

Draper City Trails and Open Space

Eagle Scout Packet



Dear Eagle Scout Candidate,

Thank you for considering Draper City Trails and Open Space for your Eagle Scout Volunteer project. If you are prepared for a challenging experience, then together we can team up and make a difference for our city.

This packet should help to guide you in developing your project. Remember, it's up to you to take the initiative to organize and develop your project. Our commitment to you, is to help coordinate your needs to achieve a goal that meets Draper City standards and provides a challenging and rewarding experience.

Sincerely,

Greg Hilbig

Trails and Open Space Manager

**DRAPER CITY TRAILS AND
OPEN SPACE DIVISION**

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EAGLE SCOUT PROJECT EXPECTATIONS

Draper City Trails and Open Space 2017

To the Eagle Scout candidate and his advisors: The following information is a guideline used by the Trails and Open Space Division for the implementation of Eagle projects in coordination with Draper City. Please read this entire document carefully. **Scouts are expected to know our requirements.**

Note: The emphasis of the Eagle Scout project is to demonstrate the scout's leadership and initiative in providing community service. Draper 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 Draper City:

- **The Eagle Scout candidate must personally be the one who communicates with Draper City, not one of his advisors or parents.** *Making contact with Draper City representatives to plan a project is a major component of leadership and organization.*
- **The Eagle Scout candidate should contact us at least one-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 group's abilities, fitness level and commitment in order to choose a project that their group can handle.* Most projects work best with 5-20 people, however, larger groups can be effective for some jobs by splitting them into smaller groups in charge of certain tasks. Pay close attention to the appropriate group sizes listed on the project list sheet. 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 our list of projects, determine one you are interested in. **However, Eagle Candidates are encouraged to propose their own project ideas.** <http://www.scoutorama.com/project/> Call our office at (801) 576-6571 and ask to speak to the Volunteer Coordinator to let them know that you are calling to schedule an interview for an Eagle Scout Project.

Your initial contact will be to schedule an interview time. We have very high interest from Eagle Candidates looking for projects, which makes this process very competitive. We will release a project list three times a year. We will then begin scheduling meetings after the release of the project list.

- **The first 2017 Eagle packet becomes available in February.**
- **The second 2017 Eagle packet will be available in May.**
- **A third Eagle packet will become available in August if projects from the previous list are completed.**

***Please call us as soon as possible to schedule your meeting.**

- Step 2) Meeting with Volunteer Coordinator:** During this meeting you will discuss the potential project you are interested in to obtain more detailed information. Be 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.

- Step 3) Site Visit:** After selecting 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 the Draper City Volunteer Coordinator. During this meeting the following items will be discussed:
 - **Project Date and time.**
 - **Safety:** Review of the Trail Safety document supplied by Draper City and any other safety considerations.
 - **Leave No Trace Principle:** As part of the project you will cover one of the seven Leave No Trace principles, which 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 .
 - **Tools and Materials:** Determine what types of tools and materials will be necessary. Draper City will gladly provide the needed tools. In some cases, building materials will be provided by Draper City.
 - **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, the Draper City Representative will sign off your pre-project approval in your Eagle Scout Project Workbook.

- Note:** The Draper City representative 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 the Draper City 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 six 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 Draper City projects. This means that they should 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 the Draper City. **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 his 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 Draper City begins with a safety meeting. *It is the scout's responsibility to cover the information provided by Draper City 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 Presentation:** The scout will also present the Leave No Trace principle he has chosen, and how it relates to his project.
 - **Complete All Draper City Paperwork:** The scout is responsible for ensuring that all of the required paperwork is completed. This includes signing in all participants on the volunteer information sheet, and having all group members sign the *Assumption of Risk* waiver.

- **Your Role:** The Eagle candidate, not a parent or the Draper City representative, must be the leader at the project site. 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 his final meeting with the Volunteer Coordinator. During this meeting the project will be discussed, and if the project was successful the scout will have his project signed off*.

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

- Completed Eagle Scout Packet.
- A copy of project photos.
- A one page typed synopsis on the project that includes:
 - What you felt went well or needed improvement.
 - What does the Eagle Scout feel he accomplished in performing this service?
 - How does the Eagle feel that his project contributed to the quality of Draper City?
- 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.