

FORM NO. 1000 (10/15)

AUG 24 2017

Town of Woodbury
Town Clerk

Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name Tom Julius Poutsma

Eagle Scout Service Project Name Gatehouse Ceremonial Field

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Instructions for Preparing Your Proposal

Meeting the Five Tests of an Acceptable Eagle Scout Service Project

Your proposal must be prepared first. It is an overview, but also the beginnings of planning. It must show your unit leader, unit committee, and council or district that your project can meet the following tests.

1. **It provides sufficient opportunity to meet the Eagle Scout service project requirement.** You must show that planning, development, and leadership will take place; and how the three factors will benefit a religious institution, a school, or your community.
2. **It appears to be feasible.** You must show the project is realistic for you to carry out.
3. **Safety issues will be addressed.** You must show you have an understanding of what must be done to guard against injury, and what will be done if someone gets hurt.
4. **Action steps for further detailed planning are included.** You must make a list of the key steps you will take to make sure your plan will have enough details so it can be carried out successfully.
5. **You are on the right track with a reasonable chance for a positive experience.**

When completing your proposal you only need enough detail to show a reviewer that you can meet the tests above. If showing that you meet the tests requires a lengthy and complicated proposal, your project might be more complex than necessary. Remember, the proposal is only the *beginnings* of planning. Most of your planning will come with the next step, preparation of your project plan.

If your project does not require materials or supplies, etc., simply mark those spaces "not applicable." As a reminder, do not begin any work, or raise any money, or obtain any materials, until your project proposal has been approved.

Consider also, that if you submit your proposal too close to your 18th birthday, it may not be approved in time to finish planning and executing the project.

Working with Your Project Beneficiary

On the last two pages of this workbook there is an information sheet called, "Navigating the Eagle Scout Service Project." This is for you to print and give to the religious institution, school, or community that will benefit from your efforts. You should do this as part of your first meeting with your beneficiary and use the sheet to help explain how the Eagle Scout service project works. Be sure to read it carefully so you can explain what it says.

"Navigating the Eagle Scout Service Project" will help you communicate a number of things to your beneficiary. For example, it provides thanks and congratulations for accepting the project; and it gives some background, discusses the requirements, and points out the responsibilities connected with approving your project proposal. It also explains that the beneficiary has the right to review, and also to require changes in your project plan.

Again, be sure to read carefully "Navigating the Eagle Scout Service Project" so you will have a full understanding of the role of your beneficiary.

Next Step: Your Project Plan

Once your proposal is approved, you are **strongly encouraged** to prepare your project plan using the form in this workbook. Doing so increases the likelihood your project will be approved at your Eagle Scout board of review. As you begin preparing it, you should meet with a project coach. Check with the person who handled the approval of your project proposal to learn how coaches are designated in your community.

Your designated coach can help you avoid the common pitfalls associated with Eagle Scout service projects and be a big part of your success. You may also want to talk to your unit leader. There may be adults in your troop who are experts in conducting the kind of project you are planning. It's ok for you to work with them as well. The more coaching you get, the better your results will be.

Beginning Work on Your Project

Once your proposal has been fully approved and you have finished your project planning, only then, may you begin work on your project.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: Tom Julius Poutsma		Birth date: 10/20/2002	
Email address: tom@poutsma.us		BSA PID number*: 121139934	
Address: 15 Berkeley Ct	City: Highland Mills	State: NY	Zip: 10930
Preferred telephone(s): (845) 827-5155		Life board of review date: 10/24/2016	

* BSA PID No., found on the BSA membership card

Current Unit Information

Check one: <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team <input type="checkbox"/> Crew <input type="checkbox"/> Ship	Unit Number: 4004
Name of District: Heritage District	Name of Council: Hudson Valley Council

Unit Leader Check one: Scoutmaster Varsity Coach Crew Advisor Skipper

Name: Curtis Kimbrell		Preferred telephone(s): (719) 640-4546	
Address: 165 Conklin Road	City: Monroe	State: NY	Zip: 10950
Email address: curtis.kimbrell2@gmail.com			

Unit Committee Chair

Name: Erik Rini		Preferred telephone(s): (917) 566-3732	
Address: PO Box 408	City: Central Valley	State: NY	Zip: 10917
Email address: erikrini@yahoo.com			

Unit Advancement Coordinator (If your unit has one)

Name: Pamela Rini		Preferred telephone(s): (845) 248-4178	
Address: PO Box 408	City: Central Valley	State: NY	Zip: 10917
Email address: pamelarini@yahoo.com			

Project Beneficiary (Name of religious institution, school, or community)

Name: Gatehouse Historical Society		Preferred telephone(s):	
Address: PO Box 30	City: Highland Mills	State: NY	Zip: 10930
Email address: dorothonmorris0@gmail.com			

Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: Dorothy Morris		Preferred telephone(s):	
Address: 535 Mineral Springs Road	City: Highland Mills	State: NY	Zip: 10930
Email address: dorothonmorris0@gmail.com			

Your Council Service Center

Contact name: Greg Crisci		Preferred telephone(s): (845) 566-7300	
Address: 6 Jeanne Drive	City: Newburgh	State: NY	Zip: 12550

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: Sherri Raco		Preferred telephone(s): (845) 492-1902	
Address: 6 Jeanne Drive	City: Newburgh	State: NY	Zip: 12550
Email address: heritage.eaglescout@gmail.com			

Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: Curtis Kimbrell		Preferred telephone(s): (719) 640-4546	
Address: 165 Conklin Road	City: Monroe	State: NY	Zip: 10950
Email address: curtis.kimbrell2@gmail.com			

Project Description and Benefit

Briefly describe your project.

Establishing a ceremonial field for veterans and members of the Woodbury Historical Society where they can come together to relax, raise the flag and retire flags.

Attach sketches or "before" photographs if these will help others visualize the project.

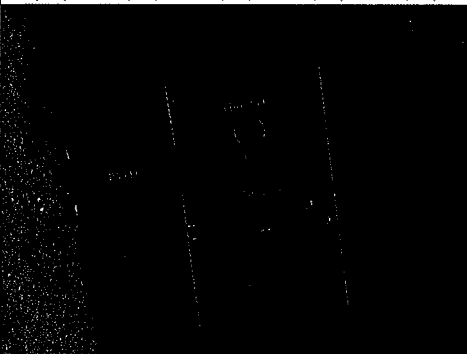
Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



Backyard of Gatehouse (unprepared).



Aerial picture of backyard Gatehouse with outline of project.



Close-up of outline with detailed description.

Tell how your project will be helpful to the beneficiary. Why is it needed?

The ceremonial field will benefit the local veterans and the people from the Woodbury Historical Society during any ceremonial event. They currently have trouble to get to the fire place at The Gatehouse where they retire the flags or having any ceremonies.

When do you plan to begin carrying out your project? September, 2017

When do you think your project will be completed? October, 2017

Giving Leadership

Approximately how many people will be needed to help on your project? 7-10

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will ask my fellow boy scouts from my Troop to support and help me. Further, family and friends will help me with this project.

What do you think will be most difficult about leading them?

I am confident I can lead by example and make sure we all feel good about this project. I foresee no problems leading them.

Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

Concrete fire-pit ring, paver bricks, paver edging, paver joint sand, landscape fabric, landscape fabric pins, concrete benches, solar powered light for flag pole, sand base, stone base and flag pole.

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Garbage bags, food and refreshments for those helping out, safety glasses and knee protectors (paving), safety gloves, easy up tents to protect against the weather, safety tape.

Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Shovel, pick Axe, tamper, hammer, drill, screw drivers, bobcat, ground drill machine.

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

Stamps for letters inviting organizations to donate to this project.

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

Approval needed from the Woodbury Historical Society and from the Town Supervisor.
I spoke with the chairwoman of the Historical Society (and got permission) and I will attend a Town Hall Meeting to ask permission for this project. (Verbally approved already).

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below: <i>(Include sales tax if applicable)</i>		Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.
Materials:	\$4,949.27	I plan to do an on-line fund raiser and I will request local organizations and businesses.
Supplies:	\$100.00	
Tools:	\$0.00	
Other:	\$0.00	
Total costs:	\$5,049.27	

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1.	Design
2.	Approval
3.	Fundraising
4.	Planning
5.	Purchase materials
6.	Preparation of location
7.	Execution
8.	Clean up

Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?

I will discuss with friends and family who have pick up trucks if they can help delivering materials.
 Tour plan is not needed since this Eagle Scout project is done within the town boundaries.

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.

Biggest risk is that helpers will get their fingers stuck between pavers or get hurt by using a hammer. Any equipment as described above (Bobcat and ground drill) must be operated by adults only and not by scouts and/or children.

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."

Discussions took place with people from the Gatehouse Committee, Town Supervisor.
 Drawings (to scale) should be made before ordering any materials.
 Present drawings and proposal to Town Board for approval.

Candidate's Promise*

Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed _____

Date _____

** Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.*

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed _____

Date _____

Name (Printed) _____

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed _____

Date _____

Name (Printed) _____

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

Yes No

Signed _____

Date _____

Name (Printed) _____

Council or District Approval

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed _____

Date _____

Name (Printed) _____

**While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (*). Council or district approval, however, must come after the others.*