



Dear **Eagle Scout Candidate**,

Thank you for your interest in fulfilling your Eagle Project requirements with Montgomery Parks! The Park's **Volunteer Services Office (VSO)** acts as a go-between you and Park Staff, and our primary objective is to make sure is that communication between the **Scout** and our **Staff** is effective as possible.

Montgomery Parks gets dozens of requests for Eagle Projects each year, but not all are approved. Demonstrating maturity, excellent planning skills, and having a well-considered and worthy project will increase the odds that a **Scout's** project will be approved.

Here are the steps **Scouts** should follow to ensure successful completion of their Eagle Project:

1. **Identify and propose a potential project:** The **Scout** should find a project that corrects a problem or enhances the amenities in one of our parks. The **Scout** may contact the **VSO**, a **Park Manager** or other **Park Staff** for ideas for a project; however it is **not Staff's** responsibility to find a project for the **Scout**. The **VSO** can provide contact information of **Park Staff** to the **Scout**.
2. **Receive Initial Approval from Park Staff:** The **Scout** and **Staff** discuss and figure out a potential project idea, which **Staff** supports and approves.
3. **Fill out the BSA's "Eagle Scout Service Project Proposal" form:** After a potential project is identified with **Staff**, the **Scout** will fill out the **Eagle Scout Service Project Proposal form** and share a final copy with **Staff** before asking for the official signature on the proposal.
4. **Get Park Staff Signature and official approval:** The **Scout** should arrange a time convenient for **Staff** to sign the form. Most of our **Staff** come in early and leave early, usually between 6 am and 3:30pm. The proposal can be mailed in or dropped off, and picked up later if those hours are not convenient.
5. **Register as an official Parks Volunteer:** If not already registered, the **Scout** should fill out a volunteer application: go to www.ParksVolunteers.org, click on **Search and Apply for all Volunteer Opportunities**, click on **Scouts/Youth Service Projects**, find **Eagle Scout Project – Montgomery Parks**, then click on **Job Details** and then **Apply** to get to the application. A confirmation email will be sent back to the **Scout** that the application was received.
6. **Set up the Project's Schedule:** The project day(s) should be set up as soon as possible with **Staff**. We understand that the **Proposal Form** takes some time to get approved by the **Scout's** troop leaders and council. The **Scout** should communicate with **Staff** an estimate of when he thinks the approvals will be done, and when the project will start. The **Scout** should not **DISSAPPEAR** and then expect **Staff** to be ready to go right away when he is ready to start his project. The **Scout** should work out with **Staff** the best way to communicate, and discuss how much lead time they need before the project can start. Rain dates should also be considered.

7. **Meet On Site**: Before the project starts, the **Scout** and **Staff** should meet on site to go over the **Final Plan**. Once again, this site meeting should be scheduled as far in advance as possible, as **Park Staff** are very busy and their schedules fill up quickly.
8. **Discuss Supplies**: Depending on the project, supplies, including tools, are often needed. Sometimes **Parks** has the necessary supplies, but more often it is up to the **Scout** to provide them. The **Scout** should discuss what supplies are necessary and who will provide which supplies with **Staff**. If Park's supplies are used, it should be arranged well in advance on where they will be picked up and returned.
9. **Discuss Safety and get Permission for the use of Power Tools**: The **Scout** is responsible for the safety of his team during the project. Any concerns about the site, procedures and project should be discussed with **Staff** well before the project begins. **Montgomery Parks** has an official policy concerning volunteer use of power tools: Adult volunteers are **not** allowed to use chain saws unless they are a certified sawyer, provide documentation, and demonstrate their skills to **Park Staff**. The **Scout** or other troop members may not use a chain saw at all. To use smaller power equipment, volunteers must demonstrate to **Staff** that they are competent users. Permission to use any power tools should be worked out with **Staff** well before the project starts.
10. **Communicate before and after the Project**: The **Scout** and **Staff** should communicate a day or so before the project just to make sure everything is set to go, or if it needs to be cancelled or re-scheduled. The **Scout** and **Staff** should communicate soon after the Project Day (especially if **Staff** were not there) to review how everything went, and discuss if additional time is needed. Another site visit may be necessary.
11. **Be responsible for the Project**: **Park Staff** may or may not be on site on during the project. Regardless, it is up to the **Scout** to be the one to lead the project. This also means that the **Scout** should be the one to initiate **all** aspects of the project, and that **Staff** (or the **Scout's** parents or Troop Leaders) should not need to step in to move things along.
12. **Get Completion Approval**: The **Scout** will arrange with **Staff** after the project is complete to get a signature indicating **Completion Approval** of the Project. The Scout should allow for enough time for the Staff to review what they are being asked to sign. **Staff** will ask for changes to be made if the Final Report is not correct, so the Scout should use care with spelling/grammar/accuracy or it will be rejected. An additional copy of the Report should be provided to Staff as we keep a record for our files.
13. **Receive our Thanks and Gratitude**: The **Scout** should be proud of his accomplishment of leading his troop in the successful completion of his project! Montgomery Parks is an award winning park system in large part due to the efforts of our many volunteers, including Eagle Scouts. Many of our Park Staff are successful Eagle Scouts and enjoy helping Scouts reach the same goal! Thank you for all you do for Parks!

If you have any questions about this process, or would like to discuss your Eagle Scout Project further, please contact the Volunteer Services Office at 301-495-2504.

Thank you!

Montgomery Parks Volunteer Services Office

