

## City of Lakewood Parks and Recreation Eagle and Gold Award Scout Project Guidelines

We thank you in advance for the service you will be providing our community. We want you to succeed in your goal of becoming an Eagle Scout or a Gold Award Scout.

Following are the steps you must follow and things to consider when requesting an Eagle Scout or Gold Scout project at a City of Lakewood park or facility. A good first step is to contact the parks and recreation department at 253-983-7835 to receive a list of potential projects or to help connect you with staff or community members who may be able to help you develop project ideas and to prepare you for the City review process regarding your project idea. To help you develop your proposal, consider the following:

1. What project are you planning for the City of Lakewood? A list of potential projects is available from the City or you may suggest your own ideas. You may select one project or include optional projects for consideration. Please be aware that City staff is unable to provide extensive planning assistance, consumable resources, volunteers or project funding.

When considering a project, determine who will benefit from the project? Please list the benefit(s) that the City and community will receive as a result of your efforts.

What are the project planning details? Please include: skills required, timeline for implementation, budget, how funds will be obtained, resource/materials list, how funds will be managed and who will be helping with the project. The City needs assurance that the project is well developed and planned and that the Eagle Scout or Gold Award candidate can be successful in achieving the project goals.

2. The City will connect you with a city staff person or suggest community volunteers who may be able to provide guidance in developing the project concept. These people can help you ensure that the project fits within City planning goals and is a good fit for the site, the neighborhood and the citizens of Lakewood.
4. After discussing and refining your project, the proposal must be presented to the City of Lakewood **Parks and Recreation Advisory Board** (PRAB) for approval. The Eagle or Gold Award Scout candidate must arrange to be included on the agenda of a regular meeting after the proposal has been conditionally approved by staff. The PRAB members meet on the fourth Tuesday of each month (except August and December). The agenda materials must be submitted one week in advance of the meeting date. The purpose of the review is to allow additional input from the community on the project. An Eagle Scout or Gold Award Scout project cannot be started until staff and PRAB approval are received. At the conclusion of the project, a follow-up report must also be presented to PRAB. Contact the City's Park and Recreation Department at 253-983-7835 to arrange your listing on the PRAB monthly agenda
5. The City of Lakewood Parks and Recreation Department may limit the number of Eagle Scout projects to be planned for City park facilities each year. The City may determine the timeframe for allowing a project to be developed and installed in a park facility. The City will make the final determination on project placement within park facilities.
6. The Eagle Scout or Gold Award Scout Project Application form is attached and along with any additional materials must be included as a part of the PRAB meeting materials.



**City of Lakewood  
Eagle Scout or Gold Award Scout Project Application**

Scout's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Project Description:**

**Please briefly describe the present condition you will address in the project, the method you will use to change the condition, materials to be used, project helpers, a time schedule for carrying out the project, the estimated cost of the project and how the needed funds will be obtained. Describe safety hazards you might face and explain how you will ensure the safety of those carrying out the project.**

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**Please use additional sheets for description, if needed.**

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Signature of Candidate: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date Received by City of Lakewood: \_\_\_\_\_ Received By: \_\_\_\_\_