

**Mountain Lakes Eagle Scout Project 4 step Checklist**

Task	Estimated Time to complete	Completed ✓
1. Submit project proposal to Borough Manager for feedback/ committee assignment include: detailed vision, materials, location, ongoing maintenance requirements/sustainability, etc	2 weeks	
2. Bring project to assigned committee (Reach out to Committee chair via email, email address available on borough website)	1 month * most committees meet monthly	
3. Present plan to committee/ solicit feedback/ revision of plan	2 months * total time including revisions, etc	
4. Submit plan to council/borough mgr for approval (council approval needed for permanent structures)	1 month *council generally meets 2 times per month	