

DATE: REVISED – September 01, 2022

TO: Scouts and Scout Leaders

FROM: Council Advancement Committee

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

1. Each Life Scout works with their Scoutmaster or Eagle Coach or Troop Advancement Chair to develop an Eagle Scout Service Project. Eagle Scout Service Projects cannot be performed on a Scout property or for a BSA Unit.
2. The Life Scout Completes the Eagle Scout Service Project Workbook available on the Mecklenburg County Council website.

When the Proposal section is complete and the Scout has the approvals and signatures from their Unit Leader, Unit Committee and the Beneficiary on the Proposal Page H, then the Scout must present the Proposal for review and approval by their District Review Committee. Instructions are found on the Eagle Scout page, by District.

3. If the project involves a facility managed by Charlotte Mecklenburg Schools (CMS), the Scout must seek and secure approval from the CMS Property Management Department **AFTER** a District Reviewer has approved the project. The CMS administrative review is necessary to make sure that function of the facility is not compromised by the project and that legal concerns related to the Americans with Disabilities Act (ADA), if any, are addressed before work on the project begins.
The Scout must read all of the pages for this document and complete the Eagle Scout Service Project Proposal CMS Review Form on the last page of this document.

4. The Scout must email the Proposal Section of their Eagle Scout Service Project Workbook and their Eagle Scout Service Project Proposal CMS Review Form to:

Mr. Matthew Wilson, Director of Property Management
matthew1.wilson@cms.k12.nc.us
980-343-8619 (office), 704-641-3576 (cell)

The Scout must also send a copy of their email to a parent and/or adult Scout leader so that everyone follows BSA Youth Protection Guidelines for 2-deep adult leadership and for open communications. An example email follows on the next page.

Here is a sample email –

To: Mr. Matthew Wilson, CMS Eagle Project Coordinator
Subject: "Eagle Scout Project Proposal"
CC: [parent and/or adult Scout leader]

Hello. My name is [*your full name.*] I am a Life Scout in Troop #. I have developed and Eagle Scout Service Project at [*name of CMS facility or school*] in collaboration with [*School Principal or other school leader.*] The project has been approved by my Troop Leader, my Troop Committee, the Project Beneficiary Representative [*Project Beneficiary person's name and title*] and the [*Apache / Etowah / Hornets Nest*] District Review Committee for our Council.

I am sending this email with attachments of the BSA Eagle Scout Service Project Workbook Proposal section, the CMS Review Form and relevant drawings, maps, plans, budget, and/or photos.

[Scout should add details about nature and scope of the project, funding, schedule for work and for completion, such as –

- Description of project
- My project involves recruiting volunteers to –
 - Build picnic tables
 - Build benches
 - Landscaping
 - Build shelves
 - Painting]

Please send me a confirmation that you have received this email.

Thank you for reviewing this request,

Scout Name
Troop #
Parent contact information

If necessary, Mr. Wilson will send the information submitted by the Scout to other CMS Property or Project Management staff for further evaluation. When the CMS review is complete, CMS will send an email to the Scout and a parent or Scout leader confirming or declining approval.

5. When the Scout receives a CMS-approval email, the Scout must include –
 - their original email to Mr. Wilson
 - the Eagle Scout Service Project Proposal CMS Review Form
 - the CMS email reply with their Project Final Report.
6. If the Scout receives a follow-up email from CMS Property Management that the project is not approved, then the Scout should contact their Scoutmaster or Eagle Coach to determine the best course of action.
7. If CMS approves the project, the Scout can proceed to fill in the Final Plan portion of the Workbook, to begin fundraising, to schedule workdays, to recruit volunteers, and to execute the project.
8. When the Scout has completed the project and has completed the Eagle Project Report section of the Workbook, the Scout must seek approvals and signatures of the completion from their Project Beneficiary Representative and from Unit Leader on the Contact Information page.
9. The Scout should send a follow-up email to Mr. Wilson indicating completion of the project and photos.

Dear Life Scout:

Thank you for selecting a CMS school as the beneficiary of your Eagle Scout Project. CMS is grateful for Scouts like you who help make sure that 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 specific requirements that we must accommodate. Not only is this the right thing to do, but it's also 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, CMS could be sued. Given our budget challenges, we would much rather spend our money on our facilities and teachers, rather than on lawyers! 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.

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 could become an eyesore that we would need to remove – and nobody wants that to happen.

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

What each Scout must do:

After receiving your Project approval from District review,

1. Please complete the **Eagle Scout Project Proposal CMS Review Form** (last page of this document.) Please include these details, such as, drawings of benches or tables with measurements, layout of the area showing handicap access, proposed budget, names of vendors or contractors that will be involved in your project.



2. Send an email to Mr. Matthew Wilson at **matthew1.wilson@cms.k12.nc.us** and attach the **Eagle Scout Project Proposal CMS Review Form** (last page of this document), your original BSA "Eagle Scout Service Project Proposal" that was approved at your District Review, and any other details, such as maps, construction diagrams, and budget. Mr. Wilson will review your documents and, if needed, will forward your proposal to the CMS property or project manager for your specific school and copy you so that you have the manager's contact information.

Your School Manager will review your submission and let you know if they need any more details. *You should expect to hear the result of an internal CMS committee review within about two weeks.* Please remember the school manager may need to send your information around to a number of people and this may take a while.

3. When your School Manager has approved your Project, the manager will send you and an adult (parent or Scout leader) an email to confirm that approval. Then (**and only then**) can you schedule your workdays and begin your project.

Please include a copy of this CMS approval email in your final Eagle Scout Service Project Report when you turn it into the Scout Office as part of your Eagle Scout Application.

4. After your project is complete, please send before and after pictures to your School Manager and to Mr. Wilson.
5. Please remember to have your Project Beneficiary Representative to sign the Project Report Page C from your Workbook indicating that the Beneficiary has accepted and approved of your completed project.
6. Please consider sending thank you letters to your Project Beneficiary Representative and to your school principal expressing your appreciation for the Eagle Project opportunity at your school.

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

Eagle Scout Project – American with Disabilities Act (ADA) Guidelines

While your School Property Manager 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. Although you have addressed all of these requirements, you must still submit your project for review and make any modifications requested by your School Manager before you begin your project.

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 2-1/2" (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.

Pathways 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 Senior Portfolio Manager for requirement on your specific project.

The above list is not complete. The list includes only a few of the most common issues we have seen in previous Eagle Scout Projects. Please contact Mr. Wilson for the link to the ADA website.

Please make sure you have considered and addressed each and every point above and the detailed ADA requirements (as appropriate) before submitting your Project Proposal to Mr. Wilson. Please make sure that you incorporate any changes they require to get your final CMS approval **BEFORE** you start your project. Please get a copy of the "Certificate of Liability Insurance" from CMS and keep on hand during the implementation of your project ... and remember – safety first! Thank you.

Eagle Scout Project Proposal CMS Review Form

Scout: _____ **Date:** _____

School: _____

Project Description:

Please give us an overview of your project. You can start with what you used in your submission to your District and add additional details you might have.

How will your project ensure access for all of our students and meet the requirements of ADA?

Please review the requirements in the attached "ADA Guidelines." NOTE, because each school's environment and situation is different, each project must be considered individually and specifically, so there may be unforeseen considerations that would require additional changes before approval.

What are the long-term benefits to the school?

How will your project improve the school's environment and positively impact its students, faculty, staff and visitors?

What additional expenses and/or maintenance (if any) will be required by the school/CMS?

What will we need to do in the future to care for your project? Examples include: treating or painting wooden structures, watering and fertilizing grass and/or plants, mulching and/or weeding pathways, trimming shrubs, etc.

Projected Cost: \$ _____

Projected Workday(s): _____

Scout: Please email this form to Mr. Matthew Wilson at – **matthew1.wilson@cms.k12.nc.us** with a copy of your original BSA "Eagle Scout Service Project Proposal" (as approved by your District Reviewer) and any additional pictures or drawings as required.