

SCOUT IMPACT PROJECT

**A GOOD TURN FOR
YOUR COMMUNITY**

General Information

Introduction

The Scout Impact Project program is designed to provide units an opportunity to make an annual contribution with their Chartered Organization and build a relationship between the two. The new direction that the project is taking was instituted by the Good Turn Project committee to recognize units for their service provided to both the chartered organization and the surrounding community.

Recognizing Scouting's important slogan "Do a Good Turn Daily" and oath "Help other people at all times...", the Dan Beard Council strongly encourages the units throughout the tri-state to become involved in unit-sponsored service project for their community. Accomplishing an identifiable task gives a great deal of satisfaction to those participating in the project and goes a long way in improving the relationship between the unit and their chartered organization. There are six steps to complete the project, starting with planning the project with the chartered organization and ending with submitting the project for review and celebrating completion.

Goals and Objectives of the Scout Impact Project

The goal of the Scout Impact Project is to have units provide a significant service to their community in conjunction with their chartered partner. By creating your own community service project, you can have greater control over what you want to work on and what you want to achieve.

The following objectives should take place while meeting the goal:

1. Units and Chartered Organizations collaborate on a *new* service project to benefit their community.
2. Provide significant local benefit through Scouting good turns.
3. Deepen the relationship between the unit and their chartered organization.
4. Across the Dan Beard Council, provide 30,000 new service hours.

Process

The Scout Impact Project Committee will monitor the program and serve as a point of contact for the participating units in the Council. They will not act as a decision maker as to the merit of the project, as that should be determined between the unit and its chartered organization. The Scout Impact Committee will engage with the Council Marketing Committee to promote the project and its impact on the community. Here are the steps you will need to take to get your project off the ground:

- a) Enroll online starting on December 2, 2019 with a unit contact (step 1).
 - a. Contact the chartered organization to discuss the possible project.
- b) Develop and prepare a proposal for the charter organization (step 2).
- c) Present proposal to chartered organization (step 3).
- d) Submit write up and begin working on the project (step 4).
- e) Complete the project and follow up survey (step 5).
- f) Receive patches and enjoy the benefits the unit provided for the community.

The Scout Impact Project Manual

This manual contains all the information needed to successfully complete the requirements of the Scout Impact Project. Each step has an Introduction, Actions, and the Expected Outcome.

Step I: Enrollment and Project Determination

Introduction

Find out what is needed in your community. There are many ways to do this. Engage with the community via discussion boards such as Nextdoor.com, talk to community officials (local government), ask if there are things that they have seen that need a solution. Once you have an idea of the issues that are present in your community, **spend some time researching them**. What is the history of the issue? Is it a new thing or has it been around a long time? What realistic steps can be taken to address it? It's also a good idea to research **what kind of events have taken place in your community in the past**. Which were the most engaging and resonated with your community? Once you have a good idea of what your community needs, then it's time to sign up!

Actions

The enrollment period will begin on **December 2, 2019**. At this time, the Committee will require a unit leader or Project Manager contact, potential project description, location, and potential completion dates. **Prior to enrollment**, the Project Manager should contact the chartered organization representative to schedule a meeting to discuss appropriate projects for the unit. At this meeting, the unit should be prepared to agree on a project(s) based on human and material resources available to the unit for the project.

Expected Outcome

At the end of the meeting(s) with the chartered organization, the unit should have enough information to determine if the project is feasible for the unit to perform. The Project Manager will have filled out the Scout Impact Survey.

Step II: Unit Develops Project Proposal

Introduction

In this step, the project is presented to the unit members and a discussion takes place to determine how the project will be completed.

Actions

Based on the information gathered from the meeting(s) with the chartered organization, the unit is now ready to detail what is needed to complete the project. Based on the size of the unit, it may want to hold discussions as a whole unit or project subcommittee. Using the project proposal (*below*), the unit will complete the information on the form and present to the charter organization.

THE SCOUT IMPACT SERVICE PROJECT PROPOSAL

The Scout Impact Service Project Proposal is divided into eight sections. Each section provides the unit with the means to execute a successful project. A general description of each section of the proposal is stated below.

1. The **Introduction** section includes a summary of the meeting between the unit and the charter organization, and the reason for the proposal.
2. The **Project Definition** states the project request and the desired results.
3. The **Possible Alternatives** section states the different options considered by the unit to complete a project.
4. The **Recommended Course of Action** section states the preferred alternative and the project tasks and include human and material resources required and a cost estimate.
5. The **Anticipated Results** section states the organizational, operational, and financial impact.
6. The **Detailed Project Implementation Plan** lists the steps in the process of completing the project.
7. The **Summary Statement** lists the unit's ability to complete the project successfully, and what the unit expects to gain from undertaking the project.

Expected Outcome

1. A completed project proposal ready to present to the charter organization for approval
2. A meeting date should be finalized to present the project proposal to the charter organization for approval

Step III: Present Project for Approval

Introduction

During this step, the completed project proposal is to be presented to the charter organization for discussion and ultimately approval.

Actions

The approval of the project will require that the charter organization first review the proposal to determine if the project is consistent with the originally agreed upon standards. It is during this meeting with the charter organization to identify any resources that will be necessary to complete the project (human, equipment, or monetary). After the briefing and Q&A session, the charter organization should approve or reject the proposal. If rejected, a date should be proposed to resubmit for approval.

Expected Outcome

The unit and charter members meet to discuss the proposal. There is an agreement to proceed with the project or adjust the proposal. If adjustments are to be made, return to Step 2 to discuss the adjustments with the unit. Should the proposal be agreed upon during this meeting, contact the Scout Impact Committee to inform them that the unit will be working on a project.

Step IV: Perform the Project

Introduction

This is the step that takes the project from paper to completion. It includes planning, organizing, publicizing, and performing the project.

Actions

Performing the project requires coordination between unit members to ensure project success. As the project gets underway, a project headquarters should be established to control the overall operation and serve as a communications point between the unit and the charter partner.

Now it's time to execute all your planning!

The first step is to make sure that as much as possible is done and set up the day before the event. It's a good idea to send out lots of reminders the day before to volunteers, participants, and anyone else who is important to the success of the project.

Make sure you have a detailed schedule for what you will do the day of the event. Also, make a list of volunteer contact information and emergency contacts. Always keep this with you.

Try to enjoy yourself but **stay on top of how things are progressing!**

Don't forget to take pictures and stay active on social media during the event.

Expected Outcome

The unit will have planned, acquired the necessary resources, publicized, and carried out the project to meet the needs of the charter organization and your community!

Step V: Unit and Charter Organization Project Evaluation

Introduction

For the unit to determine the effectiveness of the Scout Impact Project, it is important that it conduct a self-evaluation. In this section, the unit meets with the charter organization to discuss how the unit performed.

Actions

The self-evaluation process requires that the unit conduct an evaluation of its performance in planning and executing the proposed project. The unit should hold a meeting of the unit participants to review the planning documents, the use of available resources, and how the members of the unit performed their individual and group tasks.

Expected Outcome

The self-evaluation meeting took place with discussion on the project. The unit leadership should give a report on the conduct and level of success of the project at a unit meeting.

Step VII: Project Completion and Recognition

Introduction

The project is completed and evaluated by the charter organization and unit. It is now time to recognize the unit for its actions. There will be an email sent out to unit leadership about patch ordering.

Expected Outcome

Unit and participants are recognized for a job well done. Service hours are recorded and patches are ordered by unit leadership.

Scout Impact Project Timeline

<i>DATE</i>	<i>ACTION TAKEN</i>
SIX WEEKS BEFORE THE PROJECT	Meet with Charter Organization to formulate the project and create a unit team to carry out the project leadership
FIVE WEEKS PRIOR	Identify the participants of the project
FOUR WEEKS PRIOR	Confirm the availability and use of the project site and the resources needed
THREE WEEKS PRIOR	Hold a unit meeting and outline specific responsibilities for each unit member to make the activity a success
TWO WEEKS PRIOR	Check for any changes in project activity or change the number of participants
ONE WEEK PRIOR	Confirm the entire activity
DAY OF	Conduct the project as scheduled and do an in-progress evaluation of the project
DAYS AFTER THE PROJECT	Send in a write-up/highlights of the project to be included in Council newsletter
WEEK AFTER THE PROJECT	Meet with Charter Organization for debrief
WEEK AFTER THE PROJECT	Record service hours of the participants and order patches