



Eagle Project Application Packet

Congratulations on reaching this point in your scouting career and thank you for your interest in completing your Eagle Project with the City of West Linn. We've worked with many Life Scout's over the years and we look forward to working with you as well. This Eagle Project application packet will explain the steps we've put in place to help make your project successful.

When selecting your Eagle Project at the City of West Linn, it must be **no less than four months** before your 18th birthday.

A list of proposed projects at the City of West Linn is available upon request by contacting Tarra Wiencken, West Linn Parks and Recreation twiencken@westlinnoregon.gov, 503-742-6048. The city's projects are awarded on a first-come first-serve basis.

Page two (The Eagle project Agreement) provides a list of expectations and requirements for your eagle Project. Each item on the list is to be reviewed by you, along with your parent or guardian, and initialed in the space provided, indicating your understanding and agreement with each issue.

Page three (Eagle Project Application) must bring the completed form to your first meeting with the Project Coordinator.

Page four (Volunteer Timesheet) must be completed at each of your project events by each person volunteering. Completed timesheets will be collected at your final meeting with the Project Coordinator.

Once approved, your Eagle Scout contact at the City of West Linn Parks and Recreation will be in contact with you to discuss the process for completion of your project.



Eagle Project Agreement

To ensure a successful partnership, we like to start with a list of expectations. Read each item with your parent or guardian and initial where provided to confirm that you understand and agree with each requirement. Clear communication is the key to a successful Eagle Project.

Parent or
Scout Guardian

_____ Scout and his parent/guardian will schedule a meeting with project coordinator to review the proposed/desired project and required paperwork. It must be no less than 4 months before the Scout's 18th birthday.

_____ The Scout will be responsible for contacting project coordinator, in writing or via email, with updates on the project, including every meeting with City of West Linn employees. The report will include the date, purpose, and results of the meeting.

_____ The Scout will allow sufficient time to plan, work, and finalize the project. Some projects could take up to a year to complete.

_____ The Scout will have completed the applicable forms for Eagle Project prior to the first meeting with the Project Coordinator.

_____ Before the project is submitted to the Eagle Review Board. The Scout will submit a written work proposal to the Project Coordinator for approval.

_____ The Scout will secure all tools and supplies for completion of the project. Communicate any needs with Project Coordinator.

_____ All field work shall be coordinated with your Project Coordinator. All field work dates are contingent upon staff availability.

_____ Your Project Coordinator must approve completion of the Eagle Project before the final project is presented to the Eagle Review Board.

_____ Your Project Coordinator is the only one who can sign final approval of the Eagle Project.

Name (printed): _____

Signature: _____ Date: _____

Signature of
Parent or Guardian: _____ Date: _____



Eagle Project Application

Contact Information		
Please Note: Applicant must be at least 14 to participate and no less than 4 months before turning 18		
Name:		Date:
Street Address:		
City, State, Zip		
Home Phone:		
Cell Phone:	Work Phone:	
Email Address:		
Birth Date (mm/dd/yyyy)	Year in School:	
Parent/Guardian:		
Scoutmaster:	Phone:	Troop Number:

Project Description:

Project Dates (Four month minimum planning time):

Person to Notify in case of emergency		
Name:		Relationship:
Home Phone:	Cell Phone:	Work Phone:

Agreement and Signature	
I hereby certify that this application contains no misrepresentations or falsifications and that the information is true and complete to the best of my knowledge and belief. I understand that misrepresentation or omission of facts called for on this form application is cause for cancellation of the application and/or dismissal from volunteer service. I understand that background or security checks may be conducted, as deemed necessary. I authorize the City of West Linn to make any necessary and appropriate investigations to verify the information contained herein. I give permission for my photo to be taken while volunteering and that photos can be published.	
Name (printed):	
Signature:	Date:
Signature of Parent of Guardian, if under 18:	Date:
Return Application to	
Tarra Wiencken, Recreation Supervisor West Linn Parks and Recreation 22500 Salamo Rd., West Linn, 97068 503-742-6048 twiencken@westlinnoregon.gov	