



443 Coleman Avenue
Elmira, NY 14903
607-732-6060
www.tanglewoodnaturecenter.com

Tanglewood

Nature Center and Museum

Yours to Explore

Thank you for your interest in completing your Eagle Scout project for Tanglewood Nature Center and Museum. The purpose of this contract is to ensure that both Tanglewood and the Boy Scout seeking his Eagle Scout Award will receive the maximum benefit from the completion of his Eagle Scout Leadership Project. This contract will be signed by the Scout and his parents/guardians at the time that the Scout accepts the project offered by Tanglewood.

Date: __ / __ / ____

Scout name: _____

Scout troop: _____

Scout's 18th birthday date: _____

Scout address: _____

Scout phone number: _____

Scout email address: _____

Parent name: _____

Parent address: _____

Parent phone number: _____

Parent email address: _____

Troop leader name: _____

Troop leader phone number: _____

Troop leader email address: _____

Initial project idea offered by Tanglewood Nature Center:



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Please read and initial your agreement to the following:

1. To demonstrate the leadership required for the award, the Scout must *personally* contact, schedule, and communicate with the Volunteer Coordinator over the course of the project. While parents or troop leaders are welcome to accompany the Scout throughout the process, the Scout is responsible for scheduling and communicating with the Volunteer Coordinator in a professional manner. _____
2. Projects are approved on a first-come, first-served basis. After the Scout has been offered a project idea, it is essential that the Scout contact the Volunteer Coordinator within ONE MONTH of the initial contact to either accept or reject the project. If the Scout does not meet this deadline, he forfeits that particular project and it will be offered to the next Scout. _____
3. Once a project is offered and accepted, the Scout needs to submit a typed project proposal to the Volunteer Coordinator within 90 days of their acceptance of the project. _____

The proposal must include:

- a description of the project;
- a timeline for carrying out the plan;
- a proposed date of project completion;
- a list of funding sources;
- any sketches, drawings, or inspiration photos.

This proposal will be subject to review and feedback from the Volunteer Coordinator and other Tanglewood staff – the proposal may be returned to the Scout with edits and revisions on design, as well as any pertinent information on permitting or fundraising ideas. It is the Scout's responsibility to adhere to any required revisions on his design. _____

4. The Scout's proposed date of project completion needs to be *at least* 30 days before his 18th birthday. _____



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5. The Scout is responsible for providing the Volunteer Coordinator with updates on the project. If the Scout wishes to revise or change significant elements of the project design, they *must* check in with the Volunteer Coordinator before deviating from the initial design. This is to ensure that the final project produces results that benefit both the Scout and Tanglewood. We don't want surprises as your deadline approaches! _____
6. The Scout and his parents/guardians are aware that Tanglewood has business hours that may conflict with school or sports schedules. The Scout may choose to do his project elsewhere if these hours are a concern. Tanglewood is open 9am-4pm Tuesday through Friday, and 10am-4pm on Saturdays. It is the Scout's responsibility to plan ahead and around our hours. _____
7. The Scout and his parents/guardians are aware that the Volunteer Coordinator is a part-time position with a variety of duties beyond volunteer scheduling. The Volunteer Coordinator is *not available* for drop-in meetings. All meetings with Scouts need to be scheduled in advance, through email or phone, and those meetings need to be scheduled *by the Scout* in a professional manner. _____
8. The Scout agrees to meet the deadlines in the project proposal. If the Scout is concerned about not meeting a deadline, it is the Scout's responsibility to contact the Volunteer Coordinator and discuss adjusting the deadlines before the deadline passes. _____

Scout's signature: _____ Parent/Guardian signature: _____

As the Volunteer Coordinator, I sincerely appreciate the time and effort you will be dedicating to your Eagle Scout project, and on behalf of Tanglewood I am delighted that you have chosen to dedicate your hard work to our organization. I look forward to receiving your project proposal within 90 days (__ / __ / ____). Please feel welcome to call or email me with any questions or concerns.

Bridget Sharry, Volunteer Coordinator – (607) 732-6060 – volunteer.tanglewood@gmail.com