



Autrey Mill Nature Preserve & Heritage Center

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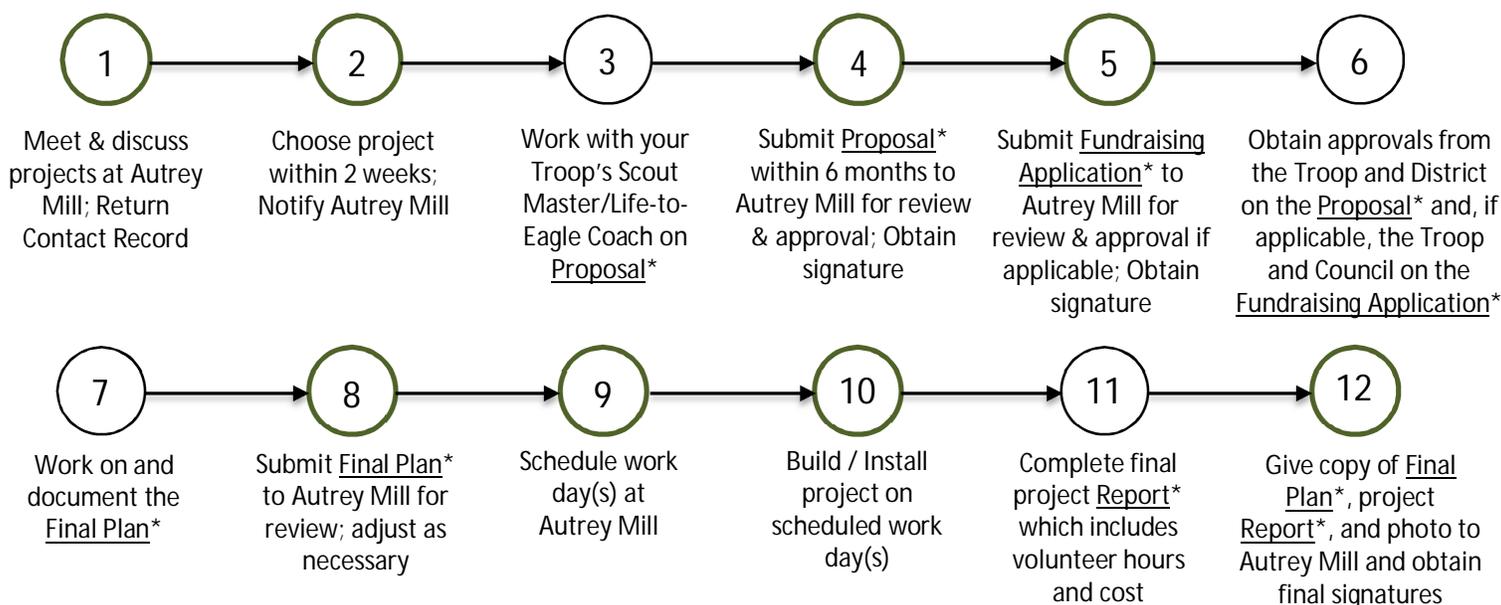
www.autreymill.org

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EAGLE SCOUT SERVICE PROJECT GUIDELINES

First, congratulations on reaching this step in your scouting adventure! The Eagle Scout Service Project is a very important step in obtaining the Eagle Rank, and Autrey Mill would be honored to help you reach that milestone.

The following summarizes the process we use at Autrey Mill (more details are on the reverse side of this page):



* These forms are found in the BSA's Eagle Scout Service Project Workbook. You must use the current version of the workbook found at www.scouting.org.

Your Autrey Mill point of contact for all of the steps above, including any questions, approvals, and signatures is Mrs. Pam Sutton. Mrs. Sutton can be reached via email Pam@GrubbyBoys.com or phone at 404-502-7536. Please use this information for Mrs. Sutton along with Autrey Mill's address as the Project Beneficiary Representative in the Contact Information section of the workbook.

Communication with Mrs. Sutton on the status of your project should be made monthly. If any unplanned delays are encountered Mrs. Sutton must be kept informed. A proposal is expected within a six month time frame. If no proposal is received, or scouts go multiple months without communication about the status of the project, Autrey Mill potentially will remove the scout from the project list and offer it to another scout after a review by Mrs. Sutton, the scout committee, and the Executive Director.

Please note that we do encourage plaques that designate each project as an Eagle Scout Service Project at Autrey Mill. However, please check with Mrs. Sutton on placement of the location of the plaques before having them placed.

See reverse side for additional details and notes about each step.

Detailed steps on working with Autrey Mill for an Eagle Scout Service Project:

1. Mrs. Sutton, the Autrey Mill point of contact, and the scout meet to discuss project ideas at Autrey Mill. Autrey Mill maintains a list of projects available, but also welcomes additional ideas from scouts (Note: a project idea not on the list may require the City of Johns Creek approval, which Autrey Mill will work to obtain). If interested, the scout should fill out the Contact Record (see next page).
2. The scout may take up to 2 weeks to decide on a project. Once the scout has chosen a project, the scout should notify the Autrey Mill point of contact. The Contact Record (see next page) must be turned in to secure the project. If the Autrey Mill point of contact has not heard from the scout after 2 weeks and obtained the Contact Record, all available projects will be offered to another scout.
3. The scout should work with his Troop's Scout Master or Life-to-Eagle coach to work out the details in the Proposal, in accordance with the Eagle Scout Service Project Workbook. Any questions about the project from an Autrey Mill perspective should be directed to the Autrey Mill point of contact. Please ask questions if needed.
Note: In the "Project Phases" section of the Proposal, please include these two steps in the appropriate order:
(1) Submit Final Plan to Autrey Mill point of contact, Mrs. Pam Sutton, for review
(2) Schedule Autrey Mill work days with the Autrey Mill point of contact, Mrs. Pam Sutton
4. Once the Proposal is ready for review by Autrey Mill (i.e. the Troop's Scout Master or Life-to-Eagle coach has agreed it's complete and ready), the scout should submit the Proposal to the Autrey Mill contact. Once the Autrey Mill point of contact has reviewed the proposal, and the scout has made any suggested changes if necessary, the scout will meet with the Autrey Mill point of contact to obtain signature on the Proposal.
Note: A Proposal is expected to be submitted to Mrs. Sutton within 6 months of project selection.
5. If applicable, the scout should complete the Fundraising Application. Signature on the Application can be obtained from the Autrey Mill point of contact along with the Proposal in step (4).
Note: As the BSA's Eagle Scout Service Project Workbook states, any fundraising outside of your Troop or family requires the completion and approval of a fundraising plan and that Autrey Mill will retain any leftover funds. If requested, Autrey Mill can provide a receipt letter for monetary donations. Checks for any funds remaining after the completion of the project should be made payable to Autrey Mill Nature Preserve.
6. The scout should work with his Troop to obtain approvals from the Troop and District on the Proposal, and if necessary, from the Troop and Council on the Fundraising Application.
7. The scout should work on the details of his Final Plan. If needed, the scout should reach out to his Scout Master or Life-to-Eagle coach or Autrey Mill point of contact for any questions.
8. When the scout has completed his Final Plan, he should share it via email with the Autrey Mill point of contact for review. This is not for approval or signature, but to help answer any outstanding questions the scout may have and to ensure the plan is consistent with the vision for the project. The Autrey Mill point of contact may suggest some changes after reviewing.
9. After the Autrey Mill point of contact has reviewed the Final Plan, and the scout has made any suggested changes if necessary, he will be given clearance to schedule work days for his project. Work days should be scheduled through the Autrey Mill point of contact, Mrs. Sutton.
10. The scout should lead a crew of volunteers and build / install his project on the scheduled work days.
11. After the project is built / installed, the scout should complete the Project Report, which includes the total number of volunteer hours, the final costs for the project, photos, and more.
12. When the scout has completed the Project Report, he should provide a copy of the completed Eagle Project Workbook (which includes the Final Plan, Project Report, and photos) to the Autrey Mill point of contact. The scout should also meet with the Autrey Mill point of contact to obtain signature on the Project Report.

Congratulations!

AUTREY MILL EAGLE PROJECT CONTACT RECORD

Date _____

Scout Info -----

Name _____

Home Phone # _____

Cell Phone # _____

Email _____

Date turns 18 _____ (mm/yyyy)

Parent Info -----

Name _____

Home Phone # _____

Cell Phone # _____

Email _____

Troop Info -----

Troop Number _____

District _____

Scout Leader Name _____

Scout Leader Phone # _____

Scout Leader Email _____