



## City of Huntington Beach

### Community & Library Services Department

### Eagle Scout Project Guidelines

The City of Huntington Beach thanks you in advance for the service you will be providing the community. The Community & Library Services Department wants you to succeed in your goal of becoming an Eagle Scout by completing a viable project that meets the needs of the City of Huntington Beach.

The following process and requirements will help the prospective Eagle Scout candidate find a project that is both suitable and consistent with the City of Huntington Beach's mission.

#### **Process**

1. Scout submits the *City of Huntington Beach Eagle Scout Project Application* to the Community & Library Services Department no less than **3 months** prior to the projected start date.
2. City staff will review the application and evaluate the Scout's project ideas. Viable projects should address a need that the City has, should not require excessive or expensive maintenance, and be installed in an appropriate amount of time. The City is under no obligation to accept any project proposal. A current list of needed City projects can be obtained from the Community & Library Services Department website. However, other projects not listed can be reviewed by City staff for approval.
3. The Scout and City staff will meet to define the timeline, scope of work and project details.
4. The Scout will have to determine funding sources or pursue donations/fundraising.
5. The Scout will be responsible for doing any necessary research to learn about the type of work the Scout will be teaching others for their project.
6. Scout finalizes the plans and timeline for the project and sets up a meeting with the Community & Library Services Department.
7. Scout will need to submit a paper copy of the final project report that includes photos and documentation to the Community & Library Services Department upon completion of the project.

#### **Requirements**

1. The City of Huntington Beach cannot accept projects on emergency deadlines.
2. Be prepared to make all contacts and communications required to successfully complete the project with limited parental or adult involvement. Parents or adult troop leaders are welcome and encouraged to accompany the scout during all meetings.
3. The City of Huntington Beach reserves the right to reject any project.

For more information about Eagle Scout Project process and requirements, contact Charlene Gomez at (714) 536-5434 or [cgomez@surfcity-hb.org](mailto:cgomez@surfcity-hb.org).