

City of Wyoming

Eagle Scout Project Process & Guidelines

City Eagle Project Coordinator

Grant MacFarlane, Assistant City Administrator
651-272-5504
gmacfarlane@wyomingmn.org

Eagle Project Application

Please print complete and submit your application to:

Grant MacFarlane, Assistant City
Administrator
26855 Forest Lake Blvd, PO Box 188,
Wyoming, MN 55092

Guidelines

The Wyoming Park Advisory Commission receives several requests annually for Eagle Scout volunteer projects. The Commission has established the following Eagle Scout Project Guidelines to assist an Eagle Scout candidate interested in a volunteer project with the City of Wyoming.

The focus of the Eagle Scout project is concentrated on developing leadership skills and providing service to a local institution or the community. Your involvement in an Eagle Scout project will have a lasting impact on you and the members of your community. The City of Wyoming is anxious and excited to begin working with you on your project! We hope that you are excited, as well.

The following information will assist you to get your project started with the City of Wyoming. Please fill out the Eagle Project Application (link above), which will provide us with necessary information about your proposed project.

Funding the Project

A big portion of your project may be the raising of adequate funds to complete the project. The City of Wyoming Park Advisory Commission can often provide some funding for projects. However, please do not assume that every project will be funded by the City. In some circumstances we will not be able to completely or partially fund your project. It is important to keep alternative forms of funding in mind while planning your project in the event Wyoming cannot provide monetary assistance.

Types of Projects

If you are struggling to think of a project, contact the City of Wyoming Park Advisory Commission Eagle Scout Coordinator for potential projects. The Commission will have a list of projects that need to be completed.

Application Process

Please begin to plan your project and fill out the application. As soon as we have the necessary information, we can begin the process of assisting you with your project.

Step 1

Please fill out the [Eagle Project Application](#) (link above), which will provide us with necessary information about your proposed project.

Step 2

Return the completed application to:

Grant MacFarlane, Assistant City Administrator 26855 Forest Lake Blvd, PO Box 188, Wyoming, MN 55092.

A representative from the Park Advisory Commission or City will contact you to let you when your application review will be on the Park Advisory Commission meeting agenda.

Step 3

Review of Application at Park Advisory Commission Meeting

Eagle Scout project applicants are required to attend the Park Advisory Commission meeting to present the project idea and answer any questions the Commission might have. Park Advisory Commission meetings are held the first Monday of each month.

Step 4

Application Approval and or Decline

A decision (approval, decline, additional work required) on the application is typically made at the meeting.

Step 5

Project Process

Once project is approved, the Park Advisory Commission will assign the Eagle Scout candidate with a City staff member that can assist with general question about proceeding on a project. Through the project process, Eagle Scout candidates are required to provide periodic progress reports to the Park Advisory Commission or the Park's Eagle Scout Project Coordinator.

Step 6

Project Completion Approval

The Eagle Scout candidate notifies the City Eagle Project Coordinator that he has completed the project and schedules a completed project walk through. If the Eagle Scout candidate has complied with the City's and Scout office procedures and has successfully completed his project, the City Eagle Project Coordinator will "sign off" on the paperwork.

The City of Wyoming appreciates your interest in bettering the community. We hope that we can provide you with the necessary assistance to ensure your project is successful. Please contact us with any of your questions or concerns.

Eagle Project Application

Applicant Information

Name _____

Street Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Date of 18th Birthday _____

Estimated Eagle Scout Award Completion Date: _____

Troop Number _____

Parent or Legal Guardian Information

Name _____

Street Address _____

City/State/Zip _____

Home Phone _____ Cell Phone _____

Email Address _____

Scout Leader Information

Name _____

Home Phone _____ Cell Phone _____

Email Address _____

Project Information

Project Name _____

(Description)

Proposed Start Date _____

Proposed Completion Date _____

Project Costs & Funding

Estimated Project Cost:

(Please itemize materials, tools, and supplies needed)

Item	Cost
_____	_____
_____	_____
_____	_____
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_____	_____
TOTAL COST:	_____

Estimated Amount Fundraised

In-kind Contributions	\$ _____
Cash Contributions	\$ _____
Wyoming City Contribution	\$ _____
TOTAL:	\$ _____

Participants

Will there be sufficient leadership and parental guidance? Who will be monitoring and assisting you with the project?

City Assistance

**Will there be assistance required by City Maintenance or the Park Advisory Commission?
If so, please explain.**

Scout Leader Approval _____ **Date** _____

City of Wyoming Approval _____ **Date** _____

Please return completed form to:

Wyoming City Hall
26885 Forest Blvd,
PO BOX 188
Wyoming, MN 55092
Phone: 651-462-0575
Fax: 651-462-0576
wyoming@wyomingmn.org