



Eagle Scout and Gold Award Guidelines

The City of Duluth supports Girl and Boys Scouts who want to complete Gold Award or Eagle Scout Award projects with the city.

It is recommended that Scouts look around their neighborhoods and identify projects that could be completed. Please select projects that will have a lasting effect on the community and not require a lot of up keep from the City. If you are struggling to think of a project, please contact the Volunteer Coordinator. Under certain circumstances the city will have a list of potential projects that need to be completed.

To ensure that your project proposal is considered, please read the instructions/guidelines below and fully complete all requested documentation. Please note that these guidelines are to be used in conjunction with the Boy Scout or Girl Scout requirements. These guidelines do not replace the applicable Scout requirements.

Requirements

1. Read and follow the [Eagle Scout Leadership Service Project Workbook](#) or [Gold Award Requirements](#).
2. Plan for a minimum of three months to complete the project. (The City of Duluth cannot accept projects with "emergency" deadlines.)
3. Scout must be prepared to make all contacts and communications required to successfully complete the project with limited parental or adult involvement. Parents or adult troop leaders are welcome and encouraged to accompany the Scout during all meetings with the City Volunteer Coordinator. However, if at any time the Volunteer Coordinator or assigned City staff observes that the project is being run by adults, the City will not "sign off" on the project.
4. Scout will present himself/herself in a professional manner in his/her communications (phone calls, meetings, emails, etc.) with city staff assisting on the project.
5. Project must be of a scope and level that can be accomplished by the Scout and his/her crew. Complicated projects that require too much adult participation have safety issues or considerable maintenance costs will be rejected. The City of Duluth reserves the right to reject any project.

Process

1. Scout submits the Initial Eagle Scout/Gold Award Application (see below) to Volunteer Coordinator.
2. Volunteer Coordinator will process application and share with appropriate City Project Managers. Managers will review the application and evaluate the Scout's project ideas. Viable projects should address a need that the city has, should not require excessive or expensive maintenance, and be installed in an appropriate amount of time. The city may suggest alternative locations where there is a greater need. The city is under no obligation to accept any project proposal.
3. Volunteer Coordinator will contact the Scout to inform him/her of any applicable projects based on their initial application.
4. The Scout visits the site and/or researches project to consider and decide which project, if any, he/she would like to pursue.
5. If the Scout chooses a City of Duluth project, he/she submits a formal Project Proposal to the Volunteer Coordinator. The formal Project Proposal will ask Scouts to determine the budget, source of funding and tentative ground plans.
6. Once the project is officially accepted, it will be assigned to a City Project Manager. Scout will arrange a meeting with the City Project Manager to discuss project details and get any necessary signatures.
7. Scout does any necessary research to learn about the type of work he/she will be teaching others for his/her project. (For example, if he/she is doing trail work, he/she should get any available literature on trail design and maintenance from state agencies or the library.)
8. Scout will sign the City Release of Liability Forms and require all other persons that will be working on the project to sign the same form.
9. Scout secures all Troop & Council approvals for his project.
10. Scout notifies the City Project Manager two weeks in advance of his/her first work day to arrange for a final walk-through at the site. At the final walk-through, the location for material delivery should be determined, construction locations flagged and last-minute questions answered. If Scout is not doing a construction project, there will be meetings scheduled depending on projects.

11. (Eagle Scout Candidates only) Eagle Scouts must complete the project by leading his organized work force, not doing the work himself. If Scout has chosen a project that requires construction, an adult age 25 years or older must be present.

12. Scout notifies the City Project Manager that he/she has completed the project and schedules a completed project walk through or wrap-up meeting. If the Scout Candidate has complied with the city's and Scout Office's procedures and has successfully completed the project, the City Coordinator will "sign off" on any paperwork that is required of the Eagle Scout/Gold Award Candidate at this meeting. At this time, the City Project Manager will need to see all of the photos and documentation that Scout Candidate will be turning into the Scout Office.

Please note the following:

- The City of Duluth does not guarantee funding to complete Gold Award or Eagle Scout projects. Scouts are asked to consider fundraising efforts and to ask for donations.
- Please note that the City Volunteer Coordinator and the City Project Manager have official duties that take priority over Eagle Scout/Gold Award Projects. Therefore, Eagle Scout/Gold Award Project meetings are arranged around the city staff's schedule.
- The city reserves the right to remove or discontinue past Scout projects due to theft, vandalism, inability to maintain or lack of need.

To start the process, to get project ideas or for more information, please contact: Cheryl Skafte, Volunteer Coordinator, at 218-730-4334 (direct) | 218-341-8454 (cell) | cskafte@duluthmn.gov

Initial Application – City of Duluth Eagle Scout/Gold Award Projects

Name: _____ Address: _____
Primary Phone: ____-____-____ E-mail: _____ Grade Level: _____

Parent/Guardian Name(s): _____
Parent/Guardian E-mail: _____
Home Address: _____

Troop or Pack Number: _____ Scout Leader Name: _____
Scout Leader Primary Phone: ____-____-____ Scout Leader E-mail Address: _____

I have read the "City of Duluth Eagle Scout and Gold Award Requirements and Procedures" before submitting this initial application.

Scout Signature and Date

Parent/Guardian Signature and Date

Scout Project Ideas

Please include up to three ideas. Provide as much detail as possible. Use additional sheets as needed.

- 1.
- 2.
- 3.

Applicant's Personal Interests

What is your favorite park in Duluth? If there was one thing you would change at that park what would it be?

Do you participate in recreation opportunities? Are there ways to make these safer or more appealing for youth/families to participate?

If you could change one thing about your community to make it better what would it be? What would you change about the world?

*Please return this application to the City Volunteer Coordinator:
Attn: Cheryl Skafte, City Hall, 411 W 1st Street, Duluth, MN 55802 or cskafte@duluthmn.gov.*