



Recreation and Parks Department

2060 West College Avenue

Santa Rosa, CA 95401

(707) 543-3279

volunteer@srcity.org

EAGLE SCOUT & GOLD AWARD PROJECT Procedures Handbook

The City of Santa Rosa is happy to support Boy Scouts and Girl Scouts of America with one of their core activities, allowing troop members to earn their Eagle Scout/Gold Awards. The Recreation and Park Department recognizes the need to utilize Boy and Girl Scouts as a resource to assist with projects that enhance our parks and programs and to promote community involvement, personal and professional development, and overall good citizenship.

The following information is provided to assist Scouts with the expectations of the City of Santa Rosa and is structured to ensure success by establishing project parameters, detailing responsibilities of both the Scout and the Department, determining points of cooperation and assistance, and developing a project schedule. The Recreation and Parks Department is pleased to partner with the Scouts of America to provide projects that enhance the City of Santa Rosa and meet the requirements for Eagle Scout and Gold Awards.

City of Santa Rosa Recreation and Parks Expectations

The following shall apply to the Department's responsibilities to the Scout's project.

- The Department shall approve all materials and supplies needed for a project prior to purchase in order to conform to accepted park standards.
- The Department agrees to provide such training and supervisory staff as it deems appropriate or necessary for the Scout to perform their volunteer service project.
- The Department shall provide assistance from Parks Staff and other appropriate City staff in the form of general information. Assistance in development and implementation of the proposed project is subject to the approval of the project.
- The Scout project becomes the property of the City of Santa Rosa upon completion. The Department retains the right to remove the project if deemed unsafe, damaged or park plans require removal without prior notification to the Scout.

Please note that City Staff have official duties that take priority over Scout Projects. Therefore, Scout Projects and meetings are arranged around the City Staff's schedule.

Scout Volunteer Expectations

The following expectations shall apply to the Boy/Girl Scout and any volunteer assisting during the duration of the Scout Project.

- The Scout has a minimum of four months before their 18th birthday to complete the project. (The City of Santa Rosa may decline a project with “emergency” deadlines due to a Scout’s impending 18th birthday.)
- The Scout is prepared to make all contacts and communications required to successfully complete the project with limited parental or adult involvement. Parent or adult troop leaders are required to accompany the Scout during all meetings with City Staff. However, if at any time the City Staff observes that the project is being run by adults, the City Staff has the authority to terminate the project.
- The Scout must read and acknowledge that they understand all the City of Santa Rosa Recreation and Parks procedures as listed in this handbook.
- The Scout is prepared to present their self in a professional manner in all communications (phone calls, meetings, e-mails, etc.) with City Staff.
- The Scout will choose a project within their scope and skill level that can be accomplished by the Scout and their crew. The project should have some assistance from troop members, troop leaders, and parents/guardians, but the Scout shall serve as the lead coordinator of the project.
- Volunteers under the age of 18 are not permitted to use power tools on City property and volunteers 18 and older must complete an Advanced Volunteer certification. (Complicated projects that require too much adult participation or that have safety issues will not be approved.)
- The Scout will complete necessary research for project, secure all tools/material, and coordinate with volunteers for project workdays. This information will be communicated to the Volunteer Coordinator and the Project Supervisor City Staff.
- All project work days on City of Santa Rosa property must be supervised by an adult. This can include a parent/guardian, scoutmaster, or other adult supervising the project. All volunteers including the supervising adult must sign a Volunteer form with the City of Santa Rosa. If a volunteer is under 18, the volunteers’ parent or guardian must sign the Parental Permission to Volunteer form.
- A portion of your project may include fundraising for the funds needed to complete the project. The City of Santa Rosa may provide some material donations for approved projects; however, not all material will be donated by the City. Scouts should attempt to secure support for the project through donations of time, material and/or funds from members of the community and local businesses whenever possible. All requests for City of Santa Rosa material donations should be through a formal donation request letter submitted to the Volunteer Coordinator.
- The Scout is responsible for removal of all project related material and must return the site to pre-project conditions upon project completion.

Step 1:

Project Selection

Santa Rosa Recreation and Parks Department maintains a list of appropriate and approved projects designated as Scout Award projects. The projects are available on a first-come first-served basis. A list of projects is provided on page 5.

- Once a project is selected, the Scout must complete the Group Volunteer Application form and return it to the Volunteer Coordinator (2060 West College Ave or volunteer@srcity.org).
- **First meeting:** After review of the application, City staff will contact the Scout with the Recreation and Parks Department Eagle Scout/Gold Award procedures and set-up an on-site meeting to talk about the project details.
- City Staff will review this policy with the Scout to address any questions the Scout may have regarding the City's expectations, procedures and forms. At this meeting the Scout and Scout's Project Mentor will be asked to sign the Eagle Scout & Gold Award Handbook acknowledging they have received and read the handbook.
- After the initial meeting the Scout must prepare the necessary paperwork in order to get the project approved through the Boy/Girl Scout Council. The Scout will also complete the Scout Project Checklist form.
- When all paperwork is completed, the Scout will submit the Scout Project Checklist form and their Scout Service Project Workbook to the City Volunteer Coordinator for approval. Once the project is approved by City staff the Volunteer Coordinator will sign Scout Service Project Workbook and return to Scout.
- Upon City project approval, the Scout must contact the Volunteer Coordinator, following the requirements listed on the Scout Project Checklist, to communicate when they are ready to begin the project.

Scouts may also propose a project of their own with an identified park location and specific project details. The proposed project should be mutually beneficial to the Scout and the City and address an identified need for the community. New project proposals require a more extensive approval period and therefore must be made six months in advance. We will do our best to accommodate your request, however, not all requests will be granted.

Step 2:

Project Process

For Scout project to be successfully completed the following steps must be taken.

- **Second Meeting:** A minimum of two weeks in advance of the first work day a meeting must be arranged for a final walk through on site. At this walk through, material delivery location should be determined, construction location flagged, Advanced Volunteer certification completed, volunteer forms submitted, and last-minute questions answered.
- Volunteers that do not sign the waiver will not be allowed to participate. If the volunteer is under the age of 18, they must have a Parental Permission to Volunteer form signed by their parent/guardian.

- The Scout must appear at the time designated for the project and may not leave until the project is completed. An exception will be made if the project is predetermined to take more than one day, or an arrangement has been made between the Scout and the Volunteer Coordinator prior to the start of the project.
- If the project work day is cancelled, it is the Scout's responsibility to notify and coordinate a new project work day with the Volunteer Coordinator.
- The Scout and associated volunteers must conduct themselves as a responsible citizen volunteer on behalf of the City of Santa Rosa, Recreation and Parks Department at all times during the project. It is the Scout's responsibility to assure that the project volunteers are courteous in contact with the public and perform their duties in a prompt, safe and reliable manner.

Project Termination

Santa Rosa, Recreation and Parks **HAS** the authority to terminate the Scout project if:

- Approved project does not get completed by the determined timeline set in the Scout Project Checklist. (Exceptions will be made for uncontrollable circumstances such as death of a family member, personal illness, a natural disaster, weather, etc.)
- The quality of work does not meet Recreation and Parks standards or inspections.
- The Scout or the Volunteers damage City of Santa Rosa property or City of Santa Rosa's Standards of Behavior policy is not followed.
- The Scout does not take the initiative to lead the Scout project.

Step 3:

Project Completion

- The Scout must notify the Volunteer Coordinator that the project has been completed and schedule a complete project walk through.
- Third Meeting:** If the Scout has complied with the City's procedures and successfully completed the project, the Volunteer Coordinator will sign Scout forms that required the City to acknowledge the project completion.
- Congratulations, you have completed your Scout Service Project!

Expectation Recognition

I verify that I have read all Scout project procedures outlined in this handbook. I understand that the Department does have the right to terminate the Scout project, resulting in an unsuccessful completion, if I do not follow all procedures outlined in the City of Santa Rosa, Recreation and Parks Department Eagle Scout and Gold Award Procedures Handbook.

Scout Name (printed)	Scout Signature	Date
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Email Address	Telephone Number
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Scout Project Mentor Name (printed)	Scout Project Mentor Signature	Date
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Email Address	Telephone Number
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APPROVED SCOUT PROJECTS

Projects on the approved Scout project list are updated on a quarterly basis. These projects are recommended and approved to be available for Scout projects.

Construction Projects

Slack Chain Fence (see picture #1)

- Rural Cemetery

Split Rail Fence (see picture #2)

- Juilliard Park

Native Bird Houses

- Rural Cemetery

Railroad Tie steps

- Rural Cemetery

Park Enhancement Projects

Recreation Program/Facility Projects

Picture #1



Picture #2





Scout Project Checklist

Name of Scout: _____ Phone #: _____

Project Name: _____

Volunteer Coordinator: _____ Phone #: _____

Park Maintenance Supervisor: _____

Timeline	Action	Scout Completed Date	City Approved Completed
Step 1-Project Selection			
Pre-project	Scout Contacts Volunteer Coordinator for Scout Procedures Handbook and Group Volunteer Application form.		
Pre-project	Scout returns Group Volunteer Application form to Volunteer Coordinator for initial approval from Park Planning staff & Park Maintenance staff.		
Meeting 1 Date:	Scout meets with Volunteer Coordinator, Park Maintenance Supervisor, & Park Planning staff at site to discuss: <ul style="list-style-type: none"> • Procedures Handbook (signature from scout & parent/guardian required at this meeting) • Volunteer Forms • Project Expectation, Responsibilities & Schedule • Project Checklist Please Note: Your Scout Project Mentor/Leader must be present at this meeting.		
Pre-project	Scout researches project and prepares required Scout Project Workbook and submits it to the Volunteer Coordinator for City approval and Scout Council approval. Here are some things you should consider during your research: <ul style="list-style-type: none"> • Project needs and resources • Cost of material & fundraising • Outside resources • Work days: Hours need to complete project, volunteers needed, dates & number of days needed to complete project 		

Pre-project	Once approved by City and Scout Council, Scout contacts the Volunteer Coordinator to communicate when project will begin and submit completed Project Checklist.		
Step 2-Project Process			
Meeting 2 <i>(minimum of 2 weeks prior to project start date)</i>	Scout meets with Volunteer Coordinator and Park Supervisor staff to do final walk through on site and discuss: <ul style="list-style-type: none"> • Collection of Volunteer forms • Material delivery • Advanced Volunteer Certification • Last-minute questions 		
Date:			
Project Work Day(s)	For your project work days please consider the following: <ul style="list-style-type: none"> • Volunteers who do not sign a Volunteer waiver form will not be allowed to participate. • If Volunteer is under the age of 18, they must have a Parental Permission to Volunteer form signed by their parent/guardian. • Power tools can only be used by an adult volunteer who has received Advance Volunteer Certification by Park staff. • An adult must always be present. • Photos of the project steps and a project report must be sent to the Volunteer Coordinator at the end of each work day. 		
Date(s):			
Date:	Setup on-site meeting with Volunteer Coordinator and Park Maintenance Supervisor for final evaluation to approve project has been completed to department standards.		
Step 3-Project Completion			
Meeting 3 <i>(After project is completed)</i>	Final evaluation of project. If Park Supervisor determines there are issues with project, Scout will be required to correct issues. Volunteer Coordinator will NOT sign off on project until Park Staff has determined project has been complete to department standards. At this meeting you should bring: <ul style="list-style-type: none"> • Completed Scout Service Project Workbook • Copy of Workbook 		
Date:			
Project Completed!	Congratulations, you have completed your project! To honor your achievement, the Recreation & Parks Department will present you with a Certificate of Appreciation. You will be invited to receive this certificate at our annual Volunteer Appreciation Celebration.		