

MERIDIAN TOWNSHIP PARKS AND RECREATION



Boy Scout Eagle Project Procedures

The Meridian Township Parks and Recreation Department places a high priority on providing quality programs, services and facilities for residents and park visitors. Volunteer community support and partnerships are key components to attaining our goals. We value the opportunity to work with scouting organizations and others to improve or expand park facilities. Listed below is the procedure for selecting, planning and implementing an Eagle Scout project for Meridian Township. To ensure a successful project experience, it is important that these steps be followed.

1. To discuss a proposed project or to inquire about project opportunities, contact the Meridian Township Parks and Recreation Department. Visit the Township website for a list of volunteer projects.
 - For all parks: 517.853.4600
 - For Harris Nature Center: 517.349.3866
 - Website: www.meridian.mi.us
2. After the proposed project has been selected, an introductory meeting must be scheduled with one of the following staff to discuss the details of the project and applicable construction standards. The Eagle Scout Candidate may also have to meet with the Meridian Township Building Department (517.853.4500) to see if any permits are required prior to construction beginning. *These meetings must take place with Township staff before requesting full Park Commission approval.*
 - Parks & Land Management Coordinator Jane Greenway: greenway@meridian.mi.us
 - Senior Park Naturalist Kit Rich: rich@meridian.mi.us
 - Senior Park Naturalist Kati Adams: kadams@meridian.mi.us
3. Complete the Eagle Scout Candidate Information Sheet and the Project Description page of the *Eagle Scout Leadership Service Project Workbook* and submit to:
 - Meridian Township Parks & Recreation, RE: Eagle Scout Project, 1200 Gaylord C Smith Court, Haslett, MI 48840.
 - FAX: 517.853.4099
 - Email: faust@meridian.mi.us or hnc@meridian.mi.us
4. Once your project has been approved by Township staff, it requires approval from the Park Commission. The Park Commission meets on the second Tuesday of each month. To be added to the Park Commission agenda, contact at least 1 week in advance of the meeting:
 - Department Secretary Robin Faust: faust@meridian.mi.us or 517.853.4608
5. The following information is necessary for your Park Commission presentation (8 copies):
 - Project Description page from *Eagle Scout Leadership Service Project Workbook*

- Site map of project
 - Pictures, drawings and specifications for project
 - Planning and organizational process
 - Identify necessary permits required
 - Equipment and supply needs including cost estimates
 - Safety precautions for volunteers
 - Fundraising plan
 - Project timeline
 - Short term and long term maintenance plan
6. After the approval for your project has been received, notify Township staff before commencing the project. Communication before and during the project is extremely important.
 7. Prepare a final report including as-built drawings, financial summary (copies of receipts for approved reimbursement), and maintenance instructions.
 8. Upon project completion, the Eagle Scout Candidate is required to present a project overview, a project completion site inspection report and fundraising report to Parks and Recreation Director LuAnn Maisner. Contact her office to set up a meeting at:
 - 517.853.4608 or maisner@meridian.mi.us
 9. After meeting with Director Maisner, a presentation of the completed Eagle Scout Project must be scheduled before the Park Commission. To be placed on the agenda, contact:
 - 517.853.4608 or faust@meridian.mi.us
 10. It is expected that Eagle Scout Candidates will seek donations to raise funds for their proposed project. In special circumstances only, the scout may request financial assistance for their project from the Park Commission. This request must be justified in written form and submitted to the Director of Parks and Recreation prior to the final project presentation to the Park Commission.