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.
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: ______________________________________________________

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

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Describe the Scope of the Proposed Project: ___________________________________________

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

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Equipment Required: _____________________________________________________________

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Other potential concerns: __________________________________________________________

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