

Scout Project Guidelines

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



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.
- Scouts are required to meet with City staff prior to preparing their proposal in order to review any applicable policies or regulations. If your project includes signage, it must comply with the Parks, Trails and Open Space Signage Guidelines.

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 one month before the meeting.

- Provide your written materials (maps, drawings, etc.) to the city in advance (not later than the Monday prior to the meeting). Completed copy of Eagle Scout Service Project Proposal form must be signed by Unit Leader and provided to City staff along with a completed and signed Donation Form for Public Improvements, Memorials, Tributes, Works of Art, etc. Requests to be on the Committee agenda will not be granted unless both completed forms have been provided to the City at least 7 days before 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 recommendation, 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 staff member as your contact person, to make sure we stay in the loop of your project and can guide you if needed. Staff will verify project has been completed as approved prior to final acceptance by the Council.

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.