

Scout Project Guidelines

City of Scandia
14727 209th St. N. Scandia, MN 55073
(651) 433-2274
June, 2012



1. **Planning**—Before approaching the City with a project in a park or on other city property you will need to gather the following information:

- What is your project? Why is it needed and why do you want to do it?
- Where will it be located? Draw a map or a plan.
- What will it look like? Collect drawings, photos or brochures.
- How much will it cost? How will you raise the funds?
- Who needs to give permission? Identify all agencies or property owners who may be involved.

2. **Presentation to Park and Recreation Committee**—Contact city staff (651 433-2274) to find out when you may appear before the Committee. They meet the first Monday of the month at 7:00 p.m., and any request to appear must be made at least 7 days before the meeting (the Monday of the previous week.)

- Provide your written materials (maps, drawings, etc.) to the city in advance (not later than the Wednesday prior to the meeting)
- Let staff know if you will need any special equipment for your presentation (such as a projector or an easel.)
- Show up at the meeting on time ready to make your presentation. Dress neatly (in your scout uniform if possible) and please do not chew gum.
- Introduce yourself and explain your project plan.
- Be ready to answer questions about your project.

The Committee will make a recommendation to the City Council on whether or not your project should be approved.

3. **Presentation to City Council**—After the Park and Recreation Committee meeting, you will need to make the same presentation to the City Council. They must give approval before your project may proceed. The Council presentation will be scheduled for the next City Council meeting, normally the third Tuesday of the month at 7:00 p.m.

4. **Execute your Project**—Congratulations, your project can now begin! You will be assigned a Park Committee member and/or staff member as your contact person, to make sure we stay in the loop of your project and can guide you if needed.

5. **Final Acceptance**—The City Council must formally accept your project (if you have donated any goods or services of value to the community) by adopting a resolution at a City Council meeting. When your project is completed, provide staff with the following information:

- A description of the final project, including who worked on it and provided goods or services for it. Photographs would be helpful.
- The final cost of your project including copies of receipts.
- Any product literature or guarantees, if applicable.

Staff will work with you to schedule your final presentation for the next regular City Council meeting and prepare the resolution. The Council will recognize you and your project at that time, so you may wish to invite others who participated in the project.