



EAGLE SCOUT PROJECT PROPOSAL

THANK YOU FOR CHOOSING BROWNSBURG PARKS!

Thank you for choosing Brownsburg Parks as a potential organization and location to complete your Eagle Scout project.

To be considered, please complete the attached proposal packet. You may email your packet to Assistant Director of Operations and Development Jonathan Blake at jblake@brownsburg.org or drop it off at our office 402 E. Main Street, Brownsburg, IN 46112.

If your proposal is accepted, you will meet with the Operations team to discuss project expectations, timeline and fundraising expectations. In addition, you will present your project to the Brownsburg Park Board for approval.

PROJECT PROPOSAL

Life Scout MUST choose project from Brownsburg Parks list of **project priorities**. (Click Link)

DEADLINE TO APPLY

Written project proposal must be submitted to Brownsburg Parks before Scout turns 17.

Project Proposal Process

- Choose project from Brownsburg Parks list of **project priorities**. (Click Link)
- Written project proposal must be submitted to Brownsburg Parks before Scout turns 17.
- Project proposal must include the following items:
 - Contact information sheet
 - Eagle Scout Service Project Proposal
 - Project Proposal Questionnaire
- Brownsburg Parks will review the proposal to ensure it meets the needs of the department, is consistent with the strategic goals of the organization and follows all required criteria.
 - **NOTE:** This process may take up to 30 days.
- If project is chosen, Scout will meet with Operations team to discuss project expectations, timeline and fundraising expectations.
 - Project mentor/leader of Life Scout must be present for observation and sign-off purposes only.
- Once project is finalized and all documentation is provided to Brownsburg Parks, Operations staff will approve the project and timeline.
- Life Scout will present the project to the Brownsburg Park Board for approval.
 - **NOTE:** The Park Board meets on the third Thursday every month at 6:30 PM at the Town Hall Council Room.
- Operations team will work directly with Life Scout throughout the duration of the project.
- Life Scout is required to check-in with the Operations team monthly, by phone or in-person, to discuss the status of the project, any issues, delays or additional resources the scout needs, and identify solutions. Consistent communication of project is expected.
- Once the project is complete, Life Scout will present final project to the Brownsburg Park Board.

I have read and understand the Brownsburg Parks Life Scout project proposal process. By signing this document, I agree to follow the process.

Scout Signature	Date
Project Mentor/Leader Signature	Date

Eagle Scout Contact Information Sheet

Personal Information

Full name

Nickname

Address

Phone Number

Email Address

Best Time of Day to Contact

Birth Date

Troop Information

Troop Number

Scout Master

Scout Master Phone Number

Scout Master Email

Best Time of Day to Contact

Parent/Guardian

Parent/Guardian Phone Number

Parent/Guardian Email Address

Best Time of Day to Contact

Eagle Scout Service Project Proposal

Briefly describe your project idea. Attach a sketch of your idea if applicable.

When do you hope to begin work on this project? (This does not guarantee your start date.)

How long do you think this project will take to complete?

Eagle Scout Service Project Questionnaire

How is this project consistent with Brownsburg Parks values? *(Click Link)*

How is the need addressed and consistent with Brownsburg Parks 2019-2023 Master Plan? *(Click Link)*

How does the project benefit both the park system and community?

Please provide a rough timeline of your project.

Eagle Scout Service Project Questionnaire

Will you need to use the assistance of Brownsburg Parks staff during this project?

Please include any other comments or concerns here

Eagle Scout Project Budget

What is your overall budget for the project?
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Preliminary Cost Estimate

(Enter your estimated expenses) **Fundraising Strategy** Explain where you will get the money for total costs

Items	Cost	(Funding is not available through Brownsburg Parks)
Materials		
Supplies		
Tools		
Other		
Total Costs:		

Project Proposal Checklist

(Keep this sheet for your records)

- Contact Information Sheet
- Project Proposal Idea
- Project Proposal Questionnaire
- Project Budget Worksheet
- Project Process Worksheet signed by scout and project leader/mentor
- Project Proposal Meeting set with Brownsburg Parks and project leader

RELATIONSHIPS

We care for, connect with, and support one another.

INCLUSION

We actively listen to others.

GROWTH

We grow to meet the community needs.

WELLNESS

*We take care of ourselves so that we can
take care of others.*

INTEGRITY

We choose to do the right thing.