
AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: December 16, 2019
Department: All

ITEM TITLE: Commission, Committee & Volunteers Report – November 2019

DISCUSSION/ISSUE:

Airport Volunteers	
<u>Department:</u> Public Works	<u>Staff:</u> Mike Miller – Public Works Director
Volunteers from the Airport Volunteer Group provided 240 hours of labor greeting visiting pilots and their passengers at the airport; answering phone calls; and providing general information and directions to local attractions; checking all entrance/exit gates; visually check taxiways to ensure they are free and clear of debris; check loaner cars and collect fees from loaner car users; clean the restrooms and office space at the airport office. In addition to these typical tasks, the volunteers gathered tail identifier numbers from the planes based at the airport. The National Based Aircraft Inventory Program requires the non-Primary NPIAS airports to report the aircraft that are based at their facilities.	
Audit Ad-Hoc Committee	
<u>Department:</u> Finance	<u>Staff:</u> TBD
No report.	
Budget Committee	
<u>Department:</u> Finance	<u>Chairperson:</u> TBD
No report.	
Community & Economic Development Committee	
<u>Department:</u> Administration	<u>Chairperson:</u> Robbie Wright
CEDC has recently had some members resign and we are currently on the lookout for 2 new additional members. Our November meeting was cancelled due to the recent resignations and lack of a quorum. Our next meeting is scheduled for 12/19.	

Environmental Management Advisory Committee (EMAC)

Department: Planning

Chair: Maureen Miltenberger

The November 19th EMAC meeting was at 6:00 pm with a quorum present.

EMAC held an executive session for the annual review of the haulers' profit margin to see if garbage rates need adjusting. The profit margins were within range and the rates do not need to be adjusted. Harvey introduced Patrick Ritter who is proposing a Waste to Energy project (Waste Redemption Plant) in Gardiner, OR. This would be a waste to fuel facility with plastic and eventually household waste being transported in from California, Washington and Oregon. Discussion included types of transportation to be used, potential jobs and training opportunities and the potential to manufacture items such as railroad ties, along with the production of a type of diesel fuel.

Under Wasteshed Moments, Kirsch discussed how she, Prosser, Serbus, and staff McPherron, attended a workshop on food waste prevention hosted by Lane County & DEQ in Eugene. Prosser discussed that there are shoes made from recycled plastic that are available to purchase.

Possible locations for an Adopt a Street Proposal were discussed, including Kingwood, Spruce, 9th Street, Rhody to 126 and Quince to Bay Street. Decision was delayed until February 2020 so new members may participate.

Titmus represented EMAC at November 18th City Council meeting on the Tree City USA application request which was unanimously approved by the council. Titmus will assist staff in preparing the application by December 15th for submission to the Arbor Day Association by December 31st, 2019.

Community Clean-up Event post-event recap included thanking everyone for participation (Kirsch, Harvey, Serbus, Wallace, Titmus, Meller, Enochian-CTR, Fox-CCD) number of participants-61, how to make next event even more successful.

The Waste and Litter Reduction Sub-Committee will provide educational information/materials to staff for distribution to the residents and businesses on the statewide plastic bag ban that goes into effect in January 2020. December meeting canceled. The next meeting will be January 21, 2020.

Florence Events Center Volunteers / Friends of the FEC

Department: Florence Events Center

President: Kirk Mlinek

No Report.

Florence Urban Renewal Agency

Department: Administrative

Staff: Kelli Weese – City Recorder / Eco.
Devo.

The Florence Urban Renewal Agency met on November 20th to discuss the Quince Street Development Strategy. The Agency also approved their 2019-2020 Calendar and heard a report on the ReVision Florence project and the agency's quarterly financials.

Florence Urban Renewal Agency Budget Committee

Department: Finance

Staff: TBD

No report.

Parks Volunteers

Department: Public Works

Staff: Mike Miller – Public Works Director

Old Town Park (Gazebo Park). One (1) volunteer provided a total of 3 ½ hours of labor trimming vegetation, pruning, picking up liter, and sweeping leaves from the plaza.

Singing Pines Park. Nine (9) volunteers provided a total of 6.75 hours of labor picking up litter and trash from the park, including the trails within the park.

Also attached is the Eagle Scout Service Project Report that was completed by Chad Hughes for his Munsel Road Park project. The hours from his volunteer efforts have already been accounted for in previous reports, however I thought it might be nice to share the final report for November's volunteer report to Council. The Eagle Scout project included removing the old sand/wood chips from the play equipment area and back filling the area with pea gravel; planting 5 rhododendrons; refurbishing the basketball back board; rebuilt a picnic table; trimmed shrubs; and sanded and repainted the fence surrounding the park.

Planning Commission

Department: Planning

Staff: Wendy FarleyCampbell – Planning
Director

Planning Commission met on November 12th, 18th and 26th. They approved Oak St. Commons Final Plat and PUD for 16 Townhomes, made a recommendation to Council at a joint hearing for the housing code updates, and approved the tentative plat and preliminary PUD for the Airport Rd. DevNW 12 home cluster development. Their next meeting is scheduled for January 8th.

Police Auxiliary

Department: Police

Director: Len Larson

No Report.

Police Reserve Officers

Department: Police

Staff: Tom Turner – Police Chief

Program not active

Public Arts Committee

Department: Administrative

Chairperson: Harlen Springer

iSpy Art!!! Where is this work located in City of Florence, Oregon - Government?



Continuing Education - Should Art Be Publicly Funded?
pbs.org/video/should-art-be-publicly-funded-jlvero/

City Council Approves Updated Work Plan

11/4/2019 - (Meeting Materials:

<https://www.ci.florence.or.us/council/city-council-meeting-178>)

iSpy

iSpy Posting About Art Located in Public on Social Media, which included information about the location and the art in the comments of the post

Member Recruitment

Working on PAC recruitment items such as invite to apply, posters, flyers.

Herr & Hofmann Art Exhibition

11/14/2019 - Herr & Hofmann Art Exhibition at the FEC

<https://www.facebook.com/events/777086546076611/>

Gratitude, Art & Community Challenge | Thankful 2019

<https://www.facebook.com/events/419693575386359/>





Oregon Coast Quests
5 mins · 🌐

Holidays are a great time for Questing!

Box monitors - Please check your Quests before Thanksgiving to make sure they are in good shape for all the folks who will be heading outside to "walk off" their pumpkin pie. Bring extra plastic bags to waterproof box contents for the winter.

Anatomy of a Quest Box



You
Love Comment Share

Working on Art Quest for Local Art

An educational journey through Florence Highlighting our Public Arts. Free for users to participate in and a fun rewarding experience. Quest is geared towards locals and tourists and can be updated easily.



Whale Go Boom

11/10/2019 - Community forces joined together to celebrate the 49th Whale Go Boom at Driftwood shores. Huge success with pot lunch food, costumes, alter, group art projects, including a giant ode to whale chalk art by members of our community, people visiting our area from around the world. Many business members participated and are pumped for the 50th.

Local Arts Leader helping at State Level

11/13/2019 - PAC Chair Harlen Springer appointed by Oregon Governor to the Oregon Arts Commission. Great for the City of Florence and Coastal Arts representation.



Harlen Springer, Commissioner
[Contact](#) | Florence

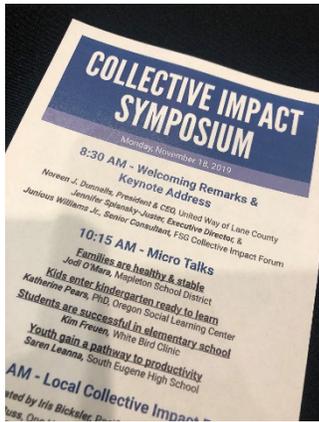
Harlen Springer is currently the chair of the Florence Public Arts Committee and a founding member and past president of the Florence Regional Arts Alliance. He is also a member of the "Beautification for Florence" committee, a past member of the Siuslaw Library Art Committee and was the Art Coordinator for "Florence Fest," the annual Jazz, Art and Wine festival.

Harlen is a retired corporate executive with extensive experience leading artistic and consumer products companies. He served as president of Portal Publications, a leading designer and publisher of posters, prints and greeting cards; chief operating officer of Numi Organic Tea; and chief operating officer of Boing Designs, a Portland-based designer and manufacturer of products for the gift industry.

Prior to that, Harlen held senior management positions at Fortune 500 companies such as Procter and Gamble, Clorox and Unilever, where he served as vice president of sales, vice president of marketing and general manager.

He holds a bachelor of arts degree from the University of Oregon and an MBA from Seattle University. (Term Expires: 11/7/2023)

<https://www.oregonartscommission.org/about/people> Siuslaw News Coverage:
<https://thesiuslawnews.com/article/pac-chair-appointed-to-oac-by-governor>



Public Sector Partnerships and Collective Impact

11/18/2019 - Co-Chair, Jo Beaudreau to attend [United Way's Collective Impact Symposium](#) in Eugene: *Public Sector Partnerships and Collective Impact or Collective Impact and Corporate Social Responsibility* -

<http://events.r20.constantcontact.com/register/event?llr=cusc44bab&oeidk=a07egjct9jub7210c70>

Makerspace Seeks to Serve as a Creative Hub

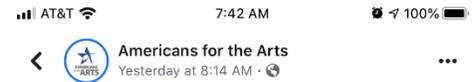
11/18/2019 - The makerspace seeks to serve as a creative hub for artisans, craftsmen and those needing space to use tools and equipment [Siuslaw News Coverage](#) - <https://thesiuslawnews.com/article/welcome-to-the-florence-makerspace>



RDI Conference

11/23/2019 - PAC member attended the RDI Moving Your Community to Action Conference where members gained skills to help revitalize their community-building efforts, share their current work, and gain new skills and network with rural leaders in their region.

<http://events.r20.constantcontact.com/register/event?llr=uffq5srab&oeidk=a07egk3r5f9a0e3ac9a>



"Rural America has experienced a rebound of sort in recent years. And some residents of those areas point to a perhaps unexpected reason: the arts."

ICYMI, this excellent PBS NewsHour story on the Rural Arts & Culture Summit (led by our friends at Springboard for the Arts) shows how the arts can—and do!—make a big difference in small towns and rural communities.

Rural Communities Being Saved by the Arts

PBS News Hour link -

<https://www.pbs.org/newshour/show/with-emphasis-on-arts-rural-communities-challenge-national-narrative-of-decline?fbclid=IwAR3A9Vsv3AUPNuWSDnc770bMdQC4BaNdNyLnTJXpgF184jd4KTXPsp-9X4Q>



Success in the Bag

success is in the bag

The Founder and Lead Designer of Meant Manufacturing, Lindsey Phillips, is excited about the future. Coming off 4 quarters of exponential growth, she was happy to look back and share how Oregon RAIN has helped her from the beginning.



ALSEA CROSSBODY IN WAXED CANVAS

"I would say the single most important thing they gave me was confidence. By the end of our bootcamp, they had me believing in myself more than I ever had before," said Lindsey. "I was surprised at how invested they were in seeing us all succeed. I understood what they were there to do, but they really went above and beyond. They made contacts with other businesses and mentors, introducing them to my company and the other companies in the bootcamp. They were totally invested in seeing me succeed. That just blew me away."

She was also happy about the way RAIN works with startups.

"RAIN does a really great job of listening," said Lindsey. "They like to hear out your idea, see what your plan is, see what you want, and then they just provide you with a set of tools, best practices so to speak, of how you can draw up your business plan. They also give you access to a network of mentors that can get you to that next stage, whether it's looking for funding or simply doing market research to see if your idea is worth pursuing. They're just constantly available. Emails, phone calls, coming over and sitting down with you, getting you in touch with the right people. They just offer that support, that person to bounce ideas off of."

RAIN's Venture Catalyst also gave Lindsey a very important piece of advice to combat a mindset that most entrepreneurs have when they are first starting out.

"I had this picture in my brain of what my perfect business looked like and I was afraid that I couldn't launch or I couldn't put myself out there to people until that was already achieved. I learned from RAIN that 'done is better than perfect.' You can always make adjustments, you can always shift, and you can always pivot along the way."

WHAT'S NEXT?

Raise capital, move to a small manufacturing facility, and hire more people.



FLORENCE

"THE BIGGEST THING THAT'S BECOME CLEAR TO ME IS THAT I WANT TO KEEP PRODUCTION IN FLORENCE SO THAT I CAN PROVIDE JOBS AND JOB TRAINING OPPORTUNITIES HERE IN MY HOMETOWN."
— LINDSEY PHILLIPS, Founder Meant Manufacturing

THE MERCER TOTE

RAIN participant, Meant Manufacturing highlighted in Economic Impact for our area. "The biggest thing that's become clear to me is that I want to keep production in Florence so that I can provide jobs and job training opportunities here in my hometown." – Lindsey Phillips, Founder Meant Manufacturing

Read More: https://www.oregonrain.org/wp-content/uploads/2019/11/RAIN-Impact-Report-Web-Spreads-1.pdf?mc_cid=54a1606937&mc_eid=3104505199

NEW Business Opening Soon! - The Joy of Quilting in the former Siuslaw Broadband location

CallForEntry.Org

Info about this resource has been posted for local artists to not only create art HERE but to be able to create art in other areas locally, state wide, nationally, and even international.

Interesting Learning Resources

artscanvas.org/arts-culture

LOCAL ARTIST?

**CHECK
CALLFORENTRY.ORG
FOR LOCAL, STATE, NATIONAL
CALLS FOR ART**

CallForEntry.org is a well-recognized site for coordinating all types of art.

Artists must create a FREE profile to apply to calls, and will allow you to also see & sign up to get emails about calls that you might be interested in.

Get Your Art Out There!

Travel Oregon Uses Arts in their Advertisements



Travel Oregon
Sponsored · 🌐

...

Yeti & Squatch might be big, but sometimes they like feeling small. So for their next adventure, they went storm watching at Shore Acres and stood in the shadows of giant waves.



Lighthouses of Oregon



A Coloring & History Book

Other Arts Related Activities in Florence

- Local Artist Marcia Phillips has published a Light House Coloring Book, drawing4nature.com
- 11/18/2019 - [City Council Tour of Florence Maker's Space](#) (See Photo Below)
- FEC Gallery 1 = Mike Morrow Oil Paintings
- FEC Gallery Committee Recruiting New Members (See Photo Below)
- FEC Gallery Committee Working on Fresh Impressions Show for Local Area Youth
- [FEC - Call for Love of Animals Art for December Show](#)
- FEC
- BackStreet Gallery Rock Art Show
- 2nd Saturday Gallery Tour
- [SeaCoast Entertainment](#)
 - Texas Gypsy on 11/13/2019
- CROW - Haunted Maze got outstanding reviews
- CROW - Nominated for the Register Guard Innovation and Talent Awards in Eugene (See Photo Below)
- CROW - Holly Jolly Folly's "Finding Joy At Christmastime" (See Photo Below)
- [Last Resorts Players Mamma Mia! 1st two weekends of the month](#) (See Photo Below)



Interested in Supporting the Arts?

JOIN THE FEC GALLERY COMMITTEE

Volunteering at the Florence Events Center on the Gallery Committee is rewarding in various ways! Some of the activities that the committee participates in are, but not limited to; organizing various themed shows, help local artists and groups put on exhibitions.

Without Volunteers like you, the FEC won't be able to accomplish so much for our community.

For more details, FlorenceEventCenter.org

- Florence Makers Space is starting to be more active with creative projects
- City Light Cinema continues their performing Arts Programing
- [Three Rivers Casio ampting up their Music and Entertainment](#)
- KXCR - [Featured Artist Radio Show](#) - kxcr.net/show/featured-artist/
 - Debbie Cray (Local Artist, Member of BackStreet Gallery/FRAA, etc...)
 - Paul Meeker (Off Bay Street Bistro)
 - Joe Judd
 - Serena Barton (Serene Abundance Studio)

Additional Images



Transportation Committee (TC)	
<u>Department:</u> Planning	<u>Chairperson:</u> Bob Steele
The TC met but did not have a quorum and thus cancelled their meeting. TC Chair Steele represents the City on the Eugene to Florence Transit Connector Committee, organized by LCOG, and attended a meeting in November.	

FISCAL IMPACT:

The fiscal impact of the committees and volunteer groups varies depending on their scope of work. Staff time is allocated to support the committees, and ensure committees comply with Oregon public meetings laws by preparing and posting agendas and minutes and/or digital recordings for meetings.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: Deliver efficient and cost-effective city services. Goal 5: Strengthen and Improve City's Organization and Capital Plant.

AIS PREPARED BY: Report written by City of Florence staff and compiled by Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
 Comments: *ER Reynolds*

ITEM'S ATTACHED: None



Eagle Scout Service Project Report



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's name Chad Jeffrey Hughes

Eagle Scout Service Project Name Munsel Lake Road Park Restoration

Project start date 08/17/19

Project completion date 08/17/19

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? 08/17/19

When was it finished? 08/17/19

Project Description

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

In my project we dug out old sand and woodchips in a play ground area and filled it back in with pea gravel. (roughly 30'x40'x1'). We also planted 5 rhododendrons and cleaned up the dirt around the rhododendrons already in the park, sanded the rust off a basketball back board, repainted it white and silver. We took apart a picnic table bench and rebuilt it with new wood that we weather proofed, we trimmed bushes around the perimeter of the park, and sanded the rust off the fence surrounding the park and repainted them with galvanizing paint. This is going to have an impact on the community because the park is now up to safety standards, the park equipment (picnic table and basketball hoop) was renewed, and the park was beautified.

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

After my project was approved I went to the city and informed them that we could move forward with the plan. I requested that they transport the gravel to the park site on the day before my project. I also went to Mike Bone's nursery and picked up the 5 rhododendrons that he donated to my project. After that I went to Copeland lumber and picked up the wood needed for the picnic bench. The last thing I did was go to Ron's paint and purchase paint for the back board and fence.

Observations

What went well?

I thought my project was completed in a timely manner and stayed organized the whole time. When I explained what I needed done to the volunteers they were eager to help and understood what I was asking. I had a steady stream of people coming to help which helped me because I didn't have to explain everything all at once and I could assess what needed to be done and what projects needed help to assign them to go help with. Another thing that went well was that I had a great amount of people show up.

What was challenging?

To me one challenging thing was figuring out what to have people do. I had to assess what skills the volunteers had and where they would be most effective. Another thing I found challenging was trying to figure out what to do with the volunteers after the sub-project they were working on was done.

Changes

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

I originally planned on installing a plantar bed edging around all the rhododendrons. After talking with Mike Bones of Mike Bones' nursery I decided to ditch the idea. He informed me that rhododendrons do better growing and surviving without a boundary. There was also left over gravel so I used it to fill a hole in the parking strip by the park. I choose to do this because there was a need to fill the hole and there was extra material.

Leadership

In what ways did you demonstrate leadership?

I picked up all the materials, personally invited everyone that came and explained to everyone what needed to be done and how I thought what would be the most effective way of doing things. I picked sub-leaders and explained to them their project, what needs to be done, how to do it, and who can help. I assessed the problems that came up and tried my best to solve them, or find the person best suited to solve them.

What was most difficult about being the leader?

To me the most difficult thing about being the leader was trying to solve the problems that arose. I didn't plan on the problems that came up and having to think on the spot was difficult.

What was most rewarding about being the leader?

The most rewarding thing about being the leader is seeing the park finished everyday when I drive by it going to school. I love seeing families playing on it and enjoying their time together.

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

I learned that if you slow down and think about things you can solve almost any problem. I also learned that not everything can be done on your own. I developed my ability to work with a large group of people and keeping things organized.

Materials, Supplies, Tools, Other

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

There were not enough strong sanders to sand both the fence and the basketball hoop. That slowed down the speed of those projects and we weren't able to start painting until that was finished.

Entering Service Project Data

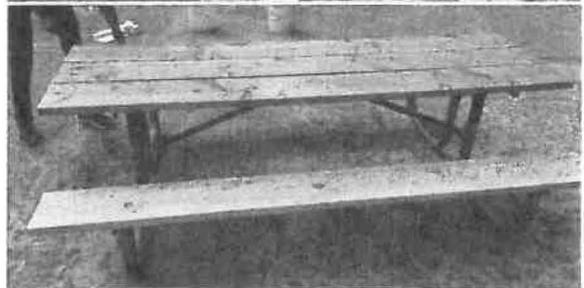
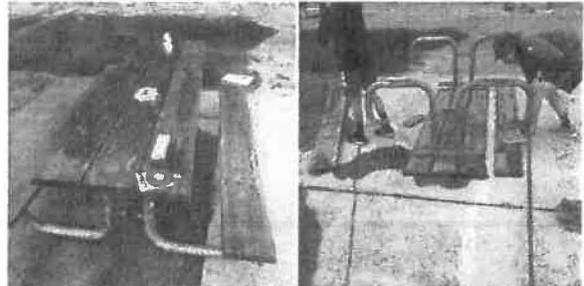
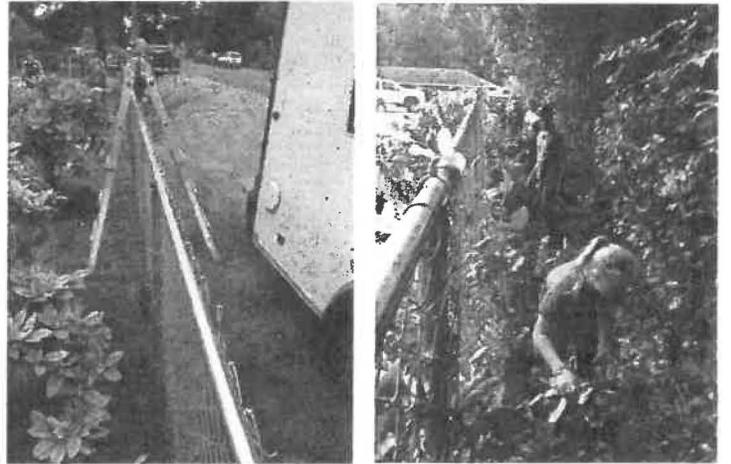
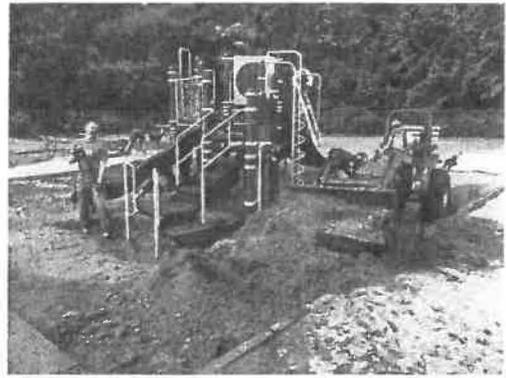
The BSA collects information on the hours worked on Eagle Scout service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested 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
The Eagle Scout candidate	1	6.50
Registered BSA youth members	8	46.50
Other youth (brothers, sisters, friends, etc., who are not BSA members)	15	72.00
Registered BSA adult Scouting volunteers and leaders	3	18.50
Other adults (parents, grandparents, etc., who are not BSA members)	15	64.00
Grand Total of Hours (Enter here and on your Eagle Scout Rank Application.)	42	207.50

*** 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.

For my project I went to local businesses to ask for donations or discounts for materials I would be purchasing. Mike Bones donated 5 Rhododendrons. Copeland lumber gave me a 10% discount on the wood for the picnic table. I had to purchase paint from Rons paint. I requested the remainder of the funds from my religious organization and members.

How much was collected? \$257.14 How much was spent? \$257.14

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

N/A

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?

N/A

How were the donors thanked?

I will be sending out a personal thank you note to those who donated and provided discounts on supplies.

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.

Empty	Empty

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: Chad Hughes

Date: 11/26/19

Approvals

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

Beneficiary name: Mark W Durbin

Unit leader name:

Signed: MHW Durbin Date: 11/26/19

Signed: _____ Date: _____



Navigating the Eagle Scout Service Project

Information for Project Beneficiaries

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 18th 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>.