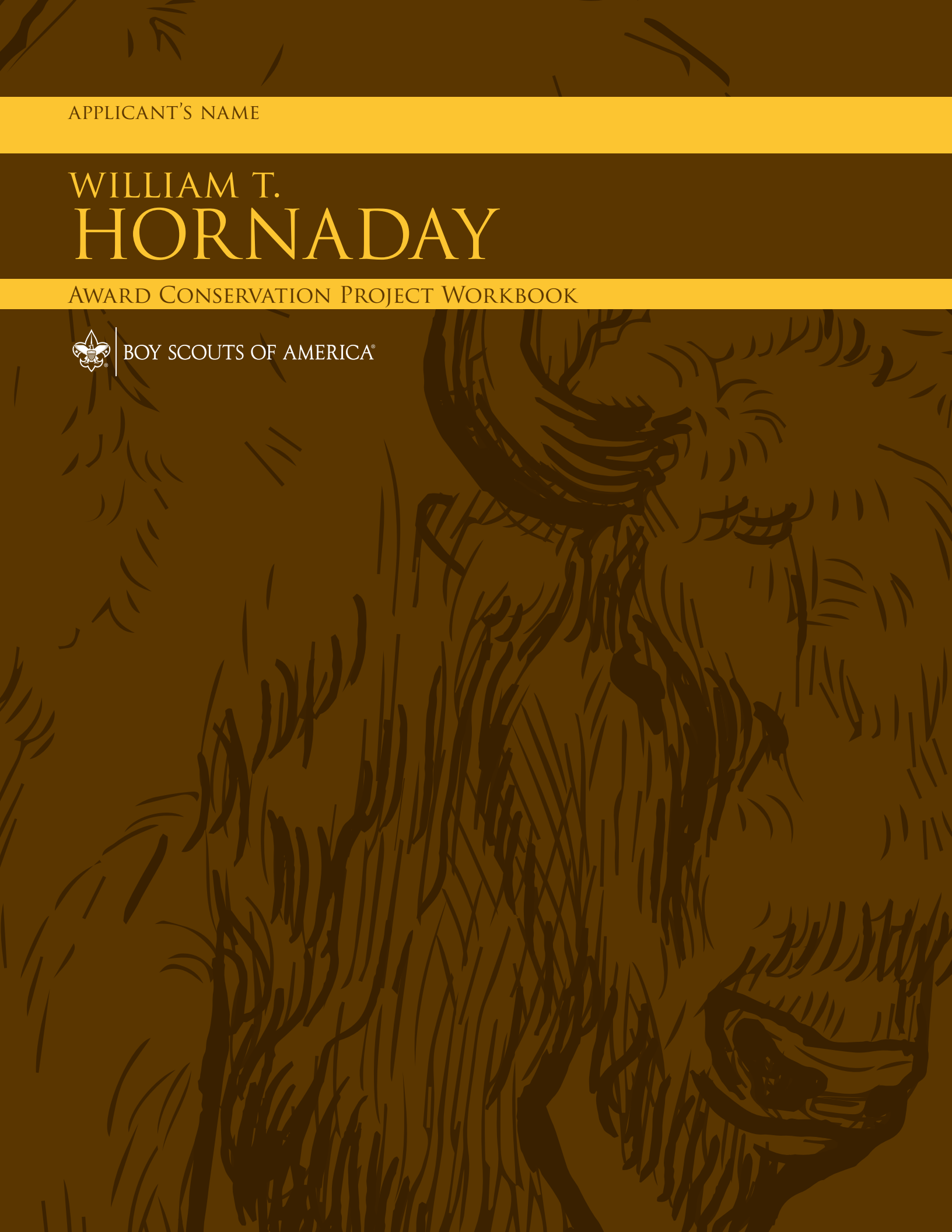
APPLICANT'S NAME

WILLIAM T. HORNADAY

AWARD CONSERVATION PROJECT WORKBOOK

BOY SCOUTS OF AMERICA®



Welcome

Welcome to the William T. Hornaday Award Conservation Project Workbook! This workbook is designed to help you organize your thoughts and document a William T. Hornaday award conservation project. Although the verbiage in this workbook is aimed at youth working on their bronze or silver medals, the sections and formats remain applicable for youth earning the William T. Hornaday Badge as well. Each copy of this workbook will document only one of your conservation projects. If you are applying for a unit award or for a youth William T. Hornaday Badge, you will only have one project, but if you are applying for one of the youth William T. Hornaday medals, you will have several conservation service projects. This workbook is not to be used for a William T. Hornaday adult award because specific projects are not required; adult awards are by nomination only, not by application. Please read all the way through this workbook before beginning your project to get a more complete picture of what will be needed. This preparation will benefit you considerably as you plan, lead, carry out, and document your project.

In the past, the Hornaday awards application requirements suggested using the Eagle Scout Service Project Workbook (No. 512-927) to help you organize the documentation for each of your projects. This William T. Hornaday Conservation Project Workbook, modeled after the Eagle Scout Service Project Workbook, has been refined to add the additional specificity that is required for the National Hornaday Committee to review your application properly. The sections and questions have been designed to help you provide the specific information the review board members look for; each member has over 30 years of experience in a natural resource field, and the board is very consistent in its review of Hornaday medal applications. Use of this workbook is encouraged for all of the William T. Hornaday youth awards, not just for the bronze or silver medals.

It is important to note that you are not required to complete this or any other workbook, but doing so will help you document your project with the information the reviewers need. Working with your conservation advisors and/or the council conservation or Hornaday committees will also give you very valuable assistance in understanding and documenting a successful project for a William T. Hornaday award. Without this information, many applications cannot be reviewed and will be sent back to the applicant for additional information or simply rejected for a lack of data if the applicant is nearing the age limit. This workbook and the new William T. Hornaday Guidebook were designed to reduce the occurrence of these returns and rejections.

The medals were created by Dr. William T. Hornaday, who established demanding standards with the belief that only the most truly exceptional conservation accomplishments deserved recognition. We strive to maintain the exacting standards Dr. Hornaday set. The Hornaday medals are designed to achieve real, long-standing, significant impacts on the environment. You must provide clear, written evidence in your application that you did indeed plan, lead, and carry out long-term, substantial projects, each in a different conservation category.

This workbook will help you plan, organize, and implement a William T. Hornaday award conservation project. Much like the Eagle Scout service project, you will need to keep detailed records of your project from start to finish. Use this workbook to describe your research, reasons for selecting this project, the decisions you made, and what made your project successful. Tell us what you learned and how you used this project to teach others. You should complete this workbook for each project, and submit it with supporting documentation as part of your award application. Not every section of the workbook will be applicable for all projects; any section intentionally left blank should be noted as such in the workbook.

In addition to the steps required in the application, supplemental documentation relating to your conservation work (newspaper articles, letters of commendation, and photos of completed projects) is also considered by the reviewers. Fundamentally, you must provide evidence of leadership in researching, planning, and carrying out the projects, and show how this project influenced other people. Dr. Hornaday felt very strongly that the work you do for any of these awards should also influence the attitudes of the communities and other youth around you.

The most successful applicants work closely with their conservation advisor, their unit leader, and the benefiting organization to ensure that each project fulfills a conservation need and is a representation of your best efforts to meet the high standards of the William T. Hornaday award.

Wishing you all the best as you pursue one of the Hornaday awards! Good luck, and good Scouting!

What Makes a Service Project a William T. Hornaday Project?

There are many deserving service projects that await completion. Scouts are well-known for providing beneficial service to their churches, schools, and communities. Many people understand the requirements for an Eagle Scout service project, and some believe that an Eagle Scout service project is the largest project a Scout will ever undertake. As you will learn, the requirements for earning the Hornaday award are even larger.

For a service project to be considered for a William T. Hornaday award, it must be a conservation project. The project must address a conservation issue, which means that it is designed to repair a problem in the natural environment. That issue will most often determine in which category the project belongs.

Each project must be in a different Hornaday category, and therefore each project you do must address a conservation issue that is different from any of the other Hornaday projects you do. Also, projects for a Hornaday award differ from Eagle projects in several ways: One Hornaday project can benefit a BSA property; Hornaday projects can be done on private land (conservation problems do not recognize ownership patterns); one Hornaday project can be your Eagle project if it also meets all of the other standards for a Hornaday project; educational projects are allowed, but only one of your projects should be primarily educational in nature; and fundraising is allowed to support your Hornaday project.

Extreme caution must be used if the project is part of a larger effort, a recurring event, or sponsored by an organization or agency. Under these circumstances, it can be very difficult to demonstrate that the project was your original idea and you did not simply build off of the work others had already done.

Each project must stand on its own, and each is reviewed separately. Any relationships that may exist between your projects must be clearly defined for the reviewers, and individual work items cannot be counted toward more than one project. For a William T. Hornaday award, *each* of the conservation projects required must equal or exceed an Eagle project in scope, have a high degree of significance, be sustainable over time, and provide a long-term benefit to the natural resources and our environment.

As is the case for Eagle projects, projects with short-term benefits do not meet the minimum standards for a Hornaday award. For example, litter pickups, single recycling pickups, or single weed pulls are not acceptable Hornaday projects. These types of projects do not make a significant impact on the environment. Any substantial Hornaday project by definition will significantly impact the environment and the community around the project area. A project that actually changes or impacts the environment must be of such duration that it exists long enough to change Mother Nature.

Projects designed to improve people's access to an area almost never benefit the environment. One exception might be in an area that currently provides access, and that access is causing a negative impact on a conservation issue; if the Hornaday project, in correcting that negative issue, improves human access as a secondary benefit, it may still be considered a suitable Hornaday project.

Dr. Hornaday felt very strongly about significant impacts on the environment: "Actual results count heavily" and "a youth must really hustle" to be recognized over all other Scouts in the nation. These projects are not meant to be trivial or easy to accomplish; they should stretch the youth's abilities and comfort zone. Only the truly exceptional should be raised up and awarded this significant tribute. Even today, we look back at Dr. Hornaday's writings and try always to hold to his exacting standards.

Dr. Hornaday looked to youth as those who can change attitudes about conservation in the communities where they live, so reviewers look for significant ways that the public or groups outside the BSA are involved in each of your projects. Dr. Hornaday's motto was: "Open wide to youth all gateways to nature."

The reviewers also look for increasing depth in research and documentation for projects from youth as they get older. Older youth need more robust sections on research before the project, long-term evaluation and monitoring of the effects of the project, and lessons learned in carrying out the projects.

In Dr. Hornaday's words: "Look about you. Study the wild life of the 20 miles around you, and determine wherein any of it is being unjustly treated. … I cannot possibly decide for you what you ought to do in your locality. Investigate thoroughly, then you can decide, far better than I, what you ought to do. Work for the benefit of the distressed and abused wild birds and quadruped and fishes, and not merely to win a gold badge. The Cause Is The Thing To Work For!"

Hornaday projects are not supposed to be easy. While there is no set minimum number of hours for each project, making a significant change to the environment will require a great investment of your time. This kind of project cannot be done in a weekend. You must consult with natural resource professionals; plan an approach to fix a problem; work with managers, public officials, and others in the community to gain the needed approvals; assemble the necessary resources to carry out the project; market your efforts; get others excited to help; actually go out and change a trend in Mother Nature; and follow up to see that Mother Nature actually responded in the way you and your advisors thought it would. If the conservation issue was easy to fix, the project would already have been done.

Satisfying the requirements for this award is going to demand a great deal of effort, time, and skill, and it won't be easy or quick, but when you are done, you can look upon your results and be proud of them. The results will be ones you can show your children and grandchildren.

Contact Information

Note: If you need more space to answer any of the questions in this workbook, please feel free to attach additional pages to complete your answers. You may also attach any supporting documentation that relates to your project. Any additions can be provided as emailed attachments to the completed PDF or as hard copies if you choose to print out and mail your application.

William T. Hornaday Award Applicant

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

Unit Leader

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

William T. Hornaday Advisor

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email address:			
Conservation organization affiliation:			

Project Conservation Advisor

Name:		Preferred telephone(s):	
Address:	City:	State:	Zip:
Email address:			
Conservation organization affiliation:			

Benefiting Organization

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

Benefiting Organization Representative (Name of contact person for the benefiting organization)

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

Council Conservation/Hornaday Committee Representative

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

William T. Hornaday Conservation Project Proposal

Area Description and Issues

Describe how the idea for this project came about.

Describe the area where you are going to do this project.

Describe the various issues with the area where you are going to do this project. (Be sure to include issues in addition to those that your project is designed to address.)

What is the conservation issue that this project is designed to address?

What are the concerns for this area (based on information from the owners or managers of the area and from the groups that use the area)?

List any opportunities for improving the use or function of the area beyond addressing the conservation issue listed above.

Current Condition or Situation

Describe the existing condition of the area.

Describe what you believe to be happening to the area. (How has the area changed over time and/or how is it expected to change if nothing is done?)

What inventories/surveys have been done for the area?

When were these inventories/surveys done?

Do these inventories/surveys pertain to the conservation issue that you are trying to address in this area?

Do these inventories/surveys show a trend over time in relationship to the conservation issue you are trying to address?

Summarize information about this area and/or the conservation issue that you have found in existing literature or on the Internet.

What information do you not have that you should learn before making changes to the environment?

How do you or the land manager plan to obtain the missing information? (If you do conduct an inventory as part of your project, be sure to conduct it to the correct scientific standards so others may use the information you collect in the future.)

Project Alternatives

Make a list that briefly describes several alternative ways a project could be done to address the conservation issue. For each alternative, give a short list of pros and cons and an estimate of the resources it would take if you were to do it. Include on the list the practical obstacles to each alternative, such as resources needed, training, public opinions, and position of management. One of your alternatives can be to do nothing. (You should discuss this list of alternatives with the land manager and your advisors, and together, select one that will become your project.)

Proposed Project Description and Benefits

Describe the selected project alternative and the benefits it is expected to generate.

Clearly define how this project relates to the larger landscape or environment. Be sure to include any relationship this project has to any other project that you or others have or will carry out.

Tell how your project will address the conservation issue identified above.

Attach sketches or “before” photographs if these will help others visualize the project.

When do you plan to begin your project?

When do you think your project will be completed?

Providing Leadership

What will your role be, and how will you provide leadership?

How do you plan to reach out to the community and groups outside Scouting?

People

Approximately how many people will be needed to help on your project?
Where will you recruit them (unit members, friends, neighbors, family, outside groups, community members, others)? Explain.

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 yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2" x 4" or 4" x 4".

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags. What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Tools

What tools or equipment, if any, will you need? Include tools, and also equipment, that will be borrowed, rented, or purchased. You do not need a detailed list yet, but you must show you have a reasonable idea of what is required.

Other Needs

What other kinds of expenses do you think you might incur? Include items that don't fit the above categories, for example, parking, postage, or services, such as printing or pouring concrete.

Permits and Permissions

Will permissions or permits (such as individual or group volunteer agreements, building or electrical permits, dig permits, event permits, permission to access or cross property, permission to use equipment, wilderness or backcountry permits, etc.) be required for your project? And if so, who will obtain them? How long will it take to obtain them? Note that the benefiting organization should obtain and pay for permits if there is an associated fee.

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 material, 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.

Enter 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 complete your final 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.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Logistics

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan? (Check with your council service center to determine if a Tour and Activity Plan is required.)

Safety Issues

A much more in-depth safety planning process is included in the Project Safety Planning section in this workbook. That section can be completed for this preliminary planning section and may be requested by the Council Conservation Committee before they complete their review of your project.

The *Guide to Safe Scouting* is an important resource in considering safety issues. Describe the hazards and safety concerns you and your helpers should be aware of.

Note: William T. Hornaday projects are not preapproved. An exception to this is that you must obtain permission and all required approvals from the organization managing the land before you do any activity on their property. The following section only shows that the project has been discussed with the people identified and that all agree to support you as you move forward. Guidance and counsel from these experienced people can go a long way toward making your effort for a William T. Hornaday award successful, but their approvals here do not indicate that this project will be considered a worthy project by the national committee, nor are they required.

Project Conservation Advisor's Review

I have reviewed this proposal and discussed it with the applicant. I believe it provides impact worthy of a William T. Hornaday conservation project, and it will involve planning, development, and leadership. I am comfortable the applicant 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 the applicant.

Signed: _____

Date: _____

Name (printed): _____

Benefiting Organization's Review

This service project will provide significant benefit, and we will do all we can to see it through. We have informed the applicant of the financial and other support (if any) that we have agreed to provide. We grant permission and approval to the applicant to conduct the project as described, including any conditions or restrictions as noted on our included comments.

Signed: _____

Date: _____

Name (printed): _____

William T. Hornaday Advisor's Review

I have worked closely with the applicant as he/she continues to work toward a William T. Hornaday Award. This conservation project should produce a significant impact on the environment in a conservation category different from the applicant's other projects.

Signed: _____

Date: _____

Name (printed): _____

Council Conservation Committee's Review

We have reviewed this project, spoken with the applicant, and have determined that it meets the rigorous standards required of a William T. Hornaday conservation project. The applicant has been informed of other forms, applications, or permits that must be completed prior to the start of the project as required by BSA policies.

Signed: _____

Date: _____

Name (printed): _____

William T. Hornaday Conservation Project Final Plan

Comments From the Review of Your Proposed Project

What suggestions were offered by any of the reviewers of your proposed 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 benefiting organization. You should also discuss these changes or refinements with your conservation advisors.

How will your project be different from the proposed project?

Will the changes make the project more or less helpful to the benefiting organization?

Will the changes be more or less effective in addressing the identified conservation issue?

Project Phases

You may have more than eight phases, or fewer, as needed; if more, you may add them below, or place in an attachment.

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.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Work Processes

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

Attachments

Attach such things as additional plans, drawings, diagrams, maps, and pictures that will help you carry out your project. This documentation may also be helpful to your workers, your advisors, the benefiting organization, and to the national committee that will review your entire application package. 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 to include.

Permits and Permissions

Will a Tour and Activity Plan be needed to comply with local council policies?

If you will need permissions or permits,* what is being done to obtain them, and when will they be issued?
**Could include individual or group volunteer agreements, building or electrical permits, dig permits, event permits, permission to access property, wilderness or backcountry permits, etc.*

Materials

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

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plywood	¾", 4' x 8', B-C interior grade	3	20.00	60.00	ABC Hardware donation**
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
			Total Cost of Materials	0	

***If you plan to obtain donations, such as the one shown in the example above, you should consult with your unit and council to see if additional approvals are needed.*

Supplies

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

Item	Description	Quantity	Unit Cost	Total Cost	Source
Plastic tarp	9' x 12', 2ml thick	2	4.00	8.00	ABC Hardware purchase
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
			Total Cost of Supplies	0	

Tools

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

Circular power saw***	1	$0	$0	Mr. Smith	Mr. Smith
Tool	**Quantity**	**Unit Cost**	**Total Cost**	**Source**	**Who will operate/use?**
			0		
			0		
			0		
			0		
			0		
			0		
			0		
			0		
			0		
	Total Cost of Tools			0	

****Power tools considered hazardous, such as circular saws, power augers, chain saws, and wood chippers, must be operated by adults who are experienced in their use, and in some cases, they must hold a current certification to operate the tool. See the current BSA guidelines, policies, and model plans, including the* Guide to Safe Scouting *and age-appropriate guidelines located at* **http://www.scouting.org/HealthandSafety/Guidelines_Policies.aspx**.

Other Needs

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

Printing	Marketing brochure	2000	.01	20.00	Copy Services, Inc.
Item	**Description**	**Quantity**	**Unit Cost**	**Total Cost**	**Source**
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
				0	
	Total Cost of Other Needs			0	

Expenses

Revenue

Item	Projected Cost	Total to be raised: $ 0
		Contribution from beneficiary: $
Total materials (from above)	0	
Total supplies (from above)	0	
Total tools (from above)	0	
Total other (from above)	0	
Total cost	0	

Describe how you will get the money for your project. Include what any helpers will do to assist with the effort and also any requests you will make for donations of supplies, materials, etc.

Providing Leadership

Complete the chart below, telling about specific jobs that need to be done, the skills needed to accomplish them, whether they must be done by adults or may be done by youth, how many helpers are needed, and how many you have so far (if any). For example:

Build birdhouse	Knowledge of plans and woodworking	Adult power tools/supervise, youth to assemble	2 adults/10 youth	1 adult/5 youth
Job to Be Done	**Skills Needed (if any)**	**Adult or Youth**	**Helpers Needed**	**Helpers So Far**

What are your plans for briefing helpers or making sure they know how to do what you want them to do and do it safely?

What is your plan for communicating with your workers the directions to the site, where to park, and the importance of being on time and bringing with them what they need?

Logistics

How will the workers get to and from the place where the work will be done?

How will you transport materials, supplies, and tools to and from the site?

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? (Recommended: no more than eight hours per day)

How will the workers be fed?

Will drinking water be available?

Where will restrooms be located?

Safety

No part of the planning process for a conservation service project is more important than planning for safety. Safety is your number one concern as you plan to conduct your project. No job or accomplishment should ever come before your safety and the safety of everyone who volunteers to help you. It is also important to note that if the national William T. Hornaday committee judges any project to be unsafe or not in complete compliance with the policies of the BSA, the entire project will be rejected and not considered as part of your application for an award. For further information, refer to BSA's Scouting Safety information at www.scouting.org/HealthandSafety.aspx.

Project Safety Planning

Refer to the BSA's Service Project Guidelines, No. 680-027, and other publications by the BSA National Health and Safety Committee found at www.scouting.org/HealthandSafety/Guidelines_Policies.aspx for guidance in completing the following sections.

Will a first-aid kit be needed for this project? If so, where will it be kept? Will someone be designated as primarily responsible for administering first aid?

What is the best way to get to your project site? Where is the parking area? How can emergency vehicles access the site?

How can you contact local emergency agencies for help from your project site? Is there a phone list of hospitals, fire, and other emergency numbers available?

Identify any jurisdictional codes and ordinances that will apply to your project.

Determine suitable hours within which work on the project will be performed. For example, you could designate 8:30 a.m. to 4:30 p.m., including short rest breaks every two hours and a one-hour break for rest and lunch. It is recommended that service projects do not exceed eight hours per day. Please keep in mind that youth attention spans may be a limitation. Is there a plan to manage working in the heat or extreme cold (e.g., plan for water, rest, shade, heated area, hot liquids, etc.)?

Hazard Analysis, Recognition, and Control

Refer to the BSA's Program Hazard Analysis, No. 680-009, to complete the following section. (You also could include all of the following hazards and mitigation efforts on the last page of the Program Hazard Analysis Matrix instead of filling out the following section:)

1. List possible hazards you might face. These could include overhead or underground utilities; hazardous tools or equipment; sunburn; overgrowth of trees, bushes, and grasses; or the animals, bugs, and reptiles present in the area.

2. Consider the weather. What are the forecasted conditions during the time of the project?

3. Monitor tool usage. Identify supervision, who has access, the proper handling of tools, and power supplies, etc.

4. How will you prepare for emergencies (access, shelters, weather monitoring, communications, etc.)?

5. 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?

Tool Safety and Equipment Usage

See Age Guidance for Tool Use and Work at Elevations or Excavations, No. 680-028, for guidance. Be sure to include all tools and equipment listed in the cost section above.

1. What skill level, training, certification, age, and physical conditions are necessary for each tool?

Tool	Age-Appropriate Certification	Training Needed/Completed (adult/youth)

2. List the personal protective equipment needed (see Age Guidelines for Tool Use for guidance).

Tool	Personal Protective Equipment Needed

3. Check the condition of all tools. Never use tools that are broken, needing repair, or missing safety features.

Tool	Acceptable Condition

4. Determine the clearances and barriers needed between users or for specific tools or equipment.

Tool or Work Area	Clearance, Barriers, or Safety Circle

5. Where and how will tools be stored?

6. Review the proper use of tools, and plan for proper tool instruction.

Weather Considerations

1. Heat (consider heat index, periods of work and rest, availability of shade and drinking water):

2. Cold (consider wind chill, periods of work and rest, availability of heated area and drinking water):

3. Weather forecasting information and evaluations:

4. List weather emergency procedures (for tornadoes, hurricanes, lightning, etc.) and training and awareness (first-aid kit, trained first-aid personnel). See the Hazardous Weather online training at MyScouting.org.

Health and Sanitation Considerations

1. Health risks to participants (possible problems such as poison ivy, rodents, and mosquitoes):

- Will Annual Health and Medical Record forms be available at the project site?

- Are participants with allergies or other health risks identified? Will medications and EpiPens be on hand as required? Will parental permissions for youth be secured?

2. Will snacks or food be available? (List types, where they will be located, etc.)

Type of Snacks or Food (note allergies)	Location of Food

3. Sanitation needs and provisions (restrooms, hand sanitizers):

4. Will you need sunscreen, insect repellent, etc.?

Hazardous Materials or Chemicals

Will any hazardous materials or chemicals be used? If so, how will you see that they are properly handled? Any hazardous material or chemical must be used in complete compliance with the manufacturer's labeling and any applicable state or federal OSHA standards or regulations, especially as they relate to age-appropriate activities. Consider visiting websites that provide regulations and other helpful information relating to youth working or volunteering on your project, such as: www.youthrules.gov, https://www.osha.gov/youngworkers/index.html, and https://www.osha.gov/SLTC/youth/agriculture/index.html.

Safety and Health Communication Plan

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

What personal protective equipment or supplies may be needed? (For example, gloves, safety glasses, 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 could cause postponement or cancellation of the project? What conditions will cause a start, stop, or continue process to occur? What will you do should this happen?

Monitoring Plans

How do you plan to determine if your project had the desired outcomes and has corrected the conservation issue or issues you have identified?

How often do you plan to return to the project site to monitor the outcome of your project? Give an approximate schedule for these trips.

What other projects could be done in this area to more fully address the conservation issue?

Comments From Your Conservation Advisors About Your Final Plan

Your conservation advisor's comments can be extremely helpful in assuring your project is successful.

William T. Hornaday Award Conservation Project Report

William T. Hornaday Project Name _____

Project Start Date _____ **Project Completion Date** _____

Complete this report, along with the rest of the project workbook and attachments, after your service project has been concluded. Be aware that this report is the only documentation the national committee will reference to review your project.

Project Execution:
Once planning was completed, when did the work begin? When was it finished?

Project Description
Please provide a brief description of your completed project and the impact it will have.

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

Observations
What went well?

What was challenging?

What did not go well?

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

Incident Reporting
If any accidents or injuries occurred, complete a BSA Incident Information Report, No. 680-016. Submit it to your local council service center as soon as possible. Immediately notify the council service center or Scout executive of any serious incidents requiring emergency or medical response. If there was a near miss, complete a BSA Near Miss Incident Information Report, No. 680-017, and submit it to the council service center. Dependent on the land manager, an incident report on any accidents, injuries, and/or near misses occurring during your project may also be required on a form internal to their organization. Contact the benefiting organization's representative for guidance on which forms must be completed.

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? How were your leadership skills further developed?

Materials, Supplies, Tools, Other

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

Entering Service Project Data

The BSA collects information on the hours worked on service projects* because it points to achievement of our citizenship aim. To assist with the data collection, please refer to the list of volunteers (including yourself) and the number of hours they worked, then provide the information requested below. Include the list as one of your attachments. One of the aims of the William T. Hornaday awards program is to educate, inform, and involve people and organizations outside the BSA. Please identify these outside groups separately by organization in the "other" categories below. Include the hours you spent planning and researching your project as well.

Volunteer Group	Number of Workers	Total Hours Worked
Registered BSA youth members		
Registered BSA adult members		
Other (non-BSA affiliated youth groups, family, friends, etc.)		
• Organization:		
o Youth		
o Adults		
• Organization:		
o Youth		
o Adults		
• Organization:		
o Youth		
o Adults		
Applicant hours spent		
• Researching		
• Planning		
• Conducting project		
• Completing project documentation		
Total Hours	0	0

Funding/Donations
Describe your fundraising efforts:

How much money 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 after project completion, how will it be used?

How were the donors thanked?

Photos and Other Documentation
If you have them, attach photographs taken before, during, and after project completion. You also may attach letters, news articles, maps, handouts, printed materials, or similar items that might be helpful to the national committee. Please include some photos of yourself while planning and executing the project.

Monitoring
Record any follow-up visits or inventories you have made to your project area.

Were the outcomes from your project what was expected? (For example: Did the trees survive? Was the invasive species controlled? Did the erosion stop?)

What could have caused the project outcomes to differ from expectations?

Meet with the representative of the benefiting organization. Did the project meet their expectations? What are their suggestions for changes to future projects in the area?

What follow-up activities or projects should be done to ensure that the continued environmental impact is acceptable or will become acceptable?

Learning
How did this conservation project help you and others learn?

One of the fundamental purposes of the Hornaday Awards program is to encourage learning by the participants and to increase public awareness about natural resource conservation. Detail the educational opportunities afforded through your project.

Community Impact
What impact did this project have on the community?

Awards and Certificates
List all awards and/or other recognition and provide copies of any certificates you received as a result of this project.

Media Coverage
Provide copies of all media coverage of your project (for example, newspapers, radio, television, Internet).

Candidate's Promise
Sign below before you complete your badge or medal application.

On my honor as a Scout or Venturer, I was the leader of my William T. Hornaday Award conservation service project and completed it as reported here.

Signed:_____ Date: _____

Benefiting Organization Acceptance
A letter from the benefiting organization accepting the finished project is required. Please attach.

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