



## Parks and Recreation Department Fee Assistance

Congratulations on reaching this point in your scouting career and thank you for your interest in completing your Eagle Scout Project with the City of New Braunfels Parks and Recreation Department. This packet will assist Eagle Scout Candidates contemplating a project in conjunction with the Parks and Recreation Department.

Eagle Scout Candidates **must** allow a minimum of four months to the project completion deadline. Our Department does **not** accept projects with “emergency” deadlines due to a Scout’s impending 18<sup>th</sup> birthday.

All projects are awarded on a first-come basis. A list of department suggested projects is available upon request. Our Department welcomes and encourages project proposed from Scouts seeking their Eagle Award. The feasibility of projects will be judged on a case by case basis to determine whether or not the project is a need or benefit to the City and the community and falls within the City guidelines.

**Parks and Recreation Project Requests** - completion of this form does not guarantee your project will be approved by us. Your request is the first step in choosing a project. Once completed you can return it in person to the Park Operations Building, 115 Elizabeth Street, fax 830.608.2162 or by email [dwilliams@nbtexas.org](mailto:dwilliams@nbtexas.org) or [parks@nbtexas.org](mailto:parks@nbtexas.org). The request will be reviewed and a staff representative will contact you.

**Scout Memorandum of Understanding** - provides a list of expectations for your project. After the Parks and Recreation request has been approved by the Department, you will need to preview the Scout Memorandum of Understanding. Each item on this list should be reviewed by yourself as well as your parent, guardian or project mentor and initialed in the space provided.



<b>Section 1: Personal Information</b>	
Name:	
Street Address:	
City, State, Zip:	
Home Phone:	Cell Phone:
Email Address:	
Birth Date (mm/dd/yyyy):	Year in School:
Parent/Guardian:	Phone:
Scoutmaster:	Troop Number:
<b>Project Desires/Description</b>	
Name of Project:	
Location/Park*:	
Explain Project *:	
Who is going to mentor the project?	
What safety equipment will be needed to complete the project?	
Will there be two-deep adult leadership present during the project?	
<b>Materials, Tools and Supplies</b>	
List materials, tools, and supplies required:	
<b>Project Dates</b>	
Proposed Start Date:	
Proposed Completion Date:	

*\*Please include drawings and site map of location.*

<b>For Department Use Only: Project &amp; Location Approved</b>		Date:
<i>Park Development Manager</i>	<i>Assistant Director</i>	<i>Director</i>
Building Permit required:	Dig Test Required:	



Parks and Recreation Department  
Scout Memorandum of Understanding

To ensure a successful partnership, we start with a list of expectations. Read each item with your parent, guardian or project mentor initial to confirm that you understand and agree with each statement.

Scout	Parent/ Guardian	Expectation
		The Scout will be responsible for contacting project coordinator, in writing or via email, with updates on the project.
		The Scout will allow sufficient time to plan, work and finalize the project.
		The Scout will secure all tools, funds and supplies for completion of the project.
		The Benefactor will complete all required permits.
		Your Parks and Recreation project coordinator should approve completion of the project before the final project is presented to the Eagle Review Board.
		Your Parks and Recreation project coordinator is the only one who can sign final approval of the project.
		Scout should provide the City with photos, summary of materials, service hours, donations and any other significant information.

Signature of Parent, Guardian, or Mentor:	Date:
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