



SNOHOMISH COUNTY

Eagle Project Application Packet

Congratulations on reaching this point in your scouting career and thank you for your interest in completing your Eagle Project with Snohomish County Parks and Recreation. We've worked with many Life Scouts over the years and we look forward to working with you as well. This Eagle Project application packet will explain the steps we've put in place to help make your project successful.

Your Eagle Scout contact at Snohomish County Parks and Recreation is Tony Trofimczuk, Recreation Supervisor. Tony can be reached at 425-388-6604 or tony.trofimczuk@snoco.org. Keep Tony's information handy. He is the person who will be approving your initial application, advising you along the way, and accepting your final product.

When submitting your Eagle Project at Snohomish County Parks, it must be NO LESS than four months before your 18th birthday. In addition, we are unable to accept projects for consideration during our peak season months of May – August.

This first page of the application explains the balance of the packet and reviews what an Eagle Project is and what it is not.

A list of proposed projects at Snohomish County Parks is available at www.snocoparks.org or by contacting Tony. We also welcome your ideas. The County's projects are awarded on a first-come, first-served basis.

Page three (***the Eagle Project Agreement***) provides a list of expectations and requirements for your Eagle Project. Each item on the list is to be reviewed by you, along with your parent or guardian, and initialed in the space provided, indicating your understanding and agreement with each issue.

Page four (***the Eagle Project Action Timeline***) will be required at your second meeting and at final sign-off for your project. At your second meeting, column one will present your target dates for completion of each action. At final sign-off, the dates of actual completion will appear in column three.

Page six (***Volunteer Application***) must be completed at each of your project events by each person volunteering. Completed timesheets will be collected at your final meeting.

Page seven (***Volunteer Time Sheet***) must be completed at each of your project events by each person volunteering. Completed timesheets will be collected at your final meeting.

An Eagle 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. Snohomish County Parks highly suggests at least 100 hours as a reasonable commitment.
- the Scout’s *BEST EFFORT*.

An Eagle 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 Project is a demonstration of leadership while carrying out something substantial – the Scout’s *BEST EFFORT*. “Drives” alone do not meet that goal.
- “canned” 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.



Eagle 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 Project.

Scout	Parent or Guardian	
_____	_____	The Scout and his parent or guardian will schedule a meeting with Volunteer Coordinator Tony Trofimczuk to review the proposed project and required paperwork. It must be NO LESS than four months before the Scout's 18th birthday. Appointments cannot be made during the period of May – Aug.
_____	_____	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 Parks and Recreation, in writing or via email, with updates on the project, including every meeting with Parks employees. The report will include the date, purpose, and results of the meeting.
_____	_____	The Scout will have completed the applicable forms in this packet prior to the second meeting with the Parks Department.
_____	_____	Before Eagle Scout Service Project is submitted to the Unit, District and or Council Reviewer, the Scout will submit a written work proposal to Snohomish County Parks for pre 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 Coordinator at least three weeks before the first field work date. All field work dates are contingent on staff availability.
_____	_____	The Eagle 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.
_____	_____	Volunteer Coordinator must approve completion of the actual project before the final project is presented to the Eagle Review Board. (Unit, District and or Council Reviewer)
_____	_____	Before requesting final sign-off by Parks and Recreation a copy of the official Boy Scouts of America – Eagle Scout Service Project Workbook must be presented.
_____	_____	The Scout agrees to; <ul style="list-style-type: none"> - Register as a volunteer worker for Snohomish County Parks - Follow all safety rules and regulations, avoiding all hazards and refuses to perform any work assignment he is not qualified to perform. - Accepts responsibility for the safe use and maintenance of tools and equipment as part of his volunteer service. - Agrees to represent Snohomish County Parks and fellow volunteers/organizations in a positive, professional way, following all directions and advice offered by the project supervisor. - to volunteer any services without compensation. - Refrain from performing any activities which are contra indicated by any medical condition.

Name (printed): _____

Signature: _____

Date: _____

Signature of
Parent or Guardian: _____

Date: _____



Eagle Project Action Timeline

This form will be required at your second meeting with Snohomish County. When choosing your Eagle Project, it must be no less than four months until 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
NEW OR NOT YET APPROVED PROJECT	<p>If you are proposing a new project or one not yet approved by Snohomish County Parks, contact Tony Trofimczuk for an appointment to discuss the project and review our Eagle Project process.</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>Tony will notify you of any additions, corrections, or changes that need to be included in your project.</p>	
PRE-APPROVED PROJECT	<p>If you have selected a pre-approved Eagle Project from the Parks list, contact Tony, for an appointment to discuss the project and review our Eagle Project process. Bring your <i>Eagle Scout Service Project Workbook</i>, No. 512-927, (to begin filling them out) and camera to this meeting.</p>	
Week 3 - 4	<p>Second meeting. 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. <i>Eagle Scout Service Project Workbook</i>, No. 512-927 forms for signature 	
Week 6 - 8	<p>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 is your project, so this is your responsibility. If you talk to anyone with County Park, be sure to email Tony with information about the meeting.</p> <p>Things to consider:</p> <ul style="list-style-type: none"> • Materials needed • Will you need city or county permits? (check Ordinances) • Purchasing and shipping time • Time needed to solicit funds and materials • 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. 	
Week 16 - 25	<p>Write your letter(s) asking for donations on BSA 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.</p>	

<p>AT LEAST ONCE EACH MONTH</p>	<p>Email Parks at least once per month with your project update. Be sure to include any changes you have made to your plans and let Parks know if you are having any problems. It is important to respond to Parks emails within four days. “I understand” is an acceptable response. If for any reason you should decide not to continue with your project, contact Tony immediately.</p>	
<p>Week 19 - 25</p>	<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 county calendar to see if there are any events scheduled in your project area on your proposed workday(s). 3. Email Parks 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, 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. 	
<p>Week 25 - 30</p>	<p>Email Parks, confirming your project date and that you have all your supplies ready.</p>	
<p>Day of Project</p>	<p>Post signs in your area. Provide water for your volunteers. Keep a record of volunteers and their hours, using the Parks and Recreation Volunteer Time Sheet. Take pictures and send a few to Tony Return all materials and clean up area.</p>	
<p>WHEN YOUR PROJECT IS DONE</p>	<p>Make an appointment with Tony for your completion review.</p>	
<p>Week 21 - 32</p>	<p>Final sign-off appointment. Bring the following items with you:</p> <ol style="list-style-type: none"> 1. Your completed <i>Eagle Scout Service Project Workbook</i>, No. 512-927 2. A copy of the <i>Eagle Scout Service Project Workbook</i>, No. 512-927 3. Copies of all completed County Volunteer Timesheets 4. Pictures of your completed project for county files. These pictures may be emailed to Tony Trofimczuk. 	
<p>Congratulations are in order - let us celebrate your achievement!</p>	<p>Invitations to your Court of Honor may be sent to: Tom Teigen Snohomish County Parks and Recreation Director 6705 Puget Park Drive Snohomish, WA 98296 and Tony Trofimczuk same address as above</p> <p>Snohomish County Parks and Recreation is proud of your accomplishment and would be pleased to present you with a letter of commendation from our County Council and a plaque at your Court of Honor.</p> <p>Tony Trofimczuk will order your recognition plaque when he receives your Court of Honor invitation. A letter addressed to Tom Teigen, describing your Eagle Project, will initiate an offer to attend a County Council meeting to receive your letter of commendation. Congratulations!</p>	



Volunteer Service Application

REGISTRATION AND CONDITIONS OF VOLUNTEER SERVICE

Please read the following: your signature indicates you understand and agree.

VOLUNTEER WORKERS

I understand that as a volunteer worker as defined by RCW 51.12.035, I am responsible to register as a volunteer worker. I agree to submit the number of hours volunteered to the project manager/supervisor and to abide by the policies, procedures and guidelines set forth by Snohomish County Parks Department.

VOLUNTEER - NOT AN EMPLOYEE OF SNOHOMISH COUNTY PARKS

I understand that I am not an employee of Snohomish County Parks and I agree that I will not misrepresent myself or claim to be an officer or employee of Snohomish County or claim any right, privilege or benefit which would accrue to an employee under Chapter 41.06 RCW, Chapter 28B.16 RCW or any other applicable state law. I acknowledge that I will not receive personal compensation for services rendered through volunteer activities.

HOLD HARMLESS AGREEMENT

I understand and agree to hold harmless and waive all claims of liability against Snohomish County, except for claims and damages associated with Snohomish County's sole negligence.

ACCIDENTS/INJURIES WHILE VOLUNTEERING

If an accident occurs while performing as a volunteer, the accident must be reported to the Snohomish County Parks program coordinator immediately or within 24 hours. It is understood that if a volunteer is injured while performing volunteer activities the volunteer may be eligible for workers' compensation benefits as described in RCW 51.12.035. In addition, registered volunteers may be afforded liability coverage through the County's self-insured liability program. For specific information please contact the Snohomish County Risk Manager in the County Finance Department (425) 388-3726.

NONDISCRIMINATION

I understand that during my performance as a volunteer for Snohomish County, I shall comply with all federal and state nondiscrimination laws, regulations and policies.

BACKGROUND INVESTIGATION

I understand that the agency may conduct a background investigation as part of this application process. I authorize the background investigation by my signature.

TRAINING

Training is required for all volunteers registered with Snohomish County. Applicable training will be provided by my volunteer project supervisor or Parks Department staff.

TIMESHEETS

I understand that I must submit my hours worked as a volunteer. Failure to document my time may make me ineligible to receive benefits per RCE 51.12.035

Eagle Scout Candidate Signature: _____ Date: _____

_____ has my permission to accept an assignment as a volunteer for Snohomish County. I acknowledge that there may be risks in the volunteer assignment and agree contact the Parks Department to learn more about any risk associated with the volunteer activities.

Signature of Parent/Legal Guardian: _____ Date: _____

EAGLE SCOUT PROJECT TIME SHEETS

Sign-In and Liability Release

Event Date: _____

Eagle Scout Name: _____

Adult Supervisor Name: _____

Description of Event:

I have read and agree to abide by the Snohomish County Parks and recreation Liability Release on the reverse side of this form. Parents or guardians must sign for participants under age 18.

NAME	SIGNATURE	CITY	HOME PHONE	HOURS
1. _____	_____	_____	(____) _____	
2. _____	_____	_____	(____) _____	
3. _____	_____	_____	(____) _____	
4. _____	_____	_____	(____) _____	
5. _____	_____	_____	(____) _____	
6. _____	_____	_____	(____) _____	
7. _____	_____	_____	(____) _____	
8. _____	_____	_____	(____) _____	
9. _____	_____	_____	(____) _____	
10. _____	_____	_____	(____) _____	

TOTAL PEOPLE:

TOTAL HOURS:

SIGN-IN AND LIABILITY RELEASE FOR VOLUNTEER EVENTS WITH SNOHOMISH COUNTY PARKS AND RECREATION. IT SHALL REMAIN IN EFFECT FOR ALL PROJECTS SPONSORED BY SNOHOMISH COUNTY.

BY SIGNING THIS FORM, YOU ARE RELEASING SNOHOMISH COUNTY FROM ANY AND ALL LIABILITY IN THE EVENT YOU HAVE AN INJURY OR FATALITY WHILE PARTICIPATING IN ANY PROJECT SPONSORED BY SNOHOMISH COUNTY.

I WISH TO PARTICIPATE IN PROJECTS SPONSORED BY SNOHOMISH COUNTY. BY PARTICIPATING IN THESE PROJECTS, I ENHANCE MY ENJOYMENT OF THE OUTDOORS, PROVIDE ACCESS TO PARK AREAS FOR MYSELF AND OTHERS AND MEET OTHERS WITH SIMILAR INTERESTS. I AM AWARE THAT PROJECTS SPONSORED BY SNOHOMISH COUNTY INVOLVE THE CONSTRUCTION AND MAINTENANCE OF TRAILS AND RECREATION FACILITIES, AND THAT PARTICIPATION IN THOSE PROJECTS POSES CERTAIN DANGERS, INCLUDING BUT NOT LIMITED TO THE HAZARDS OF TRAVELING IN THE PARKS, USING HAND OR MORTORIZED CONSTRUCTION TOOLS (AND OF WORKING IN THE PROXIMITY OF SUCH TOOLS WHEN USED BY OTHERS), INJURY OR ILLNESS IN REMOTE PLACES WITHOUT MEDICAL FACILITIES, AND THE FORCES OF NATURE. IN CONSIDERATION FOR PERMITTING ME TO PARTICIPATE IN THE PROJECTS SPONSORED BY SNOHOMISH COUNTY, I HEREBY RELEASE SNOHOMISH COUNTY TOGETHER WITH ITS AGENTS, EMPLOYEES, OFFICERS AND DIRECTORS, AND ITS ELECTED AND APPOINTED OFFICIALS, FROM ANY AND ALL LIABILITY, CLAIMS AND CAUSES OF ACTION ARISING OUT OF OR IN ANY WAY CONNECTED WITH MY PARTICIPATION IN ANY PROJECTS SPONSORED BY SNOHOMISH COUNTY. I PERSONALLY ASSUME ALL RISKS ASSOCIATED WITH PARTICIPATION IN THESE PROJECTS, AND FURTHER AGREE TO INDEMNIFY AND FURTHER AGREE TO INDEMNIFY SNOHOMISH COUNTY ITS AGENTS, EMPLOYEES, OFFICERS AND DIRECTORS, AND ITS ELECTED AND APPOINTED OFFICIALS, AGAINST ALL LIABILITY, CLAIMS AND CAUSES OF ACTION ARISING OUT OF MY PARTICIPATION IN ANY PROJECTS SPONSORED BY SNOHOMISH COUNTY, INCLUDING ANY CLAIMS MADE BY OTHERS FOR PERSONAL INJURY OR PROPERTY DAMAGED ALLEGEDLY CAUSED BY ME. THIS RELEASE AND INDEMNITY AGREEMENT IS A CONTRACT AND NOT A MERE RECITAL AND THAT IT SHALL REMAIN IN EFFECT FOR ALL PROJECTS SPONSORED BY SNOHOMISH COUNTY.