boy Scout must adhere and meet all of the Occoneechee Council's requirements for Eagle Scout Projects as listed in the "Occoneechee Council's Life to Eagle Guide".
4. The Boy Scout must read and acknowledge he understands all of the Raleigh Parks, Recreation and Cultural Resources policies and procedures as listed in the "PRCR Eagle Scout Project Policies & Procedures Handbook".
5. The Boy Scout has a minimum of 6 months before his 18th birthday to complete his project. *(Note: The City of Raleigh Parks, Recreation and Cultural Resources Department does not accept projects with emergency deadlines due to a Scout's birthday.)*
6. The Boy Scout must agree to dedicate a minimum of 6 months and follow the PRCR Eagle Scout Project Checklist for the successful completion of his Eagle Scout Project.
7. The Boy Scout will secure all funding to cover costs for all materials and supplies associated with project. Materials and supplies for all projects shall be approved by appropriate Parks, Recreation and Cultural Resources staff prior to purchase and shall conform to accepted park standards and practices. Raleigh Parks, Recreation and Cultural Resources is unable to provide funding for Eagle Scout project. The Department cannot reimburse the Boy Scout, troop or family members for project expenses.
8. The Boy Scout must choose an approved project (see attached approved project list) that meets his interests and capabilities and are within his level of ability. The project should have some assistance from troop members, troop leader, and parents/guardians, but Boy Scout shall serve as the lead coordinator of project.

### ***Project Selection***

1. The Boy Scout must contact Volunteer Services Staff (see contact information section on page 4) to inquire information about completing his Eagle Scout project with Raleigh Parks, Recreation and Cultural Resources. Volunteer Services Staff will provide Boy Scout with the Eagle Scout Policies and Procedures Handbook and the Eagle Scout Project Interest form (see Appendix).
2. An ongoing list of possible Eagle Scout Projects is maintained and updated on a quarterly basis. The projects on the list are recommended and approved by the Resource Development Manager, Project Supervisor, and other appropriate Parks, Recreation and Cultural Resources staff. Typical projects could include, but are not limited to:
  - **Construction projects:** All blueprints and materials list will be approved by the Parks Construction Project Coordinator.
  - **Park Enhancement projects:** All landscape material and design will be approved by City Horticulturist and Parks District Maintenance Supervisor.
  - **Invasive Species Program projects:** All invasive mapping and manual plant removal project details will be approved by Invasive Program Coordinator.
  - **Nature Resource Site enhancement projects:** All natural resource site enhancement project details will be approved by appropriate Natural Resources staff and appropriate Parks Division staff.
  - **Recreation Program/Facility projects:** All programming and recreational project details will be approved by appropriate Facility Director, Program Director, District Managers and/or Assistant Recreation Superintendent.
  - **Special projects:** All special projects are one-time projects that require minimal physical labor. The project details are approved by appropriate Parks, Recreation and Cultural Resources staff.
3. After Boy Scout has selected project from approved list, he must send the Eagle Scout Interest form to Volunteer Services Staff. Volunteer Services Staff will contact appropriate department staff to confirm all project details to submit to Boy Scout. Volunteer Services Staff will send a detailed project description to Boy Scout to review.

### ***Project Process***

1. The Boy Scout will contact Volunteer Services Staff and Project Supervisor to confirm he has decided to pursue proposed project as his Eagle Scout project. The Boy Scout will coordinate an initial meeting with the Volunteer Services Staff, Project Supervisor, his parent/guardian, and his Eagle Scout Mentor or Troop Leader. Volunteer Services Staff will contact Facility Director(s) and other appropriate PRCR staff to attend on-site meeting. During the on-site meeting, Volunteer Services Staff and Project Supervisor will discuss Eagle Scout Project policies and procedures, scout expectations, Eagle Scout Project Volunteer Agreement and Volunteer Release Form (see Appendix), and Eagle Scout Project Checklist (See Appendix). This information will be reviewed in order to address any questions the Boy Scout may have regarding the project and/or expectations. The Boy Scout and his parent/guardian will be asked to sign the Eagle Scout Project Policies and Procedures Handbook at this initial meeting.  
***Please note: The 6 month timeline begins on the day of the initial meeting.***
2. After the initial meeting, the Boy Scout must prepare appropriate paperwork (Eagle Scout Service Project Workbook) in order to get project approved through Occonechee Council. The Boy Scout will also complete the Eagle Scout Volunteer Agreement and Eagle Scout Project Checklist. Both of these forms will require a parent/guardian signature.

3. Once paperwork is completed, the Boy Scout will contact Volunteer Services Staff and Project Supervisor to coordinate a second meeting to collect all appropriate paperwork and allow for Volunteer Services Staff to sign Eagle Scout Service Project Workbook.
4. The Boy Scout will submit the Boy Scouts of America Eagle Scout Service Project Workbook to Occoneechee Council for approval. Once appropriate Occoneechee Council members approve project, Boy Scout must contact Volunteer Services Staff and Project Supervisor to communicate that he is ready to begin project.
5. The Boy Scout will begin project and follow requirements listed on the Eagle Scout Project Checklist

### ***Project Completion***

For Eagle Scout project to be successfully completed, the following shall apply:

- The Boy Scout must be present at all project work days. He must show leadership skills by planning, coordinating, and directing volunteers on all of project work days.
- The Boy Scout must have all adult and youth volunteers sign a Volunteer release Form. The Boy Scout should collect release forms from all volunteers and submit to Project Supervisor prior to the first project work day. There should be a minimum of 3 volunteers at each project work day.
- The Boy Scout must demonstrate proper safety techniques and handling of all tools/supplies. He must be able to effectively provide safety training to all volunteers assisting with project.
- In the event that project work day must be cancelled, it is the Boy Scout's responsibility to notify and coordinate new project work day with Volunteer Services Staff and Project Supervisor.
- The Boy Scout and his volunteers must conduct themselves as a representative of Raleigh Parks, Recreation and Cultural Resources at all time during project.

### ***Project Termination***

Raleigh Parks, Recreation and Cultural Resources **DOES** have the authority to terminate project if:

- Approved project does not get completed by the determined timeline set in the Eagle Scout Project Checklist and/or by Scout's 18<sup>th</sup> birthday. (Exceptions will be made for uncontrollable circumstances such as death of family member, personal illness, an extreme weather event, etc.)
- The quality of work does not meet Parks, Recreation and Cultural Resources standards and/or inspections.
- The Boy Scout or volunteers he recruits damages City of Raleigh property or disrespects Parks, Recreation and Cultural Resources staff and patrons.
- The Boy Scout does not take the initiative to lead the Eagle Scout project. If parent/guardian, troop leader, and/or other volunteers are identified by department as the lead role in coordinating Eagle Scout Project details, an official warning will be issued. If Scout does not take initiative to lead project after official warning, Raleigh Parks, Recreation and Cultural Resources does hold the right to terminate project.

**Policy Recognition**

I verify that I have read and agree to abide by all policies and procedures outlined in this Handbook. I understand that the department does hold the right to terminate the project, resulting in an unsuccessful completion, if I do not follow all of the rules outlined in the Raleigh Parks, Recreation and Cultural Resources Eagle Scout Project Policy and Procedures Handbook.

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Boy Scout Name (printed)                      Boy Scout Signature                      Date

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Street Address                                      City                                      State                                      Zip

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Cell phone                                      Email

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Parent/Guardian Name (printed)                      Parent/Guardian Signature                      Date

**V. Contact Information**

The Raleigh Parks, Recreation and Cultural Resources Volunteer Services Program staff serves as the central coordinating staff for all Eagle Scout Award projects. Staff contact information is listed below:

**Mary Owens**

Resource Development Manager  
Mailing Address: PO Box 590, Raleigh, NC 27602  
Email: [mary.owens@raleighnc.gov](mailto:mary.owens@raleighnc.gov)  
Office Phone: 919-996-3292

**VI. Appendix**

- Eagle Scout Approved Project List
- Eagle Scout Project Interest Form (Form #1)
- Eagle Scout Project Volunteer Agreement (Form #2)
- Eagle Scout Project Checklist (Form #3)
- Eagle Scout Volunteer Report (Form #4)
- PRCR Volunteer Release Form (Form #5)



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## Eagle Scout Award Project Interest Form (Form #1)

The Raleigh Parks, Recreation and Cultural Resources Eagle Scout Award Project Program is structured to ensure the success of each volunteer Eagle Scout Project by establishing project parameters, detailing responsibilities of both the Eagle Scout and the department, determining points of cooperation and assistance, and developing a project schedule. The department is pleased to partner with Boy Scouts of America, Occoneechee Council to provide projects that enhance the City of Raleigh and meet requirements for the Eagle Scout achievement.

### Contact Information

Please provide the following information to make an official request to pursue Eagle Scout Project with Raleigh Parks, Recreation and Cultural Resources.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

High School: \_\_\_\_\_ Year in School: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Scout Master Name: \_\_\_\_\_ Troop #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Project Selection

Please list up to three projects, in order of preference, in which you are interested to pursue as your Eagle Scout Project. All projects must be chosen from the approved list found in the Eagle Scout Policy and Procedures Handbook.

Preference #1: \_\_\_\_\_

Preference #2: \_\_\_\_\_

Preference #3: \_\_\_\_\_

Return form to Volunteer Services Staff:

Mary Owens, Resource Development Manager  
**Mailing Address:** PO Box 590, Raleigh, NC 27602  
**Email:** mary.owens@raleighnc.gov  
**Phone:** 919-996-3292



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## Boy Scout Award Project Volunteer Agreement

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between the City of Raleigh Parks, Recreation and Cultural Resources Department and Boy Scout

\_\_\_\_\_.

### **Witnesseth**

WHEREAS, the City of Raleigh has the responsibility for landscaping and general maintenance of Parks in Raleigh, North Carolina:

WHEREAS, the city of Raleigh Parks, Recreation & Cultural Resources Department encourages public participation and support in landscaping and maintaining public parklands; and

WHEREAS, the Boy Scouts of the United States of America, NC Coastal Pines has through past action and/or expressed interest, assisted the City of Raleigh Parks, Recreation & Cultural Resources Department with landscaping and/or maintenance of; and

WHEREAS, both the Boy Scouts of the United States of America and the Department desire to establish a mutually beneficial relationship, hereby enter into an agreement regarding their respective responsibilities for landscaping and/or maintenance of the designated parkland as follows:

### **Purpose**

The Raleigh Parks, Recreation and Cultural Resources Eagle Scout Project Program is structured to ensure the success of each volunteer project by establishing project parameters, detailing responsibilities of both the Boy Scout and the department, determining points of cooperation and assistance and developing a project schedule. The following project has been reviewed by the Parks, Recreation and Cultural Resources Department for implementation. The project described will be executed and completed strictly on a volunteer basis by the Boy Scout volunteer.

### **Eagle Scout Project Description**

### **Location of Project**

### **Length of Service**

Begin project on \_\_\_\_\_ and anticipate completion by \_\_\_\_\_

### **Boy Scout Volunteer Expectations**

The following expectations shall apply to the Boy Scout and any volunteers assisting during the duration of the Eagle Scout project.

- The Boy Scout will coordinate an initial meeting with Volunteer Services Staff and Project Supervisor. This meeting will be a minimum of 6 months prior to her 18<sup>th</sup> birthday. The Boy Scout's parent/guardian will be required to attend this meeting.
- The Boy Scout will take a leadership role in the project and effectively communicate with appropriate Parks, Recreation and Cultural Resources staff on a regular basis to give updates on project, adhere to project checklist, and schedule meetings with staff accordingly.
- The Boy Scout will secure all funding for project to cover costs for all materials and supplies associated with project. Materials and supplies for all projects shall be approved by appropriate Parks, Recreation and Cultural Resources staff prior to purchase and shall conform to accepted park standards and practices. Raleigh Parks, Recreation and Cultural Resources is unable to provide funding for Boy Scout Gold Award project. The Department cannot reimburse the Boy Scout, troop or family members for project expenses.
- The Boy Scout will complete necessary research for project, secure all tools, and coordinate with volunteers for project workdays. This information will be communicated to Volunteer Services staff and Project Supervisor.
- Project work days on City of Raleigh parkland shall be scheduled **at least one week in advance** with Volunteer Services staff and Project Supervisor to ensure that planned activities of the Boy Scout do not conflict with other scheduled uses of the park.
- Volunteers under the age of 18 are unable to use power tools on City parkland.
- All project work days on City of Raleigh parkland must be supervised by an adult. This can include a parent/guardian, scoutmaster, or other adult supervising Boy Scout Award Project. Troop members are allowed to assist with project but will need a parent/guardian to sign a department volunteer release form prior to first project work day. Parks, Recreation and Cultural Resources staff agrees to provide supervisory staff as it deems necessary.

### **City of Raleigh Parks, Recreation and Cultural Resources Expectations**

The following shall apply to the department's responsibilities to the Scouts designated Eagle Scout Project.

- The Department shall approve all materials and supplies needed for project in order to conform to accepted park standards and practices.
- The Department agrees to provide such training and supervisory staff as it deems appropriate or necessary for the Scout to perform her volunteer service project.
- The Department shall provide assistance by the Parks Staff and other appropriate department staff in the form of general information and assistance in development and implementation of the proposed projects.
- The Department will maintain turf, trees, structures, facilities, landscaping, and other elements within the park that are not included in this agreement.
- If this agreement is terminated, the Department will assume control of project area.
- The Scout project becomes the property of the City of Raleigh upon completion. The Department retains the right to remove the project if deemed unsafe, damaged or park plans require removal without prior notification to the Scout.



RELEASE AND INDEMNITY

WHEREAS, the undersigned has requested to work upon property belonging to and under the auspices of the City of Raleigh, North Carolina; and

WHEREAS, the undersigned agrees to do so at her own risk and recognizing the possible and inherent danger to her person or property resulting there from; and

WHEREAS, the City of Raleigh does not wish to be liable for any damages arising from personal injury or property damage sustained thereby;

NOW, THEREFORE, In consideration of mutual promises and other good and valuable consideration, the undersigned does hereby for himself and personal representatives:

A. Assume full responsibility for any personal injury or any damage to her property, which may occur, directly or indirectly, in the course of landscaping or maintaining the designated areas as described above.

B. Fully and forever release, and discharge the City of Raleigh, its agents and employees, from any and all claims, demands, rights of action or cause of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the above- described activity;

C. Agree that it is the intent of the undersigned that this Release and Indemnity Agreement shall be in force and effect any time after the execution hereof.

EXECUTION

The parties hereby agree by their signatures to the terms of this agreement as stated above:

Boy Scout Name (printed) Boy Scout Signature Date

Parent/Guardian Name (printed) Parent/Guardian Signature Date

Address

Email Address Telephone Number

PRCR Authorized Department Signature/Title Date




## Boy Scout Award Project Checklist

Name of Scout: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Supervisor: \_\_\_\_\_

Proposed Timeline	Action	Date Completed
Pre-project	Boy Scout contacts Volunteer Services Staff for Eagle Scout Policies & Procedures Handbook and Eagle Scout Interest Form	
Pre-project	Boy Scout completes Eagle Scout Interest form and returns to Volunteer Services Staff	
Pre-project	Volunteer Services Staff notifies appropriate staff of potential Boy Scout pursuing project and sends Boy Scout detailed project description	
Pre-project	Boy Scout contacts Volunteer Services Staff to confirm project and set up initial meeting	
Initial Meeting Week 1 Date:	Boy Scout meets with Volunteer Services Staff and Project Supervisor staff to discuss: <ul style="list-style-type: none"> <li>• Eagle Scout Policies and Procedures Handbook</li> <li>• Eagle Scout Volunteer Agreement</li> <li>• Eagle Scout Expectations and Responsibilities</li> <li>• Eagle Scout Project Checklist</li> </ul> <b>Please Note: A parent/guardian &amp; your Eagle Scout Mentor/Troop Leader will need to be present at this meeting</b>	
Second meeting Week 2-3 Date:	Boy Scout coordinates second meeting with Volunteer Services Staff and Project Supervisor. Bring the following forms: <ol style="list-style-type: none"> <li>1. Completed Eagle Scout Award Volunteer Agreement</li> <li>2. Completed Eagle Scout Award Project Checklist (The proposed time line column will need to filled out)</li> <li>3. Boy Scouts of America Eagle Scout Service Project Workbook</li> </ol>	
Project Confirmation Week 3-6 Dates:	Once Boy Scout receives approval from Occoneechee Council, she must contact Volunteer Services Staff and Project Supervisor to confirm her involvement in project.	
Project Coordination Week 3-12 Dates:	Boy Scout reviews project details and does necessary research for project. You are able to use internet or library resources or reach out to adults and previous Eagle Scouts for advice. You can also contact PRCR staff for additional information on project. Please make sure to contact Volunteer Services Staff and Project Supervisor with information about meetings or communication with PRCR staff. Here are some suggestions of things you should consider during research:	

<p>Project Coordination Week 3-12 Dates:</p>	<ol style="list-style-type: none"> <li>1. Project needs and resources</li> <li>2. Securing funds for project (PRCR department does not provide any funding for project)</li> </ol> <ol style="list-style-type: none"> <li>1. Purchasing and shipping time of any materials</li> <li>2. Outside resources needing to be involved (If construction project, permits/ underground utilities located and marked)</li> <li>3. Coordination of volunteer work days <ul style="list-style-type: none"> <li>• Determine number of hours needed to complete project</li> <li>• How many volunteers needing to assist (includes youth and adult volunteers)</li> <li>• The number of project days needed</li> </ul> </li> </ol>	
<p>Project Work Days Week 13-20 Date:</p>	<p>Boy Scout will communicate proposed project work day schedule with Project Supervisor. Work days will be confirmed with appropriate PRCR staff so that there are no conflicts with schedules. All project work days must be scheduled with Project Supervisor <b>at least one week in advance</b>. For your project workdays, please consider the following:</p> <ul style="list-style-type: none"> <li>• Determine potential dates</li> <li>• Determine number of adult/youth volunteers assisting at each work day (you must have a minimum of 3 volunteers to assist at each project work day)</li> <li>• Inform Scout Master of project work days</li> <li>• Have each volunteer complete the Volunteer release form and submit to Volunteer Services Staff or Project Supervisor prior to the first work day</li> <li>• Receive all materials, tools, supplies and/or resources for project</li> </ul> <p><b>Please Note: Boy Scout should be taking photographs throughout the project work days to document steps of projects. Volunteer Reports should be submitted to Project Supervisor after each project work day.</b></p>	
<p>Project Wrap-Up Week 21 Date:</p>	<p>Boy Scout will do a final walk through of her project after work days. she will then email Volunteer Services Staff and Project Supervisor to confirm she has completed her project and to set up her final evaluation meeting to approve project has been completed to department standards.</p>	
<p>Final Meeting Week 22-25 Date:</p>	<p>Boy Scout will meet with Volunteer Services Staff and Project Supervisor to do a final evaluation of project. If PRCR determine there are issues with project, Boy Scout will be required to correct issues. Volunteer Services Staff will NOT sign off on project until PRCR staff has determined project has been completed by department standards. At this meeting you should bring:</p> <ul style="list-style-type: none"> <li>• Completed Eagle Scout Service Project Workbook</li> <li>• Copy of Eagle Scout Service Project Workbook</li> </ul>	
<p>PROJECT COMPLETED</p>	<p>CONGRATULATIONS! You have completed your project. To honor your achievement, the Parks, Recreation and Cultural Resources Department will present you with a Certificate of Appreciation. You will be invited to receive this certificate at the next Parks, Recreation and Greenway Advisory Board meeting. If unable to attend, this will be sent to you in the mail.</p>	



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## Boy Scout Award Volunteer Report

Volunteer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Project: \_\_\_\_\_

*Please complete the following chart to report volunteer activities for project work days. All reports should be submitted to Volunteer Services Staff and Project Supervisor after each work day.*

Date	Time	Hours of Event	Number of Volunteers

Total hours served: \_\_\_\_\_

### Project Observations

*Please describe the volunteer tasks completed for you project work day and report any problems you see at your site. Call 911 with all emergencies.*

*I verify that the information listed above is correct and that all volunteer activities performed during this Boy Scout Award project work day are in compliance with all policies, procedures, and regulations of the Raleigh Parks, Recreation and Cultural Resources Boy Scout Award Project Policies and Procedures Handbook.*

\_\_\_\_\_  
Volunteer Name (Printed)

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

Mary Owens  
Resource Development Manager  
Mailing Address: PO Box 590, Raleigh, NC 27602  
Email: mary.owens@raleighnc.gov  
Office Phone: 919-996-3292