

EAGLE SCOUT

Trail Project Requirements

Thank you for choosing to work with the City of Carlsbad to pursue the rank of Eagle Scout. In addition to the project requirements that your troop or Eagle Scout Counselor may have, the City of Carlsbad also has some requirements. The information below is provided to assist you in this process. On all correspondence to the city, please include your name, your troop number and the name of your Eagle Scout Counselor.

Eagle Scout Project Process

Upon approval of your project by your Scout Master, you will need to further coordinate with the Parks Planner or Maintenance Supervisor for the planning of your project. Required coordination meetings with the Parks & Recreation staff assisting you in your project are required. The purpose of the meetings is outlined below.

City Project Sponsor Meeting One

- Site meeting to review the location and conditions of the project area, review of the goal for the project and to assist scouts in formulating a project description.
- If other agency permissions are required, we typically send the scout to that agency to complete project.

City Project Sponsor Meeting Two

- Review of the scouts refined project description, construction plans and preliminary work plan. Present for this meeting may be the Park Maintenance Division Supervisor and Parks Planner.

Volunteer Orientation With Community Services Manager

- Upon approval of your project from your Scout Master and the Parks Planner or Maintenance Supervisor, you will be required to attend a Volunteer Orientation. Contact Senior Program Manager Nancy Magpusao Burke at Nancy.MagpusaoBurke@carlsbadca.gov to find out when the next orientation is scheduled.
- Information provided at the orientation will include the city's volunteer procedures and guidelines, how to track your volunteer hours (scouts will be required to report and log all volunteer hours with the city) and safety guidelines. As a minor, you will be required to attend the orientation with your parent or guardian, who must sign the Volunteer Waiver in order for you to begin your project with the city.

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City Project Sponsor Meeting Three

- Project Work-Day Coordination meeting shall take place two weeks before a scheduled work date with volunteers. At this meeting the scout will review the scout safety plan and work schedule. It will also be determined if further city requirements and coordination is required for site access for the work date of the project.

City Project Sponsor Meeting Four

- Inspection of the completed project with the Park Maintenance Division and project coordinator. Call two days in advance to schedule the inspection of the completed project. Sometimes repairs or adjustments to the project are necessary and it may be necessary to meet again after punch list items are completed.

Tools and Equipment for Your Project

The city can loan out some tools such as shovels and digging bars, however the scout is responsible for providing all materials, tools and equipment to complete a project.

Materials for Your Project

- In most cases, the city will not provide materials for scout projects. The District Scout Council requires that Eagle Scout candidates fundraise for their project materials in accordance with the fundraising requirements outlined from the Eagle Scout review committee.

Safety Guidelines

- Due to liability concerns, no power-driven equipment will be used by scouts or their families on city property, such as gators, tractors, and tools including chain saws, power saws or other electrical driven tools. Many of the open space areas contain sensitive wildlife and there are fire hazards and codes that restrict the operations of such equipment, especially in dry weather.
- A fire extinguisher and first aid kit **must be on site at all times** when doing any projects on trails. This is a requirement of the City of Carlsbad Fire Department and the Parks & Recreation Department.

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Day of Event Requirements

- **Release of Liability /Waiver Form:** Those assisting who are under 18 must have parents sign a waiver form
- **One Day Volunteer Application Form:** All volunteers, including parents, working in the field on your project must fill out this form.
- **Sign-In Form:** Use this form on the day(s) of volunteer work to track all volunteers and their hours. A copy of this form along with all of your volunteer hours is required to be submitted at the end of your project to the City and in addition to your own hours that you log.
- Keep the applications in a file folder at the work site at all times so that if there are any emergencies, you have the contact number that is listed on the forms, readily available.
- These forms must be submitted at the end of your project, along with a log of all of your volunteer hours.

Final Approval of Project

- Log your volunteer hours in your city volunteer profile at MyImpactPage.com. If you need on how to track your hours, please contact Nancy at Nancy.MagpusaoBurke@carlsbadca.gov. Your project will not receive final approval until all of your volunteer hours have been entered.
- Notify the Parks Planner for final approval of the project.