



EST. 1960

# Willowbrook

835 Midway Drive  
Willowbrook, IL 60527-5549

Phone: (630) 323-8215 Fax: (630) 323-0787 www.willowbrookil.org

## AGENDA

REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON TUESDAY, MAY 5, 2015, AT 7:00 P.M. AT THE VILLAGE POLICE STATION BUILDING, 7760 QUINCY STREET, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS.

### Mayor

Frank A. Trilla

### Village Clerk

Leroy R. Hansen

### Village Trustees

Sue Berglund

Umberto Davi

Terrence Kelly

Michael Mistele

Gayle Neal

Paul Oggerino

### Village Administrator

Tim Halik

### Chief of Police

Mark Shelton

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - a) March 3, 2015 Regular Meeting of the Parks & Recreation Commission
4. REPORT – Event Updates:
  - a) Easter Egg Hunt, April 4, 2015
  - b) "Go Green" 5K Run/Walk, April 26, 2015
  - c) Touch-A-Truck, July 10, 2015
  - d) Family Movie Night, July 17, 2015
5. REPORT – Status of Willow Pond Park Project
6. DISCUSSION – Lake Hinsdale Park Renovation
7. DISCUSSION – Superintendent of Parks Position
8. VISITOR'S BUSINESS – Public comment is limited to three (3) minutes per person
9. COMMUNICATIONS:
  - a) Boy Scouts of America – Eagle Scout Project
  - b) Unfinished Business
10. ADJOURNMENT



Proud Member of the  
Illinois Route 66 Scenic Byway

MINUTES OF THE REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION  
HELD ON TUESDAY, MARCH 3, 2015, AT THE WILLOWBROOK VILLAGE HALL, 7760  
QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

Chairman Cobb called the meeting to order at the hour of 7:01 p.m.

2. ROLL CALL

Those present at roll call were Chairman Richard Cobb, Commissioners Lorraine Grimsby, Ronald Kanaverskis, Laurie Landsman, Carol Lazarski, Robert Pionke, and Doug Stetina.

ABSENT: Commissioner Rene Schuurman; and at time of Roll Call, Commissioner Ramona Weigus.

Also present was Superintendent of Parks and Recreation Kristin Violante.

A QUORUM WAS DECLARED

3. APPROVAL OF MINUTES – FEBRUARY 3, 2015

The Commission reviewed the February 3, 2015 minutes.

MOTION: A Motion was made by Commissioner Grimsby and seconded by Commissioner Stetina to approve the February 3, 2015 minutes as presented.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Grimsby, Kanaverskis, Landsman, Pionke, Stetina, and Weigus. NAYS: None. ABSENT: Commissioner Schuurman.

MOTION DECLARED CARRIED

4. REPORTS

A. *Park News in Brief*

New Village Hall

Superintendent Violante related that the employees moved into the new Village Hall on Friday, February 13, 2015 and was opened to the public on Tuesday, February 17<sup>th</sup>. The police department will be renovated beginning in July. After that completion, the Park building will be renovated. Unknown at this time when that renovation will take place.

\*\*\*NOTE: Commissioner Ramona Weigus arrived at 7:02 p.m.

5. OLD BUSINESS

A. OSLAD Grant for Willow Pond Park

Superintendent Violante introduced John Vann from Land Tech Design to answer any questions regarding the Willow Pond Park project. Mr. Vann advised that bids were received earlier on today's date from five (5) contractors. The lowest bids were received from Clauss Brothers and Reil. Mr. Vann advised that he has worked with all of the contractors. The base bid that Clauss Brothers submitted was for \$583,004.73. In addition, fees need to be added for installation of the playground, washroom options, and pathway lighting. The budget for this project is \$800,000. With the additions, current costs are approximately \$56,000 over budget.

Corrective measures to bring the costs down could include damage allowances to sidewalks, landscaping can be scaled back and added at a later date, and some costs can be paid for from SRA funds.

Tentative deadline for the contracts is August 1, 2015.

MOTION: A Motion was made by Commissioner Kanaverskis and seconded by Commissioner Lazarski to accept the bid presented by Clauss Brothers as presented with Alternate Options #1, #5, #7, #8, and #9.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Grimsby, Kanaverskis, Landsman, Pionke, Stetina, and Weigus. NAYS: None. ABSENT: Commissioner Schuurman.

MOTION DECLARED CARRIED

B. Village Race

Commissioner Pionke distributed posters for the event. Higher fundraising/sponsorship amounts have been received than expected. Flyers have been posted in several shopping locations.

Advertisements have been placed on the Village website, the Willowbrook Post, and several racing websites. Flyers will also be distributed during the Easter Egg Hunt.

C. Master Plan

Superintendent Violante had no updates to the Master Plan.

D. Name park amenity after previous Superintendent

Superintendent Violante had no updates.

6. NEW BUSINESS

A. Approval of bid for Willow Pond improvements

See discussion in Item 5A.

B. Easter Egg Hunt

Superintendent Violante advised that the Easter Egg Hunt is April 4<sup>th</sup> at 11:00 a.m. Chicken Basket and Kiwanis are sponsors for this event.

7. CORRESPONDENCE/COMMUNICATIONS

There was no communications.

8. VISITORS' BUSINESS

There was no Visitors' Business.

9. ADJOURNMENT

MOTION: Made by Commissioner Landsman, seconded by Commissioner Stetina to adjourn the meeting at the hour of 8:02 p.m.

ROLL CALL VOTE: AYES: Chairman Cobb, Commissioners Grimsby, Kanaverskis, Landsman, Lazarski, Pionke, Stetina, and Weigus. NAYS: None. ABSENT: Commissioner Schuurman.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

May 5, 2015

\_\_\_\_\_  
Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**REPORT – Event Updates**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

May 5, 2015

**BACKGROUND**

At the meeting, staff will provide post-event information regarding the following completed events and an update on the status of planning for the following future events:

- a) Easter Egg Hunt - April 4, 2015
- b) "Go Green" 5K Run/Walk - April 26, 2015
- c) Touch-A-Truck - July 10, 2015
- d) Family Movie Night - July 17, 2015

**REQUEST FOR FEEDBACK**

Feedback and comments from the Commission members will be solicited.

**STAFF RECOMMENDATION**

N/A – report only.

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**REPORT – Status of Willow Pond Park Project**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

May 5, 2015

**BACKGROUND**

As detailed in the Community Newsletter as part of the Summer 2015 Fun Guide, the following is a chronology of events relating to the Willow Pond Park Renovation Project:

- In 2013, after compiling resident survey responses and holding various focus group meetings, the Village's first ever Comprehensive Park & Recreation Master Plan was drafted.
- The final Master Plan was considered by the Village's Park & Recreation Commission and ultimately adopted by the Village Board on June 10, 2013.
- LandTech Design was hired to develop a comprehensive renovation plan. The final plan recommended by the Park Commission included an estimated budget of \$800,000.
- An application for an Open Space Land Acquisition and Development (OSLAD) grant from the state of Illinois was submitted.
- Our application made the first round of consideration, and the Village was asked to present the project to a panel of grant award judges in Springfield on October 29, 2013.
- On April 5, 2014 we received notification from the governor that Willowbrook was awarded a \$400,000 grant for the project.
- Designers and engineers continued to work on the project during 2014. An opinion was sought from the Illinois Department of Natural Resources (IDNR) as to whether the pond needed to be dredged. After much technical review, it was determined that dredging would not create any substantial improvement to water clarity or to the fish habitat. This money could then be used for additional park amenities.
- Final development plans were approved, and the project was put out to public bid on February 9, 2015. The public bid opening occurred on March 3, 2015.
- The final project was recommended by the Park & Recreation Commission at their meeting on March 3, 2015. The Village Board would consider the project at the March 23, 2015 meeting. If approved, the project would commence in May 2015 and would be completed by fall 2015.
- On March 10, 2015, the Village received a Grant Suspension Notice from the Illinois DNR. As a result, no further spending can occur on this project pending further notice.

**REQUEST FOR FEEDBACK**

At the meeting, several conceptual options and alternatives will be offered by staff as we continue to wait for news from Springfield as to the status of the grant for this project.

**STAFF RECOMMENDATION**

N/A – report only.



Illinois Department of  
Natural Resources

One Natural Resources Way, Springfield, Illinois 62762-1271  
www.idnr.state.il.us

Bruce Rauner, Governor  
Wayne A. Rosenthal, Director

March 9, 2015

MAR 13 2015

Tim Halik, Village Administrator  
Village of Willowbrook  
7760 Quincy Street  
Willowbrook, IL 60527  
thalik@willowbrook.il.us

Re: Suspension Notice  
Project OS 14-1904  
Willow Pond Park Re-Development

Dear Mr. Halik:

This written notice is to inform Village of Willowbrook that the Illinois Department of Natural Resources (IDNR) is suspending Project OS14-1904, effective immediately, pursuant to Section II "Term and Termination", paragraph d. of the Project Agreement. **This suspension requires that Village of Willowbrook immediately cease incurring additional obligations, costs or spending for which grant reimbursement would be sought until further notice.**

In addition, Village of Willowbrook is required to submit a financial expense report by March 23, 2015. Please detail all expenditures incurred from the project start date through the date of this letter (include eligible architectural/engineering costs incurred prior to the project start date). This expense report should be submitted to your grant administrator.

Thank you for your cooperation and please feel free to contact Ron Whitmore at 217-782-7481 with any questions

Sincerely,



Wayne A. Rosenthal  
Director

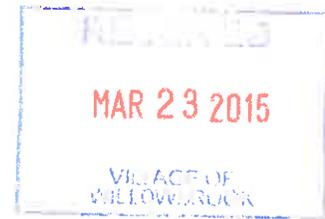
WAR/jb

Village of Willowbrook  
 Willow Pond Park Re-Development  
 Project OS 14-1904

Financial Expense Report as of March 17, 2015

Vendor	Invoice #	Invoice Date	Period of Work	Paid	Check #	Amount	Description
LandTech Design, Ltd.	1436	4/14/2014	April 2014	6/10/2014	84419	\$ 3,400.00	preliminary design & design development
LandTech Design, Ltd.	1453	6/11/2014	May 2014	6/24/2014	84524	\$ 2,425.00	preliminary design & design development
LandTech Design, Ltd.	1465	8/11/2014	July 2014	10/14/2014	85246	\$ 8,850.00	preliminary design & design development & topography
LandTech Design, Ltd.	1474	10/6/2014	Sept 2014	10/14/2014	85246	\$ 15,000.00	preliminary design & design development, construction documents, topography & civil/utility
LandTech Design, Ltd.	1491	11/24/2014	Oct 2014	12/16/2014	85622	\$ 4,200.00	design development & construction documents
LandTech Design, Ltd.	1493	12/9/2014	Nov 2014	1/13/2015	85744	\$ 1,900.00	design development & construction documents
LandTech Design, Ltd.	1505	2/5/2015	to Jan 2015	2/24/2015	86024	\$ 8,075.00	design development, construction documents & civil/utility
* LandTech Design, Ltd.	1511	2/25/2015	Feb 2015	3/24/2015	86198	\$ 6,199.05	construction documents, observations, civil/utility & spray pad permitting
						<u>\$ 50,049.05</u>	

\* To be paid after approval at 3/23/15 board meeting



DISTRICT OFFICE  
1 SOUTH CASS AVENUE, SUITE 205  
WESTMONT, ILLINOIS 60559  
(630) 852-8633  
FAX (630) 852-6530  
E-MAIL: rep@pbellock.com

**PATRICIA R. BELLOCK**  
STATE REPRESENTATIVE • 47TH DISTRICT  
DEPUTY MINORITY LEADER

CAPITOL OFFICE  
215-N STRATTON BUILDING  
SPRINGFIELD, ILLINOIS 62706  
(217) 782-1448  
FAX (217) 782-2289

Ms. Kristin Violante  
Superintendent of Parks  
Willowbrook Park District  
835 Midway Drive  
Willowbrook, IL 60527

March 18, 2015

Dear Kristin:

Thank you for your correspondence regarding the recent news that all state grants will be suspended for the time being.

The Governor's staff has assured the legislature that at this time there are no plans to issue permanent denials of funding for PARC and OSLAD grants; this action has been taken to give his staff the time to thoroughly review the flurry of grants that were awarded by Governor Quinn prior to the election.

I certainly understand that this decision is causing considerable apprehension. Please know that I will continue to regularly check in with the Governor's office on the status of these grants and will relay that information to you.

Again, thank you for your communication. If I may be of assistance on any matter, please do not hesitate to contact me.

Best regards,

Patricia R. Bellock

State Representative – 47<sup>th</sup> District

PRB: hs

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Lake Hinsdale Park Renovation**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

Meeting Date:

May 5, 2015

**BACKGROUND**

After the 5-year Park Master Plan was completed and adopted by the Village Board on June 10, 2013, staff began seeking funding for the various improvements contained in the Capital Improvement Plan (CIP). Part of our funding strategy included pursuing grant opportunities. Once such grant that the Village applied for was a \$10,000 ComEd Green Region Grant, which was awarded for passive recreational park improvements. Since the conceptual plan for Lake Hinsdale Park was a passive recreational design, this project was used to apply for the grant. Specifically, the construction of the proposed walking path. On June 5, 2014, the Village received notice that we were awarded a \$10,000 grant for the project. Our goal at the time was to enter into a joint venture with the Midtown Athletic Club to install several other amenities within this park, as envisioned in the Master Plan, in the fall of 2014. Unfortunately, as our discussions with Midtown continued, we realized that we would miss the fall construction season. Therefore, the park renovations were re-scheduled to occur in the spring of 2015.

In anticipation of the spring renovations, arrangements were made to donate the existing antiquated park playground equipment to Kids Around the World, since the playground was in the way of the new park amenities and the new park would not include playground equipment due to its passive recreational design. Shortly after the playground equipment was removed, the Village started receiving complaints from residents of the nearby Lake Hinsdale Towers condominium association. Apparently, children and grandchildren of many of the residents enjoyed the use of the playground equipment. These complaints escalated until the Lake Hinsdale Towers HOA Board discussed the matter at a meeting held on January 29, 2015. Subsequent to this meeting, the property manager was directed by the HOA to request that playground equipment be brought back to this park.

**REQUEST FOR FEEDBACK**

Staff has contacted Tod Stanton from Design Perspectives (the consultant that completed the Park Master Plan) to re-visit the design of Lake Hinsdale Park as requested by residents of the Lake Hinsdale Towers condominium association. At the park commission meeting, staff will present what we believe to be a viable plan to continue the installation of the proposed walking path using the grant proceeds, along with bringing playground equipment back to Lake Hinsdale Park.

**STAFF RECOMMENDATION**

To consider a revised improvement plan for Lake Hinsdale Park based on feedback received from nearby residents.

### **Park Inventory & Analysis**

The Village of Willowbrook's existing park system is depicted in this section. The system is composed of park sites of various sizes and uses, and undeveloped property.

The service area for the Village has been broken down into six individual zones. Each service area has been defined based on geography and utilizing infrastructure as the defined boundaries. As shown in the Level of Service Map later in this report, most of the areas are serviced by parks within the Village. However, there are a few service areas that are lacking parks to support the neighboring residents of that area.

# 2013-2017 Comprehensive Park & Recreation Master Plan

Village of Willowbrook: Parks & Recreation Department		Park Amenities																							
Park Matrix		Classification	Acres	Playgrounds	Basketball Courts	Soccer Fields	T-Ball Fields	Baseball Fields	Softball Fields	Backstop	Multi-Purpose Fields	Football Fields	Tennis Courts	Ice Rinks	Trails	Sand Volleyball Courts	Sled Hill	Swimming	Skate Park	Park Shelter	Parking Lot	Restroom Facilities	Ponds & Basins	Open Space	Building
	Creekside Park	NP	10.18	1	1				1	1					1									1	
	Farmingdale Terrace Park	NP	3.02	1	1										1									1	
	Lake Hinsdale Park	NP	1	1						1														1	
	Midway Park	NP	2.14			1																		1	
	Prairie Trail Park	NP	7.3	1											1									1	
	Ridgemoor Park	NP	5.4	1											1									1	
	Rogers Glen Park	OS	1.38																					1	
	Tony & Florence Borse Park	CP	17.17	1	1				1						1	1				1	1	1	1	1	1
	Waterford Park	NP	4.28	1					1	1						1								1	
	Willow Pond	NP	4.17	1											1									1	
	<b>Total</b>		<b>56.04</b>	<b>8</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>8</b>	<b>1</b>

<b>Key</b>	
CP =	Community Park
NP =	Neighborhood Park
OS =	Open Space



Site Inventory & Analysis  
For the Village of Willowbrook  
Parks & Recreation Department  
Comprehensive Park & Recreation Master Plan



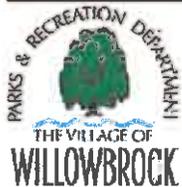
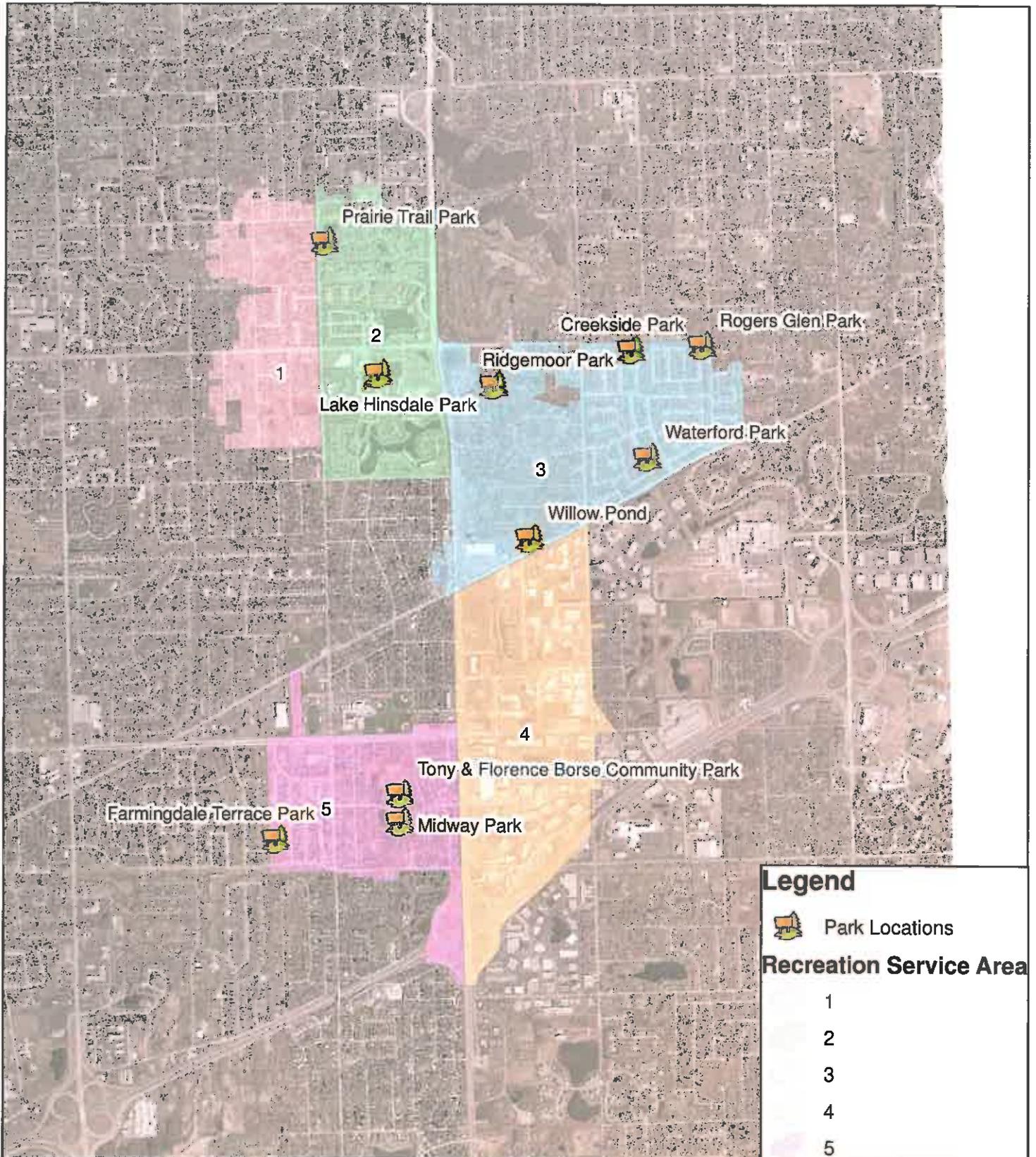
**Park Name:** Lake Hinsdale Park  
**Park Location:** Lake Hinsdale Dr. & 63 St.  
**Park Size:** 1.0 Acres  
**Park Type:** Neighborhood Park

**Park Amenities:**

- Backstop
- Open Space
- Picnic Tables
- Playground



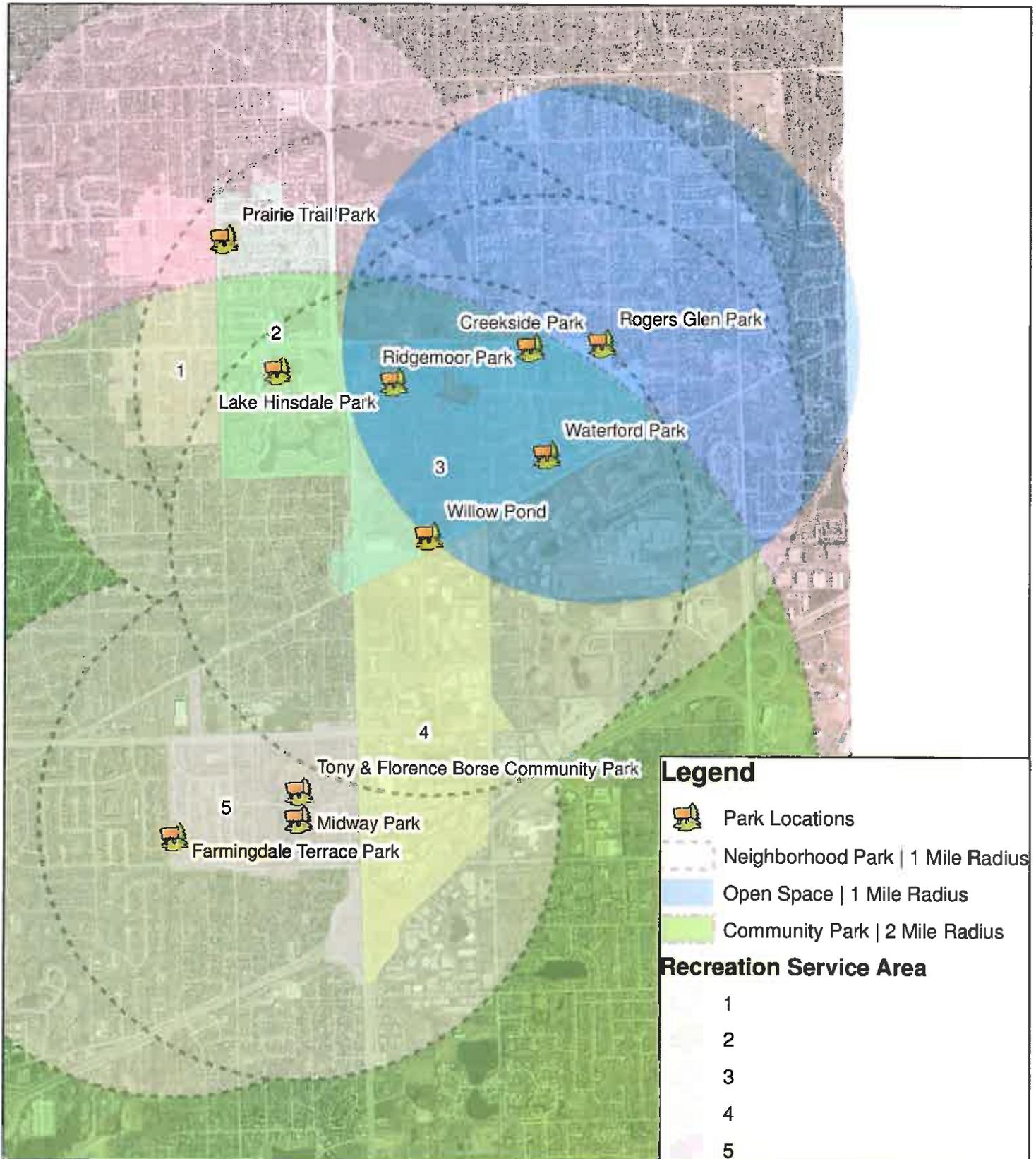
# Existing Facilities Location



Prepared for:  
The Village of Willowbrook  
Parks & Recreation Dept.



# Level of Service



### **Conceptual Park & Facility Planning**

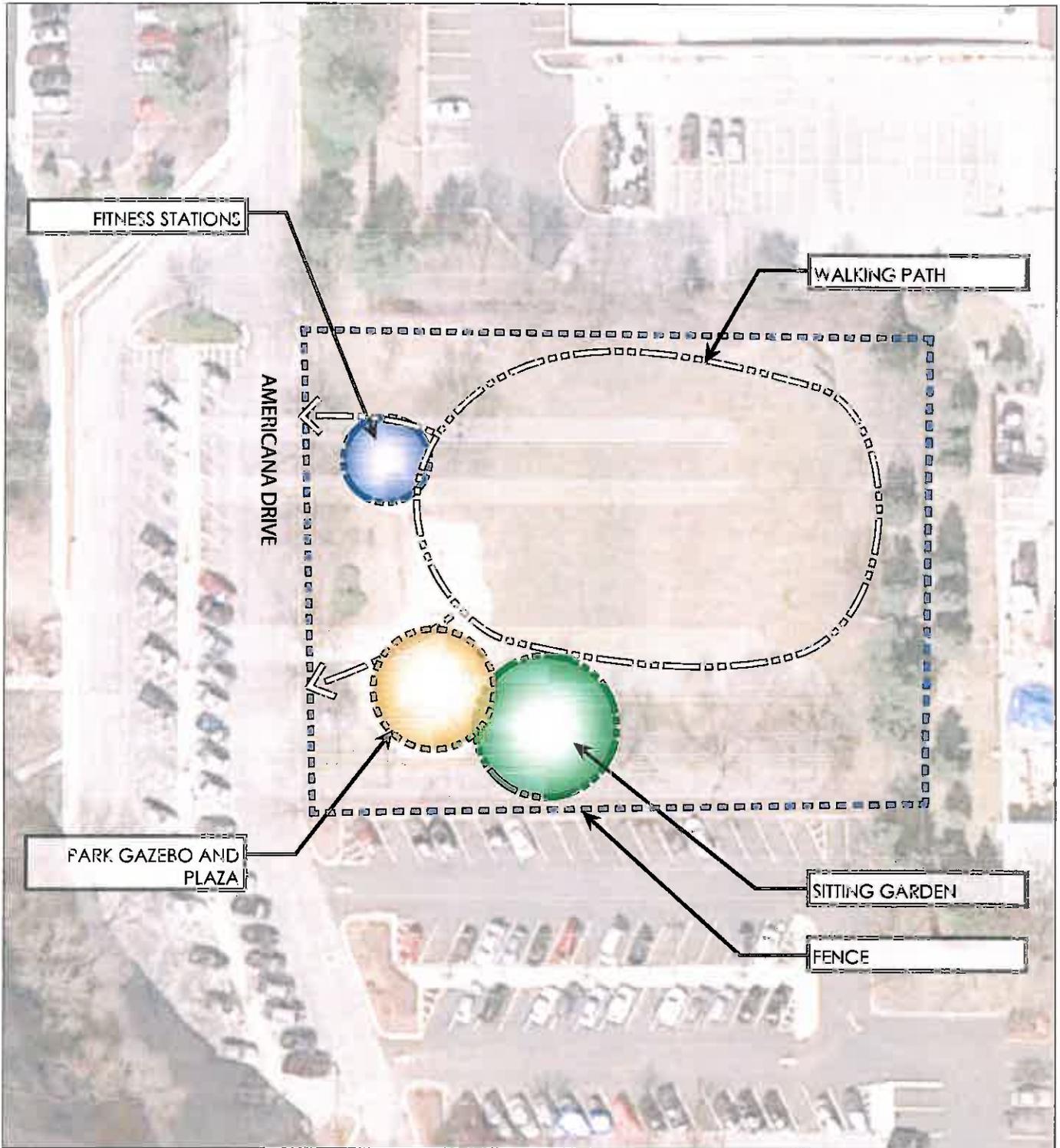
Conceptual park & facility planning is developed through existing conditions inventory, current amenities analysis and the recreational needs of the residents to further develop each site. These plans are conceptual in nature, and are not to be interpreted as the final design for each site. Based upon the inventory and analysis, these ideas give how a site can be improved for the benefit of the Village.

The different conceptual plans on the following pages range from major improvements to parks/facilities to no recommended improvements to a site at this point in time. An in-depth look into the capital planning and priorities for each of these conceptual designs can be found in the following section 'Capital Improvement Planning'.

Connections throughout the parks systems is an important aspect. It allows users to visit each site easily without the use of vehicular transportation. Dedicated bike routes can easily be defined within the proposed routes by adding a 5 foot extension on the road shoulder for a dedicated bike lane, or widening a sidewalk to accommodate bike traffic. Residents will be able to safely visit a park. The routes shown are potential routes and are conceptual in nature, and are not the final routes.

# Lake Hinsdale Park

## Concept Diagram

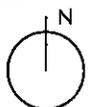


Prepared for: The  
Village of Willowbrook  
Willowbrook, Illinois

**CP**  
Design Perspectives  
INCORPORATED  
2200 Bryn Mawr Ave.  
Suite 110  
Naperville, Illinois 60563  
Telephone: (630) 831-3134  
Fax: (630) 438-7779  
www.dpd-perspectives.com

January 2013

0 50  
SCALE: 1" = 50'



## 2013-2017 Comprehensive Park & Recreation Master Plan

### Capital Improvement Planning

This section of the plan is intended to be a capital guide to be used by staff, commission members, elected officials and persons responsible for the planning, detail, design, and maintenance of the park improvements. All future improvement projects should be guided by these planning recommendations to insure that the park can achieve its fullest potential.

The list of potential projects is long, unfunded, and varied in degrees of complexity. To provide a systematic way of developing the priority list for capital spending, a Quality of Service (QOS) standard was developed to provide a unique direction and make sense of competing interest. The cost estimates are based on current cost estimating knowledge and can be higher or lower depending on future economic market conditions.

<b>Park</b>	<b>Facility Use</b>	<b>Cost</b>	<b>Level of Service</b>	<b>Impact</b>	<b>Score</b>
Borse Memorial Community Park	2	3	3	3	11
Willow Pond Park	3	3	2	3	11
Creekside Park	3	2	3	2	10
Ridgemoor Park	2	3	2	2	9
Prairie Trail Park	1	3	2	2	8
Waterford Park	3	1	2	2	8
Midway Park	3	1	2	1	7
Lake Hinsdale Park	2	1	1	2	6
Farmingdale Terrace Park	1	1	2	1	5
Rogers Glen Park	1	1	1	1	4
	1 - Low (8-10)	1 - Low (\$250,000 & Under)	1 - Low (Pocket Park)	1 - Low	
	2 - Medium (5-7)	2 - Medium (\$250,000-\$500,000)	2 - Medium (Neighborhood Park)	2 - Medium	
	3 - High (1-4)	3 - High (\$500,000 & Up)	3 - High (Community Park/Special Use)	3 - High	

Village of Willowbrook 2013-2017 5 Year Parks Capital Improvement Plan		DRAFT		Prepared: 3/14/13				
Development Item	Code	Total Cost	2013	2014	2015	2016	2017+	
<b>Borse Memorial Community Park OSLAD Candidate (2017)</b>								
Multi-Use Trail Expansion	CIP	\$45,000.00					\$45,000.00	
Volleyball Court Improvements	CIP	\$15,000.00					\$15,000.00	
Parking Lot Resurfacing	CIP	\$55,000.00					\$55,000.00	
General Landscape Enhancements	CIP	\$7,500.00					\$7,500.00	
9 or 18 Hole Disc Golf Course	CIP	\$12,500.00		\$12,500.00				
Fitness Station Cluster	CIP	\$25,000.00					\$25,000.00	
Site Furnishings (Benches, Litter Can, Bike Rack)	CIP/ADA	\$10,000.00					\$10,000.00	
Playground Equipment Upgrade	ADA	\$12,500.00					\$12,500.00	
Playground Infrastructure Improvements (Surfacing)	ADA	\$25,000.00					\$25,000.00	
Grading & Drainage Improvements (Cross Slope)	ADA	\$20,000.00					\$20,000.00	
Drinking Fountain Surface Height Adjustment	ADA	\$2,000.00					\$2,000.00	
<b>Park Construction Sub-Total</b>		\$229,500.00	\$0.00	\$12,500.00	\$0.00	\$0.00	\$217,000.00	
<b>Design Consultant Fees Sub-Total</b>		\$16,065.00	\$0.00	\$875.00	\$0.00	\$0.00	\$15,190.00	
<b>Borse Memorial Community Park Total Expenditure</b>		\$245,565.00	\$0.00	\$13,375.00	\$0.00	\$0.00	\$232,190.00	
<b>Creekside Park</b>					\$150,000.00			
Nature Trail Construction (Fully Accessible)	CIP/ADA	\$150,000.00					\$150,000.00	
Nature Playground Equipment Nodes	CIP/ADA	\$150,000.00					\$150,000.00	
Site Furnishings (Benches, Litter Can, Bike Rack)	CIP/ADA	\$10,000.00					\$10,000.00	
Straight Fence Backstop	CIP	\$4,000.00					\$4,000.00	
Soccer Field	CIP	\$30,000.00					\$30,000.00	
Playground Equipment Removal	CIP	\$5,000.00					\$5,000.00	
Native Landscape Enhancements at Site	CIP	\$35,000.00					\$35,000.00	
General Landscape Enhancements	CIP	\$25,000.00					\$25,000.00	
<b>Park Construction Sub-Total</b>		\$429,000.00	\$0.00	\$0.00	\$150,000.00	\$0.00	\$279,000.00	
<b>Design Consultant Fees Sub-Total</b>		\$30,030.00	\$0.00	\$0.00	\$10,500.00	\$0.00	\$19,530.00	
<b>Creekside Park Total Expenditure</b>		\$459,030.00	\$0.00	\$0.00	\$160,500.00	\$0.00	\$298,530.00	
<b>Farmingdale Terrace Park</b>						\$30,000.00		
Playground Equipment Renovation	CIP/ADA	\$30,000.00				\$30,000.00		
Playground Accessibility Improvement (Concrete Curbing, Flatwork, Ramp)	CIP/ADA	\$25,000.00				\$25,000.00		
Site Furnishings (Benches, Litter Can, Bike Rack)	CIP/ADA	\$10,000.00				\$10,000.00		
Straight Fence Backstop	CIP	\$4,500.00				\$4,500.00		
General Landscape Enhancements	CIP	\$15,000.00				\$15,000.00		
<b>Park Construction Sub-Total</b>		\$84,500.00	\$0.00	\$0.00	\$0.00	\$84,500.00	\$0.00	
<b>Design Consultant Fees Sub-Total</b>		\$5,915.00	\$0.00	\$0.00	\$0.00	\$5,915.00	\$0.00	
<b>Farmingdale Terrace Park Total Expenditure</b>		\$90,415.00	\$0.00	\$0.00	\$0.00	\$90,415.00	\$0.00	
<b>Lake Hinsdale Park</b>								
Grading & Drainage	CIP	\$5,000.00		\$7,500.00				
Fence Replacement	CIP	\$22,000.00			\$22,000.00			
Park Gazebo Installation	CIP	\$40,000.00			\$40,000.00			
Gazebo Plaza	CIP	\$10,000.00			\$10,000.00			
Fitness Station Cluster	CIP	\$8,000.00		\$15,000.00				
Walking Path	CIP	\$5,000.00		\$7,500.00				
Site Furnishings (Benches, Litter Can, Bike Rack)	CIP	\$15,000.00			\$15,000.00			
Sifting Garden Construction	CIP	\$25,000.00			\$25,000.00			
General Landscape Enhancements	CIP	\$7,000.00			\$7,000.00			
<b>Park Construction Sub-Total</b>		\$137,000.00	\$0.00	\$30,000.00	\$119,000.00	\$0.00	\$0.00	
<b>Design Consultant Fees Sub-Total</b>		\$9,590.00	\$0.00	\$2,100.00	\$8,390.00	\$0.00	\$0.00	
<b>Lake Hinsdale Park Total Expenditure</b>		\$146,590.00	\$0.00	\$32,100.00	\$127,390.00	\$0.00	\$0.00	



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25 East Washington Street  
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June 4, 2014

Garrett Hummel  
Village of Willowbrook  
7760 S Quincy Street  
Willowbrook, IL 60527

Dear Garrett:

On behalf of ComEd and Openlands, I am pleased to inform you that the ComEd Green Region Program has approved a grant of \$10,000 to the Village of Willowbrook in support of *Lake Hinsdale Park Walking Path* project. The grant is subject to the terms in this letter and the program guidelines, which can be found at [openlands.org/greenregion](http://openlands.org/greenregion).

As acceptance of this contribution, please:

- Send a letter to Openlands acknowledging the receipt of this grant, indicating the amount of the contribution and, if true, stating that no goods or services were received in connection with the grant. A sample receipt of funds letter is available at [openlands.org/greenregion](http://openlands.org/greenregion).
- Along with the letter of receipt, please complete and return the enclosed W9 form to Openlands at 25 E. Washington Street, Suite 1650, Chicago, IL 60602.
- Submit a final report within two months of the use of funds. The grant report form is available for download from the website above. For questions regarding this grant and to submit your final grant report, please email Sasha Doyle-Weiss, Development Associate, at [sdoyle-weiss@openlands.org](mailto:sdoyle-weiss@openlands.org).

ComEd will be contacting you to discuss public recognition of your project and possible volunteer opportunities for ComEd's employees. If you have any questions regarding those opportunities, please email Paula Conrad in ComEd's corporate relations team at [Paula.Conrad@ComEd.com](mailto:Paula.Conrad@ComEd.com). Also, to celebrate all of the winners, ComEd will be hosting a luncheon on August 20 for you to attend. The event is being planned right now, and Paula Conrad will follow up with details in the near future.

Congratulations, and best wishes for your continued success.

Best regards,

Gerald W. Adelman  
President and CEO

*Enclosures: W9 Form; Chk #2798*

## Tim Halik

---

**From:** JRozwadowska@lmsnet.com  
**Sent:** Friday, January 30, 2015 11:26 AM  
**To:** Tim Halik  
**Subject:** Lake Hinsdale Tower - Playground

**Categories:** Red Category

Hello Tim & Kristin,

Thank you for taking the time to talk to me about the issues regarding the playground equipment in front of Lake Hinsdale Towers.

As I mentioned earlier I am getting more and more feedback from the residents who are very unhappy about removing some of the playground equipment.

I probably had maybe handful of residents who came in to complain about this since last summer but during our last board meeting there was a lot of residents who decided to voice the opinion as well.

The board of directors and as the residents want the equipment back.

When I talked to Kristen about it in the past she was very helpful and told me to get back to her once I have more feedback.

Please let me know if you can put the old equipment back or replace it with new if possible.

Thank you and have a wonderful weekend.

**Jola Rozwadowska**

Property Manager

**Lake Hinsdale Tower Condominiums**

**6340 Americana Drive, Willowbrook, IL 60527**

**Office (630) 986.9230 / Fax (630) 986.9298**

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<http://www.liebermanmanagement.com>

**Tim Halik**

---

**Subject:** FW: Lake Hinsdale Tower - Playground

**From:** Tim Halik  
**Sent:** Monday, February 02, 2015 9:00 AM  
**To:** 'JRozwadowska@lmsnet.com'  
**Subject:** RE: Lake Hinsdale Tower - Playground

Thank you, Jola, for your comments. Although our Park & Recreation Master Plan currently suggests a passive-recreational type park be considered as part of the renovation, we would be happy to consider other suggestions that may also suit the area residents that use the park.

Please let me discuss this matter with our Park Superintendent and we will be in contact with you.

Tim Halik  
Village Administrator  
Village of Willowbrook  
7760 Quincy Street  
Willowbrook, IL 60527

630.920.2261 office  
630.920.2427 fax  
[thalik@willowbrook.il.us](mailto:thalik@willowbrook.il.us)



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**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**DISCUSSION – Superintendent of Parks Position**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

**Meeting Date:**

May 5, 2015

**BACKGROUND**

As you know, former Superintendent of Park & Recreation Kristin Violante accepted a position in another town and submitted her resignation on March 10, 2015. Her last day at Willowbrook was March 24<sup>th</sup>. On March 11, 2015, the Village posted a position notice on the Illinois Parks & Recreation Association (IPRA) website (see attached). In addition, Mr. John Fenske was hired on March 26th in the capacity of temporary part-time interim superintendent of parks and recreation. John has worked part-time for the Willowbrook park & recreation department since 1986, and expressed in interest in filling-in during the interim period. He is generally familiar with park operations and programs, including special events, and has worked out extremely well thus far.

Whenever an employee leaves the Village, the position must be re-justified before a replacement is sought. This process includes consideration of whether the duties could be combined with another position or whether some of the duties can be outsourced. While we do not believe that this position could be combined with another position, there may be some opportunities to outsource some of the work. Staff is currently exploring whether outsourcing in several areas is viable.

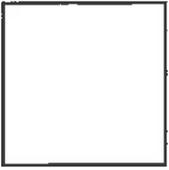
There are also future considerations, such as the new community resource center (CRC) located at 825 Midway Drive. The current plan is to renovate that building in the summer of 2016, after the current building tenant vacates, to accommodate park program functions, etc. After this work is completed, the Village will finally have dedicated space for park programs and functions. However, during the actual renovation of the building there will likely be little to no space available for park programming on a temporary basis until construction is complete. It is unknown at this time whether managing this new building in the future will create a significant increase in duties for the superintendent of parks position and others.

**REQUEST FOR FEEDBACK**

Any input from the members of the Park Commission is welcomed.

**STAFF RECOMMENDATION**

Staff is continuing to evaluate methods of fulfilling the duties of this position, both now and in the future. When completed, a recommendation will be made to the Village Board for consideration.



**Your IPRA Job Post has been approved.**

**Total Price:** \$220.00

**Expiration Date:** 04/10/2015

**Title:** Part-Time Superintendent of Parks & Recreation

**Category:** Recreation Programming

**Agency:** [Village of Willowbrook](#)

**Region:** Chicago-Metro

**Salary:** \$24.00 - \$28.00/hour, based on qualifications

**Description:**

The Superintendent of Parks and Recreation is a part-time position responsible for developing new programs, planning, supervising recreational staff, and evaluating overall program effectiveness. This position is also responsible for the marketing of recreational programs and activities. In addition to recreation programming, the Superintendent will oversee the maintenance of the Village's parks. The Superintendent determines the department budget for each year and is accountable for the fiscal viability of all programs. The Superintendent reports to the Village Administrator and serves as staff liaison to the Willowbrook Parks and Recreation Commission. A complete job description is available for download on the Village of Willowbrook website.

**Application Process:** Persons interested in the Superintendent of Parks & Recreation position shall submit a Village of Willowbrook employment application. Applications may be downloaded on the Village of Willowbrook website or obtained at the Willowbrook Village Hall, 835 Midway Drive, Willowbrook, IL 60527 between the hours of 8:30 am and 4:30 pm. Applications may be submitted via hand delivery, postal mail or email.

**Qualifications:** The successful candidate must hold a high school diploma. College coursework/degree in recreation management, education or another related field preferred. Must have excellent oral and written communication skills. Must be proficient at basic computer word processing software in a Windows environment. Must have a valid Illinois Driver's license. Must have at least one year experience in operating recreation or sports programs. Basic proficiency in desktop publishing is preferred.

**Special Requirements:** Part-time year-around position. Some flexibility in the specific days and hours of employment will be available. Approximately twenty (20) to twenty-five (25) hours per week or 1,200 hours per year. This position will involve occasional weeknight and weekend hours. This is an at-will position.

**Miscellaneous Information:** Applicants with disabilities who will need accommodation in order to complete any portion of the application should contact the Administration Department. Applications may be obtained at the Village Hall, 835 Midway Drive, Willowbrook, Monday through Friday between 8:30 AM and 4:30 PM, or on-line at [www.willowbrookil.org](http://www.willowbrookil.org). Questions should be directed to Tim Halik, Village Administrator, 630-920-2261 or [thalik@willowbrook.il.us](mailto:thalik@willowbrook.il.us). The application period will remain open until the position is filled. The Village of Willowbrook is an Equal Opportunity Employer.

**Closing date:** Open Until Filled

**Contact Name:** Tim Halik

**Contact Phone:** 630-920-2261

**Contact Email:** [thalik@willowbrook.il.us](mailto:thalik@willowbrook.il.us)

**Send Email Blast:** No

**Email Lists:**

[View Online](#)

**PARKS & RECREATION COMMISSION MEETING**

**AGENDA ITEM SUMMARY SHEET**

**AGENDA ITEM DESCRIPTION**

**COMMUNICATIONS:**

**a) Boy Scouts of America – Eagle Scout Project**

**COMMISSION REVIEW**

- Report
- Discussion
- Seeking Feedback

**Meeting Date:**

May 5, 2015

**BACKGROUND**

Parks & Recreation Commission member Laurie Landsman requested that this item be added to the meeting agenda.

**REQUEST FOR FEEDBACK**

To assist in any consideration of such a project, the Boy Scouts of America Eagle Scout Service Project Workbook was downloaded and a copy attached.

**STAFF RECOMMENDATION**

(None at this time)



# Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's full legal name** \_\_\_\_\_

**Please give a name to your project** \_\_\_\_\_

## Message From the Chief Scout Executive

Greetings Eagle Scout Candidate!

Congratulations on earning the rank of Life Scout. You are among approximately 57,000 young men who year after year, achieve that important milestone. As you ponder the meaning behind the Life patch, I encourage you to think about the symbol of the heart. Historically in Scouting, it was a fitting symbol of health and fitness, but it also represents the spirit of caring and giving that's behind the Eagle Scout service project.

Service to other people is what Scouting is all about. In many ways, your service project is a reflection of who you are as a youth leader. Your result should be of significant impact in your community to be special, and should represent your very best effort.

Your proposal, the logical first step, should emphasize your intention to give leadership to others through proper planning and development. Communicate with the beneficiary often to ensure the project meets the organization's needs once it's completed.

I encourage you to seek guidance from your unit leader and project coach as you need help. Your *Eagle Scout Service Project Workbook*, much like a compass, will help navigate your way to a life of service as a proud Eagle Scout.

Wishing you all the best in your journey on the Trail to Eagle!



Wayne Brock  
Chief Scout Executive



### Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the *Guide to Advancement* that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when a Scout submits his project proposal he will promise he has read this entire workbook. Doing so will be important to his success.

### Only the Official Workbook May Be Used

Eagle Scout candidates must use the official *Eagle Scout Service Project Workbook*, No. 512-927, as produced by the BSA and found at [www.scouting.org/advancement](http://www.scouting.org/advancement). Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

### Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. *However*, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

# Eagle Scout Service Project Workbook

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## How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find “Navigating the Eagle Scout Service Project,” an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the “Message to Scouts and Parents or Guardians” found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

### Preparing the Project Proposal

[Go to Project Proposal](#)

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read “Instructions for Preparing Your Proposal” which appears right after the proposal cover page in this workbook.

### The Project Plan

[Go to Project Plan](#)

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are **strongly encouraged** to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

### The Fundraising Application

[Go to Fundraising Application](#)

If your fundraising effort involves contributions **only** from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See “Procedures and Limitations on Eagle Scout Service Project Fundraising,” which appears on page B of the fundraising application.

### The Project Report

[Go to Project Report](#)

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

# Meeting Eagle Scout Requirement 5

## Eagle Scout Requirement 5

*While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.*

### Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

### Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the *Guide to Advancement*, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

### Restrictions and Other Considerations

- There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.
- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

### Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.

## Message to Scouts and Parents or Guardians

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The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with the Eagle Scout candidate and his parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, the candidate and his parent or guardian should consult the *Guide to Advancement*, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The *Guide* may be accessed at [www.scouting.org/advancement](http://www.scouting.org/advancement).

The *Guide to Advancement*, along with the *Boy Scout Requirements* book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The *Guide to Advancement* and *Boy Scout Requirements* book are available in Scout shops or on [www.scoutstuff.org](http://www.scoutstuff.org). Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on [www.scouting.org](http://www.scouting.org) is a yard sign to place at your work site during the project (<http://www.scoutstuff.org/sign-es-another-grt-project.html#.VRPzfQMo670>). Also available is an Eagle Project plaque to place at your project location at the completion of the project (<http://www.scoutstuff.org/eagle-scout-service-project-marker.html#.VRP1ZqMo670>).

### What an Eagle Scout Candidate Should Expect

The Eagle Scout service project belongs to the Eagle Scout candidate. His parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the *Guide to Advancement*, topic 9.0.2.1.

1. Questioning and probing for his understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. He will be allowed, if he chooses, to have a parent, unit leader, or other adult present as an observer at any time he is discussing his proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the *Eagle Scout Service Project Workbook*.
3. If requested by the Scout or his parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. If the candidate believes he has been mistreated or his proposal wrongfully rejected, he will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator\*, or the Scout executive, as determined by the council advancement committee or executive board.

\*An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.

## Excerpts and Summaries From the *Guide to Advancement*

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### **Eagle Scout Service Project Coaches (See the *Guide to Advancement*, topic 9.0.2.9)**

Many units, districts, and councils use Eagle Scout service project “coaches,” because the advice they provide after approval of a proposal can be invaluable as a candidate develops his project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes, or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the *Guide to Advancement*, topic 9.0.2.9. Note that there should be only one coach that is *designated* for you by your council or district; but your unit may also provide people to coach you.

### **What Is Meant by “Give Leadership to Others ...?” (See the *Guide to Advancement*, topic 9.0.2.4)**

“Others” means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

### **Evaluating the Project After Completion (See the *Guide to Advancement*, topic 9.0.2.13)**

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, “Be Prepared.” However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. He may choose to meet these requests, or he may decide—if he believes his completed project worthy and in compliance—to complete his Eagle Scout Rank Application and submit his project workbook without final approval. He must be granted a board of review should he request it. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the *Guide to Advancement*, topic 8.0.3.2.

### **Risk Management and Eagle Scout Service Projects (See the *Guide to Advancement*, topic 9.0.2.14)**

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held *responsible* for safety concerns. As with any Scouting activity, the *Guide to Safe Scouting* applies. The “Sweet 16 of BSA Safety” must also be consulted as a planning tool. It can be found at: [www.scouting.org/scoutsourc/sweet16.aspx](http://www.scouting.org/scoutsourc/sweet16.aspx). The *Guide to Safe Scouting* may be accessed at [www.scouting.org/scoutsourc/HealthandSafety/GSS/toc.aspx](http://www.scouting.org/scoutsourc/HealthandSafety/GSS/toc.aspx).

### **Insurance and Eagle Scout Projects (See the *Guide to Advancement*, topic 9.0.2.15)**

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.



## Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's full legal name** \_\_\_\_\_

**Eagle Scout Service Project Name** \_\_\_\_\_

### **Eagle Scout Requirement 5**

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

# Instructions for Preparing Your Proposal

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## Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to carry out.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

**Consider also, that if you submit your proposal too close to your 18<sup>th</sup> birthday, it may not be approved in time to finish planning and executing the project.**

## Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

## Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

## Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

# Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

## Eagle Scout Candidate

Name:	Birth date:		
Email address:	BSA PID number*:		
Address:	City:	State:	Zip:
Preferred telephone(s):	Life board of review date:		

\* BSA PID No., found on the BSA membership card

## Current Unit Information

Check one:	<input type="checkbox"/> Troop	<input type="checkbox"/> Team	<input type="checkbox"/> Crew	<input type="checkbox"/> Ship	Unit Number:
Name of District:					Name of Council:
<b>Unit Leader</b>	Check one:	<input type="checkbox"/> Scoutmaster	<input type="checkbox"/> Varsity Coach	<input type="checkbox"/> Crew Advisor	<input type="checkbox"/> Skipper
Name:					Preferred telephone(s):
Address:			City:	State:	Zip:
Email address:					

## Unit Committee Chair

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

## Unit Advancement Coordinator (If your unit has one)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

## Project Beneficiary (Name of religious institution, school, or community)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

## Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

## Your Council Service Center

Contact name:	Preferred telephone(s):		
Address:	City:	State:	Zip:

## Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

## Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name:	Preferred telephone(s):		
Address:	City:	State:	Zip:
Email address:			

## Project Description and Benefit

Briefly describe your project.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images: (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

Tell how your project will be helpful to the beneficiary. Why is it needed?

When do you plan to begin carrying out your project?

When do you think your project will be completed?

### Giving Leadership

Approximately how many people will be needed to help on your project?

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

What do you think will be most difficult about leading them?

### Materials

*Materials are things that become part of the finished project, such as lumber, nails, and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

### Supplies

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.*

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

## Tools

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

## Other Needs

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.*

What other needs do you think you might encounter?

## Permits and Permissions

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

## Preliminary Cost Estimate

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter estimated expenses below:  
*(Include sales tax if applicable)*

**Fundraising:** Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:

Supplies:

Tools:

Other:

**Total costs:**

## Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

## Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

## Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

## Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

## Candidate's Promise\* Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

## Unit Leader Approval\*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Date

Name (Printed)

## Unit Committee Approval\*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

Name (Printed)

## Beneficiary Approval\*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

**Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."**

Yes  No

Signed

Date

Name (Printed)

## Council or District Approval

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed

Date

Name (Printed)

\*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.



## Eagle Scout Service Project Plan



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's name** \_\_\_\_\_

**Eagle Scout Service Project Name** \_\_\_\_\_

**Planned start date** \_\_\_\_\_ **Planned completion date** \_\_\_\_\_

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then before he begins carrying out his project, he will ask a project coach to review it with him. The council or district representative who approved your proposal may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out your project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read "*Navigating the Eagle Scout Service Project*" at the end of this workbook.

## Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your proposal?

## Project Description and Benefit—Changes From the Proposal

*As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.*

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

## Present Condition or Situation

*Include "before" photographs to show the board of review in Attachments section below.*

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

## Project Phases

*You may have more than eight phases, or fewer, as needed; if more, you may add them below, or place in an attachment.*

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

## Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

## Attachments

If you are unable to attach items within this workbook, or if they don't attach to your satisfaction, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate.

<p>Click above box to add an image. Click here to add an image caption.</p>	<p>Click above box to add an image. Click here to add an image caption.</p>
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## Permits and Permissions

*The Tour and Activity Plan has also been called the "Tour Permit."*

Will a Tour and Activity Plan be needed to comply with local council policies?

If you will need permissions or permits<sup>2</sup>, what is being done to obtain them, and when will they be issued?

*<sup>2</sup>Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.*

**Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware donation*
Item	Description	Quantity	Unit Cost	Total Cost	Source
<b>Total cost of materials</b>					

*\*If you plan for donations such as the one shown in the example above, you will most likely need to submit the Eagle Scout Service Project Fundraising Application. It can be found later in this workbook.*



## Giving Leadership

Fill out the chart below, telling about specific jobs that need to be done, the skills needed to do them, whether they must be adults or may be youth, how many helpers are needed, and how many you have so far (if any). For example:

Job to Be Done	Skills Needed (If any)	Adult or Youth	Helpers Needed	Helpers So Far
Work at car wash	Able to drive or wash cars	Adult drivers/supervisors, youth to wash	2 adults, 10 youth	1 adult, 5 youth

What are your plans for briefing helpers, or making sure they know how to do what you want them to do?

What is your plan for communicating with your workers to make sure they know how to get to the site and where to park, that they will be on time and they will have with them what they need?

## Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

How long will your helpers be working each day? (Recommended no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?

## Safety

Will a first-aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?

How do you plan to communicate these safety issues and hazards to your helpers?

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

When will you hold a safety briefing?

Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

## Contingency Plans

What could cause postponement or cancellation of the project? What will you do should this happen?

## Comments From Your Project Coach About Your Project Plan

*A project coach's comments can be extremely helpful in assuring your project is successful.*

# Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

## Eagle Scout Candidate

Name: _____	Preferred telephone(s): _____		
Address: _____	City: _____	State: _____	Zip: _____
Email address: _____			
Check one	<input type="checkbox"/> Troop	<input type="checkbox"/> Team	<input type="checkbox"/> Crew <input type="checkbox"/> Ship    Unit No. _____
Name of district: _____		Name of council: _____	

### Project Beneficiary *(Name of the religious institution, school, or community)*

Name: _____	Preferred telephone(s): _____		
Address: _____	City: _____	State: _____	Zip: _____
Email address: _____			

### Project Beneficiary Representative *(Name of contact person for the project beneficiary)*

Name: _____	Preferred telephone(s): _____		
Address: _____	City: _____	State: _____	Zip: _____
Email address: _____			

Describe how funds will be raised:

Proposed date the service project will begin: \_\_\_\_\_

Proposed dates for the fundraising efforts: \_\_\_\_\_

How much money do you expect to raise? \_\_\_\_\_

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?\*

*\*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.*

Are any contracts to be signed? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Contract details: \_\_\_\_\_

## Approvals

*The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.*

Beneficiary		Unit Leader		Authorized Council Approval*	
Signed	Date	Signed	Date	Signed	Date

\*Councils may delegate approval to districts or other committees according to local practices.

## Procedures and Limitations on Eagle Scout Service Project Fundraising

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The Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.\* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

*\*This application is not necessary for contributions from the candidate, his parents or relatives, his unit or its chartered organization, parents or members in his unit, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

**If the standards below are met, your fundraising effort likely will be approved.**

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, his parents or relatives, his unit or its chartered organization, or from parents or members in his unit, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."



## Eagle Scout Service Project Report



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's name** \_\_\_\_\_

**Eagle Scout Service Project Name** \_\_\_\_\_

**Project start date** \_\_\_\_\_ **Project completion date** \_\_\_\_\_

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

**Project Execution:**

Once planning was completed, when did the work begin? \_\_\_\_\_ When was it finished? \_\_\_\_\_

**Project Description**

Please provide a brief description of your project and the impact it will have.

Describe what you did after your proposal was approved to complete the planning of your project.

**Observations**

What went well?

What was challenging?

**Changes**

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

## Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

## Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

## Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects\* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

**Be sure to include yourself, and the time spent on planning.**

	Number of Workers	Total Hours Worked
<b>The Eagle Scout candidate</b>	1	
<b>Registered BSA youth members</b>		
<b>Other youth</b> ( <i>brothers, sisters, friends, etc., who are not BSA members</i> )		
<b>Registered BSA adult Scouting volunteers and leaders</b>		
<b>Other adults</b> ( <i>parents, grandparents, etc., who are not BSA members</i> )		
<b>Grand Total of Hours</b> ( <i>Enter here and on your Eagle Scout Rank Application.</i> )	1	

**\* There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**

*If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an **otherwise worthy** project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.*

## Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

## Photos and Other Documentation

If you have them, attach photographs taken before, during, and after project completion. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

## Candidate's Promise

*Sign below before you seek the other approvals.*

*On my honor as a Scout, I was the leader of my Eagle Scout service project and executed it as reported here.*

Signed:

Date:

## Approvals

*In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 4 of this workbook.*

**Beneficiary name:**

**Unit leader name:**

Signed:

Date:

Signed:

Date:



# Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

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## Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

## The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of young men strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to *plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community*. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

## Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the *impact or benefit* the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. If your Scout is to fulfill the requirement, *he* must be the one to lead the project. It is important you work with him and not with his parents or leaders.

## Project Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service a Scout may provide as part of his daily life such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

## Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications can make this quick and easy, but be sure you have discussed and considered all aspects of the project with him and that *he* has a clear understanding of your expectations and limitations. Keep in mind his proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18<sup>th</sup> birthday.

### **Approving Project Plans**

After his proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's *Eagle Scout Service Project Workbook*, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements *before* work begins.

### **Permits, Permissions, and Authorizations**

- If the project requires building permits, etc., your Scout needs to know about them for his planning. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if he is to assist with this.

### **Funding the Project**

Eagle service projects often require fundraising. Donations of any money, materials, or services must be preapproved by the BSA unless provided by your organization; by the Scout, his parents, or relatives; or by his troop or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

### **Supervision**

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, *must* provide the leadership necessary for project completion without adult interference.

### **Safety**

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, *cannot be held responsible for safety*. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and his leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

### **Project Execution and Approval**

After the project has been carried out, your Scout will ask for your approval on his project report. The report will be used in the final review of his qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if he has not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young man's growth.

*Navigating the Eagle Scout Service Project* is also available for download at: <http://www.scouting.org/advancement>.

INTERGOVERNMENTAL RISK  
MANAGEMENT AGENCY  
Four Westbrook Corporate Center, Suite 940  
Westchester, IL 60154



## CERTIFICATE OF COMPLETION

This is to certify that *Andrew Passero*,  
of Village of Willowbrook, 835 Midway Drive, Willowbrook, IL 60527

has attended IRMA's Educational Session on

**"Playground Safety Inspectors Workshop"**

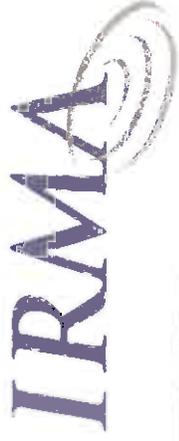
CEU Awarded: 2 contact hours

Date: April 22, 2015

*Jacqueline Streid*  
Director, Training & Education  
*Margo Eby*  
Executive Director

INTERGOVERNMENTAL RISK  
MANAGEMENT AGENCY

Four Westbrook Corporate Center, Suite 940  
Westchester, IL 60154



## CERTIFICATE OF COMPLETION

This is to certify that *Jake Hendrix*  
of Village of Willowbrook, 835 Midway Drive, Willowbrook, IL 60527

has attended IRMA's Educational Session on

**"Playground Safety Inspectors Workshop"**

CEU Awarded: 2 contact hours

Date: April 22, 2015

*Jacqueline Streid*  
Director, Training & Education  
*Margo Ely*  
Executive Director

INTERGOVERNMENTAL RISK  
MANAGEMENT AGENCY  
Four Westbrook Corporate Center, Suite 940  
Westchester, IL 60154



## CERTIFICATE OF COMPLETION

This is to certify that *Brian Decker*,  
of Village of Willowbrook, 835 Midway Drive, Willowbrook, IL 60527

has attended IRMA's Educational Session on

**"Playground Safety Inspectors Workshop"**

CEU Awarded: 2 contact hours

Date: April 22, 2015

*Jacqueline Streid*  
Director, Training & Education  
*Margo Ely*  
Executive Director