

**Tuesday, March 12, 2024**

**6:00 PM**

**McFarland Municipal Center**  
5915 Milwaukee St, McFarland  
*Conference Room C*

*AGENDA - AMENDED*

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below.

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/86740607792>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 867 4060 7792

Press \*9 to raise/lower hand. Press \*6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Finance Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [finance@mcfarland.wi.us](mailto:finance@mcfarland.wi.us) to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the November 16, 2023 meeting.

4. BUSINESS.

- a. Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from Boy Scout Troop 53.
- b. Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from the McFarland Pride Association.

5. SCHEDULE NEXT MEETING DATE.

- a. Thursday, April 18, 2024 at 11:00 am.

6. ADJOURNMENT.

by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

**Finance Committee Minutes**

*Thursday, November 16, 2023 - 11:00 AM*

**1. CALL TO ORDER, ROLL CALL.**

Village Trustee Hilary Brandt called the regular meeting of the Finance Committee to order at 11:02 AM in Conference Room A.

Members present: Hilary Brandt, Stephanie Brassington, Michael Flaherty (at 11:07 AM)

Members not present: None.

Staff Present: Village Administrator Matt Schuenke, Community & Economic Development Director Andrew Bremer, Deputy Village Administrator/Clerk Cassandra Suettinger, Accountant/Deputy Treasurer Jennifer Haried

**2. PUBLIC APPEARANCES.**

*a. This is an opportunity for members of the public to address the Finance Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to [finance@mcfarland.wi.us](mailto:finance@mcfarland.wi.us) to be included as part of the meeting.*

*Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.*

None.

**3. APPROVAL OF MINUTES.**

*a. Motion to approve the minutes of the September 21, 2023 meeting.*

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to approve the minutes of the September 21, 2023 meeting. Motion carries 2 - 0 - 0 by acclamation.

**4. BUSINESS.**

*a. Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from McFarland United Church of Christ.*

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board regarding a Community Grant Application from McFarland United Church of Christ in the amount of \$2,500. Motion carries 3 - 0 - 0 by acclamation.

*b. Discussion and action to make a recommendation to the Village Board to accept the Library Impact Fee Study and Public Safety Center Impact Fee Study.*

Motion by Village Trustee Hilary Brandt, second by Village Trustee Mike Flaherty, to recommend the Village Board accept the Library Impact Fee Study and Public Safety Center Impact Fee Study, conditioned on the following:

1. Baker Tilly to update the draft Public Safety Needs Assessment to reflect the most current total project costs, including sink hole costs, and estimated incentives.
2. Baker Tilly to update the draft Public Safety Needs Assessment to include footnotes to explain the Total Costs include sink hole costs and Total Incentives are estimates at the time of plan acceptance and that the Village intends to complete a true-up of the final recoverable costs once the final total project costs and incentives are known.
3. Baker Tilly to update the draft Public Safety Needs Assessment to clarify that Schedule A calculates the cost of public safety facility per household and per 1,000 square feet of floor area or other developed areas, including accessory structures, but not including parking lots for non-residential development. Motion carries 3 - 0 - 0 by acclamation.

- c. Discussion and action to make a recommendation to the Village Board regarding Ordinance #2023-13: an ordinance to amend the Municipal Code concerning impact fees.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board regarding Ordinance #2023-13: an ordinance to amend the Municipal Code concerning impact fees. Motion carries 3 - 0 - 0 by acclamation.

- d. Discussion on updates to the Finance Committee work plan regarding policy reviews. Village Administrator Matt Schuenke provided a check-in on the Fiscal Policies review timeline from the March Finance Meeting and outlined the future schedule for policy reviews and updates.

- e. Discussion and action to make a recommendation to the Village Board regarding updates to Chapter 1 (Accounting and Auditing) of the Fiscal Policy manual.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to recommend approval to the Village Board regarding updates to Chapter 1 (Accounting and Auditing) of the Fiscal Policy manual. Motion carries 3 - 0 - 0 by acclamation.

- f. Discussion regarding updates to Chapter 2 (Budget Development) and Chapter 11 (Revenues) of the Fiscal Policy manual.

Administrator Schuenke provided the updates to Chapter 2 and Chapter 11 of the Fiscal Policies that would allow them to become one policy and he will bring those revisions to the next Finance Committee meeting.

## 5. SCHEDULE NEXT MEETING DATE.

- a. Thursday, December 21, 2023 at 11:00 am - Requested for cancellation.
- b. Thursday, January 18, 2023 at 11:00 am.

## 6. ADJOURNMENT.

Motion by Village Trustee Hilary Brandt, second by Village Trustee Stephanie Brassington, to adjourn at 11:52 am.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,  
Jennifer Haried  
Accountant/Deputy Treasurer

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, March 12, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Interim Village Administrator

**AGENDA ITEM:** Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from Boy Scout Troop 53.

**PREVIOUS ACTION:**

The Parks and Recreation Committee approved the proposal at their meeting on December 5, 2023.

**ISSUE SUMMARY:**

Please find enclosed for review an application to the Community Grant Program from Boy Scout Troop 53. Staff conducted its review for completeness and completed a form also outlining our findings.

**FINANCIAL/BUDGET IMPACT:**

The request from the grant program is for \$500. The Committee has discretion in how much it wishes to recommend within its approval to the Village Board.

**VILLAGE PLAN REFERENCE:**

None

**ORDINANCE REFERENCE:**

**Chapter 13 - Community Grant Policy**

Enclosed within this item. This policy outlines the parameters by which the funds allocated for Community Grants can be expended. The Committee should review applications while considering the Program Objectives in Section 13.04 and the evaluation criteria outlined in Section 13.08 under Application Evaluation.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended Action

*Motion to recommend approval to the Village Board regarding a Community Grant Application from Boy Scout Troop 53 in the amount of \_\_\_\_\_.*

**ATTACHMENTS:**

1. Boy Scout Troop 53 Community Grant Application
2. Cover Letter
3. Orchard Hill Project Proposal (1)
4. 12.EagleProjectWorkbook2023a (1)



5. Community Grant Application Review - Boy Scout Troop 53

## Community Grant Program Application

### Program Description

The Village of McFarland recognizes that support within the Community exists and develops in many different facets. In order to foster programs and ideas to create a healthier and more equitable environment within our Community, this Community Grant Program is created to catalyze projects that improve our local quality of life within eligible activities.

For more information, please review [Chapter 13 of the Village's Fiscal Policy Manual](#) or contact [Village Administrator Matt Schuenke](#).

### Eligibility Information

Community organizations that are an active group or organization that regularly meets within the Village of McFarland that is tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code or that provide charitable services, sponsorships, or donations within the Community without discrimination on the basis of sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military status, or any other legally protected status.

## Organization/Group Information

<b>Organization/Group Name</b>	Boy Scout Troop 53
<b>Organization/Group Address</b>	5529 Marsh Road, McFarland 53558
<b>Please describe mission/purpose/goals of Organization/Group</b>	The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

## Main Contact Information

<b>Main Contact First Name</b>	Drew
<b>Main Contact Last Name</b>	Tokheim
<b>Main Contact Address, Including City, State, Zip</b>	5509 Milwaukee Street, McFarland WI, 53558
<b>Main Contact Phone Number</b>	(608) 520-5079
<b>Main Contact E-mail Address</b>	drewtokheim@gmail.com
<b>Main Contact Role within Organization/Group</b>	Eagle Scout applicant; youth member

<b>Main Contact Role within the Project</b>	Eagle Scout Project leader
<b>Describe Main Contact's Experience with Organization/Group and/or Similar Projects</b>	I have been a member of Troop 53 for 6 years advancing through the ranks from Scout to Life Scout. I have held leadership positions, as Assistant Senior Patrol Leader and Senior Patrol Leader for 2 years. I have participated in several Eagle Scout projects and volunteer hours through the Boy Scouts.

## Community Grant Program Application

### Key Personnel

In addition to the main contact identified on the previous page, please identify all key personnel within organization/group and/or involved in the project.

i. **First Name**

Miles

**Last Name**

Tokheim

**Role within Organization/Group and/or Project**

Parent, member of Eagle work committee

**Describe Experience within Organization/Group and/or Similar Projects**

Miles is a Technology and Engineering teacher and has experience in managing projects. He will be the adult overseeing the construction of the benches at his school location.

### Grant Request Information

<b>The Organization/Group is requesting funding for: (Check all that apply)</b>	<ul style="list-style-type: none"> <li>• New, small capital projects and/or equipment</li> <li>• Enhancement of community/neighborhood engagement, special event development, and/or public education</li> </ul>
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<b>Amount of funding being requested</b>	500
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<b>Describe funding request</b>	I am requesting funds to purchase supplies to build 6 Aldo Leopold-style benches to be installed at Orchard Hill Disc Golf Course.
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<b>Describe goals/objectives of project</b>	My goal for this project is to create inclusive seating for those people using the disc golf course. The lack of seating can discourage participants who can't physically complete the course without breaks. This seating also encourages socialization and a spot for disc golfers to set down their bags. Overall, this will improve the usability of this McFarland community space.
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**Describe budget of project** Cedar boards (12, total cost \$739)  
Deck Screws, Carriage Bolts, Nuts, and Washers (total cost \$72.73)  
Wood stain/waterproofing plus sandpaper or Orbital saw (total cost \$56.68)  
Grand total: \$868.41

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**Describe timeline of project** Approximate timeline:  
Obtain/order all materials needed for the project. (February 24th-March 9th, 2024) 3 weeks  
Pre-cut lumber based on plan. (March 9th-17th) 1 week  
Recruit workers from the troop. (March 18th at troop meeting) 1 week  
Stain the lumber. (April 6th-7th)  
Assemble the benches. (April 20-21st)  
Install benches at Orchard Hill Disc Golf Course. (April 21st)

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## References

Please provide references

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i. **Organization/Group Name, if applicable**

Boy Scout Troop 53

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**Contact Person's First Name**

Mark

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**Contact Person's Last Name**

Heckel

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**Contact Person's Phone Number**

(608) 287-6647

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**Contact Person's E-mail Address**

mheckel@smartmotors.com

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**Please describe the nature of the relationship with this reference, including any experience of working with your Organization/Group on a similar project**

Troop 53 Boy Scout Scoutmaster

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Please select the plus sign below to add additional references.

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ii. **Organization/Group Name, if applicable**

Boy Scout Troop 53

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**Contact Person's First Name**

Dan

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**Contact Person's Last Name**

Maahs

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**Contact Person's Phone Number**

(608) 509-3428

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**Contact Person's E-mail Address**

dmaahs84@gmail.com

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**Please describe the nature of the relationship with this reference, including any experience of working with your Organization/Group on a similar project**

Eagle Project Advisor

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Please select the plus sign below to add additional references.

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iii. **Organization/Group Name, if applicable**

Village of McFarland, Parks Superintendent

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**Contact Person's First Name**

Sayer

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**Contact Person's Last Name**

Larson

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**Contact Person's Phone Number**

(608) 838-7287

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**Contact Person's E-mail Address**

sayer.larson@mcfarland.wi.gov

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**Please describe the nature of the relationship with this reference, including any experience of working with your Organization/Group on a similar project**

Parks Superintendent, previous approval of bench building/installation project

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Please select the plus sign below to add additional references.

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## Cover Letter

Please submit a Cover Letter summarizing your request.



Community Grant Application \_ Drew Tokheim.pdf

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## Additional Attachments

Please attach any other supplementary information supporting the funding request. This area could also include letters of support for the funding request.

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**Supplementary Attachments**



Orchard Hill Project Proposal.pdf



12.6EagleProjectWorkbook2023a (1).pdf

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## Acknowledgements

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**The Organization/Group submitting this application acknowledges the following:**

- The Organization/Group meets the eligibility requirements identified in Chapter 13 the Village of McFarland Fiscal Policy Manual.
- Funding may be granted at the discretion of the Village of McFarland and subject to the availability of funds.
- The Organization/Group is expected to seek additional resources to accomplish project goals.
- At the completion of the project, the Organization/Group will submit to the Village of McFarland a Project Summary outlining how the funds were used within the proposal awarded.

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**Name of Person Submitting Application**

Drew Tokheim

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**Role within Organization/Group**

Eagle Applicant for Boy Scout Troop 53

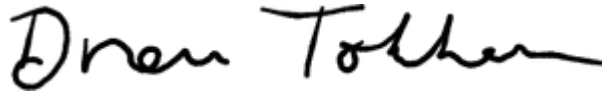
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**As the person submitting this application, I certify that:**

- I am authorized by the Organization/Group to submit this application on behalf of the Organization/Group.
- To the best of my knowledge and belief with regard to the foregoing application and any attachments thereto, I have read and made complete answers to each question and that my answers in each instance are true and correct.

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**Signature**



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**Date**

02/17/2024

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Drew Tokheim  
5509 Milwaukee Street  
McFarland, WI 53558  
drewtokheim@gmail.com  
(608) 520-5079  
February 15th, 2024

McFarland Community Grant Committee  
Village of McFarland  
5915 Milwaukee Street  
McFarland, WI 53558

Dear Grant Committee,

I am writing to express my sincere gratitude for considering my application for the McFarland Community Grant. Enclosed, please find my proposal for new seating at the Orchard Hill Disc Golf Course outlining the project's objectives, plan, and outcome.

I am a member of Boy Scout Troop 53. I have been involved with Boy Scouts for the past 6 years, holding leadership positions and volunteering within our community. I am currently working towards completing my Eagle Scout project. This project is to construct 6 Aldo Leopold-style benches at Orchard Hill Disc Golf Course. Funds from this grant would assist in alleviating the high cost of quality lumber to build long-lasting and sustainable benches to be used for many years to come. I strongly believe that this addition to the McFarland Parks system will contribute positively to the community.

I have gone through the approval process to have my Eagle project approved by both the McFarland Parks Committee and Glacier's Edge Boy Scout Council. I am excited to begin preparation for my project to have the benches built and installed this spring. With the generous support of the McFarland Community Grant, I will be one step closer to improving the usability of this great village resource.

Through my Eagle project, I plan to begin purchasing materials and supplies in the coming weeks. I am working on recruiting volunteers to assist with the cutting, staining, assembling and installation of the benches at the park. I have a goal end-date for installation by June 1st.

I genuinely appreciate the opportunity to be considered for the Community Grant. Your support will help make the Orchard Hill Disc Golf Course more accessible for people who may struggle to complete the course without rest, create locations for socialization and connection and generally improve the usability of the park. Thank you once again for your time, consideration, and support. Please do not hesitate to contact me further to discuss this project, or if you require any additional information or clarification.

Sincerely,  
Drew Tokheim

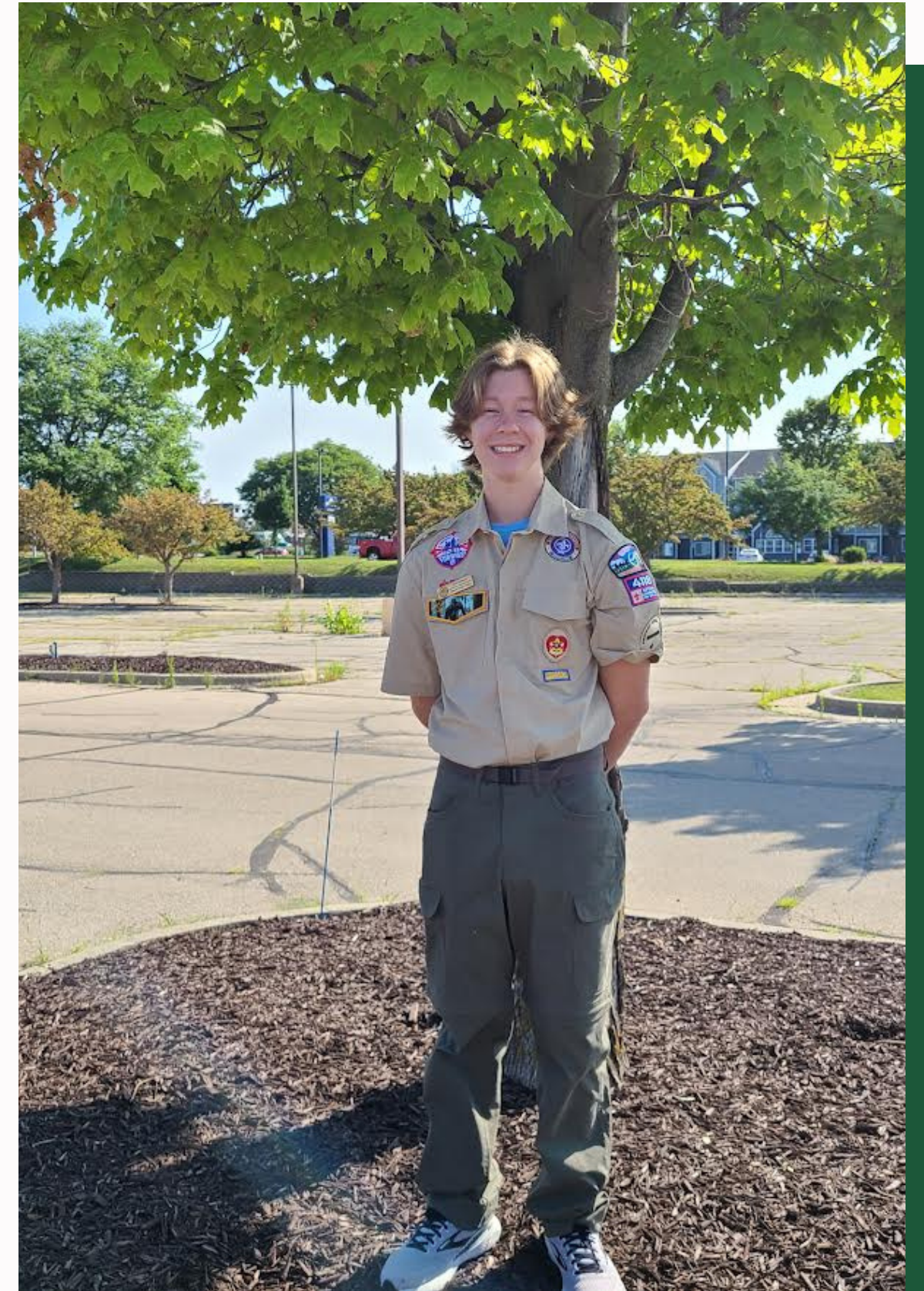
# BENCHES AT ORCHARD HILL DISC GOLF COURSE

By: Drew Tokheim



# About Me

- JUNIOR AT MCFARLAND HIGH SCHOOL
- INVOLVED IN SCOUTING FOR 6 YEARS PLUS CUB SCOUTS
- HOCKEY, TRACK, CROSS COUNTRY





# Basis of my Project

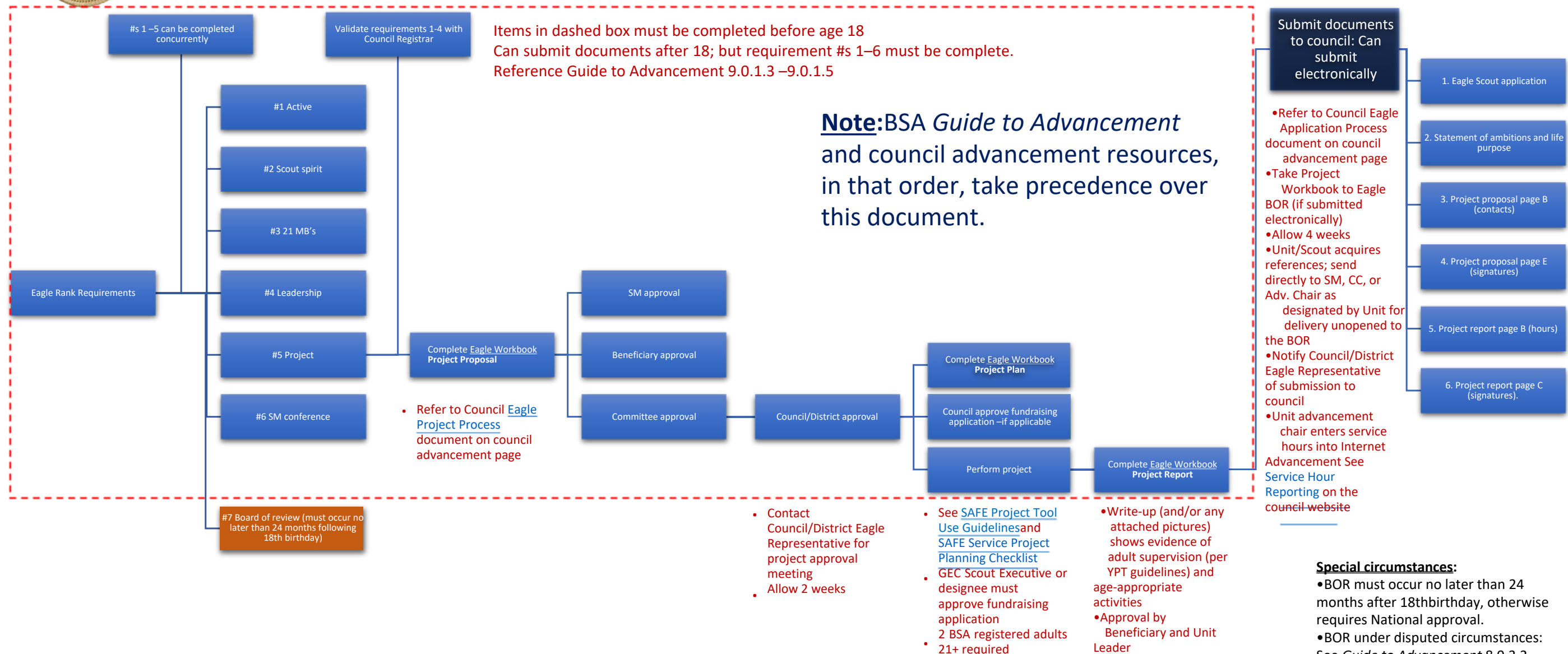
- Currently a Life Scout
- Working towards achieving my Eagle Scout rank
- Highest rank in scouting
- Requirement 5

Sales

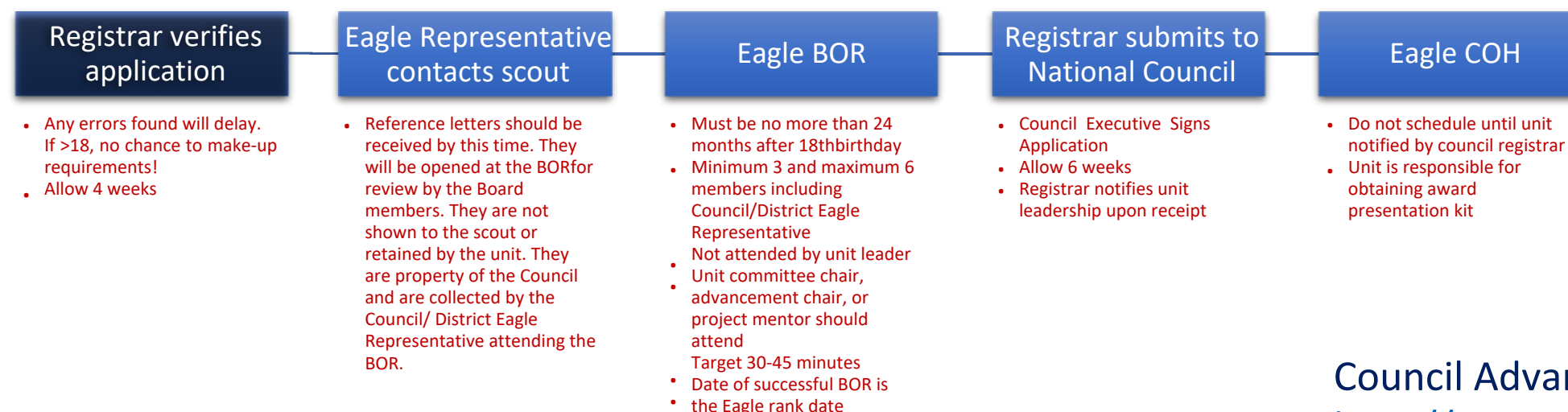




# Life-to-Eagle Process –Glacier’s Edge Council



## After Eagle application is submitted to council:



Council Advancement Resources:  
<http://www.glaciersedge.org/advancement>

# Project Opportunity

- Orchard Ridge Disc Golf Park lacks seating
- Turns people away who physically can't complete the course without breaks
- Lack of locations for socialization



# Project Proposal

- **Building 6 Aldo Leopold Style benches**
- **Providing seating for all people**
- **Creating spots for disc golfers to connect**
- **Allows players to set down their bags**



# ALDO LEOPOLD BENCH

woodworking  
FOR WILDLIFE

Aldo Leopold is an internationally recognized figure in wildlife conservation and pioneering author and philosopher on environmental ethics and land stewardship. Born and raised in southeastern Iowa on the bluffs of the Mississippi River in Burlington, Leopold's land ethic was born from hundreds of hours of careful observation outdoors in Iowa, Wisconsin, the American southwest, and other natural landscapes. Surely many of those hours, especially those outside his family's "shack" on the banks of the Wisconsin River, were spent on benches just like these, which similarly adorn the trails and fields of natural areas around the Midwest. This plan shows you how to create your own Aldo Leopold Bench where you can experience and enjoy nature. Situate your new bench in your favorite natural area or outdoor spot; visit it often with a book, binoculars, or camera; and enjoy the sights, sounds, and smells of nature.

# THE PLAN

**SUPPLIES**

- 1 45 inch 2x10
- 1 48 inch 2x6
- 1 10 foot 2x8
- 6 31/2" L 3/8" diameter carriage bolts, nuts, and washers
- 10 3" deck screws
- Paint/stain (optional)

Circular saw  
Drill with 3/8" bit  
Tape measure  
Straight edge

**CUT SHEET**

**ASSEMBLY**

- 1 Stain or paint wood pieces.
- 2 Assemble each leg by aligning the bottoms on a wall or other flat surface. Drill holes and connect A and B with three carriage bolts on each leg.
- 3 Mount the seat C connecting the legs with three deck screws on each side.
- 4 Mount the back D to the bench with two deck screws on each side.



WL 0011 January 2019

# Timeline for Beneficiary



**1st**  
Project proposal is approved by beneficiary



**2nd**  
The Project is carried out



**3rd**  
Project report is approved by the beneficiary



**4th**  
Project is completed

# Timeline for Project

## 01

- Once the project proposal has been approved it will be sent to the district. (1-2 weeks for approval)

## 02

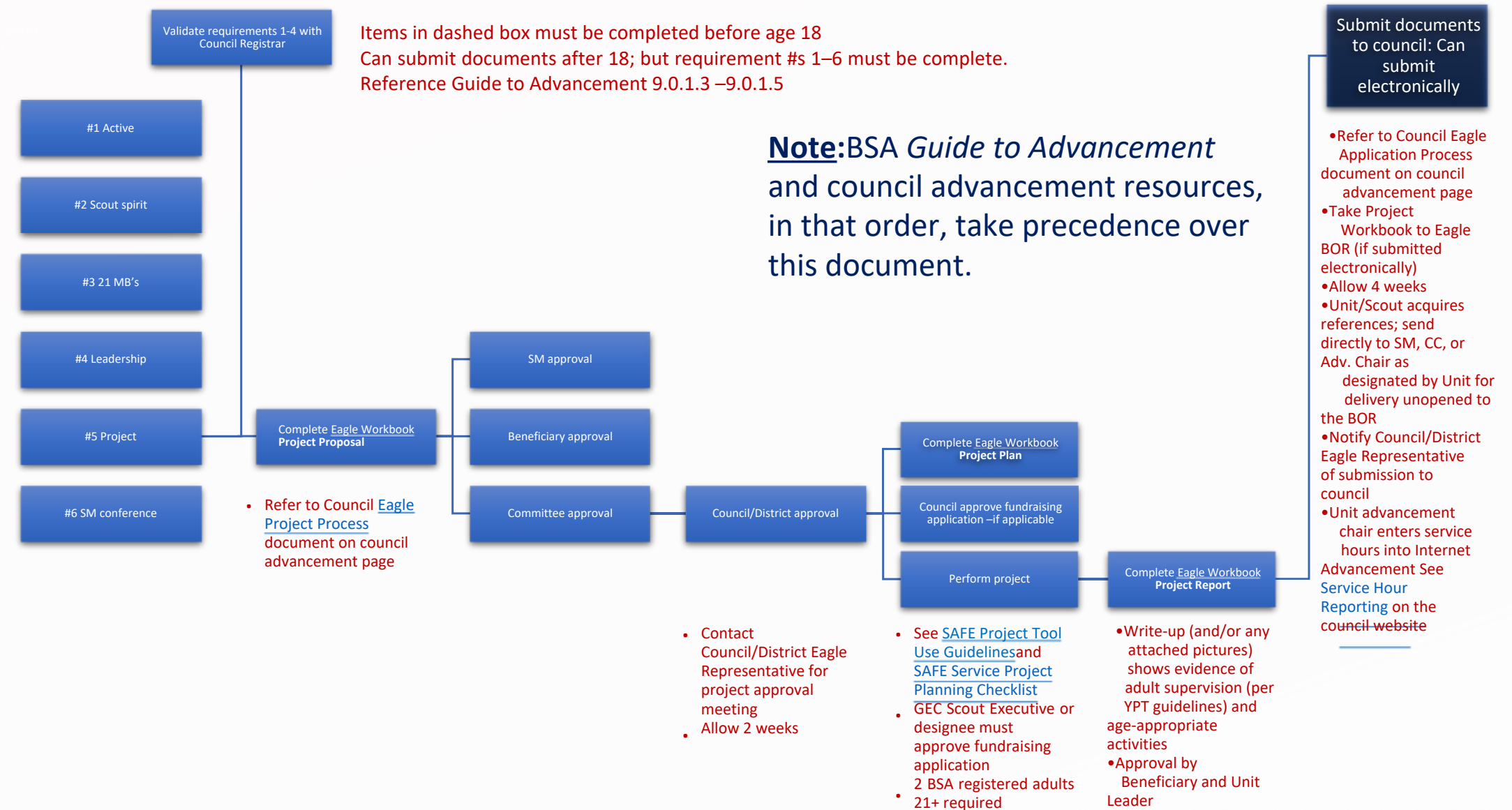
- The project plan and fundraising will be completed in preparation to complete the project

## 03

- The project will be completed spread along two workdays

## 04

- The project report will be completed and approved before being submitted to the council.



# Safety Concerns

## Power Tools

- Will be operated in compliance with the SAFE project tool use provided by Boy Scouts

## Protective Gear

- Workers will wear safety gloves and glasses based on the job they are assigned

## Instruction

- Workers will be taught on-site how to correctly use the equipment needed



# Estimated Costs

**MATERIALS**

\$730 (Cedar)

**SUPPLIES**

\$120 (Fasteners and Stain)

**TOOLS**

\$0

**PLAQUES**

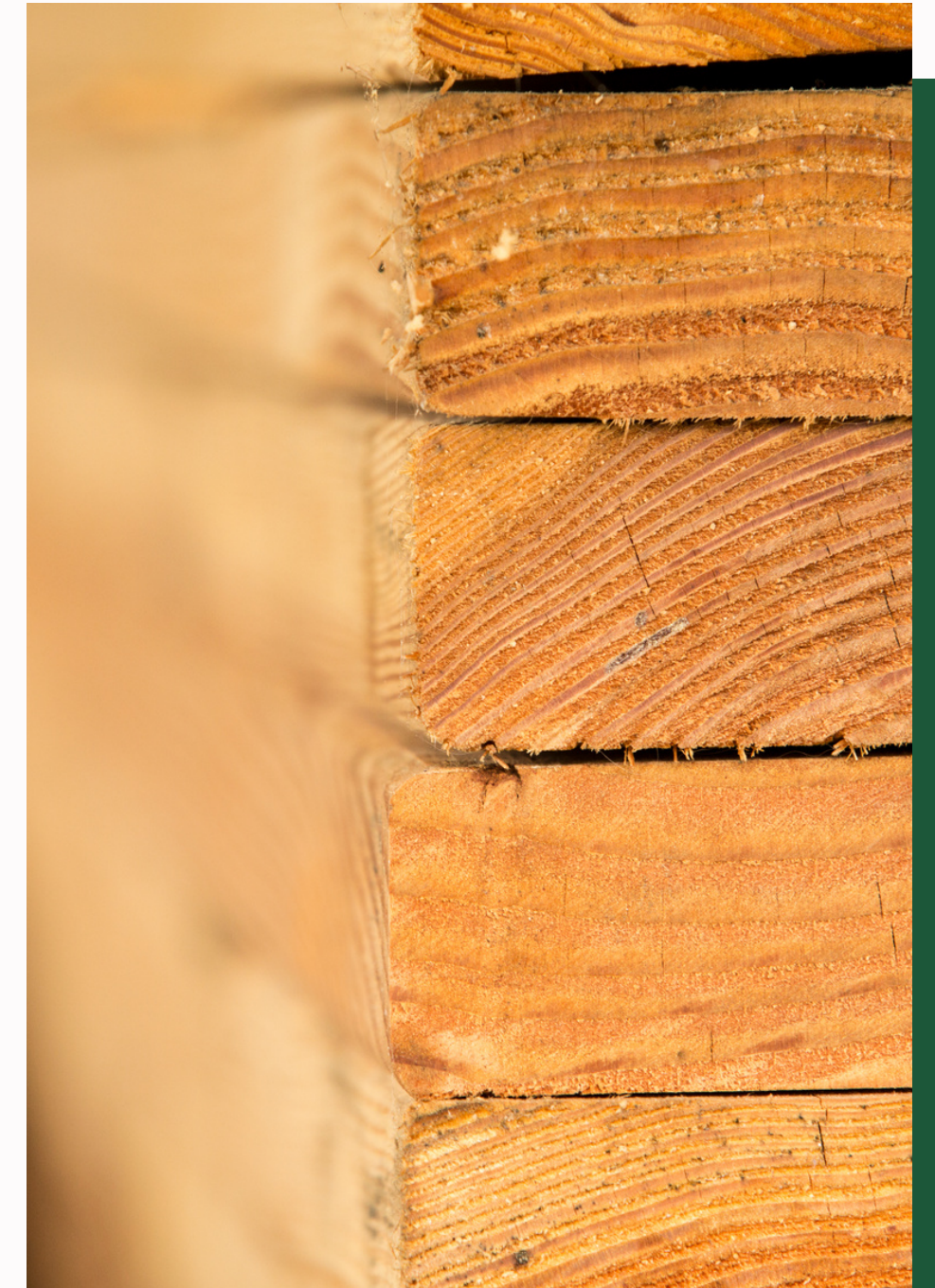
\$50

**TOTAL**

\$900

**FUNDRAISING**

I plan to seek donations from family, scout troop, and outside sources like the village





# Next Steps

- Receive approval on project proposal
- Determine the best wood and stain to use on the benches
- Determine the exact cost of the supplies and materials needed.
- Determine jobs for everyone to complete



# Eagle Scout Service Project Workbook



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

**Please give a name to your project**

## **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



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

**Please give a name to your project**

# 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:		Birth date:	
Email Address:		BSA PID number:	
Address:	City:	State:	Zip:
Preferred telephone(s):		Life Board of Review date:	

### Current Unit Information

Check One:	Troop	Crew	Ship	Unit Number:
Name of District:				Name of Council:

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

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

### Unit Committee Chair

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

### Unit Advancement Coordinator

*(If your unit has one)*

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

### Project Beneficiary

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

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

### Project Beneficiary Representative

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

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

### Your Council Service Center

Contact Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

### Council or District Project Approval Representative

*(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)*

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

### Project Coach

*(Your council or district project approval representative may help you learn who this will be.)*

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

## Project Description and Benefit

Briefly describe your project

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

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

When do you plan to begin carrying out your project?

When do you think your project will be completed?

## **Giving Leadership**

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

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

Explain:

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

## **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.

## **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.

## **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.

## **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?

## **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?

## 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)

**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.

Materials:

Supplies:

Tools:

Other:

**Total Costs:**

## 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.

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## Logistics

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

## **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)

## **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."

**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.**

<b>Candidate's Promise*</b>		<i>Sign below before you seek the other approvals for your proposal.</i>	
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	

*\* 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>		<b>Unit Committee 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.		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	Date	Signed	Date
Name (Printed)		Name (Printed)	

<b>Beneficiary Approval*</b>		<b>Council or District 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.		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.	
<i>Our Eagle Candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."</i>			
Yes _____ No _____			
Signed	Date	Signed	Date
Name (Printed)		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 Plan



BOY SCOUTS OF AMERICA®

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

**Eagle Scout Service Project Name**

**Planned start date**

**Planned completion date**

Eagle Scout requirement 5 says you must "plan" and "develop" your service project. Though this project plan is a tool for your use, and is not approved or signed, it is important in helping to show you have done the required planning and development. You should take this project plan with you to your Eagle Scout board of review. Note that you are not required to provide more details than are necessary for the accomplishment of your project.

A Scout who is prepared will complete the project plan, and then review it with the designated project coach before carrying out the project. The council or district representative who approved your project may have agreed to serve as your project coach, or someone else may be designated to take this important role. A project coach's involvement and review of your project plan is optional, but it can help you avoid many problems or mistakes. This can also improve your chances of passing the Eagle Scout board of review.

You should also show your project plan to your beneficiary prior to carrying out the project. This will help ensure your plans agree with the beneficiary's expectations. Remember, the project beneficiary has the authority to require and approve a project plan. Be sure to read "Navigating the Eagle Scout Service Project" at the end of this workbook.

## Comments From Your Proposal Review

What suggestions were offered by the council or district representative who approved your project?

## Project Description and Benefit - Changes from the Proposal

*As projects are planned, changes are usually necessary. If they are major, it is important to confirm they are acceptable to the beneficiary. You should also discuss major changes with those who approved your proposal, and also with your coach, to get an idea if the changes will be acceptable to your board of review.*

How will your project be different from your approved proposal?

Will the changes make the project more, or less, helpful to the beneficiary? Explain:

**Present Condition or Situation** *Include "before" photographs to show the board of review as attachments.*

Describe the present condition of the worksite. For an event or activity, describe your biggest obstacles.

## Project Phases

*You may have more than ten phases, or fewer, as needed.*

Look at the phases from your proposal. Make any changes, then provide a little more detail, including approximate starting and ending dates for each phase. If you have more than 10 phases, attach a separate page with your continued phase list.

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## Work Processes

Prepare a step-by-step list of what must be done and how everything comes together: site preparation, sizing, assembly, fastening of materials, finishes to be used (paint, varnish, etc.), uses of supplies and tools, etc. Your project coach may be able to assist.

## Attachments

If you are unable to attach items within this workbook, please put them in separate documents that you may send along with your workbook. Attachments might include such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. They may also be helpful to your workers, your coach, the project beneficiary, and to your board of review. Drawings, if needed, should be to scale. If you are planning an event or activity, something like a program outline or a script would be appropriate.

## Permits and Permissions

If you will need permissions or permits\*, what is being done to obtain them, and when will they be issued?

\* Could include building or electrical permits, dig permits, event permits, permission to access property, wilderness or back country permits, etc.

**Materials** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plywood	3/4", 4'x8', B-C interior grade	3	20.00	60.00	ABC Hardware Donation
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Source</b>
<b>Total cost of materials:</b>					

**Supplies** List each item, description, quantity, unit cost, total cost, and source. For donated items show value in cost columns. See example.

Plastic tarp	9' x 12', 2mil think	2	4.00	8.00	ABC Hardware
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Source</b>
<b>Total cost of supplies:</b>					

**Tools**

List tools and equipment that must be purchased or rented; with quantity, unit cost, total cost, source, and who will operate or use it. See example.

Circular power saw*	1	0.00	0.00	Mr. Smith	Mr. Smith
<b>Tool</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Source</b>	<b>Who will operate/use?</b>
<b>Total cost of tools:</b>					

**Other Needs**

List each item, description, quantity, unit cost, total cost, and source. For donated items, show value in cost columns. See example.

Printing	Marketing brochure	2000	0.01	20.00	ABC Hardware
<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Source</b>
<b>Total cost of other needs:</b>					



How will you assure the tools used are in good condition, that clearance and barriers needed between users are considered, and that the tools are properly used and stored?

How long will your helpers be working each day? (Recommend no more than eight hours per day)

How will the workers be fed?

Where will restrooms be located?

### Safety

Will a first aid kit be needed for this project? If so, where will it be kept?

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled?

List hazards you might face. These could include severe weather, wildlife, hazardous tools or equipment, overhead or underground utilities, sunburn, etc. What will you do to prevent problems? For example, "Hazardous tools will be operated by adults only."

Potential Hazard	What will you do to prevent problems?

How do you plan to communicate these safety issues and hazards to your helpers?

What personal protective equipment or supplies may be needed? (For example, gloves, goggles, hardhats, etc.)

When will you hold a safety briefing?

Who will conduct it?

Who will be your first-aid specialist?

How may emergency vehicles access the site?

## **Contingency Plans**

What would cause postponement or cancellation of the project? What will you do should this happen?

## **Comments From Your Project Coach About Your Project Plan**

*A project coach's comments can be extremely helpful in assuring your project is successful.*

# Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

## Eagle Scout Candidate

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			
Check One:	Troop	Crew	Ship
Unit Number:			
Name of District:		Name of Council:	

## Project Beneficiary

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

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

## Project Beneficiary Representative

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

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email Address:			

Describe how funds will be raised:

Proposed date the service project will begin:

Proposed dates for the fundraising efforts:

How much money do you expect to raise?

If people or companies are asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?\*

*\*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.*

Are any contracts to be signed?

If so, by whom?

Contract details:

**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.**

## Approvals

*The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.*

Beneficiary		Unit Leader		Authorized Council Approval*	
Signature	Date	Signature	Date	Signature	Date

# Procedures and Limitations on Eagle Scout Service Project Fundraising

Eagle Scout Service Project Fundraising Application must be used in obtaining approval for service project fundraising of monies and for in-kind donations of materials, supplies, tools, or other needs.\* Send the completed form with any attachments to your local council service center, where it will be routed to those responsible for approval. This may be a district executive or another staff member, the council or district advancement committee, a finance committee, etc., as determined by your council. Only one form is required per service project even if there will be multiple events, participants, or donors. It is not required to submit this form with your project proposal.

*\*This application is not necessary for contributions from the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, or the beneficiary. All proceeds left over from fundraising or donations, whether money, materials, supplies, etc., regardless of the source, go to the beneficiary. If the beneficiary is not allowed, for whatever reason, to retain any excess funds or materials, etc., the beneficiary should designate a suitable charity to receive them, or allow the unit to retain them. The unit must not influence this decision.*

**If the standards below are met, your fundraising effort likely will be approved.**

1. Eagle Scout service projects may not be fundraisers. In other words, the candidate may not stage an effort that primarily collects money, even if it is for a worthy charity. Fundraising is permitted only for securing materials, etc., and otherwise facilitating a project. Unless the effort involves contributions only from the beneficiary, the candidate, the candidate's parents or relatives, unit or its chartered organization, unit's parents or members, it must be approved by the local council. This is achieved by submitting the Eagle Scout Service Project Fundraising Application.
2. It must be clear to all donors or event participants that the money is being raised on behalf of the project beneficiary. Once collected, money raised must be turned over to the beneficiary or to the candidate's unit for deposit until needed for the project. If the unit receives the funds, it must release them to the beneficiary once expenses have been paid.
3. Any contracts must be signed by a responsible adult, acting as an individual, without reference to the Boy Scouts of America. The person who signs the contract is personally liable. Contracts must not and cannot bind the local council, the Boy Scouts of America, or the unit's chartered organization.
4. If something is to be sold, we want people to buy it because it is a quality product, not just because of an association with Scouting. Buyers or donors must be informed that the money will be used for an Eagle Scout service project to benefit the school, religious institution, or community chosen, and any funds left over will go to that beneficiary.
5. Any products sold, or fundraising activities conducted, must be in keeping with the ideals and principles of the BSA. For example, they must not include raffles or other games of chance.
6. Should any donors want documentation of a gift, this must be provided through the project beneficiary, not the Boy Scouts of America. If a donor or fundraising participant wants a receipt, this too, must be provided in the name of the beneficiary.
7. Youth are not normally permitted to solicit funds on behalf of other organizations. However, a local council may allow an exception for Eagle Scout service projects.
8. Local councils may determine that certain types of fundraisers such as bake sales and car washes do not require a fundraising application. Councils may also establish dollar thresholds, as well; for example, "Any effort expected to raise less than \$500 does not require an application."

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# Eagle Scout Service Project Report



BOY SCOUTS OF AMERICA®

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

**Eagle Scout Service Project Name**

**Project start date**

**Project completion date**

This report is to be prepared after your service project has been concluded. It is not necessary to provide lengthy answers. Be prepared to discuss your project and this report at your board of review.

**Project Execution:**

Once planning was completed, when did the work begin?

When was it finished?

**Project Description**

*Please provide a brief description of your project and the impact it will have.*

Describe what you did after your proposal was approved to complete the planning of your project.

**Observations**

What went well?

What was challenging?

**Changes**

Many successful projects require changes from the original proposal. What significant changes did you make and why did you make them (be brief)?

## Leadership

In what ways did you demonstrate leadership?

What was most difficult about being the leader?

What was most rewarding about being the leader?

What did you learn about leadership, or how were your leadership skills further developed?

## Materials, Supplies, Tools, Other

Were there significant shortages or overages of materials, supplies, tools, and other? If so, what effect did this have?

## Entering Service Project Data

The BSA collects information on the hours worked on Eagle Scout service projects\* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to your list of people who helped and the number of hours they worked. Then please provide the information requested below. Include hours spent doing planning under Total Hours Worked.

**Be sure to include yourself, and the time spent on planning.**

	Number of Workers	Total Hours Worked
<b>The Eagle Scout Candidate - Planning Hours</b>		
<b>The Eagle Scout Candidate - Execution Hours</b>		
<b>Registered BSA youth members</b>		
<b>Other youth</b> (brothers, sisters, friends, etc., who are not BSA members)		
<b>Registered BSA adult Scouting volunteers and leaders</b>		
<b>Other adults</b> (parents, grandparents, etc., who are not BSA members)		
<b>Grand Total of Hours</b> (enter here and on your Eagle Scout Rank Application)		

**\*There is no requirement for a minimum number of hours that must be worked on an Eagle Scout service project.**

*If you have been told you must meet a minimum number of hours then you may lodge a complaint with your district or council. If you have given leadership to an otherwise worthy project and are turned down by your board of review solely because of a lack of hours, you should appeal the decision.*

## Funding Summary

Describe how you obtained money, materials, supplies, and other needs (including donations) for your project.

How much was collected?

How much was spent?

If your expenses exceeded funds available, explain why this happened, and how excess expenses were paid.

If you had money left over at the end of your project, did you turn it over to the project beneficiary? If "No," when will that be done, or if your beneficiary is not allowed to accept the left over funds, which charity will receive them?

How were the donors thanked?

## Photos and Other Documentation

If you have them, submit photographs taken before, during and after project completion on a separate document. You may physically attach letters, maps, handouts, printed materials, or similar items that might be helpful to your board of review.

**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.**

**Candidate's Promise** *Sign below before you seek the other approvals.*

*On my honor, I was the leader of my Eagle Scout service project and executed it as reported here*

Signature	Date

## Approvals

*In my opinion, this Eagle Scout service project meets Eagle Scout requirement 5, as stated on page 3 of this workbook.*

<b>Beneficiary name:</b>		<b>Unit leader name:</b>	
Signature	Date	Signature	Date



# Navigating the Eagle Scout Service Project

*Information for Project Beneficiaries*

## Thank You and Congratulations

Congratulations on your selection as an Eagle Scout service project beneficiary, and thank you for the opportunity you are making available to an Eagle Scout candidate. Support from community organizations is important to Scouting—just as important as Scouting's contributions are to the community. Scouts provide important services, and benefiting organizations such as yours provides a vehicle for personal growth.

## The Eagle Scout Rank and the Service Project

Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.

## Typical Projects

There are thousands of possible Eagle Scout projects. Some involve building things, and others do not. There have been all kinds: making birdhouses for an arboretum, conducting bicycle safety rodeos, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, and on and on. Other than the general limitations noted below, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement that a project have lasting value. What is most important is the impact or benefit the project will provide to your organization. In choosing a project, remember it must be something a group with perhaps limited skills can accomplish under the leadership of your Eagle Scout candidate. In order to fulfill the requirement, the Scout must be the one to lead the project. Therefore, it is important that you work with the Scout and not with the Scout's parents or leaders.

## Projects Restrictions and Limitations

- Fundraising is permitted only for facilitating a project. Efforts that primarily collect money, even for worthy charities, are not permitted.
- Routine labor, like a service Scouts may provide as part of their daily lives such as mowing or weeding a church lawn, is not normally appropriate. However, if project scale and impact are sufficient to require planning and leadership, then it may be considered.
- Projects are not to be of a commercial nature or for a business, though some aspects of a business operation provided as a service, such as a community park, may qualify.
- The Scout is not responsible for any maintenance of a project once it is completed.

## Approving the Project Proposal and Project Scheduling

Once a potential project is identified, you must approve your Scout's proposal. Regular communications with the Scout can make this quick and easy, but be sure you have both discussed and considered all aspects of the project to ensure your Scout has a clear understanding of your expectations and limitations. Keep in mind the proposal is merely an overview—not a comprehensive project plan.

Some projects may take only a few weeks or months to plan and carry out, while others may take longer. Scouts working toward the Eagle rank are typically busy, so scheduling flexibility may be important. The proposal must also have several approvals, besides yours, before project planning occurs and work begins. Therefore, if a proposed project must be completed by a certain rapidly approaching date, it may be a good idea to consider something different. Remember, too, that all work must be completed before the Scout's 18th birthday.

## Approving Project Plans

After the proposal is approved by the BSA local council, your Scout must develop a plan for implementing the project. Before work begins, you should ask to see the plan. It may come in any format you desire or are willing to accept. It could even be a detailed verbal description. That said, the BSA includes a "Project Plan" form in your Scout's Eagle Scout Service Project Workbook, and we recommend that you ask your Scout to use it. If in your plan review you have any concerns the project may run into trouble or not produce the results you want, do not hesitate to require improvements before work begins.

## Permits, Permissions, and Authorizations

- If the project requires building permits, etc., your Scout needs to know about them for planning purposes. However, your organization must be responsible for all permitting. This is not a duty for the Scout.
- Your organization must sign any contracts.
- If digging is involved, it is your responsibility to locate, mark, and protect underground utilities as necessary.
- If you need approval from a committee, your organization's management, or a parent organization, etc., be sure to allow additional time and let the Scout know if their help is needed.

## Funding the Project

Eagle service projects often require fundraising. Donations of any money, materials, or services must be pre-approved by the BSA unless provided by your organization; by the Scout, the Scout's parents, or relatives; or by the Scout's unit or its chartered organization. The Scout must make it clear to donors or fundraising event participants that the money is being raised on the project beneficiary's behalf, and that the beneficiary will retain any leftover funds. If receipts are needed, your organization must provide them. If your organization is not allowed to retain leftover funds, you should designate a charity to receive them or turn them over to your Scout's unit.

## Supervision

To meet the requirement to "give leadership to others," your Scout must be given every opportunity to succeed independently without direct supervision. The Scout's troop must provide adults to assist or keep an eye on things, and your organization should also have someone available. The Scout, however, must provide the leadership necessary for project completion without adult interference.

## Safety

Through the proposal and planning process, the Scout will identify potential hazards and risks and outline strategies to prevent and handle injuries or emergencies. Scouts as minors, however, cannot be held responsible for safety. Adults must accept this responsibility. Property owners, for example, are responsible for issues and hazards related to their property or employees and any other individuals or circumstances they would normally be responsible for controlling. If during project execution you have any concerns about health and safety, please share them with the Scout and the unit leaders so action may be taken. If necessary, you may stop work on the project until concerns are resolved.

## Project Execution and Approval

After the project has been carried out, your Scout will ask for your approval on their project report. The report will be used in the final review of the Scout's qualifications for the Eagle Scout rank. If the Scout has met your reasonable expectations, you should approve the project; if not, you should ask for corrections. This is not the time, however, to request changes or additions beyond what was originally agreed.

The Eagle Scout service project is an accomplishment a Scout will always remember. Your reward will be a helpful project and, more important, the knowledge you have contributed to a young Scout's growth.

Navigating the Eagle Scout Service Project is available for download at <http://www.scouting.org/advancement>

## Eagle Service Project Workbook - Revision Tracking

Version 2021a - Released 1/3/21

Version 2021b - Released 1/6/21

- Free text date fields length increased
- Scout name copied to footer on all pages
- Scout and project name copied across pages
- Scout name copied to fundraising application
- Made the Safety section much larger and added link to BSA Tool Safety web page
- Added an email address to the Council Service Center contact block

Version 2021c - Released 1/29/21

- Warnings about digital signatures locking the document have been added near all signature areas
- Candidate hour reporting split into separate planning and execution blocks\*
- Page reference on Proposal Page H corrected
- Page reference on Fundraising Application Page A corrected
- Page reference on Project Report Page C corrected
- Formatting of all telephone fields removed to allow international phone numbers

Version 2021d - Released 11/1/21

- Fixed a gender-specific pronoun

Version 2022a - Released 12/16/2022

- Updated Risk Management section

Version 2023a - Released 2/5/2023

- Repaired Security Settings
- Repaired and improved formatting Eagle Name footer for very long names

Community Grant Application

Staff Review

Applicant      Boy Scout Troop 53      Submittal: February 17, 2024

Cover Letter    **Yes**    No    Application    **Yes**    No      Supplemental    **Yes**    No

Eligible        **Yes**    No

Reason         Active Community Group Operating within Village of McFarland

Fundable Requests – Applicant Selected:

- (a) Enhancement of community/neighborhood engagement, special event development, and/or public education.
- (b) Youth mentoring and education.
- (c) New, small capital projects and/or equipment.
- (d) Promotion of health, wellness, food security, and natural care.
- (e) Advancement of sustainable ideas for the better of the local environment.
- (f) Adult education and workforce development.
- (g) Other funding may be considered if in the sole discretion of the Village it is determined the request enhances the quality of life within the Community.

Application Complete    **Yes**    No

Staff Comments

*The enclosed proposal was previously adopted by the Parks and Recreation Committee at their meeting on December 5, 2023.*

Reviewer        Matt Schuenke      Review Date    February 27, 2024

Committee Review    March 7, 2024

Village Board Review    March 12, 2024

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Tuesday, March 12, 2024

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Cassandra Suettinger, Interim Village Administrator

**AGENDA ITEM:** Discussion and action to make a recommendation to the Village Board regarding a Community Grant Application from the McFarland Pride Association.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

Please find enclosed for review an application to the Community Grant Program from McFarland Pride Association. Staff conducted its review for completeness and completed a form also outlining our findings.

**FINANCIAL/BUDGET IMPACT:**

The request from the grant program is for \$1,000. The Committee has discretion in how much it wishes to recommend within its approval to the Village Board.

**VILLAGE PLAN REFERENCE:**

None

**ORDINANCE REFERENCE:**

**Chapter 13 - Community Grant Policy**

Enclosed within this item. This policy outlines the parameters by which the funds allocated for Community Grants can be expended. The Committee should review applications while considering the Program Objectives in Section 13.04 and the evaluation criteria outlined in Section 13.08 under Application Evaluation.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Recommended Action

*Motion to recommend approval to the Village Board regarding a Community Grant Application from the McFarland Pride Association in the amount of \_\_\_\_\_.*

**ATTACHMENTS:**

1. McFarland Pride Association Community Grant Application
2. CLFormcfarland
3. Community Grant Application Review - McFarland Pride Association

## Community Grant Program Application

### Program Description

The Village of McFarland recognizes that support within the Community exists and develops in many different facets. In order to foster programs and ideas to create a healthier and more equitable environment within our Community, this Community Grant Program is created to catalyze projects that improve our local quality of life within eligible activities.

For more information, please review [Chapter 13 of the Village's Fiscal Policy Manual](#) or contact [Village Administrator Matt Schuenke](#).

### Eligibility Information

Community organizations that are an active group or organization that regularly meets within the Village of McFarland that is tax exempt pursuant to Section 501(c)(3) of the Internal Revenue Code or that provide charitable services, sponsorships, or donations within the Community without discrimination on the basis of sex, race, religion, creed, color, national origin, age, disability, sexual orientation, ancestry, marital status, arrest or conviction record, military status, or any other legally protected status.

## Organization/Group Information

<b>Organization/Group Name</b>	McFarland Pride Association
<b>Organization/Group Address</b>	4721farwell street suite b
<b>Organization/Group Website, if applicable</b>	<a href="https://nadinemobley23.wixsite.com/mcfarlandpride">https://nadinemobley23.wixsite.com/mcfarlandpride</a>
<b>Please describe mission/purpose/goals of Organization/Group</b>	The McFarland Pride Association is responsible for the planning of the McFarland Pride festival, an annual event held every year to celebrate LGBTQ+ pride in the community. Our group will bring in a variety of entertainment including a drag show, band, DJ, art, activities, vendors, food trucks, and a full day of family-friendly fun for everyone.

## Main Contact Information

<b>Main Contact First Name</b>	Kristin
<b>Main Contact Last Name</b>	Ellis
<b>Main Contact Address, Including City, State, Zip</b>	4721 Farwell Street McFarland WI 53558
<b>Main Contact Phone Number</b>	16082258647
<b>Main Contact E-mail Address</b>	kellis@farwellgallery.com

<b>Main Contact Role within Organization/Group</b>	founder
<b>Main Contact Role within the Project</b>	event planner
<b>Describe Main Contact's Experience with Organization/Group and/or Similar Projects</b>	Last year was our first annual Pride in the Park event - it was so much fun and there were smiles from the youth in our community for days. We are hoping to expand beyond one event a year.

## Community Grant Program Application

### Key Personnel

In addition to the main contact identified on the previous page, please identify all key personnel within organization/group and/or involved in the project.

i. **First Name**

Kristin

**Last Name**

Ellis

**Role within Organization/Group and/or Project**

Founder

**Describe Experience within Organization/Group and/or Similar Projects**

Last year, I spearheaded the McFarland Pride in the park. We brought in a number of entertainers, free activities, food, art, crafts, vendors etc. I have other experience leading activities as a Girl Scout troop leader and a business owner.

### Grant Request Information

<b>The Organization/Group is requesting funding for: (Check all that apply)</b>	<ul style="list-style-type: none"> <li>• Enhancement of community/neighborhood engagement, special event development, and/or public education</li> </ul>
<b>Amount of funding being requested</b>	1000
<b>Describe funding request</b>	We will use the funds to help pay for entertainment for the Pride in the Park. We will use the funds to secure a dunk tank to be used as a fundraiser.
<b>Describe goals/objectives of project</b>	The goal of this project is to celebrate LGBTQ+ Pride and to create a welcoming environment and event for families in the area.

Describe budget of project \$3000+

Describe timeline of project The event will be on June 23 at William McDaniel Park

## References

Please provide references

i. Organization/Group Name, if applicable

NA

Contact Person's First Name

Ed

Contact Person's Last Name

Wreh

Contact Person's Phone Number

7049755741

Contact Person's E-mail Address

edward.wreh@mcfarland.wi.us

Please describe the nature of the relationship with this reference, including any experience of working with your Organization/Group on a similar project

Ed worked at Pride in the Park as an organizer, and also volunteered to be in the dunk tank

Please select the plus sign below to add additional references.

## Cover Letter

Please submit a Cover Letter summarizing your request.



CLFormmcfarland.docx

## Additional Attachments

Please attach any other supplementary information supporting the funding request. This area could also include letters of support for the funding request.

## Acknowledgements

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**The Organization/Group submitting this application acknowledges the following:**

- The Organization/Group meets the eligibility requirements identified in Chapter 13 the Village of McFarland Fiscal Policy Manual.
- Funding may be granted at the discretion of the Village of McFarland and subject to the availability of funds.
- The Organization/Group is expected to seek additional resources to accomplish project goals.
- At the completion of the project, the Organization/Group will submit to the Village of McFarland a Project Summary outlining how the funds were used within the proposal awarded.

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**Name of Person Submitting Application**

Kristin Ellis

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**Role within Organization/Group**

founder/organizer

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**As the person submitting this application, I certify that:**

- I am authorized by the Organization/Group to submit this application on behalf of the Organization/Group.
- To the best of my knowledge and belief with regard to the foregoing application and any attachments thereto, I have read and made complete answers to each question and that my answers in each instance are true and correct.

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**Signature**



---

**Date**

03/07/2024

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Hello Village of McFarland

My name is Kristin Ellis and I am the founder of the McFarland Pride Association. As you might know, our team of organizers worked hard last year to bring McFarland Pride in the Park with the support of sponsorships and donations.

Last year we had well over 1000 guests come to our Pride where we offered FREE entertainment including David Landau, Nemo, and Andi, DJ Femme Noir, Art Cart, a dunk tank, yard games, and more than 20 nonprofits and artisan vendors.

This time, we're making McFarland Pride in the Park more special than ever. We're expecting over 2000 to attend, and we're so excited to have more entertainment including Nemo, Andi, and PonyBoy, DJ Femme Noir, Art Cart, a band, a rock-climbing wall, and more! This year will be even more amazing than last year! We look forward to expanding the entertainment and are working diligently to secure food carts and vendors for the event.

But events like this can be expensive, and to make sure our operations run smoothly and our guests receive the best experience possible, we need your help. With venue rental, catering, permits, licensing, parking, and more, a grant will help to offset fees. Last year, I paid for a lot of the expenses and a grant will help us to ensure the best event possible.

Thank you,

Kristin Ellis

kellis@farwellgallery.com

6082258647

Community Grant Application

Staff Review

Applicant      McFarland Pride Association      Submittal: March 7, 2024

Cover Letter    **Yes**    No    Application    **Yes**    No      Supplemental    Yes    **No**

Eligible        **Yes**    No

Reason         Active Community Group Operating within Village of McFarland

Fundable Requests – Applicant Selected:

- (a) Enhancement of community/neighborhood engagement, special event development, and/or public education.
- (b) Youth mentoring and education.
- (c) New, small capital projects and/or equipment.
- (d) Promotion of health, wellness, food security, and natural care.
- (e) Advancement of sustainable ideas for the better of the local environment.
- (f) Adult education and workforce development.
- (g) Other funding may be considered if in the sole discretion of the Village it is determined the request enhances the quality of life within the Community.

Application Complete    **Yes**    No

Staff Comments

*The event requires a Special Event Permit that was approved in 2023 and will be applied for in a similar manner also in 2024.*

Reviewer        Matt Schuenke      Review Date    March 8, 2024

Committee Review    March 12, 2024

Village Board Review    March 12, 2024