



## CITY OF CLAREMONT SCOUT SERVICE PROJECT PROCEDURES

### **PURPOSE**

The City of Claremont values the opportunity to work with scouting organizations to improve our park facilities and community. The Human Services Department and Community Services Department have established a joint effort to help Scouts complete their Eagle Scout and Gold Scout Award projects. In order to ensure a successful project experience, procedures have been established for selecting, planning, and implementing these Scout Projects.

### **PROJECT SELECTION**

The Scout must initiate a project selection by completing the Scout Project Submittal and Agreement Form and meeting with City Staff to present their proposal or discuss their idea(s).

*Staff Generated Project:* Department Staff maintain a list of appropriate and approved projects, updated annually, which are available to Scouts seeking their project based awards. The number of projects each year will be limited and will be available on a first-come, first-served basis.

*Scout Proposal:* The Department welcomes and encourages original ideas and project proposals from Scouts seeking their project based awards. The proposal will be evaluated on a case-by-case basis to determine if the project adheres to Department guidelines and benefits the City and the greater community.

### **QUALIFICATIONS**

- The Scout must be at least 15 years of age.
- Scout Candidate **must** allow a minimum of four (4) months to the project completion deadline (The City of Claremont does not accept projects with emergency deadlines due to impending birthdays or other critical factors).
  - *Note: Unforeseen circumstances such as emergencies, weather, delays, and other measures beyond control of the Scout and the Department, may not allow for the completion of a project within the time frame.*
- The Scout acknowledges that all policies and procedures have been read and understood by signing the Department's Scout Project Submittal and Agreement Form. Department Staff will review this policy with the Scout to address any questions the Scout may have regarding the Department's expectations.

### **REQUIREMENTS**

- Scouts applying for the project must be prepared to personally make all contacts and communications to complete the project.

- The Scout is responsible for project timelines, scheduling, and all project logistics.
- Parent or adult troop leaders are required to accompany the Scout during all meetings. However, the project is the responsibility of the Scout and should not be run by a parent or adult leader.
- The Scout Candidate will be held to a professional standard and is expected to maintain such a manner at all times.
- Scout Candidates are responsible for donations and/or performing fundraisers to raise funds for their proposed project and provide materials and volunteers. The City of Claremont is not responsible for costs associated with the project.
- Any marketing and fundraising methods the Scout seeks must be clearly outlined and approved of in advance by the Program Coordinator. If social media tools or other mediums are used (i.e. Facebook, gofundme, YouTube, newspapers, etc.) to share stories, photos, and/or videos, the Program Coordinator must be directly notified and be part of the process for the Scout's safety and for a positive, interactive experience with the Community. All City rules, municipal codes, and park policies are observed and followed.

## **PROCESS**

- The Scout must make an official request by turning in the Scout Project Submittal and Agreement Form to the City of Claremont Human Services Department. Upon selection of a project, the Scout must make an official request to meet with the Program Coordinator to outline and discuss project logistics. *Note: please allow up to 30 days for the first initial step to be acknowledged.*
- The Scout Candidate needs to prepare the necessary paperwork to get the project approved through the individuals own troop and scout office. It is the responsibility of the Scout to make arrangements with City Staff to obtain any necessary signatures. Please bring all documentations (i.e. pictures, maps, site locations, blue prints, etc.).
- The Scout Candidate finalizes the plan for the project and sets up a meeting with City Staff to get final approval of the project, funding sources, budget, and work schedule.
- The Scout Candidate notifies the Program Coordinator two weeks in advance of the first work day to arrange for a final walk through at the site. At the final walk through, the location for material delivery should be determined, construction locations flagged, and last minute questions answered. *Please note Scout Project meetings are arranged around the City Staff's schedule. It is up to the Scout to make sure the project is adhering to the four (4) month timeline.*

## **PROJECT COMPLETION**

For any Scout to successfully complete a Scout Award Project, the following conditions apply:

- The Scout must appear at the time designated for the project and meet with their assigned Program Coordinator. The Scout may not leave until the project is completed.

- An exception will be made if the project is predetermined to take more than one day, or an arrangement has been made between the Scout and the Department prior to project commencement.
- The Scout and all volunteers must sign a City of Claremont Volunteer Waiver prior to project commencement.
- Scouts and volunteers who do not sign the waiver will not be allowed to participate.
- It is the responsibility of the Scout to make appropriate schedule adjustments in the event of work day cancellations or if necessary postponements occur. Notification to City Staff is required for any schedule adjustments.
- The Scout must demonstrate proper tool and material use, and project procedures to the participating volunteers.
- The Scout must also inform volunteers of any safety issues that may apply.
- The Scout must show quality leadership skills in planning and directing the project, including:
  - Motivating and directing volunteers in an effective manner leading to the satisfactory completion of the project.
  - Ensuring that the Department's facilities and assets are respected and materials are used in a proficient, conservative manner.
  - Maintaining a focus on the quality of work being done, ensuring a high-end product.
- The Scout must conduct him or herself as a representative of the City of Claremont at all times. It is the Scout's responsibility to assure that the volunteers are courteous in contacts with the public and perform their duties in a prompt, safe, and reliable manner. Please refer difficult issues with the public to City Staff.
- The Scout Candidate must notify City Staff upon completion of the project and schedule a completed project walk through. If the Scout Candidate has complied with the City's and Scout Office's procedures and has successfully completed the project, the City Staff will "sign off" on any paperwork that is required of the Scout Candidate at this meeting.

## **PROJECT CANCELLATION**

Reasons a Scout may not successfully complete a Scout Award Project with the City of Claremont includes the following:

- The quality of work on the Scout's project does not meet the Department's standards as defined in the Scout's project.
- The Scout or volunteers misuses or damages the City's property, or disrespectful to personnel, or members of the community.
- The Scout does not take the initiative and lead the project to completion. If someone other than the Scout is required to take the lead on the project, such as City Staff, a parent, Scout leader, or other member of the volunteer group, the Scout will be issued a warning. If someone other than the Scout continues to direct the project, the City Staff has the discretion to end the project.