



Project Proposal Process (Eagle Scout Service Project)

- Written project proposal must be submitted to Carmel Clay Parks & Recreation (CCPR) in Life Scout's 10th or 11th Grade year between May and July.
- Project proposal to include the following items:
 - Copy of Life Scout's Eagle Scout Service Project Proposal and Contact Information Sheet
 - How is the project consistent with CCPR's mission, focusing on recreation, fitness, and nature?
 - How is the need addressed and consistent with CCPR's 2010-2014 Master Plan?
 - For nature-related projects, focus on Chapter 5, 6, and Appendix E.
 - How does the project benefit both the park system and community?
 - What is the environmental need for this project?
 - Why is it needed/should it be completed in this particular location?
 - Is this location appropriate based on weather elements?
 - Is the project sustainable?
 - How does the project reduce environmental impact, save money, and improve quality of life?
 - What is the plan for future maintenance for the project?
 - If future maintenance is to be completed by CCPR, please include a maintenance plan.
 - What are the educational components associated with the project, and how will you educate CCPR and the public on these?
 - What is your overall budget for the project?
 - How is funding being secured by outside organizations (funding is not available through CCPR)?
 - Who do you plan to work with to obtain funding?
 - What materials are needed to complete this project?
 - Can you provide a prototype/drawing of the proposed project?
 - What is the timeline of the proposed project?
 - Do you need to utilize CCPR staff throughout the project?
 - If yes, assisting with what tasks, and at what times throughout the year?
- CCPR Review Committee will meet the first week of August to review all submitted project proposals.
 - Committee will narrow down to top three project proposals that meet all criteria.
- Chosen Life Scout(s) will present project proposal to the CCPR Review Committee.
 - Parent/Guardian of Life Scout must be present for observation and sign-off purposes only.
 - One project proposal will be selected.
- CCPR Volunteer Coordinator will work directly with Life Scout throughout the duration of the project.
- CCPR receives copy of page 10 of the Eagle Scout Service Project Proposal (must have Council or Direct Approval's signature) from Life Scout.
- Project begins September 1.
- Project must be completed no later than September 1 of the following year.
- Life Scout is required to check-in with the CCPR Volunteer Coordinator monthly, either by phone or an in-person meeting to discuss status, issues and solutions, et cetera.
- Once project is finalized and all documentation is provided to CCPR, CCPR Volunteer Coordinator will sign-off on project.

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- Life Scout to present final project, process from beginning to end, to the Carmel/Clay Board of Parks and Recreation.
- Life Scout becomes Eagle Scout.