



Servant Leadership Project Guide

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Parts and Requirements

The Trail Life USA Servant Leadership Project must have a positive impact on the community, leadership opportunity, and longevity. It will be much bigger than most service projects you have participated in, and you will be planning and leading it all. Think big, stretch yourself, and choose a project you really care about. Before beginning, it is important to familiarize yourself with the entire Servant Leadership Project process and assess whether you will have adequate time to complete this project before your cut-off date.

Parts and Approvals

- Part One: Project Idea: **Informal approval**
- Part Two: Project Description: **Formal approval (signature form)**
- Part Three: Project Implementation: Doing the project
- Part Four: Project Summary Report: **Formal approval (signature form)**

Project Requirements

1. Your project must be significant and have a positive impact on the community.
2. Your project must benefit a service oriented or non-profit entity, other than Trail Life USA.
3. Benefitting organizations cannot actively be in direct conflict with Trail Life USA's Oath or Values.
4. You must demonstrate leadership of a group of youth and your project must include a large proportion of youth involvement by multiple youth.
5. You must demonstrate planning, document your project, and obtain your approvals through the Project Idea, Project Description, and Project Summary Report.

NOTE: The Freedom Servant Leadership Project is governed by the project requirements listed above and clarifications herein. There are no hour requirements.

Important Safety Guidelines:

- A parent and/or two Troop leaders should accompany you to all meetings with project beneficiaries, vendors, suppliers, donors or other meetings with adults for your project.
- When scheduling meetings with project beneficiaries, vendors, etc., please inform them in advance that you will be coming to meet them with your parent, and/or Troop leaders.
- Please copy your Project Mentor and/or parents on all email exchanges regarding your Servant Leadership Project.
- Advise your parents of all meetings, activities and events pertaining to your Servant Leadership Project.

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Part One: Project Idea

When choosing a project it is important to first think about the gifts, talents, and passions God has given you. Next, look around your community for needs and causes that appeal to you or move you to action. Assess how to leverage the unique set of gifts, talents, and passions God has given you to meet these needs.

This project must have a positive impact on the community, leadership opportunity, and longevity. It will be much bigger than most service projects you have participated in and you will be planning and leading it all. Think big, stretch yourself, and choose a project you really care about.

Included in this document is the Project Idea Worksheet to assist in evaluating your ideas. Please ensure that your idea adheres to all of Trail Life USA's project requirements found in this guide. Discuss your idea with your Troop Project Mentor and Area Project Advisor to make sure it qualifies. (For a list of questions to help you as you get started [click here](#))

Project Idea Steps and Informal Approval

1. Come up with a Project Idea and determine if it qualifies as a Servant Leadership Project. (For a list of Project Examples [click here](#))
2. Select a Troop Project Mentor and determine your Area Level Project Advisor.
3. Contact your Troop leadership, Project Mentor, and potential Benefitting Organization and inform them all of your idea for your Servant Leadership Project and get their permission to continue.
4. Use process outlined in the attached Project Idea Form to write a brief synopsis of your idea.
5. Scan and email it to your Area Level Project Advisor for pre-Project Approval.
6. Your Project Advisor review the Project Idea Form and will notify you if the Project Idea is approved. (Part One Informal Approval) The Project Advisor will also contact you if there are any areas of concern or need for changes with your Idea.

Note: If changes are needed, you will need to make the changes and resubmit a new Project Idea to the Area Level Project Advisor for pre-Project Approval.

Project Idea Tips

- Do not commit to a Benefitting Organization until your Project Idea is approved.
- Funds or donations are not to be accepted at this phase.
- Avoid Projects with potential legal implications or liability issues.
- Some projects will require a maintenance or continuation plan.
- Be confident you are able to fund your project.
- Get professional help with electrical, plumbing, or structural work. If your project requires a building permit, plan accordingly.
- Think: Community Value, Leadership, and Longevity!

Examples of Benefitting Organizations:

Note: Trail Life USA cannot be a Benefitting Organization.

- A Troop Charter Organization
- Historic or genealogical societies; cemeteries
- Nature centers, garden clubs, community parks, county parks, state parks, and Christian camps
- Schools: public, non-profit or private
- Inner-city groups, community centers, fire departments, hospitals, and health clinics
- Churches and missions
- Pregnancy care centers, homeless shelters, food pantries, and retirement homes

Projects that Generally Do Not Qualify

- Routine maintenance only - without a significant construction, landscaping, or other lasting improvement
- Concerts, plays, and flag retirement ceremonies
- Pre-packaged projects requiring little planning to execute
- A combination or series of small service projects
- Collection and delivery projects
- Fundraisers (project cannot be merely raising money for a charitable concern)

Note: You may fundraise to support your project, but the goal of the project cannot be to simply raise money for a charity. Your Troop and family should not be considered a source of funds for project expenses; however, you may use money you earn and your Troop or family may supply meals and water for the volunteers.

Project Idea Form

| |
|---|
| Project Name: |
| Synopsis: |
| Benefitting Organization: |
| Organization Contact: |
| Representative's Name: |
| Preferred Contact Method: <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> In Person <input type="checkbox"/> Other _____ |
| Address: _____ |
| Phone: _____ |
| Email: _____ |
| Website: _____ |
| Additional Notes: |

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Part Two: Project Description

Once your Project idea is approved, you will begin planning your project, tracking your hours ([Using attached Timesheets](#)), and writing your Project Description. The Project Description should include sufficient detail so that a knowledgeable person would be able to implement the project using your description. Rest assured that no project will be implemented exactly as proposed in its Project Description. Expect to make adjustments as the project proceeds.

Project Description Steps and Formal Approval

1. Work with your Benefitting Organization to devise your plan, making sure you are addressing their needs and adhering to their guidelines and timelines.
2. Write a Formal Project Description. ([Using the outline shown below](#))
3. Have the Benefitting Organization review the complete Project Description; revise as necessary.
4. Have your Project Mentor and any other leaders he stipulates review and proofread your revised Project Description for organization, completeness, grammar, and spelling; revise as necessary.
5. Once all have reviewed the draft, submit it to your Area Level Project Advisor. Your Project Advisor may have you address issues or concerns; revise as necessary.
6. Submit the revised Project Description to your Area Level Project Advisor. When approved your Project Advisor will ask for the Project Description Approval page.
7. You will then have your Troop Project Mentor and representative of the Benefitting Organization sign the Project Description Approval Page (included below). Scan the Project Description signature page and email it to the Project Advisor or make a copy and mail it. The Project Advisor will sign and return.
8. Once your Project Description Approval Form has been completed with all necessary signatures, you may begin the Project Implementation Phase, including fundraising and donation solicitations as approved in your Project Description.

Project Description Outline:

- I. Title Page: Name, Troop Number and Date
- II. Introduction (this is the readers' first impression)
 - a. Provide a short summary of the Project idea.
 - b. Explain why you chose this project.
 - c. Explain who will benefit from your project, how long you expect the impact of your project to last; and the name and role of the representative of the Benefitting Organization.

III. Project Implementation Details

- a. List Project Tasks.
- b. Estimate time and volunteer needs for each task.
- c. Explain your volunteer recruitment plan including samples of flyers, emails, or other communication you may use to recruit volunteers.
- d. Propose a work schedule (include specific dates for workdays).
- e. Describe plans for work for each day.
- f. Supply any needed diagrams, maps, etc.
- g. For projects with infrastructure improvements, provide pictures taken before improvements to compare to pictures taken afterwards.

IV. Financial Details

- a. Provide an itemized list of all materials, supplies and tools. Include an estimated cost for each item; note items to be borrowed or donated.
- b. Estimate a total cost for the Project.
- c. Detail your plan to fund your Project including a sample donation request letter, if applicable.

Note: Even if you expect to receive monetary donations or material donations, you should have a funding plan in your Project Description. Your cost estimates in the Project Description should be detailed to give a realistic total cost estimate. Expect that there will be changes when you get to the Project Implementation phase.

Important: You may NOT solicit or receive funds until your Project Description has been Formally Approved.

V. Leadership Details

- a. Explain how you plan to lead on scheduled workdays.
- b. Plan the organization of your workday volunteers.
- c. Describe your problem resolution approaches for:
 - i. Too many volunteers
 - ii. Goofing off
 - iii. Arguing
 - iv. Forgotten equipment
 - v. Volunteers (youth or adult) trying to take over
 - vi. Volunteers not following instructions

VI. Safety Details

- a. List nourishment and hydration needs for the workdays.
- b. Verify location of restrooms and any needed special plans.
- c. Describe back-up plans for inclement weather.

- d. Describe plan for transportation of volunteers to project site.
- e. Explain plan to ensure required registered adult leadership at workdays including two-deep leadership, Trailmen-to-Adult leader ratios, First Aid trained adult, and CPR-AED trained adult.
- f. List potential hazards at the project site and corresponding safety precautions or plans.
- g. List any needed use of power tools by adults and corresponding safety precautions or plans.
- h. Provide the project permission slip and any other Trail Life USA safety guidelines that apply for your project.

VII. Conclusion

- a. Explain the anticipated benefit to the organization.
- b. Describe your expectations for your growth in leadership ability.

Project Description Approval Form

Before you schedule workdays, purchase materials, or begin any work on the Project Implementation, each party below must review the Project Description and Approve by signing below in the order listed.

Applicant: I am committed to completing this Project.

Applicant's Signature

Date

Parent: I understand that this Project will require my son scheduling meetings and having direct interaction with project beneficiaries, vendors, and other adults who are not members of Trail Life USA.

Parent's Signature

Date

Benefitting Organization: I agree that this Servant Leadership Project will be of significant and lasting value to this organization and that the Applicant understands how to complete it.

Signature of Representative of the Benefiting Organization

Date

Troop Project Mentor: I agree that our Troop Committee has reviewed and discussed this Project Description with the Applicant as prescribed by our Troop Policies. I am comfortable that he has a thorough understanding of what is necessary to lead this project to successful completion. I will monitor the project to ensure that he is actually leading the project. I also agree that the Applicant is an active member of this Troop who has completed the Horizon Award making him eligible to work on the Servant Leadership Project.

Signature of Troop Project Mentor

Date

Scan and email this form with Project Description to the Area Level Project Advisor

Area Level Project Advisor: I agree that I have reviewed and discussed this Project Description with the Applicant. I am comfortable that he has a thorough understanding of what is necessary to complete the tasks of his project.

Signature of Area Level Project Advisor

Date

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Part Three: Project Implementation

After you have received the fully signed Project Description Approval Form from your Area Level Project Advisor you may begin working on your project. Each Servant Leadership Project is unique, and the steps to completing each one will be different for each Project. You will need to use your Project Description and the guidelines listed below in determining the steps to implement your Project from the beginning to completion. It is highly suggested that you create your own unique step-by-step task list for your Project. Once you believe you are complete with your Project work, check with the Benefiting Organization to ensure that the work is completed to their satisfaction.

Health and Safety Guidelines

All applicable Trail Life USA Health and Safety Guidelines must be followed, including:

- Make sure there is two-deep adult supervision at all times when Trailmen are present and all Child Safety Youth Protection policies are followed.
- Permission slips must be obtained for all non-Trailmen youth.
- Power tools, chainsaws, and mechanical log splitters may be authorized for use only by trained individuals over the age of 18, using proper protective gear and in compliance with local laws.

Working with Volunteers

A few guidelines to aid you in working effectively with your volunteers:

- You must be in charge. Adults work on the project only under your direction.
- Volunteers can be Trailmen, family members, friends, or from other groups.
- Plan and organize the work so that all volunteers have work at all times.
- Have a back-up plan in case of problems or delays.
- Plan for weather related and medical issues.
- Have all necessary tools and equipment on hand.

Income and Expense Tracking

Keep your project cost estimate up-to-date as changes occur to planned donations, fundraising, rentals, and purchases.

- Update your funding needs accordingly.
- Keep all receipts you incur for your Project Summary Report.
- Keep a list of donations for thank-you notes and the Project Summary Report.

Time Tracking

Although there is no hour requirement for the project, you will need to report project effort in terms of volunteer hours for your Project Summary Report.

- Log and categorize your own hours.

- Have timesheets (included below) available for volunteers to sign in and out.
(Copy Timesheets for extras)
- Label the date and follow through with volunteers signing in and out. This also helps your volunteers keep track of their service hours.
- Save these for your Project Summary Report.

Workdays

This is your Servant Leadership Project. Here are some key activities for successful project workdays with adequate documentation for your Project Summary Report:

- You must be in charge and provide leadership to others.
- Recruit volunteers with the flyers, sign-ups and emails you created for your Project Description.
- Keep notes on all work progress and issues for your Project Summary Report. See outline in the Project Summary Report section for required information.
- Keep a copy of any publicity or flyers that you have used during your project.
- Confirm your schedule and line up the appropriate number and skill-level of volunteers for your workdays.
- Provide the required materials and supplies for each workday.
- Keep track of changes from the plan in your Project Description to document in your Project Summary Report.
- Have someone take before and after pictures of the project and action shots of volunteers working on the project.
- Keep track of safety precautions used or needed during the course of your Project (two-deep leadership, proper hydration, facilities, first aid, safety equipment, etc.).

Significant Project Changes

A significant project change is one that substantially modifies the results of the project. Deviations from the proposed work schedule or minor detail changes, such as changing paint color or needing an extra workday is not a significant project change. Deleting half your Project or building one bookshelf instead of outfitting the storage room, are significant. If you are wondering whether or not a change is significant, contact your Area Level Project Advisor for guidance.

Note: If you have any significant project changes, then you must discuss these changes with each person who approved the original plan. If the changes are significant, you must have approval from the representative of the Benefiting Organization, your Troop Project Mentor and the Area Level Project Advisor before moving forward.

Volunteer Timesheet for (Date): _____

| Name | Youth (Y) or Adult (A) | Task | Start Time | End Time | Hours |
|------|------------------------|------|------------|----------|-------|
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Part Four: Project Summary Report

Once the physical work from your Project is complete, you will need to use the notes and documentation from your Project Implementation to write a Project Summary Report. This Report is a detailed description of your Servant Leadership Project and what you did to complete it.

Project Summary Report Steps and Formal Approval

1. Confirm with the Benefitting Organization that the work is completed to their satisfaction. (if not already done)
2. Compile and organize your Project Description, notes, documentation, and photos from your Project Implementation.
3. Write a Formal Project Summary Report **(Using the outline shown below)**
4. Fill in the Start and End Dates on the Project Summary Report Approval Form
5. Sign and Date the Applicant's section of the Project Summary Report Approval Form.
6. Have the Benefitting Organization review the complete Project Summary Report and sign the Project Summary Report Approval Form.
7. Have your Troop Project Mentor and any other leaders he stipulates review and proofread your Project Summary Report for organization, completeness, grammar, and spelling; revise as necessary. Have the Troop Project Mentor sign and date the Project Summary Report Approval Form.
8. Submit the revised Project Summary Report, Project Summary Report Approval Form, and your Freedom Award Application to your Area Level Project Advisor. The Project Advisor will review for final approval and, if approved, sign both the Project Summary Report Approval Form and the Freedom Award Application and return them all to you.
9. Once your Project Summary Report Approval Form has been completed with all necessary signatures, you will assemble your Project documentation to be included in your Awards Binder.
 - a. Project Idea Form
 - b. Project Description **(With fully signed Approval Form)**
 - i. Copies of Flyers and other recruitment or solicitation communications.
 - ii. Copies of Sign-In/Sign-Out Sheets and records.
 - iii. Letters to donors.
 - iv. Copies of receipts; Income/expense report
 - c. Project Summary Report **(With fully signed Approval Form)**
 - i. Photos documenting progress.
 - ii. Any additional items that will give readers insight into your project.

Project Summary Report Outline:

- I. Title Page: Name, Troop Number and Date
- II. Introduction and Summary of Project Description
 - a. The Benefitting Organization/population
 - b. Your expectations for the Project
- III. Fundraising and preliminary work
- IV. Description of how the Project unfolded
 - a. Summary of each workday
 - b. Safety issues and actions
 - c. Minor changes to project
 - d. Significant changes in project results
- V. Leadership skills
 - a. Summary of workday leadership/supervisory activities for each workday
 - b. Workday problems and solutions
 - c. Comparison of schedule in Project Description with actual schedule
 - d. Comparison of estimated effort with timesheet summary
 - e. Leadership Lessons Learned
- VI. Project Benefits
 - a. Explain the benefit(s) from your project and how long it will last
 - b. Project Lessons Learned (what worked and what did not)
 - c. Personal Spiritual Life Benefits
- VII. Conclusion
 - a. Advice to other Candidates
 - b. Impact of Trail Life USA on your life
- VIII. Appendix
 - a. Timesheets

Project Summary Report Approval Form

Once your project is completed, obtain the following signatures in the order listed.

Start Date of Project _____ Completion Date of Project _____

Applicant

I have planned, implemented and completed my Servant Leadership Project to the best of my abilities. The project was started and has been completed as a Horizon Trailman in Trail Life USA.

Applicant's Signature Date

Benefitting Organization

I agree that this applicant has completed his Servant Leadership Project.

Signature of Representative of the Benefiting Organization Date

Troop Project Mentor

I agree that this applicant has completed his project in accordance with the standards of the Servant Leadership Project Guide.

Signature of Troop Project Mentor Date

Scan/email this form with Project Summary Report to the Area Level Project Advisor

Area Project Advisor

I agree that this applicant has completed his project in accordance with the standards of the Servant Leadership Project Guide.

Signature of Area Project Advisor Date

