

Thank you for your interest in completing your Eagle Scout project with the Swaner Preserve and EcoCenter. We occasionally have preselected projects that both benefit Swaner and are rigorous enough to meet the Eagle Scout Project requirements. To see if we have a project available that suits your skills, talents, and hobbies, please contact Rhea Cone, Volunteer Coordinator, at [rhea.cone@usu.edu](mailto:rhea.cone@usu.edu) or 435-797-8956.

The Swaner Preserve and EcoCenter asks each Eagle Scout to read and sign our Eagle Scout agreement, attached below. It is important to note that projects are approved on a first-come, first-served basis. After the Scout has been offered a project idea, it is essential that the Scout contact the Volunteer Coordinator **within one month** of the offer to either accept or decline. If the Scout does not meet this deadline, the project may be offered to other Scouts.

Once a Scout has accepted a project, the Scout must submit a typed project proposal to the Volunteer Coordinator within 90 days of their acceptance. The proposal must include:

- a description of the project
- a timeline for carrying out the plan
- a proposed date of project completion
- a list of funding sources; any sketches, drawings, or inspiration photos.

This proposal is subject to review and feedback from the Volunteer Coordinator and other Swaner staff.

**Please be aware that the Volunteer Coordinator is *not available for drop-in visits*.** Please email or call to schedule all meetings. Drop in visits or meetings will not be accommodated due to the Volunteer Coordinator's limited schedule.



## **Swaner Preserve and EcoCenter Eagle Scout Agreement**

Thank you for your interest in completing your Eagle Scout project for The Swaner Preserve and EcoCenter.

The purpose of this agreement is to ensure that both Swaner and the Boy Scout seeking their Eagle Scout Award will receive the maximum benefit from the completion of their Eagle Scout Leadership Project. This contract will be signed by the Scout and their guardian(s) at the time the Scout accepts the project offered by Swaner.

Date: \_\_ / \_\_ / \_\_\_\_

Scout name: \_\_\_\_\_

Scout troop: \_\_\_\_\_

Scout's 18th birthday date: \_\_\_\_\_

Scout address: \_\_\_\_\_

Scout phone number: \_\_\_\_\_

Scout email address: \_\_\_\_\_

Guardian name: \_\_\_\_\_

Guardian address: \_\_\_\_\_

Guardian phone number: \_\_\_\_\_

Guardian email address: \_\_\_\_\_

Troop leader name: \_\_\_\_\_

Troop leader phone number: \_\_\_\_\_

Troop leader email address: \_\_\_\_\_

Initial project idea offered by Swaner Preserve and EcoCenter:

**Please read and initial your agreement to the following:**

1. To demonstrate the leadership required for the award, the Scout must personally contact, schedule, and communicate with the Volunteer Coordinator over the course of the project. While guardians or troop leaders are welcome to accompany the Scout throughout the process, the Scout is responsible for scheduling and communicating with the Volunteer Coordinator in a professional manner.

Scout initials: \_\_\_\_ Guardian initials: \_\_\_\_

2. Projects are approved on a first-come, first-served basis. After the Scout has been offered a project idea, it is essential that the Scout contact the Volunteer Coordinator **within ONE MONTH** of the initial contact to either accept or reject the project. If the Scout does not meet this deadline, they forfeit that particular project and it may be offered to the next Scout.

Scout initials: \_\_\_\_ Guardian initials: \_\_\_\_

3. Once a project is offered and accepted, the Scout needs to submit a typed project proposal to the Volunteer Coordinator within 90 days of their acceptance of the project. The proposal must include:

- a description of the project;
- a timeline for carrying out the plan;
- a proposed date of project completion;
- a list of funding sources;
- any sketches, drawings, or inspiration photos.

This proposal will be subject to review and feedback from the Volunteer Coordinator and other Swaner staff – the proposal may be returned to the Scout with edits and revisions on design, as well as any pertinent information on permitting or fundraising ideas. It is the Scout's responsibility to adhere to any required revisions on their design to ensure they are meeting Swaner's needs.

Scout initials: \_\_\_\_ Guardian initials: \_\_\_\_

4. The Scout's proposed date of project completion needs to be at least 30 days before their 18th birthday.

Scout initials: \_\_\_\_ Guardian initials: \_\_\_\_

5. The Scout is responsible for providing the Volunteer Coordinator with updates on the project. If the Scout wishes to revise or change significant elements of the project design, they must check in with the Volunteer Coordinator before deviating from the initial design. This is to ensure that the final project benefits both the Scout and Swaner. Last minute changes or updates to design plans may not be accommodated, so please communicate early and often.

Scout initials: \_\_\_\_ Guardian initials: \_\_\_\_



6. The Scout and their guardians are aware that the Swaner Preserve and EcoCenter has business hours that may conflict with school or extra curricular schedules. The Scout may choose to do their project elsewhere if these hours are a concern. The EcoCenter is open 10am- 5pm Wednesday through Friday, 10am-4pm Saturdays and Sundays, and administrative offices are open 9am-5pm Monday through Friday. The Volunteer Coordinator's schedule may not align with these open hours and varies with other ongoing projects.

Scout initials: \_\_\_\_\_ Guardian initials: \_\_\_\_\_

7. The Scout and their guardians are aware that the Volunteer Coordinator is a part-time position with a variety of duties beyond volunteer projects and management. The Volunteer Coordinator is not available for drop-in meetings. All meetings with Scouts need to be scheduled in advance and those meetings need to be scheduled by the Scout in a professional manner via email or phone call.

Scout initials: \_\_\_\_\_ Guardian initials: \_\_\_\_\_

8. If the Scout and/or their guardian plan to do any public outreach, fundraising, or media appearances, content and timing must be approved by the Volunteer Coordinator ahead of time.

Scout initials: \_\_\_\_\_ Guardian initials: \_\_\_\_\_

9. The Scout agrees to meet the deadlines in the project proposal. If the Scout is concerned about not meeting a deadline, it is the Scout's responsibility to contact the Volunteer Coordinator and discuss adjusting the deadlines before the deadline passes.

Scout initials: \_\_\_\_\_ Guardian initials: \_\_\_\_\_

Scout signature: \_\_\_\_\_

Guardian signature: \_\_\_\_\_

As the Volunteer Coordinator, I sincerely appreciate the time and effort you will be dedicating to your Eagle Scout project, and on behalf of the Swaner Preserve and EcoCenter I am delighted that you have chosen to dedicate your hard work to our organization. I look forward to receiving your project proposal within 90 days ( \_\_ / \_\_ / \_\_\_\_ ).

Please feel welcome to call or email me with any questions or concerns.  
Rhea Cone, Volunteer Coordinator – (435) 797-8956 – rhea.cone@usu.edu