



CITY OF TUALATIN

Eagle & Gold Scout Project Application Packet

Congratulations on reaching this point in your scouting career and thank you for your interest in completing your Eagle/Gold Project with the City of Tualatin. We've worked with many Eagle/Gold candidates and we look forward to working with you. The Eagle/Gold Project application packet will explain the steps we've put in place to help make your project successful. A list of proposed projects is available on our [website](#) or by contacting the Volunteer Specialist. We also welcome your ideas. The City's projects are awarded on a first-come, first-served basis.

When selecting your Eagle/Gold Project at the City of Tualatin, it must be NO LESS than four months before your 18th birthday (please note that some projects will take at least one year).

IMPORTANT INFORMATION

Your contact at the City of Tualatin is the Volunteer Specialist at 503-691-3087
Office address: 10699 SW Herman Road, Tualatin, Oregon, 97062
Mailing address: 18880 SW Martinazzi Avenue, Tualatin, Oregon, 97062
FAX: 503-692-5421

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An Eagle/Gold Project Is:

- An “individual” project - Scouts do not lead together on a project, although very large projects may be broken into parts, with different Scouts responsible for the individual parts.
- A project that benefits a church, school, park, city, or other nonprofit organization.
- Not necessarily one-of-a-kind - it can be something that has been done before, but each Scout should make his project “his own.”
- “Substantial”, The Boy Scouts of America does not dictate a specific number of hours to be devoted to an Eagle Project, but enough time must be spent in planning and carrying out the project to demonstrate effective leadership. The City of Tualatin highly suggests at least 100 hours as a reasonable commitment.
- The Scout’s BEST EFFORT.

An Eagle/Gold Project Is Not:

- A fundraiser, although limited fundraising can be done to purchase supplies and materials for a valid project.
- A benefit for a business or other “for profit” organization.
- A benefit for an individual.
- Routine labor (supplying a work crew for ongoing work already planned, such as an ivy pull or tree plant) or of a commercial nature.
- A “drive” unless the soliciting of donations such as clothing, food, or books is just a component of the project. The goal of any Eagle/Gold Project is a demonstration of leadership while carrying out something substantial – the Scout’s BEST EFFORT. “Drives” alone do not meet that goal.
- Preplanned or designed by the entity for whom it is being done - the Scout must be involved in planning the project and procuring materials, not simply organizing workers.



CITY OF TUALATIN – Eagle/Gold Project Agreement

To ensure a successful partnership, we like to start with a list of expectations. Read each item with your parent or guardian and initial where provided to confirm that you understand and agree with each requirement. Clear communication is the key to a successful Eagle/Gold Project.

Scout Parent or
Guardian

- _____ _____ The Scout and his/her parent or guardian will schedule a meeting with the Volunteer Specialist, to review the proposed project and required paperwork. It must be NO LESS than four months before the Scout's 18th birthday.
- _____ _____ The Scout **will allow sufficient time** to plan, work, and finalize the project. Some projects take up to a year to complete.
- _____ _____ The Scout will be responsible for contacting the Volunteer Specialist, in writing or via email, with updates on the project, including every meeting with City of Tualatin employees. The report will include the date, purpose, and results of the meeting.
The Volunteer Specialist is to be informed of all aspects of the project monthly.
- _____ _____ The Scout will have completed the applicable forms in the Eagle/Gold Project Application Packet prior to the second meeting with the Volunteer Specialist.
- _____ _____ Before the project is submitted to the Eagle/Gold Review Board, the Scout will submit the **Eagle/Gold Application** including the project description and estimated project timeline to the Volunteer Specialist, and City of Tualatin's Eagle/Gold Project Review Group for approval. Depending on the complexity of the project, this approval could take up to four weeks.
- _____ _____ The Scout **will secure all tools and supplies** for completion of the project.
- _____ _____ The Scout will obtain written approval for all field work from the Volunteer Specialist at **least three weeks** before the first field work date. All field work dates are contingent on staff availability.
- _____ _____ The Eagle/Gold Project should require a minimum of **100 volunteer hours** to complete. This includes the procuring of all materials and tools and organizing work groups and volunteers.
- _____ _____ **The Volunteer Specialist must approve completion of the Eagle/Gold Project before the final project is presented to the Eagle/Gold Review Board.**
- _____ _____ Only the Volunteer Specialist may sign final approval of the Eagle/Gold Project. Before requesting final sign-off, a copy of all BSA forms must be presented to her.

Name (printed): _____

Signature: _____ Date: _____

Signature of
Parent or Guardian: _____ Date: _____



Contact information
Please note: Applicant must be at least 14 to participate and no less than 4 months from 18th birthday.

Project description

Write a detailed description of your project, including why this project interests you, who you know that can mentor you through this project, and what you hope to learn. Projects are awarded based on your response.

[illegible]

Estimated project timeline (Four-month minimum)

This is an outline of the steps you will take to complete this project. you can have several tasks in progress at the same time.

Person to notify in case of emergency

Name:		Relationship:	
Home Phone:	Cell Phone:	Work Phone:	

Agreement and signature

I hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for on this application is cause for cancellation of the application and/or dismissal from volunteer service. I understand that background or security checks will be conducted, as deemed necessary. I authorize the City of Tualatin to make any necessary and appropriate investigations to verify the information contained herein. I give permission for my photo to be taken while volunteering and that photos can be published.

Name (printed):	
Signature:	Date:
Signature of Parent or Guardian, if under 18	Date:

Return application to

Volunteer Specialist
City of Tualatin
18880 SW Martinazzi Avenue
Tualatin, Oregon 97062
Or in person to
10699 SW Herman Road
Tualatin, Oregon 97062
Phone: 503-691-3087
FAX: 503-692-5421



CITY OF TUALATIN – Eagle/Gold Project Action Timeline

This form will be required at your second meeting with Volunteer Specialist. She will be the **ONLY** staff member who can give you final approval for your project. When choosing your Eagle/Gold Project, it must be no less than four months before your 18th birthday.

Write your target dates for the corresponding ACTION in the PROPOSED TIMELINE column. Estimated timelines are shown in parentheses, with cumulative weeks in brackets. You will see that the minimum time allotment is over four months for the typical project.

PROPOSED TIMELINE	ACTION	DATE COMPLETED
What to bring to your first meeting for a NEW project (3- 4 weeks)	<p>If you are proposing a new project or one not yet approved by the City, contact the Volunteer Specialist for an appointment to discuss the project and review Tualatin's Eagle/Gold Project process. She will then route your proposal to the City's Eagle/Gold Project Review Group for approval.</p> <p><i>Allow a minimum of three weeks for your project proposal to be routed to the appropriate departments. They will give feedback regarding materials, permits needed, and other useful information.</i></p> <p>The Volunteer Specialist will notify you of any additions, corrections, or changes that need to be included in your project.</p>	
What to bring to your first meeting from the Eagle/Gold project list	<p>If you have selected a pre-approved Eagle/Gold Project from the City's list, contact Volunteer Specialist, for an appointment to discuss the project and review Tualatin's Eagle/Gold Project process.</p> <p>Please bring your BSA/GS forms and a camera to this meeting. This will help in documenting your success.</p>	
Second Meeting (3 to 4 weeks later) [6-8 weeks total]	<p>Bring the following completed forms:</p> <ol style="list-style-type: none">1. Project Agreement.2. Project Application.3. Action Timeline (Proposed Timeline column completed).4. BSA/GS forms for signature.5. Send BSA/GS approval to the Volunteer Specialist with details of the project.6. The Volunteer Specialist will contact you when your project has been approved by the City.	

PROPOSED TIMELINE	ACTION	DATE COMPLETED
3 to 4 weeks later) [9- 10 weeks total]	<p>Do research on your project. Use the library, talk to professionals, research City of Tualatin codes, and Internet resources. Talk to adults in the troop and professionals in the field. You should be very thorough and discover everything that might impact your project. This is your project, so this is your responsibility. Some projects will require you meeting with City staff to discuss codes and specifications; The Volunteer Specialist will be your contact for information on whom to contact. <i>You are required to notify the Volunteer Specialist of the meeting and what you learned.</i></p> <ul style="list-style-type: none"> • Things to include/consider: <ul style="list-style-type: none"> ○ Materials needed (list all tools, equipment, etc.). ○ Required permits (Check Codes and Ordinances.) ○ Purchasing and shipping time. ○ Time needed to solicit funds and materials. ○ Experts on the topic of your project, this should include appropriate City staff ○ The number of volunteers and the amount of time needed to complete the project. • Take "before" pictures and write a short description of what the area will look like when your project is completed. <p><i>Send this information to the Volunteer Specialist in a Word document before proceeding.</i></p> <p><i>You must wait to receive confirmation to continue this project.</i> This may take up to four weeks depending on the complexity of your project.</p>	
(4 to 8 weeks) [13- 21 weeks]	Write your letter(s) asking for donations on BSA/GS letterhead. If you are seeking donations of money or supplies in-person, wear your Class A uniform. It may be necessary to hold a fundraiser to buy supplies not donated. <i>Keep the Volunteer Specialist informed of all progress.</i>	
AT LEAST ONCE EACH MONTH	<p>Email the Volunteer Specialist at least once per month with your project update. Be sure to include any changes you have made to your plans and let her know if you are having any problems. It is important to respond to the Volunteer Specialist's emails within three days. <i>"I understand"</i> is an acceptable response.</p> <p>If for any reason you should decide not to continue with your project, contact the Volunteer Specialist immediately.</p>	
(3 to 4 weeks before the project workday) [16-25 weeks]	<p>Request a project workday:</p> <ol style="list-style-type: none"> 1. Choose two project work dates with your troop leadership. 2. Check the City calendar to see if there are any events scheduled in your project area on your proposed workday(s). 3. Email the Volunteer Specialist with your proposed dates. Be prepared to change the date if there is a staffing conflict. 4. If your project will impact a public space, you will be required to post notices one week in advance, alerting the public of future limited accessibility. 5. Prepare signs for the day of your project to notify the public about who you are and what you are doing. Your signs should include BSA/GS logo, your name, troop, and a list of donors. 6. Be sure to have a second day available, in case you are unable to complete your project on the first day. 	

PROPOSED TIMELINE	ACTION	DATE COMPLETED
(1 week before project date) [17-30 weeks]	Email the Volunteer Specialist, confirming your project date and that you have all your supplies ready.	
Day of the project	<ol style="list-style-type: none"> 1. Post signs in your area. 2. Provide water and snacks for your volunteers. 3. Keep a record of volunteers and their hours, using the form on page 9 of this packet. 4. Take pictures before, during and after your project; please send a few to the Volunteer Specialist. 5. Return all materials and clean up area. 6. Make an appointment with the Volunteer Specialist for final approval. 	
Way to Go! Final City's stamp of approval	The Volunteer Specialist will meet with City staff to review your work. City staff will check your work making sure you have met all specifications.	
Final Sign Off (1 to 2 weeks later) [18-32 weeks]	<p>Bing the following items with you to your final meeting:</p> <ol style="list-style-type: none"> 1. Your completed BSA/GS Eagle/Gold packet 2. A copy of the BSA/GS Eagle/Gold packet 3. Copies of all completed City Volunteer Timesheets 4. Pictures of your completed project for city files. These pictures may be emailed to the Volunteer Specialist. <p>Complete all requirements, including the Eagle/Gold Board of Review, before your 18th birthday.</p>	
<p>Congratulations are in order - We want to celebrate your achievement!</p>	<p>Invitations to your Court of Honor may be sent to:</p> <p>Mayor Lou Ogden City of Tualatin 18880 SW Martinazzi Avenue Tualatin, OR 97062</p> <p>and</p> <p>Volunteer Specialist same address as above</p> <p>The City of Tualatin is proud of your accomplishment and would be pleased to present you with a letter of commendation from our City Council and a plaque at your Court of Honor.</p> <p>The Volunteer Specialist will order your recognition plaque when she receives your Court of Honor invitation. A letter addressed to Mayor Ogden, describing your Eagle/Gold Project, will initiate an offer to attend a City Council meeting to receive your letter of commendation.</p> <p>Well Done!</p>	



City of TUALATIN - Volunteer Timesheet

This form must be completed at each of your project events by each person volunteering. **Completed timesheets will be collected at your final meeting with the Volunteer Specialist.**

I hereby acknowledge that while participating in this volunteer event, there is risk of accident which could cause bodily harm to me. I further acknowledge that I have the physical capacity reasonably necessary to engage in this project. I hereby waive all claims that I might have against the City of Tualatin, its officers, agents, employees, co-sponsoring organizations, or individuals for bodily injuries that I might suffer arising from my participation. In case of emergency, accident, or illness, I give my permission to be treated by a medical professional and admitted to a hospital, if necessary. I agree to be the party responsible for all medical expenses incurred on my behalf. I agree that photographs may be taken of me and give my permission for those photos to be used by the sponsoring agencies in any materials or publications, printed or electronic.

MY SIGNATURE BELOW INDICATES THAT I HAVE READ, UNDERSTAND, AND ACCEPT THE ABOVE RELEASE.

DATE:		PROJECT:		LOCATION:		
SIGN AND PRINT NAME	PHONE	EMERGENCY CONTACT & PHONE NUMBER		TIME IN	TIME OUT	TOTAL TIME
SIGN:						
PRINT:						
SIGN:						
PRINT:						
SIGN:						
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