

WELCOME!

This brochure summarizes the expectations for Eagle Scout projects for the Town of Norfolk and is intended to provide guidance for these projects. Please refer to the Boy Scout Handbook for a more complete description of the Eagle Scout process.

It is great to have you working with us...and working for our town! We are happy to help you plan your project and help you through any permitting requirements that may exist.



EARNING AN EAGLE SCOUT AWARD IS A PRESTIGIOUS ACCOMPLISHMENT

To attain the rank of Eagle Scout you must plan and carry out a service project helpful to an organization of your choosing and give leadership to others carrying out your project. The standards are high. Being successful requires **preplanning** with your Scout Leader, your parents, and the organization you wish to help.

It also requires detailed **record keeping**, including **documented plans**, organized **implementation**, and **follow up**. Norfolk Boards, Commissions & Departments are happy to help you in this process. Please keep in mind that you are responsible for all paperwork and approvals, including all that are required by the Boy Scouts of America.

WHAT TYPES OF EAGLE SCOUT PROJECTS HAVE BEEN DONE PREVIOUSLY?

Scouts have done a variety of projects including but not limited to:

- Clearing land, creating a picnic site including the construction of tables and planting shrubs
- Rehabilitating a conservation area, including installing trail markers, cleaning up trash, clearing trails, and building a footbridge
- Designing, planning, and installing a human sundial.
- Planning, measuring, and installing a marked trail and a pet station at Pond Street.

WHAT APPROVALS WILL I NEED?

- To work on Conservation Land, you will need **Conservation Commission** permission. You may need a **wetlands permit** from the Conservation Commission if you will be working within 100 feet of a wetland or 200 feet of a stream.
- To work on Recreation land, playgrounds or on or around playing fields, you will need permission from the Recreation Department
- To work on a historical project please contact the Historical Commission
- Any project on school property needs the School Department's approval.
- Please note - more than one Commission may need to be asked for approval depending on the location and/or scope of your project
- Please keep in mind there are several Boards, Commissions, and Departments that, although not listed, would also be helpful in assisting you in your project search and implementation.

HOW DO I WORK WITH A TOWN BOARD, DEPARTMENT, OR COMMISSION?

Here's a checklist for conducting an Eagle Scout Project for the Town of Norfolk or on town land:

- Talk to the appropriate** Commission, Board, or Department early in your planning process about your ideas –at least 3 months before you want to start.
- Start by** contacting the Department Head or the appropriate Commission Secretary. They will let you know if your ideas are appropriate. They may need to run your ideas by others and get back to you.
- If your rough idea seems** like it could work you may be asked to attend a meeting, usually held in the evening, to discuss your project. If you are not requested to attend a meeting, you will be informed of what would be expected for a submission.
- Taking input from your initial meeting, **submit a plan* (see below)** to the Commission, Board, or Department Head for review and approval at least two months prior to the first day you plan to start work. This submission may be at another meeting where you will be asked to present your proposal. Your proposal will be discussed and questions will most likely be asked. Revisions may be asked for, but don't get discouraged. They are par for the course. When the Town Group you are working with is satisfied, they will approve your proposed project and you will get permission to proceed.
- Your plan* must include at minimum:**
 1. The goals of your project
 2. An illustration, map, and/or sketch plan of the project *(continued on back of flyer)*

EAGLE SCOUT LEADERSHIP SERVICE PROJECTS

A GUIDE TO WORKING ON EAGLE SCOUT PROJECTS

FOR

THE TOWN OF NORFOLK



3. The method(s) and tools you will use
 4. The materials you will use
 5. Who your project helpers will be
 6. The timeframe for the project.
- If you are working with Conservation**, a wetlands permit application may be needed. Conservation will guide you through this process.
 - Be sure** you let the Commission, Board, or Department you are working with know the specific dates you will be in the field.

FUNDING

Please keep in mind the Town of Norfolk Boards and Commissions do not fund Eagle Scout Projects. Project funding is the responsibility of the Eagle Scout candidate.

If a specific item is requested by a Board or Commission and it has a high dollar amount, they may be able to help financially, but please do not assume funding is available. *If in doubt, please ask.*

Some materials may be available from the Dept. of Public Works. These materials need to be requested at least 2 weeks in advance and a fee may apply.

WHAT RECORDS MUST I KEEP?

You must record the progress of your project.

- Keep track of the **time** you spent planning
- List the type and **cost** of any materials
- Include **before and after photos** to clearly illustrate your contribution.
- List the **people** and **hours** spent carrying out the project.
- If your original **plan changes** at any time, document the change and the reason for it and contact the appropriate Commission, Board, or Department.

MY PROJECT IS COMPLETE. HOW DO I LET THE ORGANIZATION I HAVE BEEN WORKING WITH KNOW?

Even though your project was approved ahead of time, you will most likely be asked to submit a follow-up report.

The Commission, Board, or Department you have worked with would like a short, summary report of how the project went and what was accomplished, along with the before and after pictures!

Some Commissions, Boards, and Departments may require a follow up presentation. It is your responsibility to find out if this is a requirement ahead of time. No project will be signed off until this final step is complete. This final step may take four to six weeks to schedule, so please plan accordingly.



TOWN OF NORFOLK CONTACT INFORMATION

www.norfolk.ma.us

Helpful Contact Information:

COMMUNITY PRESERVATION COMMISSION
MTHOENER@NORFOLK.MA.US

CONSERVATION COMMISSION: 508-541-8455
ABRADY@NORFOLK.MA.US

DEPT. OF PUBLIC WORKS: 508-528-4990
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HISTORICAL COMMISSION: 508-528-2604
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NORFOLK PUBLIC SCHOOLS: 508-528-1225
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RECREATION DEPARTMENT: 508-520-1315
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