



## Eagle Scout Project Process

*A project may take 2-6 months from request to completion,  
due to both department and national Eagle Scout requirements and procedures.*

1. Research and develop an Eagle Scout Project that is sustainable and consistent with Carmel Clay Parks & Recreation's 2019-2024 Master Plan. The project must benefit both the department and community. Eagle Scout is responsible for securing funding for project; funding is not available through Carmel Clay Parks & Recreation (CCPR). We encourage Eagle Scouts to think of projects that can improve the parks environmentally. All of the built elements (benches, playgrounds, etc.) in the park are standardized and must follow specific guidelines so they are not able to be part of Eagle Scout projects.
2. Present project idea and plan to CCPR review committee: Please answer the following questions below and provide CCPR with a mockup of the project (including drawings, diagrams, or a prototype)
  - a. Plan must be consistent with CCPR Master Plan
    - a. What need or problem will the project address for the department and community?
    - b. How does the project align with the 2019-2024 Parks and Recreation Master Plan and/or park master plan(s) for the proposed location and/or with the overall mission of the department?
  - b. Materials list, prototype/drawing, budget, timeline, and CCPR physical assistance must be provided. Example questions include:
    - a. What material do you plan to use (wood, metal, cement, gravel, etc.)? Please provide as much detail about the materials included in your project.
    - b. Are the materials appropriate for the location and weather conditions?
    - c. What is the projected cost of your project, including all necessary supplies and materials?
    - d. How do you plan to cover the costs?
    - e. What is the anticipated timeline/schedule to construct and complete the project?
  - c. Parent/Guardian must be in attendance.
  - d. Plan must be submitted in writing. It must include the troop you are a member of, the name of your troop leader and their contact information (phone number and email).
3. If project is approved during presentation, Eagle Scout must then register at <http://carmelclayparks.com/volunteer>
4. Project must be documented by Eagle Scout. All items below must be included in the Eagle Scout Binder, and a second binder submitted to CCPR upon completion of the project, per the Eagle Scout Project guidelines.
  - a. In-depth, written explanation of the completed project
  - b. Pictures and/or Video

If you have any questions throughout the process, please contact our Volunteer Coordinator @ 317.573.4042 or [volunteer@carmelclayparks.com](mailto:volunteer@carmelclayparks.com).