



## TOWN MANAGER COMMENTS

### TOWN COMMISSION MEETING Wednesday, October 4, 2023

#### HUMAN RESOURCES

##### Job Openings:

- Administrative Assistant (In the Public Works Department) – Hourly rate: \$18.91 to \$30.25
- Dock Attendant – Hourly rate: \$18.91 to \$30.25
- Groundskeeper—Hourly rate: \$16.51 to \$26.42
- Library Assistant – Children's – Hourly rate: \$15.43 to \$24.69
- Sanitation Truck Operator I – Hourly rate: \$18.91 to \$30.25
- Sanitation Truck Operator Trainee – Hourly rate: \$17.67 to \$28.27
- Stormwater Technician II – Hourly rate: \$21.65 to \$34.63
- Maintenance Worker – Hour rate: \$18.91 to \$30.25

All of the above positions are open until filled.

To view the complete job posting for the above position or to download an employment application, please visit the Town's official website at [www.lakeparkflorida.gov](http://www.lakeparkflorida.gov) . For additional information please contact the Town's Human Resources Department at 561-881-3300 and choose Option 8.

#### PUBLIC WORKS

In January 2023, Town Staff recommended to the Town Commission the purchase of stormwater video inspection equipment to facilitate completing this work in-house. As a result, the Public Works Department is pleased to announce that for the first time since 2009, our Stormwater Management program is in full compliance with the Florida Department of Environmental Protection's inspection guidelines, which require video inspection of at least 10% of the stormwater infrastructure each calendar year. By completing this work in-house, year to date, the Town has reduced comparable contractor costs by 12%, with inhouse camera equipment, we project to increase savings over the life of the camera system by eliminating contract services. We also control the quality of the work product by performing the tasks internally.

For questions about this and other Stormwater Management initiatives, please contact the Public Works Department by dialing (561) 881-3345, emailing: [publicworks@lakeparkflorida.gov](mailto:publicworks@lakeparkflorida.gov) or by visiting [www.lakeparkflorida.gov/drainage](http://www.lakeparkflorida.gov/drainage).

#### SPECIAL EVENTS

##### Centennial Celebration Gala

The Centennial Celebration Gala will be held on **Saturday, October 14** from 6:00 p.m. – 11:00 p.m. in the Town Hall Mirror Ballroom. There will live entertainment, dinner and dancing. Tickets

are on sale for \$100.00 per person. For more information, contact the Special Events Department at 561-840-0160.

### **Sunset Celebration Fall Festival**

The Sunset Celebration Fall Festival will be held on **Friday, October 27** from 6:00 p.m. – 9:00 p.m. at the Lake Park Harbor Marina. There will be live entertainment, a full bar, happy hour prices, and a variety of food, art and craft vendors. For more information, contact the Special Events Department at 561-840-0160.

### **TOWN COMMISSION CONSENSUS**

#### **P3 Workshop**

In response to the request at the September 20, 2023 meeting that staff determine Don Delaney's availability for a P3 workshop immediately preceding the October 4, 2023 regular Commission meeting, staff advised the Commission that Mr. Delaney has a number of related tasks to address prior to conducting a thorough workshop worthy of the Commission and that he has requested that the Commission consider a brief but thorough workshop prior to the November 1<sup>st</sup> or the November 15<sup>th</sup> Commission meeting. The purpose of this comment is to obtain Commission consensus for a P3 workshop immediately preceding either the November 1<sup>st</sup> or the November 15<sup>th</sup> regular Commission meeting.

#### **Gold Star Memorial Eagle Scout Project**

In late August, the Town received an application from the Eagle Scouts for renovations to the Gold Star Memorial and surrounding area in Kelsey Park. The Town Manager asked Community Development to comment and enclosed are copies of the application received, and the preliminary comments provided by Community Development. Follow-up communications were exchanged between the Eagle Scouts, the Manager's Office and Community Development. The Town Manager and Community Development advised the Eagle Scouts that a presentation to the Town Commission is required since consensus from the entire Commission is needed, especially since the Gold Star Memorial and Memorial pathways and gardens are a component of the Parks Master Plan, for which the park projects are currently being prioritized. Since this project was brought to our attention by Commissioner Linden, this comment is being provided for further discussion by the Town Commission. At this time, a presentation by the Eagle Scouts is not scheduled and detailed plans/drawings are not available. Please refer to the enclosures.

The Town Manager discussed with Commissioner Linden, the need to have the project approved by the Town Commission. The ability for the Eagle Scout candidate to make a public presentation before the Town Commission is a life-time experience that will contribute to the overall success of the project and the development of the young man.



TOWN OF LAKE PARK  
CENTENNIAL CELEBRATION

# Gala

SATURDAY, OCTOBER 14

6:00 PM - 11:00 PM

MIRROR BALLROOM

535 PARK AVENUE  
LAKE PARK, FL 33403

TICKETS \$100.00 PER PERSON

SEMI-FORMAL ATTIRE  
DINNER, DANCING  
AND LIVE ENTERTAINMENT

TO PURCHASE TICKETS VISIT  
[WWW.LAKEPARKFLORIDA.GOV](http://WWW.LAKEPARKFLORIDA.GOV),  
CALL 561-840-0160 OR EMAIL



# **SUNSET CELEBRATION FALL FESTIVAL**



**FRIDAY, OCTOBER 27, 2023  
6:00 PM - 9:00 PM  
LAKE PARK HARBOR MARINA  
105 LAKE SHORE DRIVE  
LAKE PARK, FL 33403**

**JOIN US FOR A FAMILY-FRIENDLY EVENT WITH LIVE  
ENTERTAINMENT, FOOD VENDORS, ART & CRAFT  
VENDORS, TRICK OR TREATING AND A COSTUME  
CONTEST. ADMISSION & PARKING ARE FREE.  
FOR MORE INFORMATION CONTACT THE  
SPECIAL EVENTS DEPARTMENT AT 561-840-0160**

## Janet Perry

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**From:** Nadia DiTommaso  
**Sent:** Tuesday, September 5, 2023 11:06 AM  
**To:** Janet Perry  
**Cc:** Bambi Turner; Roberto Travieso  
**Subject:** FW: Gold Star Memorial Kelsey/Lakeshore Parks  
**Attachments:** Gold Star Memorial Eagle Scout Project.pdf  
  
**Importance:** High

Good morning Janet-

Perhaps the Town Manager already reviewed the email below. Just in case he did not, if you can bring it to his attention I'd greatly appreciate it. He was seeking input for the Commissioner and applicant which I provided below.

Thank you,  
Nadia

*Nadia Di Tommaso, FRA-RP, LEED Green Associate*  
Community Development Director  
Town of Lake Park, Community Development Department  
535 Park Avenue  
Lake Park, FL 33403  
Phone: (561) 881-3319  
Fax: (561) 881-3323



Please note: Florida has a very broad public records law. Written communication regarding Town business are public records available to the public upon request. Your e-mail communications are therefore subject to public disclosure. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entry, instead contact this office by phone or in writing. Section 668.6076, F.S.

**From:** Nadia DiTommaso  
**Sent:** Wednesday, August 30, 2023 11:26 AM  
**To:** John D'Agostino <jdagostino@lakeparkflorida.gov>  
**Cc:** Bambi Turner <bturner@lakeparkflorida.gov>; Roberto Travieso <rtravieso@lakeparkflorida.gov>  
**Subject:** RE: Gold Star Memorial Kelsey/Lakeshore Parks  
**Importance:** High

Good morning John-

First off, I would like to commend the efforts that are being undertaken to improve the gold star memorial as a commemorative honor and legacy reflection area in our Town.

I have a few comments based on the attached proposal. Some of my comments require additional input from other departments therefore, I am looping others in as well.

## **(1) Parks Master Plan, Requirements and Timeline:**

It would be helpful if drawings/plans and visuals, along with material details are provided and that these are included in a formal presentation that can be presented to our Town Commission. The project start date as indicated in the attached proposal is October 2023 however, the proposal also indicates that funding still needs to be secured through a GoFundMe page and that drawings still need to be developed. October 2023 may not be feasible (see my comment 2 below). The Parks Master Plan identifies the following:

### **Memorial Garden**

All memorials and plaques have been retained in the new Kelsey Park and relocated to the southern portion near the existing Evergreen House to create a memorial garden space. This will allow the Town to display these memorials and dedications in a more intimate and respectful setting. Their location next to the Great Lawn allows for the Town to host larger ceremonies near specific monuments like the Gold Star monument.





The Memorial Gardens area is identified in the Master Plan as an improvement that can occur after all other improvements to maximize its functionality. Since we have this pending proposal, we can certainly explore it however, a formal presentation with drawings and visuals should be provided so as to understand what is proposed in the completed project. We can then better align the proposal with the monument location, pathways, landscaping, and other elements that are identified in the Parks Master Plan once final project drawings and visuals are available for presentation.....and the Town Commission can then discuss and render a final decision.

## **(1) Project Approval and Coordination:**

➔ The proposal indicates the following on page 15 of the PDF:

## Permits and Permissions

*Note that property owners should obtain and*

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

The only Permissions that I will need to carry out this project are those from the Eagle Board. In regards to the city, the commissioner has me permission and has taken care of the permits. The commissioner has agreed to submit any permits that would be needed if he could himself. I also plan to contact the city to have utilities flagging done one week before the build date.

In addition, the proposal indicates that several workers will be onsite for the improvements and machinery will also be mobilized. I am deferring to Risk Management and Public

Works since normally work on town property requires risk management/insurance clearance and it is normally coordinated and overseen by the PW department. My recommendation is to

have them make a formal presentation to our Town Commission so that approval from the Commission as a whole can be granted. The Commission can also formally designate Commissioner

Linden as the Project Beneficiary Representative per the following that is included on Page 12 of the PDF:

### Project Beneficiary

*(Name of religious institution, school or community)*

Name: Lake Park	Preferred telephone(s): 312-560-0110		
Address: 535 Park Avenue	City: Lake Park	State: FL	Zip: 33403
Email Address: Mascaro@aol.com			

### Project Beneficiary Representative

*(Name of contact person for the project beneficiary)*

Name: John Linden	Preferred telephone(s): 312-560-0110		
Address: 535 Park Avenue	City: Lake Park	State: FL	Zip: 33403
Email Address: Mascaro@aol.com			

These are my preliminary comments. This proposal can certainly culminate into a project that aligns with the Parks Master Plan, but additional details are necessary, particularly desired drawings/plans and visuals and specific material selections and details. Coordination with town staff is also needed as the final scope may require a formal permit application (page 13 of the PDF describes, in part: new sign, re-grading the area and adding pathways, and this requires a permit).

Let me know if we should schedule an internal meeting to discuss.

Thank you,  
Nadia

Nadia Di Tommaso, FRA-RP, LEED Green Associate  
Community Development Director  
Town of Lake Park, Community Development Department  
535 Park Avenue  
Lake Park, FL 33403  
Phone: (561) 881-3319  
Fax: (561) 881-3323





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**From:** John D'Agostino <jD'Agostino@lakeparkflorida.gov>  
**Sent:** Tuesday, August 29, 2023 9:46 AM  
**To:** Nadia DiTommaso <NDiTommaso@lakeparkflorida.gov>  
**Subject:** Gold Star Memorial Kelsey/Lakeshore Parks

Attached is a proposal from a Boy Scout. The Scout is going for Eagle Scout and has proposed the attached project in doing so. I want your department to review the proposal and determine suitability for the location etc. Commissioner Linden provided the information to me for my signature. I will not sign the document until the staff has had a chance to review and provide input in the project if necessary.

John D'Agostino  
Town Manager, Town of Lake Park Florida  
[jdagostino@lakeparkflorida.gov](mailto:jdagostino@lakeparkflorida.gov)



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## Janet Perry

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**From:** John Linden  
**Sent:** Monday, August 21, 2023 10:25 PM  
**To:** John D'Agostino  
**Cc:** Janet Perry  
**Subject:** Fwd:  
**Attachments:** Eagle Project Book (colin reynolds).pdf; Colin Signature Page.pdf

FYI

You should have received this email from Colin.

Just in case you did not, please look it over and respond directly with him.

Thanks

John Linden

John L. Linden  
Commissioner  
Town of Lake Park  
535 Park Avenue  
Lake Park, Florida 33403  
Office 561.881.3300  
Cell 312.560.0110



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**From:** Colin Reynolds <reynoldscolin80@yahoo.com>  
**Sent:** Monday, August 21, 2023 10:15:01 PM  
**To:** John Linden <jlinden@lakeparkflorida.gov>  
**Subject:**

I hope this email finds you well. I wanted to take a moment to extend my heartfelt thanks for taking the time to meet with me a few months ago. It was a great honor and a valuable experience to sit down and discuss my eagle project which involved renovating the Gold Star Memorial and building a reflection place to commemorate Lake Park's 100th anniversary. My project is to redesign the memorial itself, but my brother's planned project is to construct the reflection space. I'm writing to ask for your help since I've finished my Eagle Scout project book. Please read the suggested project and sign your name and the date under the benefactor part on the signing sheet so I may submit my project for a board of review and start constructing the reflection space. Mr. and Mrs. Katz have already reviewed it and given their approval, but if you notice any errors or want to add anything to the proposed Eagle Project book, please let me know. The proposed project book (pages 9–14) is attached as PDF file to this email. The signature page is after the project book on page 15 and is in a separate file. Please only sign the signature page. Once you sign it, please send it back to me so I can submit it for a board of review. Thank you for your time.

Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

<i>Sign below before you seek the other approvals for your proposal.</i>	
<b>Candidate's Promise*</b>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. 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 chose as beneficiary.	
Signed <u>Colin</u>	Date <u>08/20/2023</u>

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

<b>Unit Leader Approval*</b> 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 them.	<b>Unit Committee Approval*</b> 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 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 <u>Evan Reif</u>	Signed <u>Heather L Katz</u>
Date <u>08/20/2023</u>	Date <u>08/20/2023</u>
Name (Printed) <u>Evan Reif</u>	Name (Printed) <u>Heather Katz</u>

<b>Beneficiary Approval*</b> 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) to which we have agreed. We understand any fund raising the Scout 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.	<b>Council or District Approval</b> 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 share it with the designated project coach.
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." Yes _____ No _____	
Signed _____	Signed _____
Date _____	Date _____
Name (Printed) <u>John Linden</u>	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.





# Eagle Scout Service Project Workbook



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's full legal name** Colin Reynolds

**Please give a name to your project** Gold Star Memorial Reimagination

## Scouts and Parents or Guardians

Please read "Message to Scouts and Parents or Guardians" on pages 5 and 6. This includes excerpts and summaries from the Guide to Advancement that may help ensure requirements are properly administered according to national BSA policies and procedures. Please note, also, that when Eagle Scout candidates submit their project proposal they will promise they have read this entire workbook. Doing so will be important to their success.

## Only the Official Workbook May Be Used

Eagle Scout candidates must use the official Eagle Scout Service Project Workbook, No. 512-927, as produced by the BSA and found at [www.scouting.org/advancement](http://www.scouting.org/advancement). Although it is acceptable to copy and distribute the workbook, no council, district, unit, or individual has the authority to produce or require additional forms, or to add or change requirements, or to make any additions, deletions or changes in the text, outlines, links, graphics, or any other elements of the workbook.

## Attention: Unit, District, and Council Reviewers

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement but relates to practicing the Scout motto, Be Prepared. However, in determining if a project meets Eagle Scout requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led and resulted in otherwise worthy results acceptable to the beneficiary.

## How to Use This Workbook

This workbook includes valuable information that can help ensure your success. It includes four project forms: a proposal, a plan, a fundraising application, and a report. Following the project report you will find "Navigating the Eagle Scout Service Project," an information sheet that you should provide to the project beneficiary before the beneficiary approves your proposal. You will find it helpful to take the entire workbook—even the parts that have not yet been prepared—with you to all meetings and discussions concerning your project.

Before preparing any of the four forms, read with your parent or guardian, the "Message to Scouts and Parents or Guardians" found on pages 5 and 6. If your project is worthy and meets Eagle Scout requirement 5 as written, the message will help you successfully present your proposal through the approval process.

## Preparing the Project Proposal

Your proposal must be completed first. It is an overview, but also the beginnings of planning. Be sure to read "Instructions for Preparing Your Proposal" which appears right after the proposal cover page in this workbook.

## The Project Plan

Prepare your project plan after your proposal has been approved, but before you begin work on your project. The Project Plan form is a tool for your use. No one approves it, although your project beneficiary has the authority to review it and require changes in it. Your project plan can also be important in showing your Eagle Scout board of review that you have planned and developed your project as required. And you are strongly encouraged to share your project plan with an Eagle Scout service project coach. Doing so can help you avoid many problems associated with service projects. Be sure to check with the council or district person who approved your proposal to learn how project coaches are designated in your community.

## The Fundraising Application

If your fundraising effort involves contributions only from the beneficiary, or you, your parents or relatives, your unit or its chartered organization, or parents or members in your unit, then you do not need a fundraising application. If you will be obtaining money, materials, supplies, or donations from other sources, you may need to submit an application. See "Procedures and Limitations on Eagle Scout Service Project Fundraising," which appears on page B of the fundraising application.

## The Project Report

Prepare the project report after the project has been executed. You must sign it to confirm you led and executed the project. Note also, the signature lines for the beneficiary's and your unit leader's approval that your project fulfilled Eagle Scout requirement 5.

# Meeting Eagle Scout Requirement 5

## 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 the Boy Scouts of America) A 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.*

### Project Purpose

In addition to providing service and fulfilling the part of the Scout Oath, "To help other people at all times," one of the primary purposes of the Eagle Scout service project is to learn leadership skills, or to improve or demonstrate leadership skills you already have. Related to this are important lessons in project management and taking responsibility for a significant accomplishment.

### Choosing a Project

Your project must be for any religious institution, any school, or your community. It is important to note, however, that the BSA has defined "your community" to include the "community of the world." Normally, "your community" would not refer to individuals, although a council or district advancement committee may consider scenarios in which an individual in need can affect a community. It is then a matter of identifying a source representing the "community" who will provide approvals. For more information, see the Guide to Advancement, No. 33088, topic 9.0.2.5.

Your project must present an opportunity for planning, development, and leadership. For example, if a blood drive is chosen and the blood bank provides a set of "canned" instructions to be implemented with no further planning, the planning effort would not meet the test. You may need to meet with blood bank officials and work out an approach that requires planning, development, and leadership. This might involve developing and carrying out a marketing and logistics plan, reaching a challenging collection goal, or coordinating multiple blood collection events.

An Internet search can reveal hundreds of service project ideas. Your project does not have to be original, but it could be. It might be a construction, conservation, or remodeling project, or it could be the presentation of an event with a worthwhile purpose. Conversations with your unit leader, teachers, your religious leader, or the leaders of various community organizations can also uncover ideas. In any case, be sure the project presents a challenge that requires leadership, but also something that you can do with unskilled helpers, and within a reasonable period of time.

### Restrictions and Other Considerations

There are no required minimum hours for a project. No one may tell you how many hours must be spent on it.

- Routine labor is not normally appropriate for a project. This might be defined as a job or service you may provide as part of your daily life, or a routine maintenance job normally done by the beneficiary (for example, pulling weeds on the football field at your school).
- While projects may not be of a commercial nature or for a business, this is not meant to disallow work for community institutions, such as museums and service agencies (like homes for the elderly, for example), that would otherwise be acceptable. Some aspect of a business operation provided as a community service may also be considered; for example, a park open to the public that happens to be owned by a business, but primarily benefits the community.
- A project may not be a fundraiser. In other words, it may not be an effort that primarily collects money, even for a worthy charity. Fundraising is permitted only for securing materials and facilitating a project, and it may need to be approved by your council. See "Eagle Scout Service Project Fundraising Application" later in this workbook.
- No more than one Eagle Scout candidate may receive credit for working on the same Eagle Scout service project.
- Projects must not be performed for the Boy Scouts of America, or its councils, districts, units, or properties.

### Collecting Service Project Data

The BSA collects information on hours worked on Eagle Scout projects because it points to achievement of our citizenship aim. Please assist with data collection by keeping a list of people who help and the number of hours they work. When you prepare your project report you will need to include this data on page B of the report. Providing accurate information will also help your unit leadership enter your project into the BSA's Journey to Excellence tracking system.



# **Message to Scouts and Parents or Guardians**

The Eagle Scout service project requirement has been widely interpreted—both properly and improperly. This message is designed to share with you, the Eagle Scout candidate, and your parents or guardians the same information BSA provides to council and district volunteers responsible for project proposal approvals throughout the Boy Scouts of America.

In addition to reading this entire workbook, you and your parents or guardians should consult the Guide to Advancement, No. 33088, beginning with topic 9.0.2.0, "The Eagle Scout Service Project." The Guide may be accessed at [www.scouting.org/advancement](http://www.scouting.org/advancement).

The current Guide to Advancement, No. 33088, along with the Scouts BSA Requirements book, No. 33216, and this workbook, are the primary official sources on policies and procedures for Eagle Scout service projects. The Guide to Advancement and Scouts BSA Requirements book are available in Scout shops or on [www.scoutshop.org](http://www.scoutshop.org). Your local council and district are important resources for information and guidance and can tell you where to submit service project proposals.

The council and district may also establish limited local procedures as necessary. However, all of this must be done in harmony with the official sources mentioned above. Councils, districts, units, and individuals must not add requirements or ask you to do anything that runs contrary to, or that exceeds, the policies, procedures, or requirements of the Boy Scouts of America.

Available from your Scout Shop or on [www.scoutshop.org](http://www.scoutshop.org) is an Eagle Project plaque to place at your project location at the completion of the project (<https://www.scoutshop.org/catalog/product/view/id/6831>).

## **What an Eagle Scout Candidate Should Expect**

The Eagle Scout service project belongs to the Eagle Scout candidate. The candidate's parents and others may help, but the Scout must be the leader. Nonetheless, while working toward completion of the project, especially during the proposal approval process, a candidate has the right to expect the following, as reprinted from the Guide to Advancement, topic 9.0.2.1.

1. Questioning and probing for their understanding of the project, the proposal, and what must be done, shall be conducted in a helpful, friendly, courteous, and kindhearted manner. We will respect the Scout's dignity. Scouts will be allowed, if they choose, to have a parent, unit leader, or other adult present as an observer at any time while they are discussing their proposal or project with someone who is reviewing it.
2. Project expectations will match Eagle Scout requirement 5, and we will not require proposals to include more than described in the Eagle Scout Service Project Workbook.
3. If requested by the Scout or the Scout's parent or guardian, an explanation of a proposal rejection will be provided in writing, with a copy sent to the council advancement chair and staff advisor. It will indicate reasons for rejection and suggestions concerning what can be done to achieve approval.
4. Guidance that maximizes the opportunity for completion of a worthwhile project will be readily available and strongly recommended. Ultimately, however, the responsibility for success belongs to the Scout, and final evaluation is left to the board of review.
5. Candidates who believe they have been mistreated or their proposal wrongfully rejected, will be provided a method of redress. This will include the opportunity for a second opinion and approval, either through another volunteer or professional advancement administrator\*, or the Scout executive, as determined by the council advancement committee or executive board.

*\*An "advancement administrator" is a member or chair of a council or district advancement committee, or a volunteer or professional designated according to local practices, to assist in advancement administration.*

# **Excerpts and Summaries From the Guide to Advancement**

## **Eagle Scout Service Project Coaches (See the Guide to Advancement, topic 9.0.2.9)**

Many units, districts, and councils use Eagle Scout service project "coaches," because the advice they provide after approval of a proposal can be invaluable as candidates develop their project plan. A coach can help Scouts see that if a plan is not sufficiently developed then projects can fail. Assistance can come through evaluating a plan and discussing its strengths, weaknesses, and risks, but coaches do not have the authority to dictate changes or take any other such directive action. Instead, coaches must use the BSA method of positive adult association, logic, and common sense to help the candidate make wise decisions.

It is up to the council to determine who may serve as project coaches and how they might be assigned or otherwise provided to candidates. Coaches must be registered with the BSA (in any adult position) and be current in BSA Youth Protection training, and may come from the unit, district, or council level. For examples of how a service project coach can assist, please see the Guide to Advancement, topic 9.0.2.9. Note that there should be only one coach that is designated for you by your council or district; but your unit may also provide people to coach you.

## **What Is Meant by "Give Leadership to Others ...?" (See the Guide to Advancement, topic 9.0.2.4)**

"Others" means at least two people besides the Scout. Helpers may be involved in Scouting or not, and of any age appropriate for the work. Councils, districts, and units shall not establish requirements for the number of people led, or their make-up, or for time worked on a project.

## **Evaluating the Project After Completion (See the Guide to Advancement, topic 9.0.2.13)**

Eagle Scout projects must be evaluated primarily on impact—the extent of benefit to the religious institution, school, or community, and on the leadership provided by the candidate. There must also be evidence of planning and development. This is not only part of the requirement, but relates to our motto to, "Be Prepared." However, in determining if a project meets requirement 5, reviewers must not require more planning and development than necessary to execute the project. These elements must not overshadow the project itself, as long as the effort was well led, and resulted in an otherwise worthy outcome acceptable to the beneficiary.

There may be instances where, upon its completion, the unit leader or project beneficiary chooses not to approve a project. One or the other may determine, for example, that modifications were so significant that the extent of the service or impact of the project was insufficient to warrant approval. The candidate may be requested to do more work or even start over with another project. The candidate may choose to meet these requests or may decide—if he or she believes the completed project worthy and in compliance—to complete an Eagle Scout Rank Application and submit the project workbook without final approval. If requested, the candidate must be granted a board of review. If it is thought a unit board may not provide a fair hearing, a board of review under disputed circumstances may be initiated according to the Guide to Advancement, topic 8.0.3.2.

## **Risk Management and Eagle Scout Service Projects (See the Guide to Advancement, topic 9.0.2.14)**

All Eagle Scout service projects constitute official Scouting activity and thus are subject to Boy Scouts of America policies and procedures. Projects are considered part of a unit's program and are treated as such with regard to policies, procedures, and requirements regarding Youth Protection, two-deep leadership, etc. The health and safety of those working on Eagle projects must be integrated into project execution. Since an Eagle Scout service project is a unit activity, unit leadership has the same responsibility to assure safety in conducting a project as with any other unit activity. The unit leader or unit committee should reject proposals for inherently unsafe projects. The candidate should plan for safe execution, but it must be understood that minors cannot and must not be held responsible for safety concerns. As with any Scouting activity, the Guide to Safe Scouting applies. BSA also expects leaders to use the four points of SAFE when delivering the program. The SAFE Checklist can be found at: <https://www.scouting.org/health-and-safety/safe/>. The most current version of the Guide to Safe Scouting can be found at: <https://www.scouting.org/health-and-safety/gss/>.

## **Insurance and Eagle Scout Projects (See the Guide to Advancement, topic 9.0.2.15)**

The Boy Scouts of America General Liability Policy provides general liability insurance coverage for official Scouting activities. Registered adult leaders are provided primary coverage. Unregistered adults participating in a Scouting activity are provided coverage in excess of their personal insurance. Every council has the opportunity to participate in the BSA Accident and Sickness insurance program. It provides some insurance for medical and dental bills arising from Scouting activities. If councils do not purchase this, then units may contract for it. In some cases, chartered organizations might provide insurance, but this must not be assumed. Most of these programs provide only secondary coverage, and are limited to registered youth and adults and those interested in becoming members.

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# Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

**Eagle Scout candidate's full legal name** Colin Reynolds

**Please give a name to your project** Gold Star Memorial Reimagination

# 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 each other. 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: Colin Reynolds		Birth date: 06/11/2006	
Email Address: reynoldscolin80@yahoo.com		BSA PID number: 129602287	
Address: 366 Valley Forge Rd	City: West Palm Beach	State: FL	Zip: 33405
Preferred telephone(s): 561 660 4975		Life Board of Review date: 3-1-22	

### Current Unit Information

Check One: <input type="radio"/> Troop <input checked="" type="radio"/> Crew <input type="radio"/> Ship	Unit Number: 2014
Name of District: Everglades	Name of Council: Gulf Stream Council

### Unit Leader Check One: ☐ Scoutmaster ☒ Crew Advisor ☐ Skipper

Name: Evan Reif	Preferred telephone(s): 561-201-9803		
Address: 2995 Norway Pine Lane	City: Lake Worth	State: FL	Zip: 33462
Email Address: evanreif395@gmail.com			

### Unit Committee Chair

Name: Heather Katz	Preferred telephone(s): 561-632-5285		
Address: 7534 Sally Lyn Lane	City: Lake Worth	State: FL	Zip: 33467
Email Address: Java_cats@yahoo.com			

### Unit Advancement Coordinator

Name: Heather Katz	Preferred telephone(s): 561-632-5285		
Address: 7534 Sally Lyn Lane	City: Lake Worth	State: FL	Zip: 33467
Email Address: Java_cats@yahoo.com			

### Project Beneficiary

Name: Lake Park	Preferred telephone(s): 312-560-0110		
Address: 535 Park Avenue	City: Lake Park	State: FL	Zip: 33403
Email Address: Mascaro@aol.com			

### Project Beneficiary Representative

Name: John Linden	Preferred telephone(s): 312-560-0110		
Address: 535 Park Avenue	City: Lake Park	State: FL	Zip: 33403
Email Address: Mascaro@aol.com			

### Your Council Service Center

Contact Name: Gulf Stream Council BSA	Preferred telephone(s): 561-694-8585		
Address: 8335 North Military Trail	City: Palm Beach Gardens	State: FL	Zip: 33410
Email Address:			

### Council or District Project Approval Representative

<i>(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)</i>			
Name: Bill Boyle	Preferred telephone(s):		
Address: 7383 Briella Drive	City: Boynton Beach	State: FL	Zip: 33437
Email Address: egeagleboardchair@gmail.com			

### Project Coach

<i>(Your council or district project approval representative may help you learn who this will be.)</i>			
Name: David Katz	Preferred telephone(s): (561) 963-6865		
Address: 7534 Sally Lyn Lane	City: Lake Worth	State: FL	Zip: 33467
Email Address: dkatz@POW-MIA-OREE.com			

## Project Description and Benefit

Briefly describe your project

By planning and installing new landscaping all around the Gold Star Memorial as well as designing and constructing a walkway from the memorial's reflection area, I will be revamping and creating a deserving environment and resting location. The project will be carried out in Lake Park, Florida's Kelsey Park. The park occupies a small, simple space next to the shoreline and is located just off Lake Shore Drive. The project will be completed for the Gold Star Family organization, whose goal is to honor gold star families all across the world. This project has to get started as soon as possible so that the community may begin to consider the sacrifices made by the Gold Star families. In regards to the Gold Star Memorial itself, I will patch and repaint the base of the bolder monument (to the pallet color requested by the city). For the Gold Star sign area (south of Gold Star Boulder), I will remove overgrown plantings and bushes to make the sign more appealing and visible to onlookers. I will create another sign area on the north side of the Gold Star Boulder in order to match that on the south side of the memorial. This northern sign will not only give the memorial a more appealing visual, but it will also commemorate the contribution of BSA in reviving the memorial by saying how the improvements are a result of an eagle project. I will install a 20-foot flagstone path perpendicular to the tree leading to the Gold Star Boulder. In regards to the seating area along the path, I will re-level the existing two bench bases and add two more for two additional matching benches. I will also install 2 more matching benches that will be facing the gold star memorial. This will create 2 rows of 2 matching benches in each row. I really find preparing this project to be both perfect for me and rewarding for our belief in supporting our military.

### ***Include images on an additional document.***

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

In order to honor the families that had to deal with the death of a relative in combat, Gold Star memorials are particularly significant. It respects those who have lost their lives in battle, which is beneficial to the families. In order to remember our lost soldiers and their families, the Gold Star Organization has made it their purpose to raise awareness of Gold Star families in the community. This project is very helpful to the beneficiary because it not only shows the sacrifices of the Gold Star families are still very relevant today, but it also will create the opportunity for Lake Park, BSA, and the Gold Star Organization to serve the community and our military veterans.

When do you plan to begin carrying out your project?

October of 2023

When do you think your project will be completed?

October of 2023



## Giving Leadership

Approximately how many people will be needed to help on your project? 5 or more

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

I will be recruiting participants from my crew. I will also be requesting help from my friends at school as well as Scout Troop 199.

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

I think the most difficult part of leading them will be keeping them focused on a specific element of the project. Due to the fact that this project has multiple elements, I believe that dividing the work so that each person will be focusing on a specific part of the project rather than thinking of the project as a whole will be very beneficial. However, this will prove difficult for people who want to participate in multiple parts at once.

## 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, use basic dimensions such as 2x4 or 4x4.

Twenty 18-in L x 12-in W x 2-in H Irregular Sand Tan Concrete Patio Stones to fill an area of the path with a length of 10' and a width of 3'; 24 low-growing and Florida native young yellow allamanda bushes to surround two circles having a circumference of around 12 feet; 96-100 unbroken bricks to surround two circles having a circumference of around 12 feet; four 43-in W x 16-in H Desert Sand Garden Bench with three 16-in x 16-in stone bases; a custom-made bronze plaque with information about the eagle project; 1 gallon of outdoor paint of the color given to me by the commissioner; and three two cubic feet bags of mulch.

## Supplies

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

What types 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.

A first aid kit, 3 large pizzas, a chip box of 24 snack sized chip bags, 2 large water coolers, a pack of 100 biodegradable cups, 2 trash cans, caution tape, disinfecting wipes, paper towels, trash bags, cleaning products

Colin Reynolds

## 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.

2 large outdoor paint brushes, 4 irrigation shovels, a level, 2 wheel barrels, cleaning rags, tape measure, 5 or more pairs of work gloves

## 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?

Vehicles to deliver supplies, tools, materials, helpers, etc. One need that may be prominent is the fact that there may be two trips from where we are storing the materials to the work site. I am going to submit to the county to have flagging done in the area that I am working in a week prior to the work date.

## 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?

The only Permissions that I will need to carry out this project are those from the Eagle Board. In regards to the city, the commissioner has already given me permission and has taken care of the permits. The commissioner has agreed to submit any permits that would be needed if he could not provide it himself. I also plan to contact the city to have utilities flagging done one week before the build date.

## 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 materials, 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 your estimated expenses below  
(include sales tax if applicable)

Materials:	1500
Supplies:	50
Tools:	100
Other:	0
<b>Total Costs:</b>	<b>1650</b>

**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.

I plan to set up a Go-Fund-Me as well as ask for donations around my school. I can also set up a temporary car wash. Due to the fact that I over estimated for safety, any extra funds will be donated to the city.

## 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. If you have more than 10 phases, attach a separate page with your continued phase list.

1	I will Take Photos of the memorial.
2	I will Have a meeting with the Lake Park commisioner.
3	I will finish up my planning for the project, i.e. getting the green light from the board
4	I will purchase the materials for the project
5	I will transport the materials, tools, and participants to the work cite.
6	I will remove the overgrown plants and fix the southern sign of the memorial.
7	I will create a symetrical northern sign with surrounding plants
8	I will paint and repair the Gold Star plaque and boulder.
9	I will remove the old benches and replace them with the newer benches.
10	I will create the pathway from the memorial to the remembrance area

## Logistics

How will you handle transportation of materials, supplies, tools, and helpers?

The materials and the tools will be transported on my father's pick up truck. Due to the large size of the benches, the transportation of the materials may require multiple trips. The older and more physically capable participants will help carry the heavy items from the vehicles to the project location. In regards to the people, all of the adults will drive themselves. The child participants will drive with some adult drivrers with the car-pool system.

## Safety Issues

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

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

Read the "Age Guidelines for Tool Usage" at [Scouting.org](http://Scouting.org)

A big safety issue for my project is dehydration. Due to the fact that this project requires a lot of hands-on manual labor, including lifting, planting, and painting, it is important for the participants to stay hydrated to avoid heat exhaustion and other dehydration-related medical concerns. In order to lower the risk of dehydration, I will provide water coolers as well as environmentally clean and biodegradable cups for the people at the function. Some other big safety concerns for this project are sunburns and cuts. To prevent cuts, I will be distributing sharp tools and jobs to those who I deem capable and competent with a sharp item.

## 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."

1. I will take pictures of the memorial.
2. I will take measurements of the memorial in order to make the northern and southern sides of the memorial symetric.
3. I will make drawings of the memorial in order to visualize the completed project.
4. I will make drawings about the layout of the stones and greenery.
5. I will make drawings about the layout of the concrete benches.



Caution: Using an Adobe or other PDF reader to insert a "signature" can cause this entire document's contents to be locked preventing future edits; make sure you save a copy if any signatures will be inserted digitally.

<i>Sign below before you seek the other approvals for your proposal.</i>	
<b>Candidate's Promise*</b>	
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4. 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 chose as beneficiary.	
Signed	Date <b>Aug 21, 2023</b>

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

<b>Unit Leader Approval*</b> 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 them.	<b>Unit Committee Approval*</b> 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 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 _____	Signed _____
Date _____	Date _____
Name (Printed) <b>Evan Reif</b>	Name (Printed) <b>Heather Katz</b>

<b>Beneficiary Approval*</b> 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) to which we have agreed. We understand any fund raising the Scout 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.	<b>Council or District Approval</b> I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the <i>Guide to Advancement</i> , 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 share it with the designated project coach.
Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries." Yes _____ No _____	
Signed _____	Signed _____
Date _____	Date _____
Name (Printed) <b>John Linden</b>	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.*