



Creating Community, Enhancing Health, Inspiring Play

Scout Project Schedule

1. **Contact Foothills representative:** Sarah McAfee: 303.409.2317 smcafee@fhprd.org
Sean Kitners: 303.409.2303 seank@fhprd.org
2. **Choose a project from the Foothills Volunteer Work List** (if something interests you that is not on the list but you have an idea or design, you are welcome to propose it to Foothills staff).
3. **Set up a meeting with Foothills representative at the project location to discuss project:** scope of work, material list, tool list, safety concerns, number of volunteers, vendor donations, time frame, and contingency plan. It will be useful to bring a pen, paper, camera, measuring tape, etc.
4. **Submit the Foothills Scout Volunteer Project Form** (next page) to Park Supervisor for approval. For Eagle Scouts and Gold Awards, also **submit a copy of your Project Proposal** to Foothills representative (scan, fax, print).
5. Once approved, **finalize project:** schedule project dates with volunteers, **call 811** for utility locates if digging is required (must be clear by all entities 1 week before project date), have all material and tools in possession. **Submit Final Plan from Scout workbook** (Eagle Scouts) to Foothills representative.
6. Before day of project, make sure you **update Foothills staff** on anything you will need from them (materials, equipment, access to a park, etc.) and that you **have correct phone numbers** for any staff you will need to contact on the day of your project.
7. For Eagle Scouts and Gold Awards, **submit a copy of your final report** to Foothills when project is complete.



Foothills
Park & Recreation District

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Scout Volunteer Project Form

Scout Name: _____

Address: _____

Phone: _____

Cell Phone: _____

Email: _____

Scout Classification: _____

Scout Leader: _____

Address: _____

Phone: _____

Cell Phone: _____

Email: _____

Age: _____

Troop Number: _____

Location of Project Proposed: _____

Dates of Proposed Project (Or date project needs to be completed by): _____

Describe the Scope of the Proposed Project: _____

Will Foothills Staff need to Assist? If so, how? _____

Equipment Required: _____

Other potential concerns: _____

