



City of Bainbridge Island

Eagle Project Application Packet

Eagle Project Agreement

To ensure a successful partnership, please read the table below with your parent or guardian and initial in each box to confirm that you understand and agree with each requirement. Clear communication is the key to a successful Eagle Project. Please ask us if you have any questions.

Scout	Parent or Guardian	
		The Scout and their parent or guardian will schedule a meeting with the City to review the proposed project and required paperwork. It must be at least four months before the Scout's 18th birthday.
		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 the City, in writing or via email, with updates on the project, including every meeting with City 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 City.
		Before the Eagle Scout Service Project is submitted to the Unit, District and or Council Reviewer, the Scout will submit a written work proposal to the City of Bainbridge Island 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 City at least three weeks before the first field work date. All field work dates are contingent on staff availability.
		The Eagle Project requires procuring of all materials and tools and organizing work groups and volunteers.
		The City 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 the City, a copy of the official Scouts USA Eagle Scout Service Project Workbook must be presented.
		The Scout agrees to complete the City of Bainbridge Island Volunteer Service Agreement and abide by its requirements.

Name (printed): _____

Signature: _____

Date: _____

Signature of
Parent or Guardian: _____

Date: _____

Eagle Project Action Timeline

This form will be required at your second meeting with the City of Bainbridge Island. This meeting must happen at least four (4) months before 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 (weeks shown as a suggestion, not requirement)	ACTION	Date Completed
<i>NEW OR NOT YET APPROVED PROJECT</i>	<p>If you are proposing a new project or one not yet approved by the City of Bainbridge Island, contact the Executive Department 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>The City will notify you of any additions, corrections, or changes that need to be included in your project.</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 the City, 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 the City at least once per month with your project update. Be sure to include any changes you have made to your plans and let the City know if you are having any problems. It is important to respond to City emails within four days. "I understand" is an acceptable response.</p> <p>If for any reason you should decide not to continue with your project, contact the City 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. Email the City with your proposed dates. Be prepared to change the date if there is a staffing conflict. 3. If your project will impact a public space, you may be required to post notices one week in advance, alerting the public of future limited accessibility. 4. 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. 5. 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 the City, 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 a Volunteer Time Sheet. Take pictures and send a few to your staff liaison. Return all materials and clean up area.</p>	
<p>WHEN YOUR PROJECT IS DONE</p>	<p>Make an appointment with the City 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 City Volunteer Timesheets 4. Pictures of your completed project for county files. These pictures may be emailed to Cityadmin@bainbridgewa.gov. 	

<p>Congratulations are in order - let us celebrate your achievement!</p>	<p>Invitations to your Court of Honor may be sent to: Executive Assistant 280 Madison Ave N Bainbridge Island, WA 98110</p> <p>The City of Bainbridge Island is proud of your accomplishment and would be pleased to provide a letter of commendation from our City Council at your Court of Honor or a City Council meeting.</p> <p>The City will prepare your letter of commendation when we receive your Court of Honor invitation. A letter addressed to the City Manager, describing your Eagle Project, will initiate an offer to attend a City Council meeting to receive your letter of commendation.</p> <p>Congratulations!</p>	
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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 City of Bainbridge Island 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 THE CITY OF BAINBRIDGE ISLAND. IT SHALL REMAIN IN EFFECT FOR ALL PROJECTS SPONSORED BY SNOHOMISH COUNTY.

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

I WISH TO PARTICIPATE IN PROJECTS SPONSORED BY THE CITY OF BAINBRIDGE ISLAND. 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 THE CITY OF BAINBRIDGE ISLAND 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 THE CITY OF BAINBRIDGE ISLAND, I HEREBY RELEASE THE CITY OF BAINBRIDGE ISLAND 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 THE CITY OF BAINBRIDGE ISLAND. I PERSONALLY ASSUME ALL RISKS ASSOCIATED WITH PARTICIPATION IN THESE PROJECTS, AND FURTHER AGREE TO INDEMNIFY AND FURTHER AGREE TO INDEMNIFY THE CITY OF BAINBRIDGE ISLAND, 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 THE CITY OF BAINBRIDGE ISLAND, 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 THE CITY OF BAINBRIDGE ISLAND.