Volunteer Program - Parks Division
Dane County Land & Water Resources Department

(608) 220-9678 / (608) 516-3703
parksvolunteer@danecounty.gov
Dane County Parks
Attn: Volunteer Program
4212 Robertson Road
Madison WI 53714

Eagle Scout Projects – Requirements & Guidelines

Eagle Scouts are important volunteers in the Dane County Parks (DCP) system. They complete numerous projects each year to benefit our parks, visitors, and wildlife. Often Scouts reach out with creative ideas for how to improve parks or address issues that staff may not have thought of or lack the time and resources to address. Dane County Parks receives dozens of requests for projects each year, but not all are approved. To increase the odds that a project will be approved, a Scout must demonstrate maturity and excellent planning skills, and have a well-considered project that meets park goals.

Read all information in this document prior to contacting us with your project proposal to ensure that you can meet all requirements as part of your project.

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Who to Contact?

- The **Dane County Parks Volunteer Program** is your point of project approval and sign-off. See contact information at the top of the page.
    - Volunteer Program staff review your materials, issue final approval and denial, and sign off on any important paperwork including your Eagle Scout Workbooks.
- You may contact other **DCP Staff, DCP Friends Groups, and individual volunteers** for project ideas, but these projects ultimately still need to go through the DCP Volunteer Program.

General Requirements:

- Meet all requirements laid out by the most current Eagle Scout Service Project Workbook.
- At least two (2) months before the anticipated start date (at minimum): submit project ideas to Dane County Parks Volunteer Program staff.
- Four (4) months before the scout's 18th birthday: submit the official Eagle Scout Service Project Proposal to Dane County Parks Volunteer Program staff.
- Complete the DCP Eagle Scout Checklist the DCP Eagle Scout Project Timeline.
    - Both forms are to be reviewed and initialed by both Eagle Scout ***and*** parent or guardian of the Scout.
- The Eagle Scout, along with their parent(s), guardian(s), or other adult chaperone(s) working on the project must register as Dane County Parks volunteers prior to starting their project, and submit their hours to the DCP Volunteer Program.
- Schedule project workdays and notify the DCP Volunteer Program of workday schedule before starting.

Steps Towards Project Approval:

1. **Identify** a potential project:
    a) The Scout should find a project that **corrects a problem or enhances an amenity in one of our parks**.
    b) The Scout may contact DCP staff, DCP volunteer(s) or Friends/ Partner Group representative(s) for ideas for a project. Projects that require continued maintenance (Ex: wildlife boxes, art murals, gardens, etc.) must include a plan for how that maintenance will be conducted once the scout has completed the project.
        (1) It is not staff's responsibility to find a project for the Scout.
    c) A list of past approved projects can be found on our Scout Opportunities webpage (www.danecountyparks.com/Volunteer/Scout-Opportunities), but by no means is it limited to what's listed; we'd love to hear your ideas.

2. **Review** the project idea with Dane County Parks Volunteer Program staff:
    a) The Scout and their parent/guardian must schedule a quick meeting with DCP Volunteer Program staff to review the project idea and required paperwork.

3. Following initial approval, the Scout will **complete** the following and submit to the DCP Volunteer Program for review:
    a) Most current "Eagle Scout Service Project Proposal" form from the Eagle Project Workbook.

i) The "**Project Beneficiary**" is Dane County Parks

ii) The "**Project Beneficiary Representative**" is the Land & Water Volunteer Coordinator

iii) The Scout should include the names and contact information for the staff who provided initial approval on the project, as well as contact information for DCP volunteer(s) or Friends/ Partner Group representative(s) that they may be working with when submitting their form for final review.

(1) This can be submitted via email when submitting your Project Proposal.

b) The DCP Eagle Scout Checklist

c) The DCP Eagle Scout Project Timeline with the "Proposed Timeline" fields completed.

4. Achieve final Dane County Parks approval. This may take several weeks, up to a month.

Planning, Working on, and Project Completion:

5. When final project approval is given, the Scout may then continue on to receive Unit Leader and Authorized Council approval. Once all three approvals have been met and the Project Plan signed off on, the Eagle Scout may start on their project at Dane County Parks.

6. The Eagle Scout, along with their parent(s), guardian(s), or other adult chaperone(s) must each **complete a Volunteer Registration & Release Form*** prior to starting their project. Volunteer hours should be tracked to the best of the scout's ability (includes all time spent planning, prepping for the project, getting supplies and materials, doing the project itself, cleanup, etc.)

   a) Other volunteers joining to help the Eagle Scout complete their project must sign-in on a provided DCP Group Volunteer sign-in sheet* that the Eagle Scout returns to the DCP Volunteer Program along with their other paperwork. This is also the way their hours will be tracked.

   b) ***Note:** See "Volunteer Registration" for more information.*

7. Do research on your project. Use the library and internet research. 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 project is YOUR responsibility. Things to consider:

   a) Will you need city or county permits? (Check Dane County ordinances).
   b) Material purchasing and shipping time.
   c) Time needed to solicit funds and materials.
   d) The number of volunteers and the amount of time needed to complete the project.
   e) Take "before" pictures.

8. Schedule a date for your project workday and communicate this date to the DCP Volunteer

Program at least two weeks in advance so that staff can add your workday to our internal calendar and notify unit staff of work being done.

a) If the project requires multiple workdays, all proposed workday dates must be submitted at the same time and it is the scout's responsibility to notify staff of changes to the dates.

b) If you're not sure that the project will get completed in one day, schedule additional workdays to be on the safe side.

9. Schedule project workday(s) **at least two weeks in advance of project start**:

   a) Choose project work dates with your troop leadership. If the project requires multiple workdays, all proposed workday dates must be submitted at the same time and it is the scout's responsibility to notify staff of changes to the dates.

      i) If you're not sure that the project will get completed in one day, schedule additional workdays to be on the safe side.

      ii) If inclement weather may impact your project, you should schedule rain dates and include them in your proposed dates.

   b) Email Parks with your proposed dates. Be prepared to change the date if there is a park conflict.

   c) If you'd like to use a park shelter or another park amenity on your workday, you must include that in your request. Requesting an amenity does not guarantee availability.

10. The Scout will **communicate** about any changes to the project, project timeline, etc., during the project to the DCP Volunteer Program.

11. Following project **completion**, the Scout will **complete** the following and submit to the DCP Volunteer Program for review:

   a) The "Eagle Scout Service Project Report" form from the official Eagle Project Workbook.

   b) The DCP Eagle Scout Project Timeline with the "Completion Date" fields completed.

   c) Include completed DCP group sign-in sheets if you had others come and help on your project.

   d) Include photos of your project.

DCP Eagle Scout Checklist

You must review each item on the below list with your parent or guardian. Initial where provided to confirm that you understand and agree with each requirement. Clear communication is key to a successful Eagle Project.

Scout's Initials	Parent/ Guardian Initials	Agreement Items
		The Scout (not their parent or guardian) will identify a potential project. (Step #1)
		The Scout will schedule a meeting with DCP Volunteer Program staff and their parent/guardian to review the proposed project and required paperwork. (Step #2)
		The Scout will complete the "Eagle Scout Service Project Proposal" form, and the DCP Eagle Scout Checklist and Timeline (Step #3)
		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 secure all tools, supplies, and materials needed for completion of the project.
		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.
		The Scout and their parent/guardian agree to: - Register as a volunteer with Dane County Parks (Step #6) - Follow all Dane County Park rules and regulations. - Not to drive on trails unless authorized, and only when the trails will not be damaged (only when trails are dry/frozen). - Minimize disturbance to park visitors, natural resources, etc. - Remove all unnecessary materials from property upon completion of project. - Represent Dane County Parks, fellow volunteers/organizations, and DCP Friends Group (if applicable) in a positive, professional way.
		The Scout will communicate about any changes to the project, project timeline, etc., during the project to the DCP Volunteer Program. (Step #7)
		The Scout will complete and submit the "Eagle Scout Service Project Report", all group sign-in sheets, volunteer hours, and all project pictures when project is done. (Step #8)

Scout Name (printed): _____

Signature: _____ Date: _____

Parent/ Guardian Name (printed): _____

Signature: _____ Date: _____

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DCP Eagle Scout Project Timeline

You must review each item on the below timeline with your parent or guardian.

Prior to your project being approved, you must submit this timeline with the "Proposed Timeline" fields completed for each action item. When you complete a step in the timeline, enter it into the "Completion Date" column. This Timeline must be completed in full before your project can be signed off on.

Action Taken	Proposed Timeline	Completion Date
Read the most current Eagle Scout Service Project Workbook in its entirety.		
Identify a potential project on Dane County Parks Property.		
Review the project idea with Dane County Parks Volunteer Program staff at a scheduled meeting.		
Complete the following and submit to the DCP Volunteer Program: - The most current "Eagle Scout Service Project Proposal" form from the official Eagle Project Workbook. - The DCP Eagle Scout Checklist - This DCP Eagle Scout Project Timeline with the "Proposed Timeline" fields completed.		
Achieve final Dane County Parks approval. This may take several weeks, up to a month.		
Receive Unit Leader and Authorized Council approval for project.		
Research your project.		
Request a project workday at least two weeks in advance of project start. You must get confirmation of your dates from the DCP Volunteer Program before you start your project.		
Start project following confirmation of dates by DCP Volunteer Program.		
Complete project.		
Complete the "Eagle Scout Service Project Report" form from the official Eagle Project Workbook and submit to the Land & Water Volunteer Coordinator for review and sign-off. Include the following: - This timeline with the "Completion Date" fields completed. - Completed DCP group sign-in sheets if you had others come and help on your project. - All photos of your project.		

Volunteer Registration

Eagle Scouts must register as a Dane County Parks Volunteer prior to starting volunteer work on DCP property.

This can be done one of two ways:

A. Register through our MyImpact Volunteer Portal: https://bttr.im/l5pgf
B. If the scout doesn't have an email address, they can contact the DCP Volunteer Program for a paper copy of our volunteer registration form at parksvolunteer@danecounty.gov.

All other volunteers (adult and youth) working with the Eagle Scout to help complete their project must sign a group-sign in sheet provided by the Scout at the beginning of each workday. This sheet must be returned to the DCP Volunteer Program following completion of the project.

Group sign in sheets can be found on our Volunteer and Friends Group Resources webpage here: https://www.danecountyparks.com/friends