

Eagle Project Checklist for Upton Historical Commission

The Upton Historical Commission (UHC) greatly values projects with Eagle Scout candidates.

This set of guidelines has been developed in order to help the UHC track the projects and keep communication open. It should also help structure the project for the scout and those cooperating on the project. Much of the documentation prepared for the Boy Scouts of America (BSA) will be requested here and should take little additional time to prepare for the UHC.

The following is to be used as a guide to help frame projects so that the UHC has a clear idea of how a project is to proceed.

1. Contact the UHC at: historicalcommission@uptonma.gov to discuss a project. A Scout may either make a proposal for a specific project at a chosen or suggested site, or investigate what projects are needed to see if one of these could match his area of interest.
2. Visit the proposed project site with a member of the UHC to discuss the possibilities.
3. Follow BSA guidelines for applying for an Eagle award. Submit copies of BSA paperwork to the ULSC. Most important is the written project description with photos, construction plans and types of material to be used. The UHC will also need to know how materials are to be transported to the project site and what, if any, disturbance is expected. This may include digging, moving materials on or to the site, and removing vegetation.
4. Keep a log of project progress from the discussion and planning stage to completion; it should also list hours of all participants on the project. This may be a simple chart or, if desired, may include detailed notes and photos.
5. Prepare a realistic timeline with "wiggle room" built in. Note that if permitting is required it could affect the start date. A member of the UHC can help prepare this.
6. Should permitting or review by another entity be necessary, follow through with the UHC. Some projects require a permit from the Conservation Commission. Someone from the Committee should be able to assist. There may a request to make a presentation about the project. Be prepared to schedule and meet with the Board of Selectmen(BOS). This may or may not require a full presentation.
7. Notify the UHC when the project is due to start. Should the UHC need to prepare the site or access to it, the Committee should be notified 2-3 weeks in advance.
8. Before there is a final sign off on the BSA Service Project Final Plan and the Project Report, they must be submitted to the UHC and BOS for review.