



DATE: REVISED February 1, 2019

TO: Scouts and Scout Leaders
FROM: Council Advancement Committee

SUBJECT: **Eagle Scout Service Projects at CMS Schools
Project Coordination for Approval**

Eagle Scout Service Projects for CMS – New Process:

1. Life Scout creates project concept and initial BSA “Eagle Scout Service Project Proposal” and reviews with/gains approval from: Unit Leader, Unit Committee, and Beneficiary
2. Life Scout submits/reviews BSA “Eagle Scout Service Project Proposal” with District Review Committee
3. When appropriate, District Review Committee approves project and signs off with notation “Must follow CMS guidelines available on council website under Advancement”
4. District Review Committee refers Life Scout to new CMS “Eagle Scout Project Proposal” form/process
5. Scout completes CMS “Eagle Scout Project Proposal” form; emails completed form and original BSA “Eagle Scout Service Project Proposal” to Dennis Rorie, CMS Eagle Scout Project Coordinator [mailto:dennis1.rorie@cms.k12.nc.us]
6. Dennis Rorie assigns Senior Portfolio Manager to Life Scout/project
7. Senior Portfolio Manager works with Life Scout to review/approve project; once complete, sends email to Life Scout confirming CMS approval
8. Life Scout proceeds to set up project work days and completes project
9. Life Scout circles back with SPM and Dennis Rorie with details and photos of project completion
10. Life Scout gets beneficiary and unit leader to sign off, and completes/submits BSA “Eagle Scout Service Project Report”



Dear Life Scout:

Thank you so much for selecting a CMS school as the beneficiary of your Eagle Scout project – we are very grateful for young men like you who help make sure we have great facilities for our students!

We want to make sure that your Eagle Scout project will benefit all of our students ... for years to come. To make that happen, we need your help – specifically, in two areas:

All of our students. While most CMS students do not have any issues with access, some of our students are physically or mentally challenged and have special requirements that we must accommodate. Not only is this the right thing to do, it's the law. The Americans with Disabilities Act ("ADA") demands that we meet a number of specific requirements - and if we do not comply with these rules, we could be sued. Given our budget challenges, we would much rather spend our money on our facilities and teachers, rather than on lawyers! And, unfortunately, in some cases we have had to re-work or even remove existing Eagle Scout projects that do not meet these requirements – and nobody wants that to happen of course.

For years to come. To make sure your Eagle Scout project becomes a long-term part of our school's campus, we need to confirm two things. First, we need to make sure that it does not negatively impact the existing operation of the school – automobile and pedestrian traffic flows, maintenance operations (can we get our mowers around your project?), etc. Second, we need to know how to take care of your project so that it will last a long time – do we need to treat any wooden structures? Water/fertilize any plants? Mulch and/or spray for weeds? Otherwise, the project that looks great the day you finish may degrade over time, and (potentially) become an eyesore that we would need to remove – and nobody wants that either, of course.

So, how can you help CMS make sure that your Eagle Scout project will benefit all of our students ... for years to come?!? Well, we need you to do one more step in the process before you begin. We have set up a team of CMS people who are ready to review your project and make sure that it will work for CMS, and specifically for your school. This team is headed up by Mr. Dennis Rorie, CMS Director of Property Management, who will make sure that all the right people review your proposal.

What you need to do:

1. After receiving approval from Council, complete the CMS "Eagle Scout Project Proposal" form (attached). Note, you will need to include more detail (drawings of benches or tables, layout of the area showing handicap access, etc) than you did in your proposal for Council.
2. Send an email to Mr. Rorie at dennis1.rorie@cms.k12.nc.us and attach the CMS "Eagle Scout Project Proposal" form (from Step 1), your original BSA "Eagle Scout Service Project Proposal" submission (that you got approved from Council), and any additional details as needed.
3. Mr. Rorie will forward your proposal to the Senior Portfolio Manager (SPM) for your specific school, and copy you so that you have the SPM's contact information.
4. The SPM for your school will review your submission and let you know if we need any more details. Then, expect to hear the result of an internal CMS review committee within about two weeks (remember, the school's SPM needs to send your information around to a number of people and this might take a while). Make any adjustments to your project as required.
5. Once approved, the SPM will send you an email to confirm approval. Then (and only then) you can schedule your workdays and do your project. Include a copy of this email in your final report.
6. Once your project is complete, please send before and after pictures to your SPM – and don't forget to get your beneficiary to sign off your BSA "Eagle Scout Service Project Report" and get a thank you/letter of completion from the school that you can include in your project binder.

Thank you again for working with us to make our schools better for CMS and our students!



Eagle Scout Project Considerations

While your CMS Senior Portfolio Manager (SPM) will review all projects in detail for compliance with both CMS and ADA requirements, and has the final say on what is required for your project, please consider the following when planning your project to make it easier to get approval. While this list covers the most common situations, every school's environment is different - what works at one school may not work at another - so even though you have addressed all of these requirements, you must still submit your project for review and make any modifications requested by your SPM before you begin.

Landscaping:

- Have you avoided underground utilities? ("Know what's below - call before you dig!" - dial 811).
- Are your shrubs appropriate for the soil and environment?
- Is your mulch appropriate for the plants and environment?
- When fully grown, plants must not impede automobile or pedestrian traffic.

Benches, tables and other structures:

- Bench seat must be at least 42" long and between 20" - 24" deep. The top of the bench seat must be between 17" - 19" off the floor (or ground).
- Bench back support must be aligned with bench seat in width, and extend from a point 2 inches (maximum) above the seat surface to a point 18 inches (minimum) above the seat surface. Back support must be 2 ½" (maximum) from the rear edge of the seat, measured horizontally.
- Table height must be between 28" - 34" off the floor (or ground), and allow at least one spot for wheelchair access.
- All exterior structures must be made of pressure-treated lumber.
- All exterior structures must use stainless steel or galvanized fasteners.
- Please make sure there is enough space for lawn maintenance equipment.

Paths and walkways:

- Pathways must ensure proper drainage and erosion control.
- Gravel paths must include the use of weed-blocking landscape fabric.
- Concrete paths must be at least 6" thick.
- Your path may require wheelchair access/ramps – please see your SPM for requirement on your specific project.

Again, **this is not an exhaustive list** – only a few of the most common issues we have seen in previous Eagle Scout projects. A full list of ADA requirements can be found here (note, this is a lengthy but easily searchable document): http://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards_prt.pdf.

Please make sure you have considered and addressed each and every point above, and the detailed ADA requirements (as appropriate) before submitting to your Senior Portfolio Manager. Then make sure you incorporate any changes they require to get your final CMS approval BEFORE you start your project. Finally, we have appended a "certificate of liability insurance" to this form – please ensure that it is current, and keep on hand during the implementation of your project...and, remember - safety first!

Thank you.