

# Eagle Scout Leadership Service Project Workbook



Gordon Williams

Scout's name

185 Willowbrook Dr. Portola Valley CA

Address

(650)-851-4417

Dec. 9 1996

Telephone No.

gordon.d.williams@gmail.com

Date of birth

E-mail (optional)

64

Unit No.

Redwood

District

Pacific Skyline

Local council

Kirt Williams

Unit leader's name

185 Willowbrook Dr. Portola Valley CA

Address

(650)-851-4417

Telephone No.

George Zdasiuk

Unit advancement committee person's name

48 Hillbrook Dr., Portola Valley, CA

Address

(650)-529-1852

Telephone No.

## PROJECT DESCRIPTION

Project name Bicycle Drive and Repairs

Describe the project you plan to do.

The purpose of my project is to collect and repair donated bicycles/tricycles for all ages, which will be donated to people and families who find housing at Haven Family House and other shelters with Shelter Network. Shelter Network is a nonprofit organization providing families with housing, meals, counseling, and children's programs.

My intent is to obtain about 30 bicycles/tricycles and to make all needed repairs such as replacing tires, tubes, handle pads, and brakes. Other repairs are adjusting and lubricating wheels, gears, chains, and shifting mechanisms. I also intend to collect at least one helmet for every bike obtained. I will get these through donations from helmet companies/stores or by purchasing with cash donations. Another issue concerning safety would be riding during the evening hours, to improve safety during these times I would like to obtain lights, reflectors, and or bells.

I anticipate spending anywhere from a 30 minutes to 2 hours per bicycle in repairs and maintenance. This will leave me a total time of 15 to 60 hours devoted to repairs and maintenance. In order to accomplish this time commitment I will recruit several Boy Scouts and friends who I will train in bicycle repairs and maintenance. In addition I will spend around fifty hours writing donation letters, talking to potential donors, collecting/picking up bicycles and other donations. This will leave me with an estimated total time of 110 to 180 hours.

What group will benefit from the project?

Haven Family House and Shelter Network

650-325-8719

Name of religious institution, school, or community

Telephone No.

260 Van Buren Road

Menlo Park

CA

94025

Street address

City

State

Zip code

My project will be of benefit to the group because:

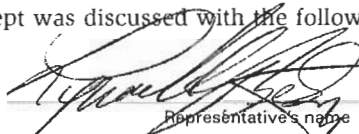
My project will be of benefit to the individuals and families of Haven Family House and Shelter Network. The families involved with these programs are low-income and in need of housing. Many of the families and individuals likely do not have bicycles. The bicycles that I will collect and repair will be given to these people for recreation and transportation. My hope is that these bicycles can be used for transportation to and from work and school. For this reason, I will make sure that the bicycles are ready to be used and equipped with safety equipment, such as lights, bells, and helmets. Additionally, I hope that these bicycles will be used for recreation and exercise purposes for all ages.

This concept was discussed with my unit leader on

6/1/11

Date

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



Representative's name

Volunteer Manager

Representative's title

6/1/11 GLS

Date of meeting

6/8/11

650-685-5880 x125

Phone No.

## PROJECT DETAILS

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Plan your work by describing the present condition, the method, materials to be used, project helpers, a time schedule for carrying out the project, the estimated cost of the project, and how the needed funds will be obtained. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project.

If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.

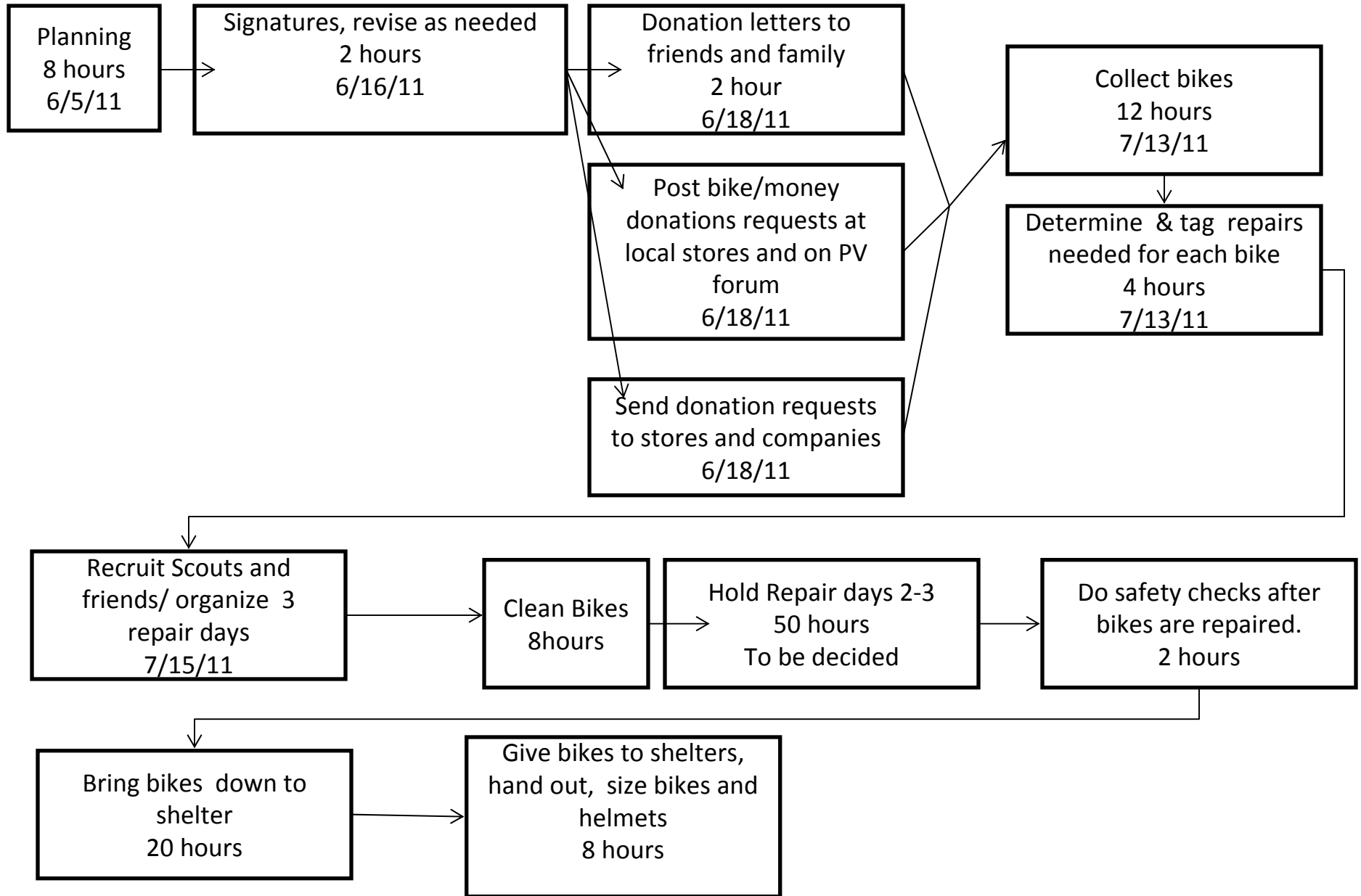
Currently many of the families and individuals at Haven House do not have bicycles. The children are a variety of ages, with the average current age being 4 years of age. This varies, as the families move in and out of the facility. I hope to obtain bikes for at least 30 people and provide a minimum of 1 bike per family. The staff and families of Haven House were excited when I mentioned the idea of bringing/donating bicycles.

I plan to begin by writing letters to friends and family requesting money and bike donations. I will also post this request on the PV forum. My family and I will transport the bikes that cannot be dropped off. I will also write letters to bicycle/helmet stores and companies, as well as sports stores requesting donations of tires, tubes, patches, brakes, handle bar pads, helmets, lights, reflectors, and bells. As I receive the bikes at my home I will determine the necessary repairs for each bike.

Once I have the bikes I will hold repair days with the scouts and friends to help repair bikes. Before each repair session I will train the scouts how to repair and maintain bikes, as well as review safety precautions, such as over inflating the tires when pumping them up. I will hold additional repair days until I have about 30 bikes in good condition. I also intend to have 1 helmet for each bike. If I do not have enough helmets at this point I will purchase some with the donated money. Once I have enough bikes, I will hold one or two days at the shelter where I will hand out and size the bikes and helmets to the people of Haven House.

Please see Project Schedule, Materials List, and Volunteer Hours on the following pages.

## Project Schedule



## Materials List

Material	Estimate Needed	Cost For One*	Cost for all	Source
Spoke wrench	3	\$0	\$0	My Garage
Allen wrenches	3	\$0	\$0	My Garage
socket wrenches	3	\$0	\$0	My Garage
pliers	3	\$0	\$0	My Garage
tire levers	4	\$0	\$0	My Garage
teflon oil	1			
tire pump	1	\$0	\$0	My Garage
patch kit	5 to 30	donated/purchased \$3	\$15 - 90	#See Bottom
tires	10 to 20	donated/purchased \$30	\$300 - 600	#See Bottom
tubes	10 to 20	donated/purchased \$8	\$80 - 160	#See Bottom
chain links	3 to 6	donated/purchased \$3	\$9 - 18	#See Bottom
handle bar tape	5 to 30	donated/purchased \$12	\$60 - 360	#See Bottom
lights	10 to 15	donated/purchased \$25	\$250 - 300	#See Bottom
reflectors	5 to 30	donated/purchased \$5	\$25 - 150	#See Bottom
rags	6	\$0	\$0	My Garage
helmets	30+	donated \$40	\$0 to 1200	#See Bottom
brake pads	10 to 20	donated/purchased \$9	\$90 - 180	#See Bottom
bikes	25 donated 5 purchased	donated/purchased \$40	\$0-200	Friends, Family

## Total

**\$829-3258**

\*What is not donated will be purchased with donated money

#REI, Target, Palo Alto bicycle, Mikes Bike's, Bike Connection, Chain Reaction, Giro, Bell

### **Anticipated Volunteer Hours**

Task	People needed	Hours per person	Hours for all people
Planning	1	4	4
Get signatures, revise plan	2	2	4
Request donations	2	2	4
Collect Bikes	2	12	24
Determine repairs needed	1	4	4
Clean Bikes	4	3.5	14
Teach People	6	0.5	3
Repair Day 1	6	3	36
Repair Day 2	6	3	36
Repair Day 3	6	3	36
Bike safety checks	1	2	2
Bring Bikes to Shelters	2	8	16
Give bikes to shelter and size to fit	6	2	12
<b>TOTAL</b>			<b>195</b>

"BEFORE" PHOTOGRAPHS

~~There~~ Currently many of the families  
at Haven House do not have bicycles.

Approval Signatures for Project Plan

Project plans were reviewed and approved by

John B. Egleson 6/15/11  
Religious institution, school, or community representative Date

Byron A. Zie 6/16/2011  
Unit committee member Date

Gerald L. Sauer ASM 6/15/2011

Kir Wille SM 6/15/11  
Scoutmaster/Coach/Advisor Date

Peggy Gluck 6/20/11  
Council or district advancement committee member Date

**IMPORTANT NOTE:** You may proceed with your leadership service project only when you have

- ☐ Completed all the above mentioned planning details
- ☐ Shared the project plans with the appropriate persons
- ☐ Obtained approval from the appropriate persons



# CARRYING OUT THE PROJECT

Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List who besides yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project.

If appropriate, list the type and cost of any materials required to complete the project. If your original project plan changes at any time, be sure to document what the change was and the reason for the change.

## Hours I Spent Working on the Project

The length of time spent should be as adequate as is necessary for you to demonstrate your leadership of two or more individuals in planning and carrying out your project.

Hours I spent: Planning the project 19 Hours Carrying out the project 76.5 Hours

Total hours I spent working on the project: 95.5 Hours

## Hours Spent by Scouts, Venturers, or Other Individuals Working on the Project

Name	Date	No. of Hours
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Total number of hours others worked on the project: 148.5 Hours

For a grand total, add the total number of hours you spent on the project to the total number of hours others worked on the project: 244 Hours

**Eagle Project Log**

Date	Event	Hours per Person	Total hours	People Working	Notes
5/26/2011	First contact/notes	2	2	Gordon	
6/4/2011	Planning/writing	6	6	Gordon	
6/8/2011	Meeting	2	4	Gordon, Kirt	
6/14/2011	writing	1	1	Gordon	
6/15/2011	signatures/writing	2	2	Gordon	
6/21/2011	emails/writing	2	2	Gordon	
6/22/2011	emails/collecting	4	4	Gordon	
6/23/2011	collecting	1.5	3	Gordon, Kirt	
6/23/2011	emails/coordinating	1	1	Gordon	
6/26/2011	collecting	1	1	Gordon	
6/27/2011	marking	2	2	Gordon	
6/29/2011	collecting	1.5	3	Gordon, Erika	
6/29/2011	mailing	0.5 or 5	5.5	Gordon, Brynn	
6/30/2011	mailing/calling	0.5	0.5	Gordon	
7/2/2011	preparing	1	1	Gordon, Brynn, Erika	
7/2/2011	Work Day #1	3	39	Ben Z., Benny S., Reed W., Domonic S., Wesley H., Cameron H., Lucas H., Jefferey F., George B., Gordon W., Brynn W	
7/3/2011	checking	3	3	Gordon	
7/4/2011	collecting	1.5	3	Gordon, Erika	
7/4/2011	repairing	2	4	Gordon, Kirt	
7/5/2011	emails/collecting	1	2	Gordon, Erika	
7/11/2011	fixing/getting parts	3.5	3.5	Gordon	
7/13/2011	getting parts	1	4	Gordon, Erika, Brynn, Reed	
7/24/2011	Fixing	8	8	Gordon	
7/26/2011	Fixing	5	5	Gordon	
7/27/2011	Fixing	0.5-5	6	Gordon, Brynn, Reed	
8/7/2011	Fixing	3	9	Gordon, Brynn, Reed	
8/8/2011	Work Day #2	2.5	15	Gordon, Brynn, Reed, George B., Cameron B., Erika	
8/8/2011	Fixing	3	12	Gordon, Brynn, Reed, Erika	
8/9/2011	Fixing	3 or 7	13	Gordon, Brynn, Reed	
8/10/2011	Fixing	2 or 6	26	Gordon, Brynn, Reed, Erika, Kirt	
8/11/2011	Cleaning up	1	3	Gordon, Brynn, Reed	
8/14/2011	Packing bikes	0.5	1.5	Gordon, Erika, Kirt	
8/15/2011	Transporting Bikes	3	9	Gordon, Reed Erika	
8/15/2011	Distributing Bikes	4	40	Gordon, Brynn, Reed, Matthew P., Ben K., Terry W., Paul G., Francesca G., Erika, Kirt	

**Total Hours****244**

**Hours I spent Working on the Project**

Planning Hours	19
Working Hours	76.5
My Hours	95.5

**Hours Spent by Scouts, Friends, Family**

Erika	28
Kirt	15
Reed	30
Brynn	28.5
Ben Z.	3
Benny S.	3
Domonic S.	3
Wesely H.	3
Cameron H.	3
Lucas H.	3
Jefferey F.	3
George B.	5.5
Cameron B.	2.5
Matthew P.	4
Ben K.	4
Terry W.	4
Paul G.	4
Francesca G.	4
Total Hours Others Worked	148.5

## Materials Required to Complete the Project

Type of Material	Cost of Material
Bike Tubes	\$4-6
Bike Pump	\$39.99
Patch Kits	\$2-5
Tire Levers	\$4.99
Tires	\$17-30
Chain Oil	\$4.99
Multi Tool	\$14.96
Training Wheels	\$9.96-10.39
Helmets	\$8.99-20.99
Gear	\$34
Handle Bar Tape	\$14.95
Bike Light	17.99

For more information see receipts

## Donations Received

Name	Amount
See Donations Page	

# Bike and Part Donations

Name	childrens	Adult	Other	Received
Jena Walter		2 *1		1 mid sized red Huffy #1, 1 silver schwin trick bike #2
Karen Askey		2		2 small boys Blue Kents #3-4
Doug Morss		1		1 Mid sized Blue Mongoose #5
Kathey Fitzgerald		1		1 Mid sized black Huffy #6
Dale Pfau	3-*4			2 small girls Raleigh #7-8, 1 small girls Kent (pink) #9, Medium blue gi
Mike Anderson		1		1 medium grey raleigh #27
Wayne Behrens		1		1 small red novara #26
Fiona Cory		1		1 small red specialized "hotrock" #10
Steve Hansen		2		1 small blue Huffy "monster" #11, 1 red tricycle Hedstrom #12
George Zdasiuk				1 medium black trek #30, 1 medium green dimondback #31
Jill Stanley		3		1 purple diamond back #39, small blue Next#40, med silver Trek#41
Jane Worden		2		1 light blue girls raleigh #43, 1 small home painted bike #44
Alley Howe	*1			
Tricia Law		1		1 small light blue girls schwinn #13
Joan Krasner Leighton			2	1 old road bike #14, 1 old bike #15
Elsie Mak		2		1 small pink Barbie #16, 1 small pink K2 #17
Stanford Police			7	7 bikes #18, 19, 20, 21, 22, 23, 24
Ben Krausz			1	1 small light blue girls trek #32
Linda Elkind			1	1 large white trek road bike #25
Randy Holthaus			1 1 kids bike attatchment #29	1 medium red specialized #28
Steve Humphries		1	2	1 small purple trek #33, 1 medium light blue road bike #34, 1 green C
Siam		1		1 small dora bike #36
Peggy Gluck			1	1 med red Specialized #37
Scott Paulsen			1	1 adult blue specialized rockhopper #38
Jeff Jordon			1	1 large stumpjumper #45, 1 medium silver marin #47, 1 large red trel
Jacqueline Kubicka				1 medium blue trek #42
Shelly Sweeny				1 small red radio flyer #49, 1 medium home painted blue bike #48
Dave Howe			Lots of tires	1 adult green univega #50
Jill Daly				1 ticycles
Crevelt				2 kid bikes
Pat Kelly				1 medium diamondback
Tina Molumphy			Bike Chain	1 red Next Bike
Marilyn Brandt				1 specialized Rockhopper, 1 Black Roadmaster
Mike's Bikes			113.85 in Parts	

\*means maybe

**Cash Donations**

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Powell	\$100
Dworkin	\$40
Bill Williams	\$50
Sheila Zipf	\$100
Ted Zipf	\$35
Scandalios	\$25
Joan Parker	\$50
Gerry Nelson	\$50
Lina Swisher	\$30
Lynn Pieron	\$25
Jack & Leslie Williams	\$50
Anne Galli	\$25
Roberta Kerwin	\$50
John McIntosh	\$100
Brenda Herrington	\$100
Tom Stephenson	\$60
Ed Stephenson	\$20
Joan Krasner Leighton	\$20
<b>Total</b>	<b>\$930</b>

## **Changes**

List any changes made to the original project plan and explain why those changes were made.

One change that I made was how many bikes I decided to take. I had originally planned on receiving only 30 bikes, but people continued to donate bikes. Eventually, I stopped taking bikes when I had 60 bikes. I decided I could take more bikes because I wanted to make sure everybody that wanted a bike got one. I also used several bikes for parts and therefore some bikes were not donated.

Another change I made was that I had to ask for more money donations than I originally thought I would. This was due to the fact that the bike stores were relatively unhelpful in donating parts and helmets. Mike's Bikes donated several parts, but I still had to buy most of the remaining parts and helmets.

## After Photographs:





**"AFTER" PHOTOGRAPHS**

Including photographs of your completed project (along with the "before" photographs on page 9) helps present a clearer overall understanding of your effort.

**Approvals for Completed Project**

Start date of project 6/20/2011

Completion date of project, including paperwork and final signature 8/16/11

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

Gordon Williamson  
Applicant's signature

8/16/11  
Date

This project was planned, developed, and carried out by the candidate.

Ray Allen / Gerald Sauer  
Signature of Scoutmaster/Coach/Advisor

8/16/11 / 8/18/11  
Date

Paul B. Eggleston  
Signature of the representative of religious institution, school, or community

8/15/11  
Date