



Highland City
5400 W Civic Center Drive, Highland, UT 84003
801-756-5751

Highland City Eagle Project Proposal

We are very excited that you chose a project to do in Highland City. Please read the following guidelines and turn in this completed packet to the Highland City Community Enhancement Coordinator.

Highland City Eagle Scout Project guidelines include:

1. Please fill out this worksheet when submitting your proposal to Highland City. We will attempt to respond to your request within 10 business days. Please understand that sometimes it may take longer than 10 business days to review your request.
2. This is the Scouts project. All communication needs to be coordinated thru the Scout doing the project, not the parents, troop leader, etc. An adult is encouraged to be present when discussing the project.
3. Communication with the Community Enhancement Coordinator needs to be weekly when working on a project to give updates. If you are not actively working on your project please give monthly updates.
4. Projects need to be completed within 90 days of receiving final approval.
5. Scout must live in Highland.
6. Supplies or manpower for a project will not be supplied by the City in most cases.
7. We will not provide project ideas.
8. If the Scout is 17 ½ years of age or older, we will not approve a “rushed project”.
9. Please read and understand the following from the Boy Scout website:
“There is no actual list of good projects and bad projects. A project is not a good project if the boy is handed everything he needs to do for the project, and told when and where to do it. *He must be able to plan, develop, and give leadership to the project.* That is a quote from the Eagle workbook. So if all he would be doing is gathering stuff and delivering it, he probably won't have a good opportunity to show leadership. Please remember that every worthwhile service project isn't necessarily a good *Eagle* project. The absolute guidelines are:
 1. He may not do a service project for an individual, a business, or for Scouting.
 2. He may not do a fundraiser as his project. He may raise funds to pay for supplies needed for his project, but he must spend all the money on his project. He cannot donate extra funds to the organization.
 3. The project must be of sufficient scope to allow the boy to *plan, develop, and give leadership to others* through his efforts.
 4. The project must not be routine labor.”

Highland City looks forward to working with your Scout on his project.

Candice Linford
Highland City Utilities Billing Clerk
(801) 772-4523
candice@highlandcity.org

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Scout's Information

Scout's name: _____ Parent's name: _____
Full Address: _____ Troop: _____
Telephone number: _____ Email: _____
Scout Leader's name & phone number: _____

Project Description

Describe the project you plan to do: _____

What group will benefit from the project? _____

My project will be of benefit to the group because: _____

This concept was discussed with my unit leader on (Date): _____

Was this concept approved by your unit leader? Yes No

Project Details

Plan your work by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out the project. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project: _____

If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort. Are photos included? Yes No

Description:

Estimated total number of hours for the project: _____

Estimated materials required to complete the project:

Type of Material	Cost of Material
_____	_____
_____	_____
_____	_____
_____	_____

I wish to request the City to reimburse \$_____ (up to \$100) upon completion of my project.

Please issue the check to: _____

Please mail the check to the following address: _____

Eagle Project Proposal review information (to be filled out by Highland City)

Highland City Representative's name: Josh Castleberry

Highland City Representative's Title: Public Works – Parks Division Manager

Representative's contact phone number: (801) 756-5751 (Highland City Office)

Date of turning in the Project Proposal: _____

Project approved: ___ Yes ___ No ___ Please consider the following before we can approve the project:

_____ Revised Project approved: ___ Yes ___ No

Date of 1st meeting: _____

Date of 5th meeting: _____

Date of 2nd meeting: _____

Date of 6th meeting: _____

Date of 3rd meeting: _____

Date of 7th meeting: _____

Date of 4th meeting: _____

Date of 8th meeting: _____

Start date of project: _____

Completion date of project: _____

Was Highland City satisfied with this project? ___ Yes ___ No