

# CITY OF WORCESTER

## DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

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## PARKS & RECREATION COMMISSION

### POLICY & PROCEDURE FOR EAGLE SCOUT PROJECTS

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#### I. PURPOSE

To establish general guidelines and policies for Boys Scouts of America, Eagle Scout Projects under the guidance of the City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division.

#### II. POLICY

1. The City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division will assist a scout that has earned the rank of Life Scout and is ready to begin the process of earning their Eagle Scout Leadership Project. They will need to present a written project description to the Commissioner of Public Works and Parks or his/her designee.
2. The Eagle Scout Leadership Service Project should be a project that will test the leadership skills of the scout. The project plan must be approved by the Commissioner of the Department of Public Works and Parks or his/her designee, the unit leader, and by the Boy Scout council or district advancement committee before the project is started.
3. Projects can range from original ideas, to projects that have been done before, to projects that benefit Department of Public Works and Parks, or project that have been designed by the scout himself.
4. Routine Labor (a job or service project normally rendered) should not be considered. The project cannot be a fund raiser.
5. The Eagle Scout will be responsible for supplying, purchasing, soliciting, and/or fund-raising all funds for the project. The City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division will not be responsible to supply funds or materials for the project.
6. The Commissioner of the Department of Public Works and Parks or his/her designee, the Eagle Scout, and the Scout Master will determine and agree upon the size and length of the project.
7. The Eagle Scout will be responsible for recruiting as many people as needed to carry out the project. The City of Worcester, Department of Public Works and Parks, Parks,

Recreation, and Cemetery Division is not responsible to provide labor to complete the project.

8. The Eagle Scout is required to complete the project. They must review the project with the Department of Public Works and Parks Commissioner or his/her designee before the project can be accepted.

### **III. PROCEDURE**

1. The scout must submit in writing an Eagle Scout Project proposal to the Commissioner of the Department of Public Works and Parks or his/her designee for project approval. The proposal must be signed by the Eagle Scout, the Eagle Scout's Scoutmaster, a District or Boy Scout Council Member, and Commissioner of the Department of Public Works and Parks or his/her designee.
2. The Eagle Scout must lead the project entirely by himself. The scout may not have any outside help, including their parents or scoutmaster. The project should be designed to benefit the Department of Public Works and Parks, but cannot be part of the department's routine daily task. The project plan must be approved by the Commissioner of Department of Public Works and Parks or his/her designee, the unit leader, and by the council or district advancement committee before the project is started.
3. The Eagle Scout must accept all responsible for planning, directing, and following through to its successful completion. The projects must be designed to give leadership. If the Eagle Scout and the Commissioner of the Department of Public Works and Parks or his/her designee chose a project already done in the past, the scout must still design their own project plan.
4. If the project can be done by the Department of Public Works and Parks staff as part of their routine labor or will cost less for DWP and Parks staff to complete the project, the project shouldn't be considered. Fund-raising is permitted only for securing materials or supplies needed to carry out your projects.
5. The Eagle Scout must submit a written budget to the Commissioner of the Department of Public Works and Parks or his/her designee before the project is accepted. Fund-raising is permitted only for securing materials or supplies needed to carry out your projects. The City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division will not be responsible to supply funds or materials for the project.
6. The project will not have any specific requirement pertaining to size and length. The amount of time spent by the Eagle Scout in planning the project and the actual working time spent in carrying out the project should be as much as is necessary for the Eagle Scout to demonstrate leadership of others.

7. The project should not include routine labor or work done by a City employee within their normal work requirements. The Eagle Scout must have a written plan on how many people they will need to complete the project. City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division will not supply labor for the project. All labor should be donated.
8. The Eagle Scout must answer the following questions when reviewing the project.
  - a. How did you demonstrate leadership of others?
  - b. How did you direct the project rather than doing the work yourself?
  - c. How did the project benefit the City of Worcester, Department of Public Works and Parks, Parks, Recreation, and Cemetery Division?
  - d. Did you follow the project as planned?
  - e. If changes to the project were made, can you explain why you made the changes?
  - f. Do both parties, the Eagle Scout and Commissioner of Department of Public Works and Parks or his/her designee; agree that the project is complete?

#### **Parks and Recreation Commission Approval Record**

1. This policy was reviewed on 5/24/2007 and approved. Voted 4-0.
2. This policy was reviewed by the Parks and Recreation Commission and approved on February 16, 2012.