



# District Service Project Guidelines

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## Program Overview

The goal of Brushy Creek is to aid in the planning, development and leadership skills for a variety of individuals and groups including Boy Scouts Girl Scouts, Youth Services Organizations, etc. by making available service projects identified as appropriate for these groups. The projects approved by the District are ones which have been identified as being beneficial to an individual or group in their efforts to improve the environment, the community, and promote the greater good, as well as the District's goal to build a stronger community and promote The Brushy Creek Life.

## Program Process

### Project Selection

The District develops a list of appropriate projects from which an individual or group may choose. This list is updated annually and reviewed by the Parks & Recreation Committee and approved by the Board of Directors including any allocation of District resources necessary to complete the projects identified for funding. No District funds will be used to complete Projects identified as not receiving funding

The following process should be followed to select a project:

1. Select from the master list of possible service projects
2. If not on the master list, an individual or group may present a project for consideration to the District with documentation that the project will meet District needs and goals.
3. Each project should have an estimated budget amount; and of that, how much will be funded by the volunteer, and how much is requested of the District. Also identify if assistance is needed by District staff or equipment.

### Project Process

1. An individual or group contacts the District Chief Administrative Officer at least 120 days in advance of the anticipated start of the project
2. The Chief Administrative Officer shall designate a District key contact person to coordinate the project
3. A Project Concept Plan is completed by the individual or organization and reviewed and finalized with the District key contact person
4. After project details worked out with the District key contact, the final Project Concept Plan is presented to the appropriate District committee or Board. The committee will hear the presentation and may make suggestions for improvement and will make a recommendation to the Board of Directors
5. The individual or group will present the final project plan to the Board of Directors for approval
6. Once approved, the individual or group will work with the District key contact person to schedule and complete the project

## **Project Completion**

1. Upon satisfactory completion of a project, if a project is for Scouting, Community Service Hours, etc. the individual or group must submit the proper paperwork for the required District signatures
2. The individual or organization submits photos of the completed project and an accounting of the final budget for the project including the number of volunteer hours contributed
3. The District will formally recognize the completion of the project at District Committee or Board meeting
4. For Scout projects, a formal Scout Recognition Ceremony may take place in one of the available meeting rooms at the Community Center free of charge (for projects benefiting the Brushy Creek community).