



# Autrey Mill

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Autrey Mill Nature Preserve & Heritage Center  
9770 Autrey Mill Road, Johns Creek, GA 30022

[info@autreymill.org](mailto:info@autreymill.org)

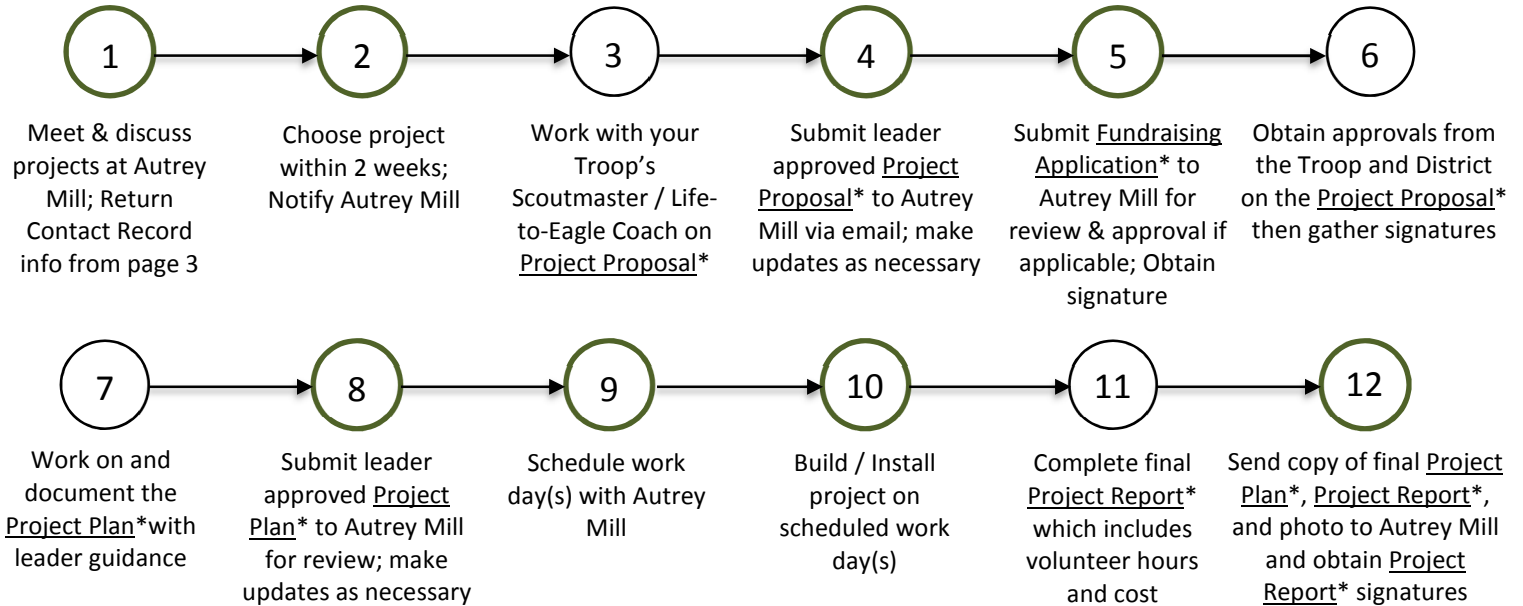
[www.autreymill.org](http://www.autreymill.org)

678-366-3511

## 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 for each are on page 2):



\* 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](http://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](mailto:Pam@GrubbyBoys.com) or phone at 404-502-7536.

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 and project completion within a year from project selection. If these timeframes are not met, or scouts go multiple months without communication about the status of the project, Autrey Mill will potentially remove the scout from the project list and offer it to another scout after a review by the scout committee and 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 page 2 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 their Troop's Scoutmaster 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, word-for-word, in the appropriate order:

- (1) Submit Project 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 Scoutmaster or Life-to-Eagle coach has agreed it's complete and ready), the scout should submit the Proposal to the Autrey Mill contact via email. 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.
  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: this is rarely required in Northern Ridge Troops.

Note: As the BSA's Eagle Scout Service Project Workbook states, Autrey Mill as the beneficiary will be given any leftover funds at the end of the project. 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 their Troop to obtain approvals from the District on the Proposal. If changes are made due to the District review, the scout should send the updated Proposal to Autrey Mill contact and point out which section(s) were updated per the District review. Once approved by the District and then Autrey Mill, signatures can then be obtained.
7. The scout should work on the details of the Project Plan with their Scoutmaster or Life-to-Eagle coach. If needed, the scout should reach out to the Autrey Mill point of contact for any questions.
8. When the scout has completed their Project Plan, and troop leadership has fully approved it, the scout should share it via email with the Autrey Mill point of contact for review. The Autrey Mill point of contact may require revisions and changes.
9. After the Autrey Mill point of contact has reviewed the Project Plan, and the scout has made any suggested changes if necessary, the scout will be given clearance to schedule workdays for the project. Workdays should be scheduled through the Autrey Mill point of contact, Mrs. Sutton even if the project is to take place off site.
10. The scout should lead a crew of volunteers and build / install the project on the scheduled workdays.
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, they should provide a copy of the completed Eagle Project Workbook (which includes the Project 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

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Date \_\_\_\_\_

## Scout Info -----

Name \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email \_\_\_\_\_

Date turns 18 \_\_\_\_\_ (mm/yyyy)

## Parent Info -----

Nam \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email \_\_\_\_\_

## Troop Info -----

Troop Number \_\_\_\_\_

District \_\_\_\_\_

Scout Leader Name \_\_\_\_\_

Scout Leader Phone # \_\_\_\_\_

Scout Leader Email \_\_\_\_\_