

## **Procedure**

### **William D. Boyce Eagle Scout Award Program Allegheny County Parks Foundation**

1. The scout contacts the Deputy Director, Allegheny County Parks Department via e-mail or phone to describe his preliminary project idea. If the scout needs assistance in project idea development, the Deputy Director will direct the scout with a park expert. Preliminary project idea to be approved by Deputy Director before moving to next step.
2. The scout sends a letter to the Allegheny County Parks Department with the Eagle Scout project overview including project description/scope and budget to:

Allegheny County's Parks Department  
Deputy Director  
County Office Building – Room 211  
542 Forbes Avenue  
Pittsburgh, PA 15219

3. The Deputy Director will send a letter acknowledging receipt of the project request. The Deputy Director will either approve, request additional information, or decline the request. Upon project approval, the County will assign a County staff member i.e. Park Ranger to oversee the project.
4. When scout completes the project and the County completes final review, the scout must complete the Award Program application. Reimbursement for materials and supplies indicated in the Eagle Scout Service Project Final Plan are eligible. Food is not eligible. Donated materials, supplies, equipment rentals, and services are not eligible. The scout must provide a copy of the County approval letter, receipts for out-of-pocket expenses based on the project budget for items actually used on the project and a copy of the Eagle Scout Service Project Final Plan. The scout can submit the completed Parks Foundation application and support documentation by US mail to:

Ron Schipani, Capital Projects Manager  
Allegheny County Parks Foundation  
675 Old Frankstown Road  
Pittsburgh, PA 15239

OR email to: [rschipani@acparksfoundation.org](mailto:rschipani@acparksfoundation.org)

5. Once approved by the Foundation, the Foundation will send check of up to \$200 including up to \$175 for reimbursement and \$25 towards the Eagle Scout Award Kit to the Boy Scouts of America Laurel Highlands Council.
6. The Council will deliver award to the scout.



Allegheny County  
Parks Foundation

## **Application**

### **William D. Boyce Eagle Scout Award Program**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name: \_\_\_\_\_

Name of Park: \_\_\_\_\_

Project location within the park (two sentences):

Brief project description (two sentences) and estimated date of completion (attach Eagle Project Service Workbook):

Troop Number: \_\_\_\_\_

Troop Leader Name: \_\_\_\_\_

Troop Leader E-mail: \_\_\_\_\_

Scout District Name: \_\_\_\_\_

Scout Signature: \_\_\_\_\_

Troop Leader Signature: \_\_\_\_\_

Please attach copy of project approval letter from Allegheny County, project expense receipts, and a copy of the Eagle Scout Service Project Final Plan per the Procedure for Eagle Scout Park Project and Award. Contact the Allegheny County Parks Foundation with questions at (724) 327-7627 or e-mail [info@acparksfoundation.org](mailto:info@acparksfoundation.org).