City of Bowie
Department of Community Services
Scout Project Guidelines

INTRODUCTION

The Recreation and Parks Division of the Department of Community Services receives numerous requests annually for Scout volunteer projects. The Department has established the following Scout Project Guidelines to assist a Scout candidate contemplating a volunteer project in conjunction with the City of Bowie.

The City will consider requests from Scouts working towards the completion of their Eagle Scout Service Project or a Girl Scout Gold or Silver Award.

The City will approve up to *four* (4) Scout project requests per year. All requests will be reviewed on a first-come first-serve basis, and only projects that take place on City property or in a City facility will be considered for approval. In addition, for consideration, the Scout must explain in writing how the project will directly benefit City residents or the City itself.

REQUIREMENTS

1. It is the responsibility of each Scout candidate to thoroughly read the *City of Bowie – Scout Project Guidelines* and either the Eagle Scout Leadership Service Project Workbook, issued by the Boy Scouts of America or the Gold or Silver Award insert issued by the Girl Scouts of the USA. It is the Scouts responsibility to obtain copies of these documents.

2. The Scout candidate has allowed a minimum of four months from initiation to the project's completion deadline. (The City of Bowie will not accept projects with "emergency" deadlines due to a Scout's impending 18th birthday (BSA) or Bridging Ceremony (GSUSA).

   The Scout candidate is prepared to make all contacts and communications required to successfully complete his/her project with limited parental or adult involvement. Parents or adult troop leaders are welcome and encouraged to accompany the Scout during all meetings with the City Scout Project Coordinator. However, if at any time the City's Scout Project Coordinator observes that the project is being run by adults, the City Coordinator will not "sign off" on the project.

3. The Scout candidate is prepared to present himself/herself in a professional manner in his/her communications (phone calls, meetings, e-mails, etc.) with the City Scout Project Coordinator.

4. The project chosen is of a scope and level that can be accomplished by the Scout candidate and his/her troop members. (Complicated projects that require too much adult participation or that raise safety issues will be rejected.)

5. Scout candidates able to fulfill the City of Bowie requirements stated above may proceed with the process below.

PROCESS

1. The Scout candidate contacts the City's Scout Project Coordinator to discuss his/her project idea or see if the Scout Project Coordinator has any projects for consideration.

2. The Scout candidate makes a visit to the site(s) considered and decides which project, if any, he/she would like to pursue.

3. If the Scout candidate chooses a City of Bowie project, he/she arranges for a meeting with the Scout Project Coordinator to meet at the site and talk about project details.

4. The Scout candidate prepares the necessary paperwork to get the project approved through his own troop and Scout office. The Scout candidate arranges a meeting with the Scout Project Coordinator to obtain all necessary City approvals as determined.

5. The Scout candidate is required to determine and identify 1) the cost of the project 2) source(s) of funding 3) time-line for when funding will be obtained (perhaps by pursuing donations or fund-raising). The Scout candidate does all necessary research to learn about the type of work he/she will be teaching others for the project. (For example, if he/she is doing trail work, he/she should obtain any available literature on trail design and maintenance.)

6. The Scout candidate finalizes the plan for his/her project and sets up a meeting with the Scout Project Coordinator to get final approval of the project, funding sources, budget, and work schedule. The City may be able to provide a limited amount of financial aid, if it is determined that the Scout has exhausted all means for raising funds to complete the project.

7. The Scout candidate will notify the Scout Project Coordinator to provide sufficient advance notice of his/her first work day to arrange for a final walk through at the site. Advance notice will be considered one week in advance for scheduling purposes. At the final walk through, all specific details will be discussed, including: permissible work days and times, publicity, room set-up requirements, location for material delivery, and last minute questions answered.

8. The Scout candidate notifies the City Scout Project Coordinator that he/she has completed the project and schedules a project completion walk-thru. If the Scout candidate has complied with the City's and scout office procedures and has successfully completed the project, the City Scout Project Coordinator will "sign off" on any paperwork that is required of the Scout candidate at this meeting.

STAFF CONTACT:

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