

EAGLE SCOUT PROJECT GUIDELINES

The following information is a guideline used by Ogden City for the implementation of Eagle projects.

The emphasis of the Eagle Scout project is to demonstrate the scout's leadership and initiative in providing community service. Ogden City supports this philosophy and we welcome scouts that aspire to reach this esteemed rank.

The following requirements are in addition to those of the Boy Scouts of America.

Planning and Communicating with Ogden City

- *The Eagle Scout candidate must personally be the one who communicates with the Ogden City, not the advisors or parents. Making contact with Ogden City Representatives to plan a project is a major component of leadership and organization.*
- *The Eagle Scout candidate should contact us at least two months prior to his anticipated project date. In order to adequately prepare for and implement a service project, the scout must begin well in advance of the project date. Our calendar fills up quickly, so the scout should have a couple of potential project dates.*
- *While you are considering projects, be sure to consider your group's size and abilities. A project should match the abilities of the workers. An Eagle candidate should know his groups abilities, fitness level and commitment in order to choose a project that the group can handle.*



PRE-PROJECT PLANNING OUTLINE

Step 1 – Initial Contact

After reading this packet and choosing a project, you need to contact Stacey Olsen, Volunteer Coordinator 801-629-8214. Be prepared to discuss the project you have chosen.

Step 2 – Site Visit

Your next step is to visit the project site. This is the best time to think about questions, take notes and pictures. You have up to ten days to complete your site visit and schedule an appointment for your meeting.

If you do not contact us within the 10 days. Your project may possibly be given to someone else.

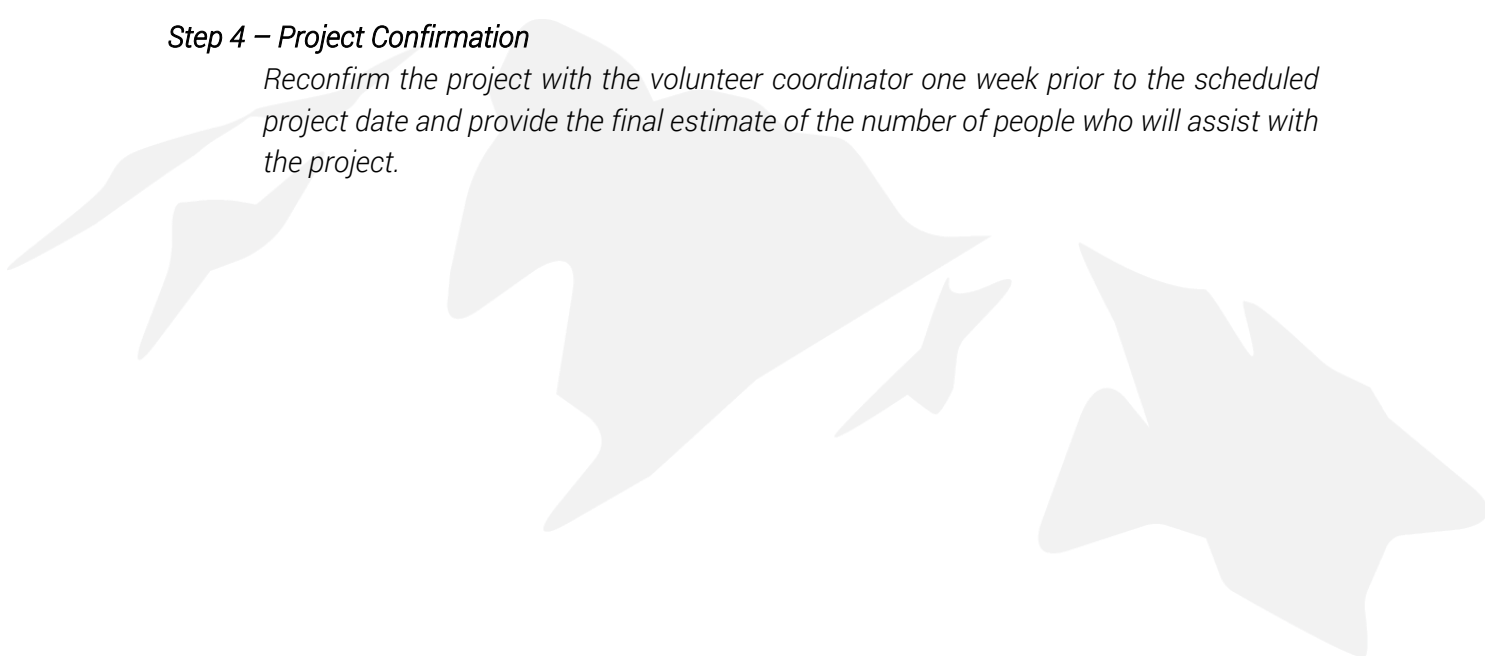
Step 3 – Meeting

Once the site has been evaluated, you need to contact Stacey Olsen, Volunteer Coordinator 801-629-8214, to schedule the meeting. During this meeting, the following items will be discussed.

- *Project Date and Time*
- *Safety – Review of Job Hazards*
- *Tools and Materials - Determine what types of tools and materials will be necessary. It is helpful for you to make an effort to provide the necessary tools and materials as part of the overall project planning.*
- *Pre Project Approval Signature - At this time, the Ogden City Representative will sign off your pre-project approval in your Eagle Scout Project Workbook.*

Step 4 – Project Confirmation

Reconfirm the project with the volunteer coordinator one week prior to the scheduled project date and provide the final estimate of the number of people who will assist with the project.



PREPARING YOUR GROUP

Be sure to cover the following items with all of the volunteers you recruit.

- *Time Commitment – Volunteer groups should be aware of the amount of time estimated to complete the project. When determining this remember to factor in transportation time, breaks, the safety meeting and organizational time.*
- *What they will be expected to do.*
- *Safety Gear – Inform your volunteers of work expectations and safety requirements.*

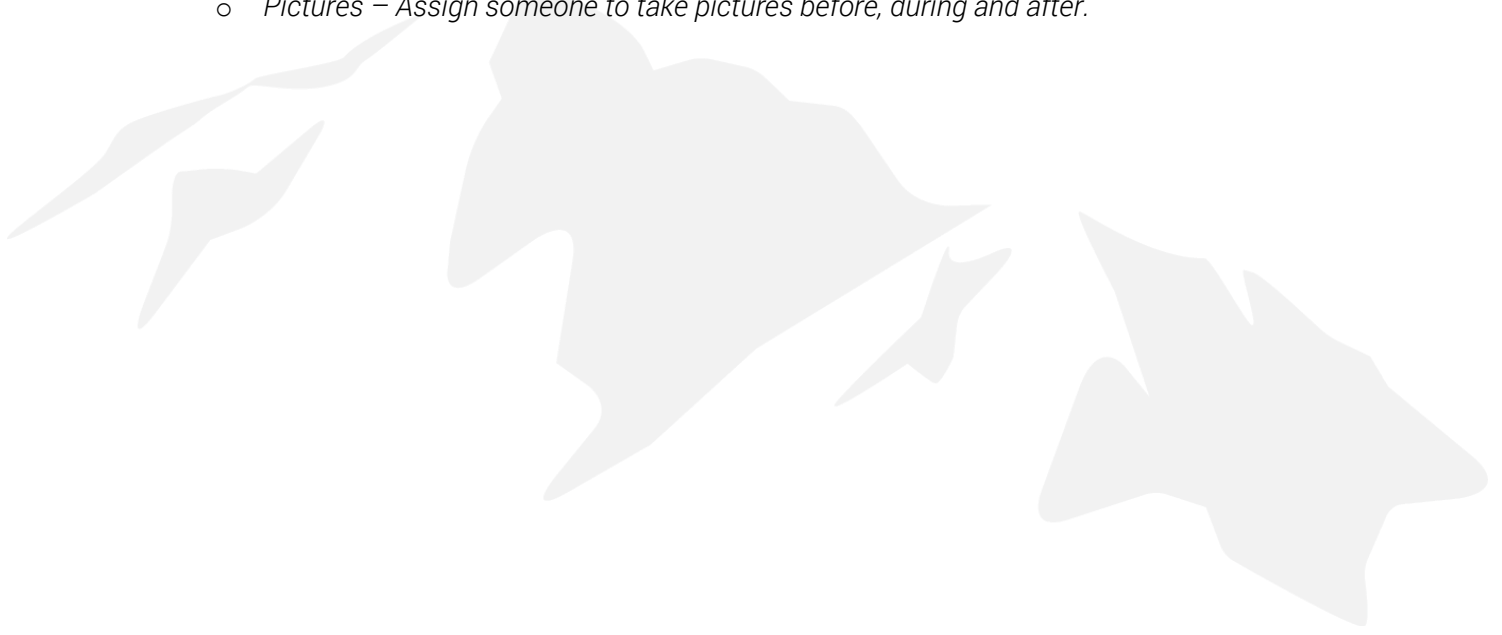
PROJECT DAY

Project Leadership and Communication - The Eagle candidate (not a parent or an Ogden City Representative) must be the leader at the project site (under minimal supervision). You are responsible for the work done during the project.

As the leader of the project, you will be responsible to cover and complete the following items on the day of the project.

Project Day Meeting – The Scout will cover the following information with his group before the project begins:

- *Project Description – This is to get your group familiar with the project. The Scout will cover description of work, goals for the day and give instructions and assignments to the group.*
- *Safety Meeting – Every work project requires a safety meeting. It is the Scout's responsibility to cover all safety concerns.*
- *Complete all Ogden City Paperwork – The scout is responsible for ensuring that all of the required paperwork is completed.*
- *Pictures – Assign someone to take pictures before, during and after.*



FINAL MEETING

Schedule a Final Meeting - For the last step in the project process the scout will need to schedule his final meeting with Stacey Olsen, 801-629-8214. During this meeting, the project will be discussed, and if the project was successful, the scout will have his project signed off.

Come prepared with the following items:

- ✓ *Completed Eagle Scout Packet*
- ✓ *Signed Volunteer Form*
- ✓ *Email photos before the meeting to stacey@ogdencity.com or bring them on a thumb drive.*

