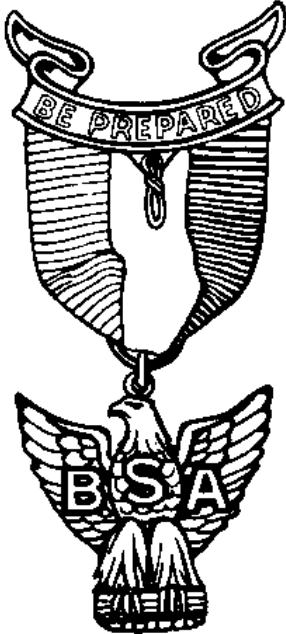


Eagle Scout Leadership Service Project Workbook



Kyle Larkin

Scout's Name

**7430 Brandonshire Road, Atlanta GA,
30350**

Address

770-804-8941

Telephone no.

Troop 317

Unit No.

Milton District

District

Atlanta Area Council

Local Council

Gregg Orangio

Unit leader's name

5955 Somerset Ct, Suwanee, GA 30024

Address

678-468-0068

Telephone No.

Merrill Oakes

Unit advancement committee person's name

635 Wednesbury Road, Alpharetta, GA 30022

Address

678- 624-1163

Telephone No.

Project Description

Describe the project you plan to do.

My Eagle Service Project will be to construct two lacrosse walls and two equipment storage racks for the Camp and Sports Outreach (CSO) ministry of Perimeter Church. The walls will be designed to be mobile so that CSO may place them where needed. The walls will be used to help expand the newly formed lacrosse program with CSO.

Each wall will be 8ft x 8ft and constructed of pressure treated lumber. Each wall will be constructed of four 3/4" x 4' x 8' sheets of plywood, and supported by 4" x 4" x 3.5' and 2" x 4" x 2.4' pieces of lumber. The walls will have wheels and when the braces are removed they will be able to be pulled by a truck or any other towing device. The expectations for the walls are that they are to be moved once or twice a year and only moved by the CSO staff/ maintenance crew.

The equipment racks will be 6ft long, 4ft high, and on a 3ft base. The racks will have the capability of storing lacrosse sticks, balls, and helmets. The racks will be light enough to be transported by hand.

What group will benefit from the project?

Camp and Sports Outreach – Perimeter Church
Name of religious institution, school or community

678-405-2284
Telephone No.

9500 Medlock Bridge Rd
Street Address

Duluth
City

GA
State

30097
Zip code

My Project will be of benefit to the group because:

This project will benefit CSO because it has just begun a lacrosse program as part of its summer camp. Because the program is new it is in need of tools to help expand on it. The wall will be used to help players improve on their stick skills. Lacrosse walls are used at every level of play and are an important tool of becoming a better lacrosse player.

This concept was discussed with my unit leader on December 30, 2009
Date

The project concept was discussed with the following representative of the group that will benefit from the project.

Brent Curl
Representative's Name

November 1, 2009
Date of Meeting

Operations and Outreach Coordinator for CSO
Representative's Title

678-405-2284
Phone No.

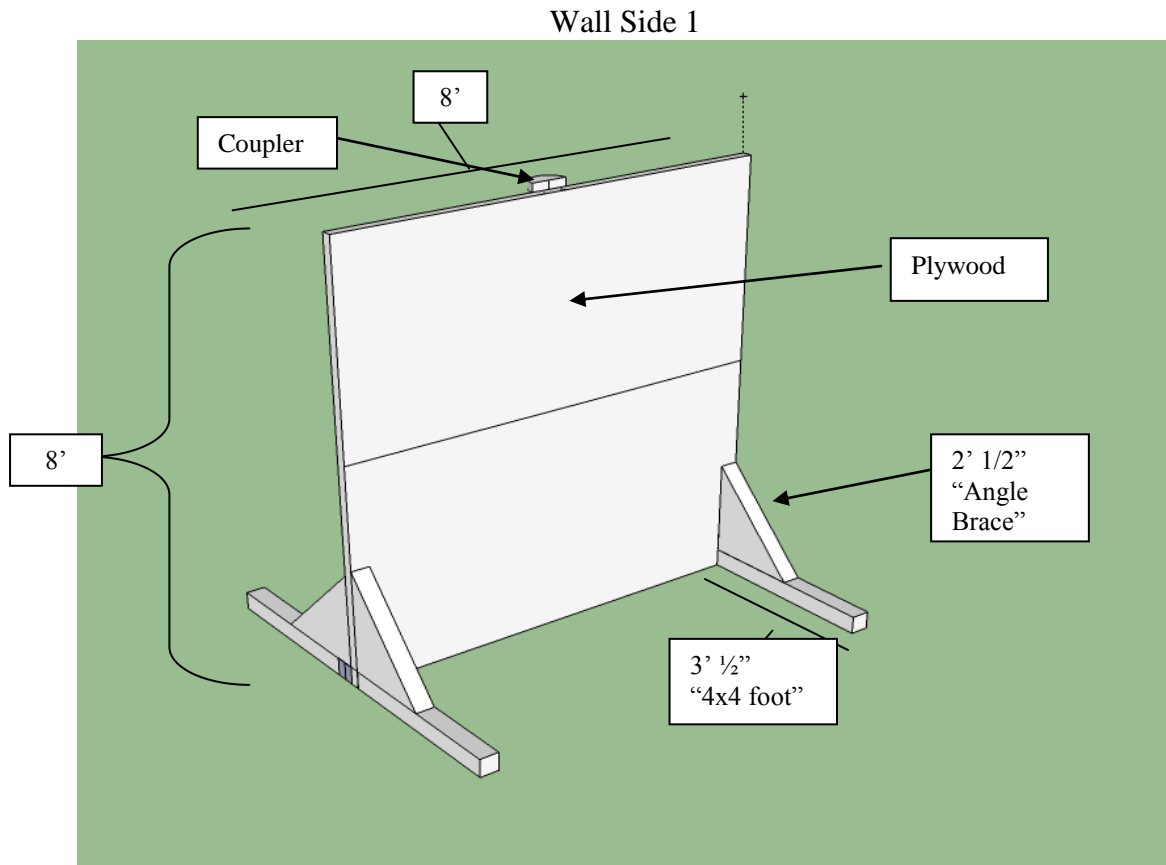
Project Details

Present Condition

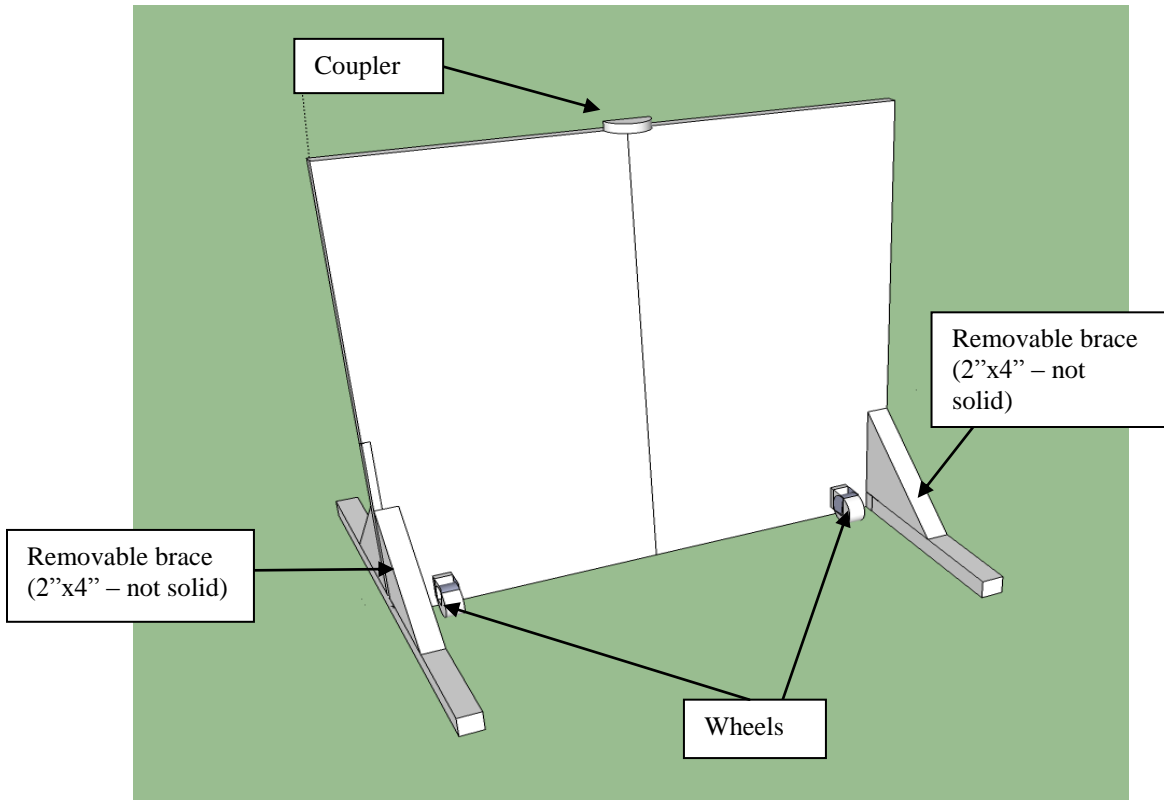
Currently there are no walls in use by the camp. (See attachment 1 To see where the lacrosse instruction occurs)

Plans / Drawings / Designs

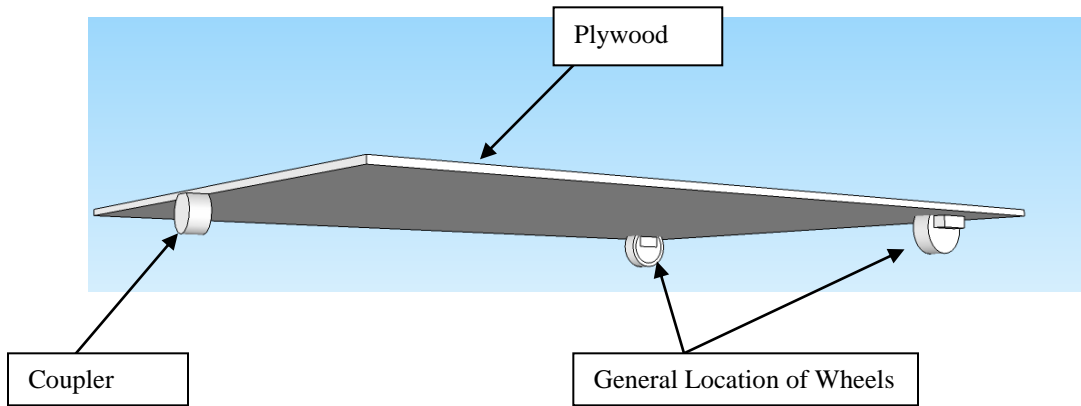
These drawings were created using Google SketchUp 7. Each wall is four 4' x 8' x 3/4" plywood sheets stacked together to create one single 1 1/2" x 8' x 8' sheet.



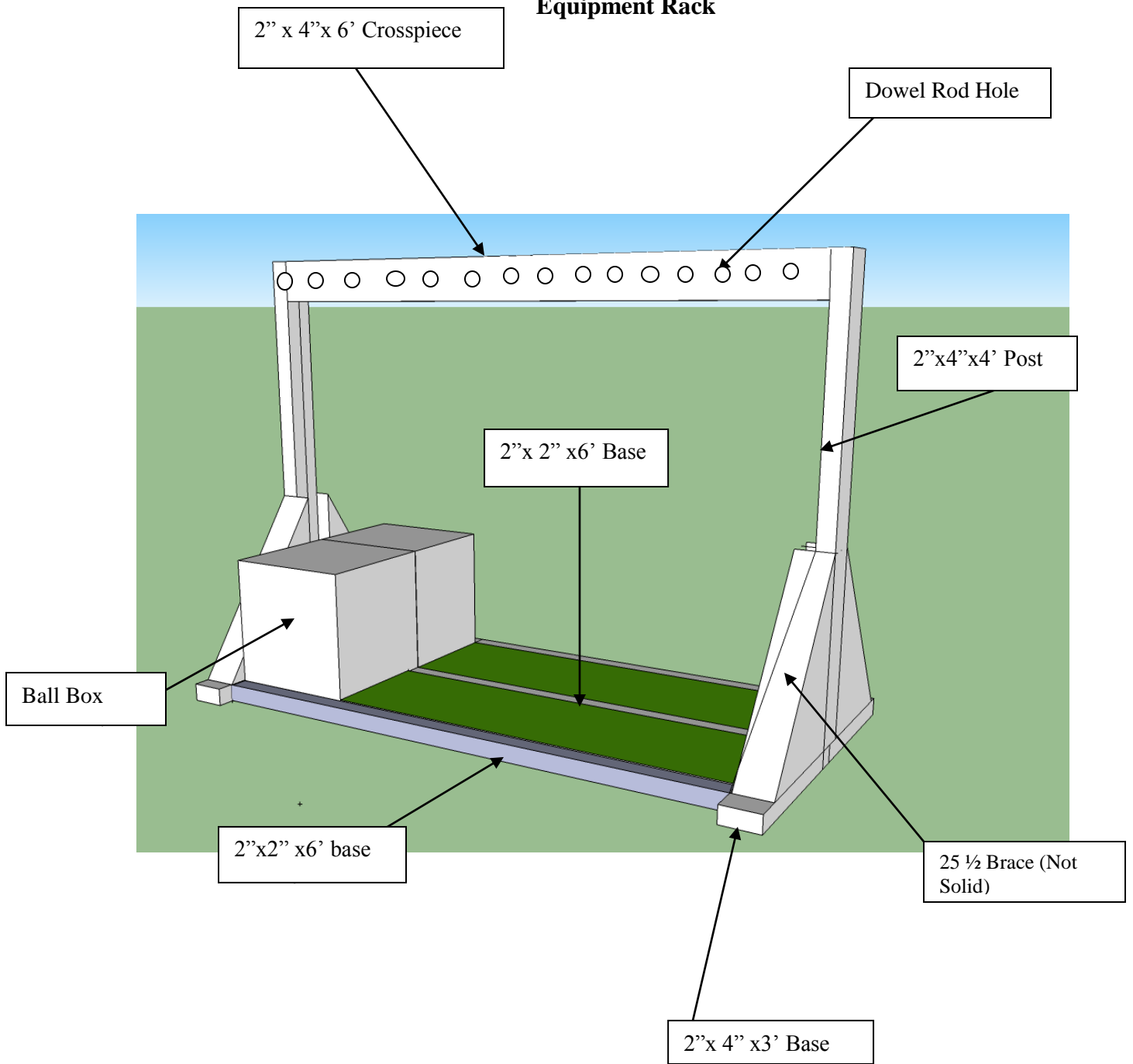
Wall Side 2



Wall (ready to transport)



Equipment Rack



Materials

Local Building Supply Store (LBSS)

All lumber will be pressure treated

Material	Provided By	Total Needed	Unit Cost	Total Cost
3/4" x 4' x 8' Plywood	Purchased (LBSS)	10	\$31.98	\$319.80
4"x4"x8' lumber	Purchased (LBSS)	4	\$6.97	\$27.88
2"x4"x8' lumber	Purchased (LBSS)	22	\$2.97	\$65.34
2" x 4" x12' lumber	Purchased (LBSS)	2	\$4.97	\$9.94
2"x2"x6' lumber	Purchased (LBSS)	4	\$1.97	\$7.88
3/8" x 6" hex bolts (galvanized)	Purchased (LBSS)	20	\$1.24	\$24.80
3/8" x 8" hex bolts (galvanized)	Purchased (LBSS)	4	\$1.64	\$6.56
3/8" hex nuts (galvanized)	Purchased (LBSS)	24	\$0.21	\$5.04
3/8" washers (galvanized) package of 25	Purchased (LBSS)	2	\$4.79	\$9.58
3/8" x 4" lag screws (galvanized)	Purchased (LBSS)	16	\$1.45	\$23.20
2" x 16-gauge Finish Brad Nails (1 box, 1000 qty)	Purchased (LBSS)	1	\$11.89	\$11.89
1 lb Deckmate 2" screws	Purchased (LBSS)	1	\$7.89	\$7.89
1/2" Dowel Rods (48" length)	Purchased (LBSS)	8	\$1.45	\$11.60
Orange Exterior Paint (1 qt)	Purchased (LBSS)	1	\$8.97	\$8.97
Black Spray Paint (12 oz can)	Purchased (LBSS)	1	\$3.24	\$3.24
450 lb capacity 12 in caster	Purchased (LBSS)	4	\$24.99	\$99.96
Dual-Fit 2 1/2" and 2" Coupler	Purchased (LBSS)	2	\$16.41	\$32.82
2" Painter's Masking Tape (ScotchBlue)	Purchased (LBSS)	1	\$6.88	\$6.88
Wheel Chocks	Purchased (LBSS)	4	\$4.99	\$19.96
Liquid Nails	Purchased (LBSS)	4	\$4.94	\$19.76
Sub-Total				\$722.99
Tax @ 7%				\$50.61
Total Materials				\$773.60

Supplies

Supply	Provided By	Total Needed	Unit Cost	Total Cost
Pen/Pencil (box of 12)	Office Supply Store	1	\$1.29	\$1.29
Water (case of 24 bottles)	Grocery	2	\$5.19	\$10.38
Paper (package of 500 sheets)	Office Supply Store	1	\$1.88	\$1.88
Posterboard (standard size)	Office Supply Store	1	\$0.99	\$0.99
Envelopes (box of 55)	Office Supply Store	1	\$5.37	\$5.37
Stamps	Post Office	40	\$0.44	\$17.60
First aid kit	Borrowed - Troop 317	1	\$0.00	\$0.00
Large Garbage bags (box of 48)	LBSS	1	\$13.28	\$13.28
3" Paintbrush	LBSS	1	\$3.97	\$3.97
Rope (to make wood yard) 100ft.	Borrowed – Troop 317	1	\$0.00	\$0.00
Sub-Total				\$54.76
Tax @ 7%				\$3.83
Total Materials				\$58.59

Tools

<u>Tool</u>	<u>Provided By</u>	<u>Total Needed</u>
Safety Goggles	Various Families	4
Gloves	Various Families	16 pairs
Ear protection	Various Families	4
Clip Board with sign in/out sheets	Various Families	1
Power Drill (cord)	Various Families	2
Circular Saw	Various Families	1
Table Saw	Various Families	1
Compound Mitre Saw	Various Families	1
Tape measure (25')	Larkin family	2
3/8" Socket Wrench	Various Families	2
12" Bar Clamp	Various Families	4
25' Extensions cord	Various Families	2
50' Extension cord	Various Families	2
3-outlet multi-tap	Various Families	3
3/8" Drill Bit	Various Families	2
Cell phones	Adult/leaders	2
Caulk Gun	Larkin Family	1
Nail Gun	Van Cleave Family	1
1/2" Drill Bit	Various Families	1

Step-by-step instructions

My project will contain four major steps. The first step will be to request donations from Local Building and Supply Stores. The second step is the retrieval and transportation of materials by the quartermaster team. The third step is the actual construction of the two walls. The fourth step is clean up. By planning my project into four steps it should help with the precision of time and detail in the construction.

Step 1: Fundraising – see Financial Plan

Step 2: Material Retrieval and Transportation

On the morning of the first work day the project quartermaster will lead the quartermaster team to the LBSS and retrieve the wood needed for the project. They then transport the wood to the worksite at the pavilion. Once the wood has arrived they will organize it by size to ease the building process.

Step 3: Construction of Walls and Target Painting

To construct each wall there needs to be four sheets of $\frac{3}{4}$ " x 4' x 8' treated plywood, two 4" x 4" x 8', four 2" x 4" x 8', one 2" x 4" x 12', ten $\frac{3}{8}$ " x 6" galvanized hex bolts, twelve $\frac{3}{8}$ " galvanized hex nuts, twenty four $\frac{3}{8}$ " galvanized washers, eight $\frac{3}{8}$ " x 4" galvanized lag screws, two $\frac{3}{8}$ " x 8" bolts and Liquid Nails adhesive.

2"x4"x8'

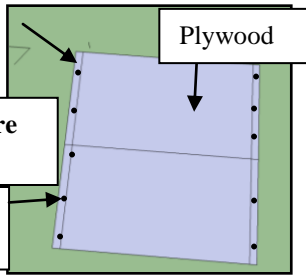


Figure 1.1

To construct the surface of each wall, take two of the 2" x 4" x 8' and place them 8 feet apart. Then take two of the plywood sheets and place them side by side so that the long sides are perpendicular to the 2" x 4" x 8' (see figure 1.1). Spread the Liquid Nails adhesive using caulk gun onto these two plywood sheets then place the other two plywood sheets on top of the first two, but place them the opposite direction, so that the long sides are parallel to the 2" x 4" x 8' (see figure 1.2). Place the other two 2" x 4" x 8' on top of the plywood so that there should be two pieces of plywood sandwiched between the four 2" x 4" x 8' (see figure 2). Once this is complete, clamp the boards together to prevent movement and allow the Liquid Nails to dry. Once the adhesive has dried, drill holes using the power drill through the 2" x 4" x 8' and plywood every 2' on each side of the wall where the bolts will go, starting at 2" inset from the edge. Take one $\frac{3}{8}$ " x 6" bolt and place in each hole, and then tighten each with a $\frac{3}{8}$ " washer and a $\frac{3}{8}$ " nut.

Figure 1.2

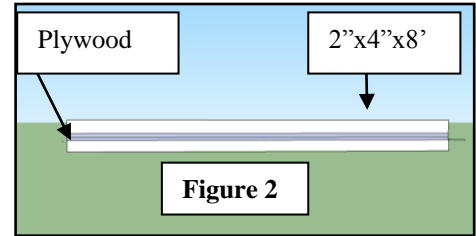
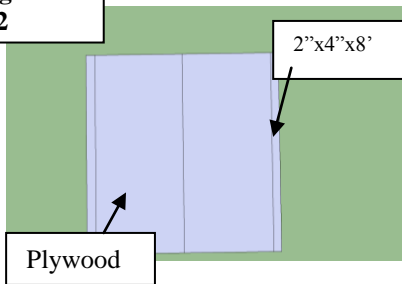
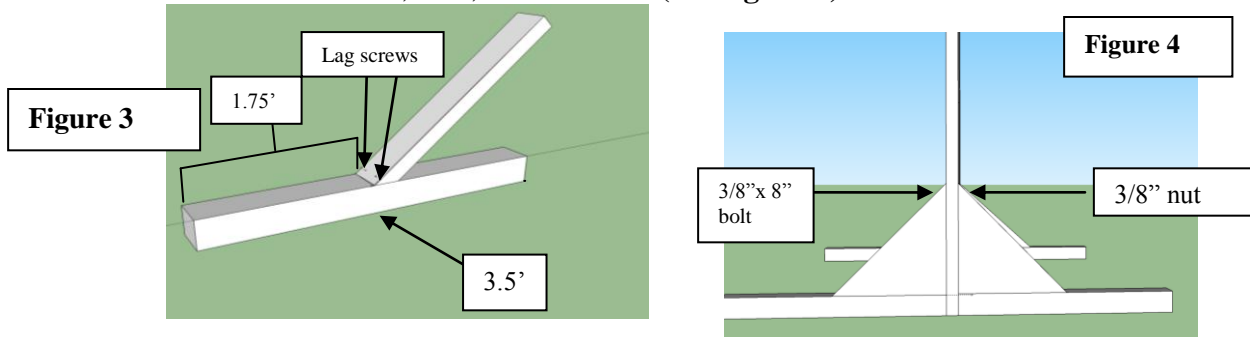


Figure 2

To construct the Angle Braces of each wall there needs to be two 4" x 4" x 8', one 2" x 4" x 12', eight 4" lag screws, and two $\frac{3}{8}$ " x 8" bolts and $\frac{3}{8}$ " nuts with washers. Cut both of the 4" x 4" x 8' so there are four $3\frac{1}{2}$ ' sections. Cut the 2" x 4" x 12' into four $2\frac{1}{2}$ ' sections. On each $2\frac{1}{2}$ ' section cut 45° angles on the ends. Mark two holes on both angles on the $2\frac{1}{2}$ ' sections 1" from each side. Place one of the angles at $1.75'$ on the $3\frac{1}{2}'$ section and use two lag screws to connect the two pieces. Do this for each pair (see figure 3). Drill two holes in each of the upper angles on the 2" x 4" x $2\frac{1}{2}'$ one inch from all sides. Do this for all the Angle Braces. Now place the Angle Braces against the wall and mark where the holes will be drilled in the Angle Braces. Remove

the Angle Braces and drill two holes through the wall where marked. The Angle Braces are through bolted. Place the Angle Braces against the wall so that the holes align and fasten using the 3/8" x 8" bolts, nuts, and washers. (See figure 4)



To install the wheels on each wall (see attachment 2), place each wheel one foot from the sides of the wall and one foot from the bottom of the wall. Follow the manufacturer's instructions that come with the wheels to install. Now take the coupler, which is used to attach the wall to a trailer hitch on a truck, and install it by following the manufacturer's instructions provided. The coupler should be placed at the center on the top edge of the wall (see Wall Side 1 & 2).

Goal Painting:

- Using painters tape, outline a 6' 3" x 6' 3" square. The inside edge of each side should be 9" from the edge of the wall.
- Using painters tape outline a 6' x 6' square. The outside edge should be 1 foot from the edge of the wall, leaving 3" of surface to be painted for the outline of the goal
- Using a 3" paint brush, paint the outline of the goal with the orange weather proof paint

Target Painting:

- Cut an eight inch circle out of a poster board 3" from the top and 3" from the edge, resulting in template
- Place the template in each corner of the painted goal and paint the circle, using black weather proof spray paint

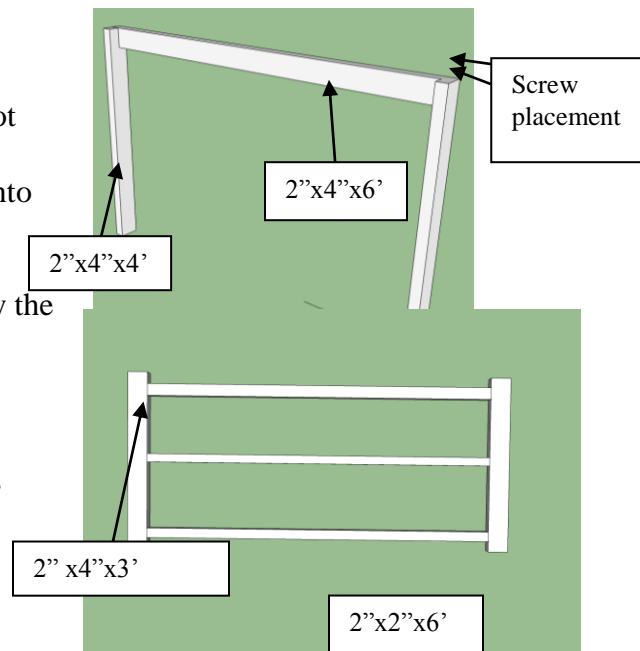
Step 4: Construction of Equipment Racks

Post Assembly:

- Cut one of the 2" x 4" x 8' board in half (four-foot lengths)
- Attach the resulting four-foot boards vertically onto each end of the 6 foot board using two 2" screws

Base Assembly:

- Cut two of the 2" x 4" x 8' into 3' lengths and lay the new 2" x 4" x 3' on the ground 6 feet apart.
- Take the post assembly and attach it to the center point of the 3 foot base with two 2" screws
- Cut two of the 2" x 2" x 8' into 6' lengths
- Pre-drill two screw holes in both 2" x 2" x 8', 1" apart, beginning 1" from the end
- Attach two 2" x 2" x 6' where the outside edge is from the center of the 3' base

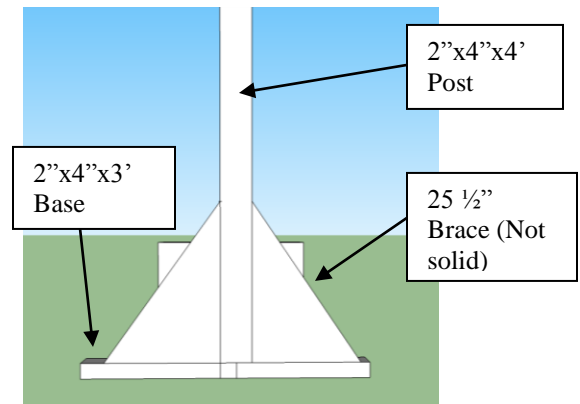


Brace Assembly:

- Cut a 2" x 4" x 8' into 25 ½" lengths
- Using a compound mitre saw, cut 45° angles on each end width wise
- Attach the braces to the post assembly and the base assembly using two 2" screws (be careful to place the screw on the thick part of the angle to avoid going all the way through)

Cross Piece Assembly: (see Equipment Rack)

- Drill 15, ½" holes 1" deep. The center of the first hole should be 8" from the end of the 2" x 4" x 6'
- The center of the remaining holes should be four inches from the center of the previous hole
- Drill the holes at a 15° angle, so that the dowel rods will be pointing up once the cross pieces are attached to the post assembly
- Cut the dowel rods into 6" pieces
- Place a drop of Liquid Nails into the hole and place a 6" dowel rod into the hole
- Attach the cross piece assembly to the post assembly using two 2" screws
- Repeat for cross piece assembly on other side



Ball Box Lumber Cuts:

- Trim 3" off the long edge of one of the 4' x 8' sheets of plywood
- Cut the remaining sheet into 15" squares using a table saw
- Trim 3" off the long edge of the remaining 4' x 8' sheet of plywood
- Cut three 15" squares off of the top of the plywood sheet
- Cut the remaining board into 15" wide strips long wise, resulting in 3 boards that are 15" by 6 feet 9 inches long
- Cut the remaining board into 15" by 13 ½" sections

Ball Box Assembly:

- Using 15" x 15" square as a base, attach two of the 15" x 15" squares to opposite sides of the box base, using the nail gun with 1" finishing nails, forming two walls
- Using the nail gun, attach the remaining two walls using the 15" x 13 ½" sections
- Using the nail gun attach the 15" walls to the 13 ½" walls
- Attach the completed ball box to the base assembly on one side and the 2" x 2" x 6' on the other side using six 2" screws, three on each side

Clean Up and Wall Placement

At the end of each work day the work area will be picked up and left exactly the way it was found. At the end of the project, the walls will then be transported to field. (**Attachment 1**). The instructions for moving the walls (**see attachment 12**) will be given to the CSO Director at the end of the project.

Financial Plan

Materials: \$773.60

Supplies: \$ 58.59

Tools: _____ \$ 0.00

Total Project Cost: _____ \$832.19

Camp and Sports Outreach

Participation: _____ (\$208.05)

]

Total Needed to Raise: _____ \$624.14

Fundraising

Camp and Sports Outreach (CSO) has volunteered to pay for 25% of the total cost of the project. I will need to raise the difference for the total cost. In order to achieve the lowest possible cost for the materials, once I receive district approval, I will solicit donations from local building supply stores. I will call and make appointments with store managers, and visit the managers personally, in Class A uniform, with a copy of my project, and the Troop IRS 501(c)(3) letter, and ask for a donation.

If necessary, as a backup plan for fundraising, the communications team will meet at the Larkin residence to stuff, stamp, and send out 20 letters to family and friends requesting donations. The letters will be personalized and include a self-addressed stamped envelope to ease the return process (**See attachment 3 for the sample letter**). Instructions to the donors will say that all checks will be made out to Troop 317. Any money given will be deposited in the Troop's account, and earmarked for the Kyle Larkin Eagle Project. Any money that is raised and not used in the project will be given to CSO. I will allow two weeks to receive the donations prior to purchasing the needed materials and supplies.

All donations will be recorded in the Donation Ledger (**Attachment 4**). No more than 25 percent of the total cost of the project will come from family donations.

Schedule

Prior to the first workday:

- I will visit with managers of Local Building and Supply Stores to request donations (see **Financial Plan**)

Morning of project: (9am-11am)

- Buy materials and transport them to the pavilion with the quartermaster team.

Day 1: Wall and Rack Construction (11am – 5pm, 30 minute break for lunch)

- Workers will meet at the pavilion at 11am and will receive team assignments and a safety briefing
- The quartermaster team will hand out needed supplies to the teams
- Wood team will measure and cut wood to desired lengths
 - Cut wood for walls first, then cut wood for Equipment Racks
- Wall team will begin the base construction
- Equipment Rack team will begin construction of the Equipment Racks
- The quartermaster team will collect supplies
- All workers will check work area for trash and excess materials
- Wall Construction will continue into second day, if needed

Day 2: Continued Construction and Painting (Wall and Rack Teams) (9am- 5pm, 30 minute break for lunch)

- Workers will meet at the pavilion at 9 am and will receive team assignments and a safety briefing
- The quartermaster team will hand out needed supplies to the teams
- Construction continues on both walls and both Equipment Racks
- The quartermaster team will collect supplies
- All workers will check work area for trash and excess materials

Post Project:

- Send Thank –You letters and emails (see **attachment 9**)

Written/Printed Information

Attachment 1:	Picture of Field Where the Walls Will Be Used
Attachment 2:	Picture of Wheel
Attachment 3:	Sample Donation Request Letter
Attachment 4:	Donation Ledger
Attachment 5:	Time Log
Attachment 6:	Sample Thank –You Letter /Email
Attachment 7:	Map of Perimeter Church/Worksite
Attachment 8:	Picture of Worksite/Pavilion
Attachment 9:	Map and Directions to the Nearest Hospital
Attachment 10:	Sample Volunteer Request Letter/Email
Attachment 11:	BSA Tour Permit
Attachment 12:	Instructions to CSO on how to Transport the Walls
Attachment 13:	Map to the Larkin Residence Worksite
Attachment 14:	Map and Directions to the Nearest Hospital from Larkin Residence

Helpers / Workers

The majority of workers will be from Troop 317. I will inform Troop 317 about the workdays at troop meetings and through emails. Non- Troop 317 workers will be contacted through email. (see attachment 10)

Teams:

The workers will be broken down into teams. There will be five primary teams: the Communications Team, the Quartermaster team, the Wood team, the Building team, and the Clean Up team. For each team there will be an appointed leader who will keep the team on task. Each team leader will be instructed on what their team is to do and then they will instruct their team. This will allow for a more efficient work schedule. I will keep track of the workers and the time they put in with a time log. (See attachment 6)

Communications Team: Led by the project treasurer, who will also keep the donation ledger. Notify people about the project, recruit volunteers, and request for tools to be borrowed. They will also take photos of the construction and end results of the project. If necessary for fund-raising, they will also stuff, stamp and send letters for donations.
Estimated-3 youth

Quartermaster team: Led by the project quartermaster. Transport wood from the LBSS to the pavilion, and will be in charge of supplies. They will set up the worksite prior to the volunteers’ arrival. This team will also be responsible for all the borrowed tools and returning them in same or better condition. They will also be responsible to remind people to bring eye and hand protection.
People needed- 4 (3 youth, 1 Adult)

Wood Team: Measure and cut wood to desire lengths and stack in appropriate size groups for the building team
People needed- 4 (3 youth, 1 Adult)

Wall Team: Construct the walls, paint goal, and paint targets
People needed- 5 (4 youth, 1 Adult)

Equipment Rack Team: Construct the equipment racks
People needed- 5 (4 youth, 1 Adult)

	Youth:	Adults:
Communications Team	3	0
Quartermaster Team	3	1
Wood Team	3	1
Wall Team	4	1
Equipment Rack Team	4	1
Totals:	17	4

Adult Supervision

There will be two or more adults at the worksite at all times. At least one adult will be Youth Protection trained.

Work Sites

My project will be built and used at Perimeter Church (9500 Medlock Bridge Rd. Duluth, GA 30097). Both walls will be constructed at a pavilion located behind the Perimeter Church pool house. The pavilion will provide shade and protection from rain. There are also power outlets so that the power tools are able to be used. The pavilion is located next to an asphalt road for the easy transportation of the walls. (**Attachments 7 and 8**) The backup fundraising portion of the project, if necessary, will be completed at the Larkin residence (7430 Brandonshire Rd. Atlanta, GA 30350) (**Attachment 13**).

Transportation

For all helpers under the age of eighteen, transportation to and from the work site will be the responsibility of the Scout's, or helper's (if not a scout) parent or guardian or as arranged by his/her parent or guardian. All volunteers over the age of 18 will be responsible for their own transportation. The wood will be transported to the work site with the help of an adult with a trailer. For wood procurement and transportation, I will obtain a BSA Tour Permit (**See Attachment 11**).

Safety

Before each work day, I will give a safety briefing about common health and safety issues like hand and eye protection, proper lifting technique, heat stroke, heat exhaustion, proper use of tools. I will also remind all workers to stay well hydrated. The Troop 317 first aid kit will be easily accessible.

Hydration- Packs of water and drinking water will be readily available at the work site. Volunteers will also be advised to bring their own water bottles to the work site.

First Aid Kit- A first aid kit will be borrowed from Troop 317 for the duration of the work days, and will be present at the worksite. We will have two cell phones on site at all times at each of the work locations.

Wood Yard- All cutting will be done in a wood yard set up at the worksite. The wood yard will be roped off, marked and have a designated entrance. All people entering the wood yard will wear appropriate safety gear (eye protection, ear protection, etc.). When all work is completed, the wood yard will be disassembled and the area policed and cleaned in order to leave no trace. Only the sawer and an assistant to hold the wood will be allowed in the woodyard. Only an adult will operate the saw.

Cutting Tools- All cutting will be done only by adults. No one except the operator and the adult supervising is to be within the wood yard while the saw is in operation.

Protection- Hand protection (gloves) will be worn while carrying and handling lumber. Volunteers will be instructed to wear closed-toed shoes and bring eye and hand protection (**see Attachment 10**).

Lifting Technique- When the wall is assembled, it will be extremely heavy. An appropriate number of people will assist with lifting wood. Proper lifting includes bending the knees and not bending the back.

Nail Gun- The nail gun will only be used in the wood yard and only by an adult. No one will be allowed in a 6-foot radius while the nail gun is in operation.

Emergency- In case of emergency, the nearest hospital is Emory Johns Creek hospital located at 6325 Hospital Parkway, Johns Creek, GA (**see attachment 9**). The nearest hospital to the Larkin residence is Northside Hospital, located at 1000 Johnson Ferry Rd NE, Atlanta, GA (**see attachment 14**).

Attachment 1: Field Where the Walls Will Be Used



Attachment 2: Picture of Wheel



KEY SPECS

Capacity (lbs.)	300
Wheel Size (in.)	10
Mount Height (in.)	12
Bolt Hole Spacing	2 3/4 x 3 1/2
Top Plate	4 x 4 1/2
Wheel Type	Rigid
Material	Pneumatic
Includes (qty.)	1
Ship Weight	9.0 lbs
Item#	11074

Attachment 3: Sample Donation Request Letter

Dear Mr. and Mrs. _____ ,

I am currently working on my Eagle Scout Project. The project is building two large lacrosse walls for the use of the newly founded lacrosse program affiliated with the camp at my church. These walls will aid the coaches in teaching the players about the sport. In order for the project to be completed I need raise approximately \$625. Any amount of money is appreciated.

Please make all checks out to “Troop 317”, and note that this is for Kyle Larkin’s Eagle Project. For your convenience there is a self addressed and pre-stamped envelope to send in your donation. Thank you very much for your tax-deductible IRS 501(c)(3) contribution and support of my project.

Sincerely,

Kyle Larkin
Life Rank Boy Scout
7430 Brandonshire Rd.
Atlanta, GA 30350
Georgiafreak2@yahoo.com
770-804-8941

Attachment 6: Sample Thank You Letter/Email

Dear Troop 317:

I would like to thank everyone who came out and volunteered on my project. I know that you had to take time out of your busy schedules and your time was greatly appreciated in completing the project. I would also like thank all of the adults and leaders that assisted me throughout my Eagle Project. Without all of your help, I would have been unable to complete this project.

Thank you,

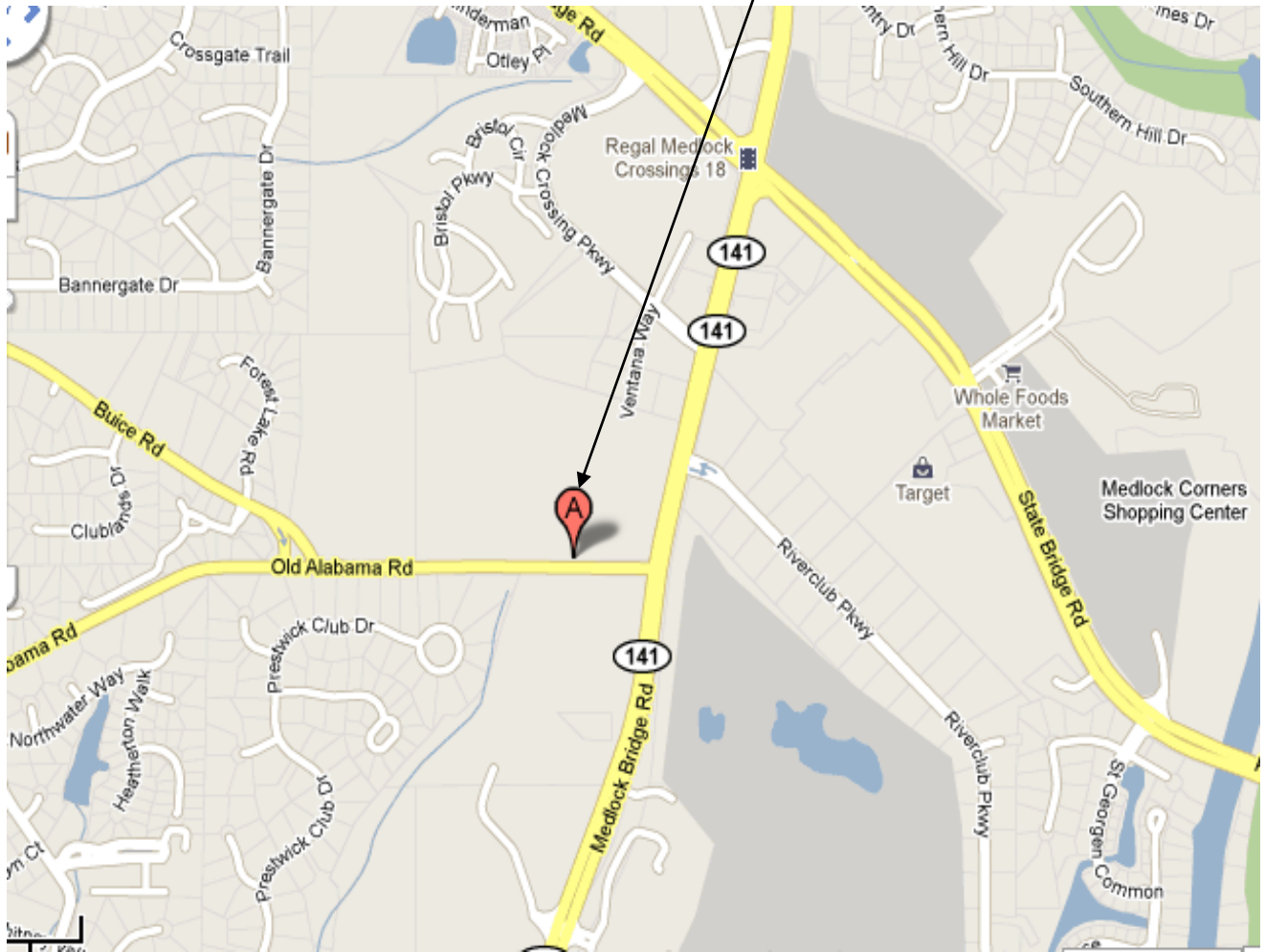
Kyle Larkin

P.S. Attached is a picture of the project that you all helped to complete.

Attachment 7: Map of Perimeter Church/ Worksite

Perimeter Church
9500 Medlock Bridge Rd.
Duluth, GA (30097)

Perimeter Church
and Worksite of
my project



Attachment 8: Worksite/ Pavilion

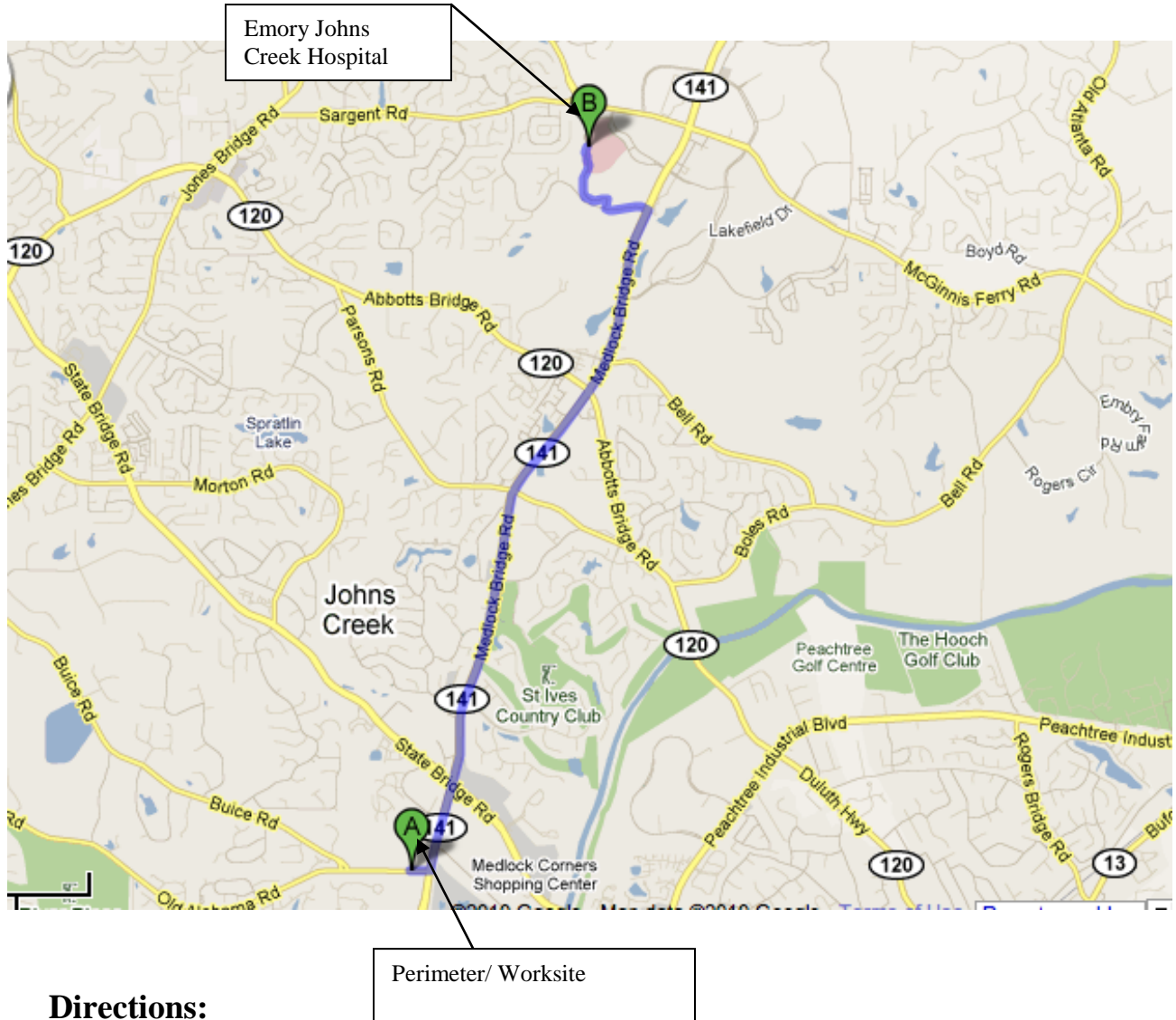
**Perimeter Church
9500 Medlock Bridge Rd
Johns Creek, GA
Contact Kyle at: 770-712-2840**

Pavilion and Worksite
(Electricity available at the pavilion)



Attachment 9: Directions to the Nearest Hospital from Perimeter Worksite

Emory Johns Creek Hospital
6325 Hospital Parkway
Johns Creek, GA 30097
678-474-7000



Directions:

1. Head East on Old Alabama Rd. toward Medlock Bridge Rd. 0.1 mi.
2. Turn Left on to Medlock Bridge Rd. 3.7 mi.
3. Turn Left on to Findley Rd. 0.2 mi.
4. Take the first Right 0.4 mi.

Attachment 10: Sample Volunteer Request Letter/Email

Dear Troop 317,

As you may know I have been working to complete my Eagle Project. I now have approval to carry out my project. In order to complete the project I need volunteers to come and help build two mobile lacrosse walls for the Camp and Sports Outreach affiliated with Perimeter Church.

If you would like to volunteer your time please meet at the pavilion behind the pool house at Perimeter (9500 Medlock Bridge Rd, Johns Creek) on (**DATE**), at 11:00am, and on (**DATE**) at 9:00am, and bring a sack lunch and water. Dress appropriately for working (closed-toed shoes) and bring any eye protection and workgloves that you have. We will be working all day until 5:00pm.

Sincerely,

Kyle Larkin

Georgiafreak2@yahoo.com

770-804-8941 (home)

770-712-2840 (cell)

Attachment 11: BSA Tour Permit

We will insert the completed tour permit here once we verify the dates after district approval. The tour permit will be obtained by using the online permit tool at www.myscouting.org

Attachment 12: Instructions to CSO on how to Transport the Walls

Transporting the walls

To transport the walls, first remove the bolts from the braces on the bottom and then remove the braces from the wall. The wall is very heavy, so extreme caution should be taken when lowering the wall. In order to lower the wall, the wheels need to be chocked (wedging the tire) so that the wall does not slide. Then, very slowly, lower it until it is flat on the ground. Finally, connect the coupler to a trailer hitch and tow it to its next location.

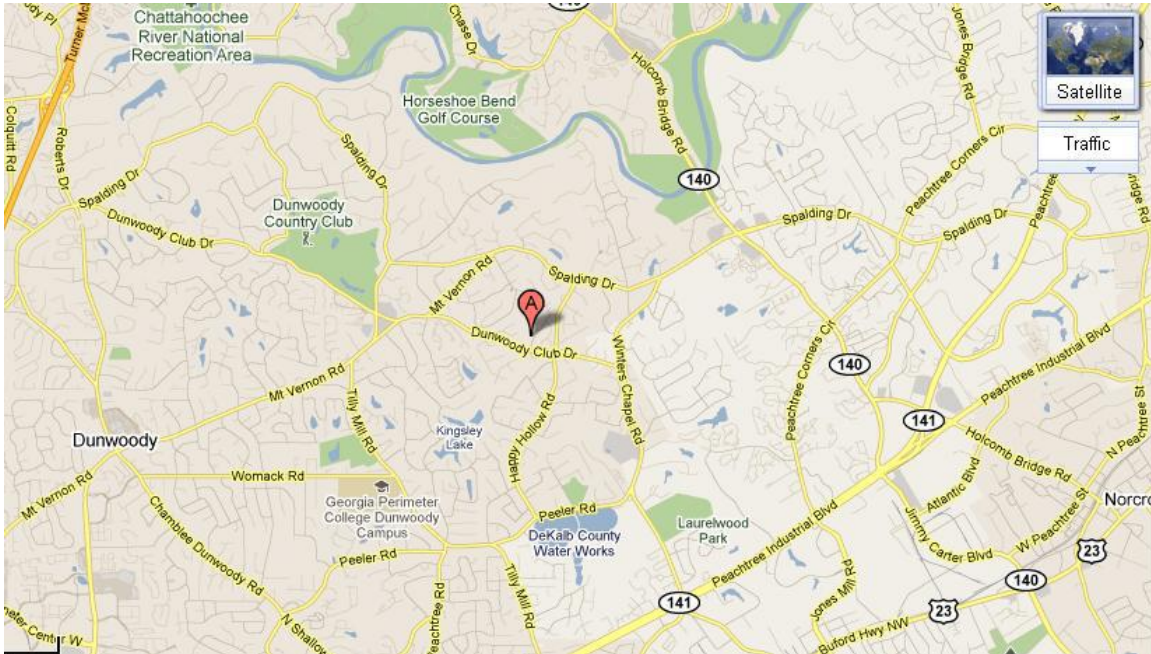


Wheel Chocks

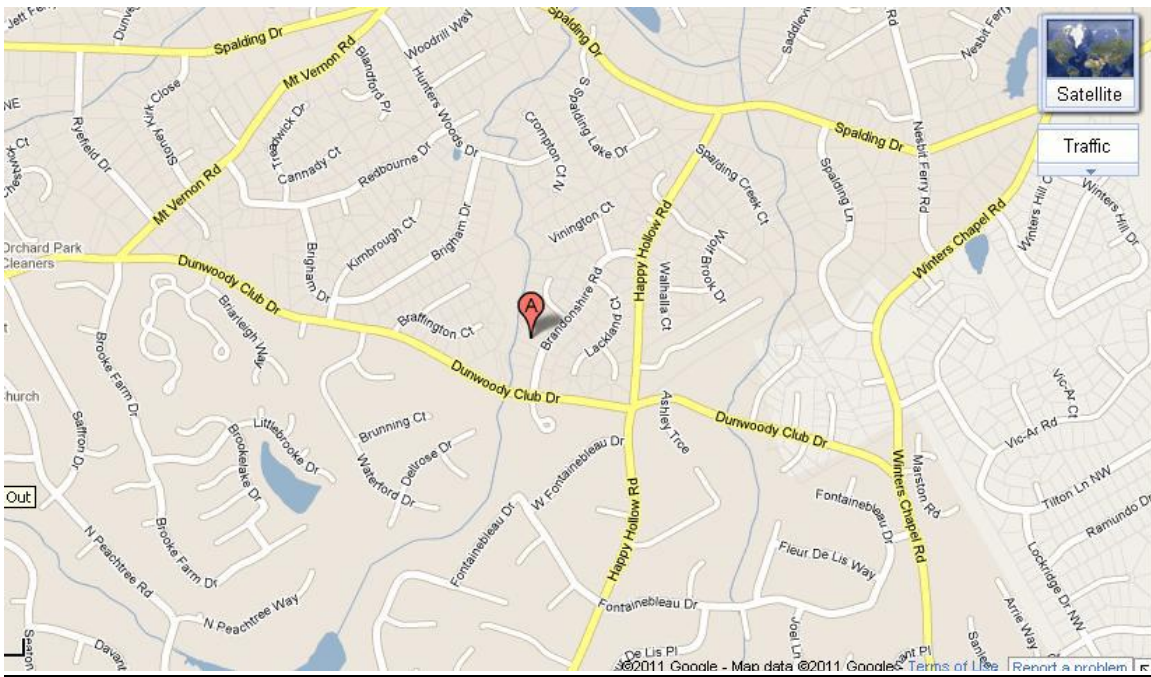
To install the wall in its next location, first remove from the hitch. Then, chock the tires and raise it slowly. Rope can be used to help steady it and ease the raising of the wall. Finally, bolt the braces back on to the wall.

Attachment 13: Backup Fundraising Worksite / Larkin residence

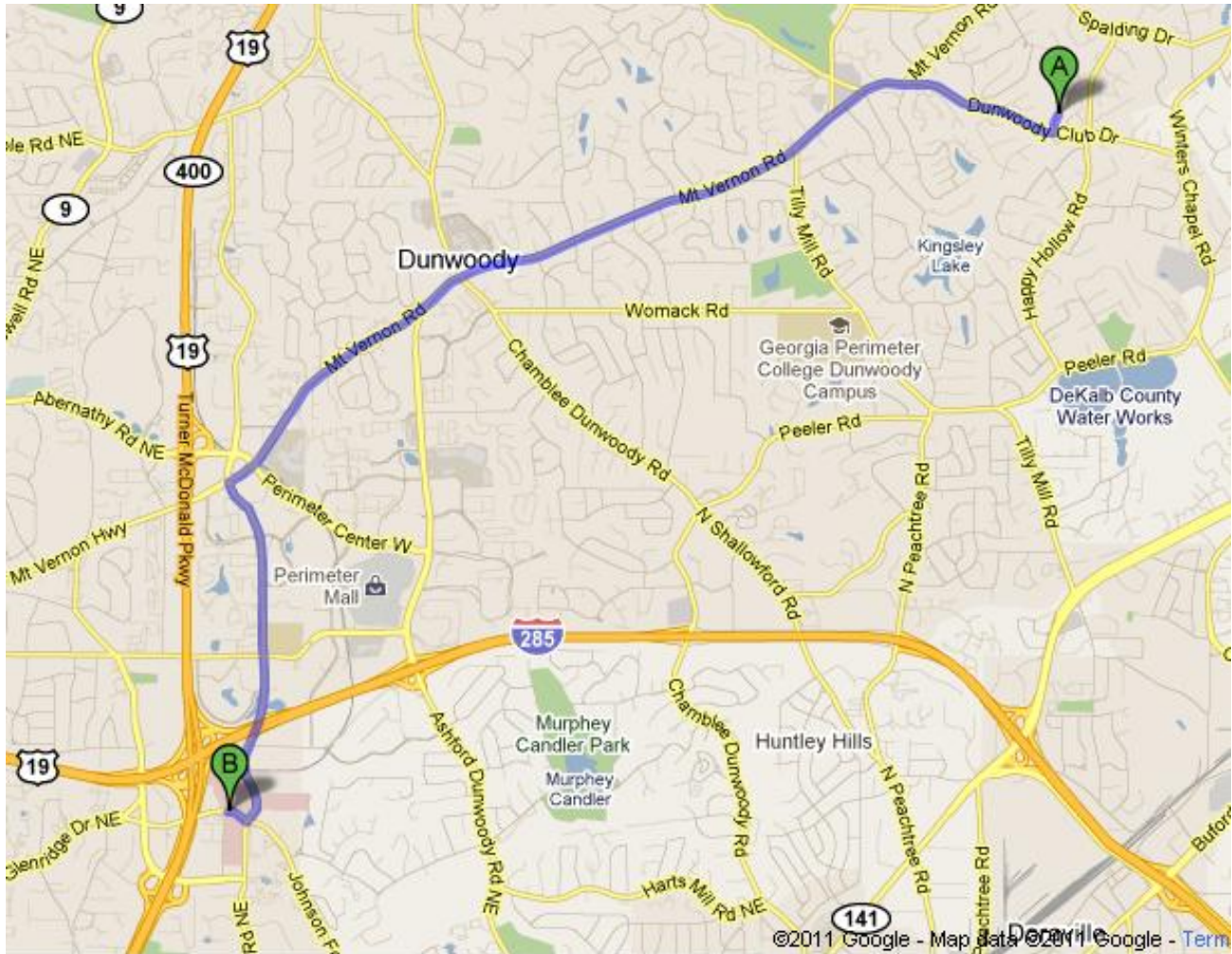
**7430 Brandonshire Rd
Sandy Springs, GA**



Closer View of Larkin Residence



Attachment 14: Directions to Nearest Hospital from Larkin residence



Directions:

1. Head southwest on Brandonshire Rd toward Dunwoody Club Dr 476 ft
2. Take the 1st right onto Dunwoody Club Dr 1.0 mi
3. Dunwoody Club Dr turns slightly left and becomes Mt Vernon Rd 3.8 mi
4. Turn left at Peachtree Dunwoody Rd NE 1.6 mi
5. Turn left at Old Balloon Rd Destination will be on the right 0.2 mi

Approval Signatures for Project Plan

Project plans were reviewed and approved by

Religious institution, school, or community representative Date

Scoutmaster/Coach/Advisor Date

Unit Committee member Date

Council or district advancement committee member Date

Approvals for Completed Project

Start Date of Project **[Start Date]** Completion date of Project **[Completion Date]**

This project was started and has been completed since I received the Life Scout rank, and is respectfully submitted for consideration

Applicant's Signature

Date

The project was planned, developed, and carried out by the candidate

Signature of Scoutmaster/Coach/Advisor

Date

Signature of representative of religious institution, school, or community

Date

Statement of Ambitions and Life Purpose

Positions held in religious institutions, school, camp, community, or other organization in which leadership skills were demonstrated.

List awards or honors received during the above service.

Eagle Scout Leadership Service Project Life to Eagle Seminar



Troop 317

Boy Scouts of America

Atlanta Area Council

Milton District



Kyle Larkin

November 24, 2009

David Karas

District Coordinator