

EAGLE SCOUT PROJECT EXPECTATIONS

Stokes Nature Center

To the Eagle Scout candidate and their advisors: The following information is a guideline used by the Stokes Nature Center for the implementation of Eagle projects in coordination with Stokes Nature Center. Please read this entire document carefully.

Scouts are expected to know our requirements. Scouts cannot be within 3 months of their 18th birthday.

Note: The emphasis of the Eagle Scout project is to demonstrate the scout's leadership and initiative in providing community service. Stokes Nature Center supports this philosophy and we welcome scouts that aspire to reach this esteemed rank. **The following requirements are in addition to those of the Scouts BSA.**

Planning and Communicating With Stokes Nature Center:

- **The Eagle Scout candidate must personally be the one who communicates with Stokes Nature Center, not one of their advisors or parents.** *Making contact with 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 their 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 their group's abilities, fitness level and commitment in order to choose a project that their group can handle. Most projects work best with 10-20 people, however, larger groups can be effective for some jobs. One adult must be present for each 5 youth under 18 years of age. Having more adults than this minimum requirement will help the project run more efficiently.*

PRE-PROJECT PLANNING OUTLINE:

- **Step 1) Initial Contact:** After reading this packet and considering possible projects, you need to contact us to schedule an interview to discuss project details.

Your initial contact will be to schedule an interview time. We have very high interest from Eagle Scout candidates looking for projects making this process very competitive.

Please call us as soon as possible to schedule your interview.

- **Step 2) Interview:** During this interview you will discuss the potential project you are interested in to obtain more detailed information. Come prepared to discuss why you are interested in the project, your strengths and what makes you the most qualified candidate for the project. Be sure you are ready to represent your leadership skills and abilities and to demonstrate that you understand our expectations.

Based upon the initial interview, you may not be selected for the project. If you are not selected for a project continue building your skills and feel free to contact us at a later date with a new project idea.

We will contact you and let you know if you have been selected for the project. At this time you may move on to the next step.

➤ **Step 3) Site Visit:** After being selected for a project your next step is to visit the project site. This is the best time to think about questions, take notes, measurements and pictures. You have up to ten days to complete your site visit and schedule an appointment for your final meeting. *After ten days your project of interest will no longer be on hold.*

➤ **Step 4) Final Meeting:** Once the site has been evaluated, you need to contact us to schedule the final meeting. During this meeting the following items will be discussed:

- **Project Date and Time**
- **Safety:** Review of a Job Hazard Analysis supplied by Stokes Nature Center, proper clothing and other safety considerations.
- **Leave No Trace or Tread Lightly Principle:** As part of the project you will cover one of the seven Leave No Trace principles or one of the five Tread Lightly principles that you feel is applicable to your project. Come prepared to the final meeting with a summary of the principle you are going to teach your group. For information go to www.lnt.org or www.treadlightly.org
- **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 as part of the overall project planning. If enough tools cannot be located Stokes Nature Center will gladly provide the remainder. In some cases, building materials may be provided by Stokes Nature Center.
- **Proper Use and Safety Specifics of Tools:** During the meeting, tools that will be used for the project will be reviewed and discussed. You need to be prepared to take notes and ask questions so on the day of the project you feel comfortable teaching your group about the tools.
- **Pre-Project Approval Signature:** At this time a Stokes Nature Center Representative will sign off your pre-project approval in your Eagle Scout Project Workbook.

Note: Stokes Nature Center can offer many ideas on how to complete the job, what tools are needed, and discuss safety equipment needed. *This will be the most extensive meeting you have with a Stokes Nature Center representative, so be prepared with as many questions as possible to acquire a full understanding of what the project involves.*

➤ **Step 5) 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. *(Please follow the appropriate group size listed under your projects description.)*

PREPARING YOUR GROUP FOR THE PROJECT:

- **Step 6) Group Preparation:** Be sure to cover the following items with all of the volunteers you recruit to help with your project. Having prepared volunteers is essential to a successful project.
 - **Time Commitment:** Volunteer groups should count on devoting an entire day to their project. Projects can be completed in as little as four hours, but when you factor in transportation time, breaks, the safety meeting, and organizational time it adds up to a full day.
 - **Safety Gear:** Inform your group members prior to the project day of work expectations and safety requirements. **Inform all participants that they must wear protective clothing in order to work on projects. This means that they must wear long pants, long sleeve shirt, gloves and closed toe shoes (preferably boots).** Some jobs require other protective equipment, some of which can be supplied by Stokes Nature Center. **Participants without protective clothing will not be allowed to work!**
 - **Water and Sun Protection:** The Eagle candidate must encourage the group to drink plenty of water while on the job. There should be at least two quarts of water for each participant taken to the site. We also recommend hats and sunscreen be used. While working on a project away from roads and vehicles, each group member must take a backpack sufficient to carry their water, food and other items needed during the day.
 - **Energy:** Ensure that your group has enough food to sustain their efforts for a day's work.

PROJECT DAY:

- **Step 7) Project Leadership and Communication:** 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 their group before the project work begins:
 - **Project Description:** This is to get your group familiar with the project. The scout candidate will cover description of work to be performed, goals for the day and give instructions and assignments to the group.
 - **Safety Meeting:** Every work project in Stokes Nature Center begins with a safety meeting. *It is the scout's responsibility to cover the information provided by Stokes Nature Center with the group the day of the project.* The purpose of this meeting is to inform the group of tool safety and proper use, as well as the hazards associated with the project and ways to minimize or remove these hazards. It is the Eagle Candidates responsibility to ensure that all members of the group show up with proper equipment and clothing to ensure a safe project.
 - **LNT or Tread Lightly Presentation:** The scout will also present the Leave No Trace or Tread Lightly principle they chose and how it relates to their project.
 - **Complete All Volunteer Paperwork:** The scout is responsible for ensuring that all of the required paperwork is completed. This includes having all volunteers complete release forms.

- **Your Role: The Eagle candidate, not a parent or Stokes Nature Center representative, must be the leader at the project site (under minimal supervision of the Scout leader).** You are responsible for the work done during the project. You are in charge of giving instructions to your group and making sure all group members are working safely and efficiently. Be sure to select someone from your group to take photos before, during and after the project. You are responsible for keeping track of all borrowed tools and ensuring that they are returned clean and in good condition.

Final Meeting and Signature “Approval for Completed Project”:

- **Step 8) Schedule a Final Meeting:** For the last step in the project process the scout will need to schedule their final meeting with us. During this meeting the project will be discussed, and if the project was successful the scout will have their project signed off*.

The scout needs to come to the final meeting with the following items:

Completed Eagle Scout Packet:

_____A copy of **ALL** project photos (**PROJECT ONLY**). If you photos include members of your group, you must attach the photo release form. If the member is under the age of 18, a parent or guardian must sign the form.

_____A one page typed synopsis on the project that includes:

- *What you felt went well or needed improvement.
- *What does the Eagle Scout feel they accomplished in performing this service?
- *How does the Eagle feel that their project contributed to Stokes Nature Center mission of, “Providing nature education and promoting outdoor exploration for people of all ages”?
- *Leave No Trace message delivered to the group

Any other items included under the project requirements (educational write-up, artwork, etc.)

***If the scout fails to bring the information listed above to the final meeting the project will not be signed off until it has all been received. No exceptions.**