

Township of Salisbury
EAGLE SCOUT PROJECT APPLICATION

Please complete all items below (including the second page). You may contact us if you have questions concerning possible projects, but as part of your leadership project, we suggest you first present your project ideas.

PROJECT DETAILS

• What is the project that you are planning? _____

• Who will benefit from your project? _____

• How will this group benefit? _____

• Please attach a brief description of your project. Be sure to provide the following information: present condition of project area; project planning details; estimated start and end dates; any safety hazards that might be encountered and how you will ensure each participant's safety.

Proposed start date: _____ **Proposed end date:** _____

This Eagle Scout project will be reviewed by one or more Township staff and, upon approval, you will be notified. It is your responsibility to set a meeting date with the Township staff to discuss project plans and equipment details. If you have any questions you may contact John Andreas, Public Works Director.

Scout's Name: _____

Troop: _____

Address: _____
Street, Township, State, Zip Code

Phone: _____ **Cell:** _____

Email: _____ **Date of Birth:** _____

By signing below, I agree and understand that my project proposal will be of significant value to this community. I agree to personally arrange a meeting between myself and the Salisbury Township staff to discuss my project proposal, planning details and to obtain approval from the appropriate sources. I also understand that I must provide proposed start and end dates along with my planning procedures. If these plans or dates change, I understand that I will contact the appropriate Salisbury Township staff member. Any major changes in the planning or project procedure must be submitted in writing. Finally, I understand that I must submit a final report that should, at least, contain the following: project details, how this project benefited the community, any problems encountered and any changes in the proposed plan.

Applicant's Signature

Date

SUBMIT APPLICATION TO:

Salisbury Township, Randy Soriano, Township Manager, 2900 S. Pike Avenue, Allentown, PA 18103
Phone: (610) 797-4000 Fax: (610) 797-5516, Email: info@salisburytownship.org

As an Eagle Scout Candidate:

1. I will complete assignments to the best of my ability.
2. I will observe all staff rules and policies, accept supervision, and give my supervisor adequate notice before terminating my volunteer services.
3. I understand that the Township has the right, should this job assignment or my performance be inappropriate, to suggest alternative placement or terminate my volunteer services.
4. I understand that I will receive no monetary compensation for this volunteer service.

Signature of Eagle Scout

5. **WAIVER OF LIABILITY**

I, (name of Eagle Scout's Parent or Guardian) _____, on behalf of _____ (name of Eagle Scout) hereby agree to waive any and all claims for personal injury and/or property damage against the Township of Salisbury and to assume full responsibility for _____ (Eagle Scout's) voluntary participation in the Eagle Scout Project and hereby release the Township of Salisbury from any damages or injury which (name of Eagle Scout) _____ may sustain working on a volunteer project.

Signature of Parent or Guardian of Eagle Scout

Date



Township of Salisbury EAGLE SCOUT PROJECT GUIDELINES

Project Coordinator:

Randy Soriano, Township Manager and/or his Delegate (as project denotes)
2900 S. Pike Avenue
Allentown, PA 18103
Phone: 610-797-4000

The Township of Salisbury receives numerous requests annually for Eagle Scout volunteer projects. The Township has established the following Eagle Scout Project Guidelines to assist an Eagle Scout Candidate contemplating a volunteer project in conjunction with the Township of Salisbury.

Requirements

1. The Eagle Scout Candidate has discussed the project with the local Scout Master
2. The Eagle Scout Candidate should allow a minimum of four months to the project completion deadline. (The Township does not accept projects with "emergency" deadlines due to a Scout's impending 18th birthday.)
3. The Eagle Scout Candidate is prepared to make all contacts and communications required to successfully complete his project with limited parental or adult involvement. Parents or adult troop leaders are welcome and encouraged to accompany the Scout during all meetings with the Township Eagle Project Coordinator. However, if at any time the Township Coordinator observes that the project is being run by adults, the Township Coordinator will not "sign off" on the project.
4. The Eagle Scout Candidate is prepared to present himself in a professional manner in his communications (phone calls, meetings, e-mails, etc.) with the Township Eagle Project Coordinator.
5. The project chosen (or contemplated) is of a scope and level that can be accomplished by the Eagle Scout Candidate and his crew. (Complicated projects that require too much adult participation or that have safety issues will be rejected.)
6. If the Eagle Scout Candidate is willing and able to comply with the Township of Salisbury's requirements, he may proceed to the process below.

Please note that the Township Eagle Project Coordinator has official duties that take priority over Eagle Scout Projects. Therefore, Eagle Scout Project meetings are arranged around the Township Coordinator's schedule.

Process

1. The Eagle Scout Candidate contacts the Township Eagle Project Coordinator to discuss his project idea or see if the Township Eagle Project Coordinator has any projects that need an organized labor force to complete.

2. The Eagle Scout Candidate makes a visit to the sites considered and decides which project, if any, he would like to pursue.
3. If the Eagle Scout Candidate chooses a Township of Salisbury park project, he arranges for a meeting with the Township Eagle Project Coordinator to meet at the site and talk about project details.
4. The Eagle Scout Candidate prepares the necessary paperwork to get the project approved through his own troop and scout office. The Eagle Scout Candidate arranges a meeting with Township Eagle Project Coordinator to get any necessary signatures.
5. The Eagle Scout Candidate determines the source of funding for the project, perhaps by pursuing donations or fund-raising. The Board of Commissioners from time to time may allocate some resources towards the completion of the Project
6. The Eagle Scout Candidate will do the necessary research to learn about the type of work he will be teaching others for his project. (For example, if he is doing trail work, he should get any available literature on trail design and maintenance from state agencies or the library.)
7. The Eagle Scout Candidate finalizes the plan for his project and sets up a meeting with the Township Eagle Project Coordinator to get final approval of the project, funding sources, budget, and work schedule.
8. The Eagle Scout Candidate notifies the Township Eagle Project Coordinator two weeks in advance of his first work day to arrange for a final walk through at the site. At the final walk through, the location for material delivery should be determined, construction locations flagged, and last minute questions answered.
9. In accord with the *Eagle Scout Leadership Service Project Workbook*, the Eagle Scout Candidate completes the project by leading his organized work force, not doing the work himself.
10. The Eagle Scout Candidate notifies the Township Eagle Project Coordinator that he has completed the project and schedules a completed project walk through. If the Eagle Scout Candidate has complied with the Township's and scout office procedures and has successfully completed his project, the Township Eagle Project Coordinator will "sign off" on any paperwork that is required of the Eagle Scout Candidate at this meeting.

Congratulations! You have completed your Eagle Scout Leadership Service Project. Good luck at your review board!