



# GOOD TURN SERVICE PROJECT

**GOOD TURN  
SERVICE PROJECT  
SCOUT MANUAL**

**Written by  
National Catholic Committee on Scouting ®  
Religious Activities Committee**

**The National Catholic Committee on Scouting  
1325 Walnut Hill Lane  
P.O. Box 152079  
Irving, Texas 75015-2079**

**Copyright© 2003 by the National Catholic Committee on Scouting  
All rights reserved.  
Published 2003, First edition 2003  
2003 Printing  
Printed in the United States of America  
NCCS No. 00000**

**The NCCS operates under the auspices of the United States Conference of Catholic Bishops.**

## TABLE OF CONTENTS

Overview.....	1
General Information.....	1
Step I: Determine The Project.....	3
Step II: Unit Develops Project Proposal.....	4
Step III: Present Project For Approval.....	5
Step IV: Perform the Project.....	6
Step V: Charter Organization Evaluates the Project.....	7
Step VI: Conduct Unit Project Evaluation.....	8
Step VII: Project Completion and Recognition.....	9
Appendix A: Initial Meeting with Charter Organization to Gather Project Ideas.....	10
Appendix B: Initial Meeting with Charter Organization to Gather Project Ideas - Sample.....	11
Appendix C: Good Turn Service Project Proposal.....	13
Appendix D: Good Turn Service Project Proposal - Sample.....	14
Appendix E: Good Turn Service Project Evaluation.....	17
Appendix F: Good Turn Service Project Survey - Sample.....	19
Appendix G: Good Turn Service Project Unit Participants / Assignments Roster.....	21
Appendix H: Resource Commitment Sheet.....	22
Appendix I - Activity Timetable Template.....	23

## **Overview**

The NCCS Good Turn Service Project was instituted by the National Catholic Committee on Scouting® Religious Activities standing committee to recognize Catholic-chartered units for their service to the charter organization. The recognition includes a unit Certificate of Merit from the NCCS Religious Activities committee and a blank individual participant certificate that can be reproduced locally. Outstanding projects may be summarized and listed in NCCS literature and/or posted on NCCS website. This national recognition is available to Cub Scout Packs, Boy Scout Troops, and Venturing Crews.

There are seven (7) steps to complete the project, starting with planning the project with the charter organization and ending with submitting the project for review and celebrating completion. The Good Turn Service Project Manual documents each step and includes templates and examples that can assist the project leader.

## **General Information**

### ***Introduction***

The Good Turn Service Project program is designed to provide Cub Packs, Scout Troops, and Venture Crews an opportunity to make an annual contribution to their Chartered Organization, and build a relationship between the two. The program is best conducted as a unit project rather than by a den, patrol, or individual venture crew member. In exceptional cases and specific type projects, it may be necessary to develop a plan for an individual or group in lieu of the entire unit. The important point is that the charter organization (CO) makes the decision identifying the project.

Recognizing Scouting's important slogan "Do a Good Turn Daily," and oath "...help other people at all times.", the National Catholic Committee on Scouting® (NCCS) strongly encourages Catholic youth in the Scouting Program to become involved in unit-sponsored service projects for their charter organization. Accomplishing an identifiable task gives a great deal of satisfaction to those participating in the project, and goes a long way in improving the relationship between the Scout unit and the charter organization. In addition, the project participants are given an opportunity to develop skills in planning, designing, and implementing a service project, and will expose them to proposal writing, interpersonal communication, and budgeting.

### ***Eligibility***

Any Boy Scouts of America unit chartered by a Catholic organization (church, Knights of Columbus, CYO, etc.) may participate in the program. Individual participants must be registered members of the Boy Scouts of America.

## ***Goals and Objectives of the Good Turn Service Project***

The goal of the Good Turn Project is to have Catholic-chartered units provide a significant service to their chartering organizations as the unit members learn project management skills.

The following objectives should take place while meeting the goal:

1. Increased communication between the Scout unit and charter organization.
2. Increased awareness of what the Scout unit can do for the charter organization.
3. Increased project and resource management skills for unit leaders and youth.
4. Increased interaction between the Scout unit and the (arch)diocesan committee.

## ***Process***

The (arch)diocesan Catholic Committee on Scouting will monitor the program and serve as a point of contact for the participating units and the Boy Scouts of America local council. They will not act as a decision maker as to the merit of the project, as that should be determined between the unit and charter organization.

1. Unit determine that they would like to perform a service project (step 1).
2. Contact the charter organization to discuss possible projects (step 1).
3. Develop proposals in the unit and prepare proposal for charter organization (step 2).
4. Present proposal to charter organization for approval (step 3).
5. Contact the (arch)diocesan CCS chairman or chaplain to inform them that you have proposed a project.
6. Complete the project and evaluations (steps 4-6). Keep the diocesan contact updated on progress.
7. Send the completed forms to the NCCS office for Religious Activities committee review. (step 7)
8. Duplicate the individual certificates for each participant after the Religious Activities committee sends you the unit Certificate of Merit and blank individual certificate.
9. Celebrate the completion of the project. The unit should be recognized at the (arch)diocesan level and individuals at a parish/unit celebration.

## ***The Good Turn Project Manual***

This manual contains all of the information and templates needed to successfully complete the requirements of the Good Turn Project. Each step has an Introduction, Actions, and the Expected Outcome.

## **Step I: Determine The Project**

### ***Introduction***

Just as the Boy Scout programs (Cub Scout, Boy Scout, and Venturing) provides a well thought out program to help youth learn and serve, the Good Turn Project should match the unit skills and knowledge with the project requests of the charter organization. Determining the project based on the unit's skills and abilities will go a long way to ensuring the project's success.

### ***Actions***

In its annual planning meeting, the unit should determine if it would like to perform a Good Turn Project for its charter organization. The unit committee should list the knowledge and skills of the leaders and abilities of the youth members. The unit may want to request someone to volunteer as "Project Manager" for the project.

The unit leader or Project Manager should contact the charter organization representative to schedule a meeting to discuss appropriate projects for the unit. At this meeting, the unit should be prepared to agree or disagree on particular projects based on the human and material resources available to the unit for the project.

Unit youth and adult leaders should attend the project identification meeting. In addition to the charter organization representative, other parish staff who have an interest in a project should also attend. A unit member should be designated as the meeting recorder. Questions regarding the proposed project should follow the outline of the Good Turn Service Project Proposal document. See Appendix A for a form that can be completed during this meeting.

As all of the information may not be gathered during the initial meeting, additional meetings may be needed with other members of the charter organization to determine if the project is within the scope of the unit's resources.

### ***Expected Outcome***

At the end of the meeting(s) with the charter organization, the unit should have enough information to determine if the project is feasible for the unit to perform. The unit leader or Project Manager will have filled out the Good Turn Service Project Charter Organization Meeting form (Example of completed form in Appendix B).

## Step II: Unit Develops Project Proposal

### **INTRODUCTION**

In this step, the project is presented to the unit members and a discussion takes place to determine how the project will be completed.

### **Actions**

Based on the information gathered from the meeting(s) with the charter organization, the unit is now ready to detail what is needed to complete the project. Based on the size of the unit, it may want to hold discussions as a whole unit or a project subcommittee. Using the Good Turn Project Proposal form and example form (Appendix C & D), the unit will complete the information on the form. The group should review the Good Turn Service Project Proposal document section by section, and assign specific tasks to individuals or groups to complete.

### **THE GOOD TURN SERVICE PROJECT PROPOSAL**

The Good Turn Service Project Proposal (Appendix B) is divided into eight sections. Each section provides the unit with the means to execute a successful project. A general description of each section of the proposal is stated below.

1. The **Introduction** section includes a summary of the meeting between the unit and the charter organization, and the reason for the proposal.
2. The **Project Definition** section states the project request.
3. The **Project Objectives and Constraints** section states the desired results, and whatever limitations are imposed by the charter organization.
4. The **Possible Alternatives** section states the different options considered by the unit to complete the project.
5. The **Recommended Course of Action** section states the preferred alternative and the project tasks and include human and material resources required, and a cost estimate.
6. The **Anticipated Results** section states the organizational, operational, and financial impact.
7. The **Detailed Project Implementation Plan** lists the steps in the process of completing the project.
8. The **Summary Statement** lists the unit's ability to complete the project successfully, and what the unit expects to gain from undertaking the project.

### **Expected Outcome**

1. A completed Good Turn Proposal ready to present to the charter organization for approval. A completed Good Turn Project Proposal (Appendix D) of an actual project (Venture Crew 215) is provided as an example.
2. A meeting date should be established to present the completed Good Turn Service Project Proposal to the charter organization for approval.

## **Step III: Present Project For Approval**

### ***Introduction***

In this step, the completed Good Turn Service Project proposal should be presented to the charter organization members for discussion and approval.

### ***Actions***

The approval process requires that the charter organization first review the proposal to determine if the project objectives and constraints are consistent with those agreed upon at the initial meeting. The Project Manager should schedule a meeting with the unit planning group and members of the organization. The Project Manager should present the Good Turn Project Proposal to the charter organization members for discussion. This is the time to identify any organization resources (human, equipment, or monetary) needed to complete the project. Following the briefing and a question and answer session, the charter organization should approve or reject the proposal. If adjustments need to be made to the proposal, a date should be set to resubmit it for approval.

### ***Expected Outcome***

The unit and charter organization members meet to discuss the proposal. There is agreement to proceed with the project or adjustments to the proposal are documented. If adjustments are needed, return to Step II to discuss the adjustments with the unit. This would be an appropriate time to contact the (arch)diocesan committee to inform them that the unit will be working on a project.



## **Step IV: Perform the Project**

### ***Introduction***

This is the step that takes the project from paper to completion. It includes planning, organizing, publicizing, and performing the project.

### ***Actions***

The actual implementation must include the gathering of all the resources outlined in the proposal. This might require that unit members solicit the assistance of parents and other adults in order to complete the project successfully. You should consider using people other than unit members as part of the planning phase.

Performing the project requires coordination between unit members to ensure project success. As the project gets underway, a project headquarters should be established to control the overall operation and serve as a communications point between the unit and the charter partner. Following the Scout Law that a Scout is Clean, when the project is completed, it is important that all materials, vehicles, equipment, etc. be returned in the condition they were received (or better). A check should be made to insure that all phases of the project have been completed.

For your convenience, templates have been provided to assist you document unit participants and assignments (Appendix G), Resource Commitment Sheet (Appendix H), and Project Timetable (Appendix I).

### ***Expected Outcome***

The unit will have planned, acquired the necessary resources, publicized, and carried out the project to meet the needs of the charter organization. The unit should prepare correspondence to thank those outside of the unit who provided assistance and support before, during, and after the project.

## **Step V: Charter Organization Evaluates the Project**

### ***Introduction***

In order to determine the effectiveness of the Good Turn Service Project, it is important that the charter organization evaluate its success using the Good Turn Service Project evaluation form (Appendix E). A completed sample form is provided in Appendix F. The evaluation form is divided into four sections as follows: (1) Demographic Data, (2) Project Category, (3) Project Evaluation, and (4) Comments/Recommendations. These sections provide the charter organization with an opportunity to provide feedback to the unit.

### ***Actions***

The Project Manager or unit leader should set up a meeting with members of the charter organization that partnered with them for the project. The Project Manager should provide a copy of the Charter Organization Evaluation Form (Appendix E) to the charter organization members before the meeting so they can gather their thoughts for project feedback. A small group of unit leaders and youth should attend the meeting to solicit feedback on the project, answer any questions the charter organization may have, and possibly plan another project in the future. A unit representative should be designated to take notes at the meeting for use in the unit project evaluation following the meeting.

### ***Expected Outcome***

The charter organization should provide appropriate feedback that the unit can take back to its members.

## **Step VI: Conduct Unit Project Evaluation**

### ***INTRODUCTION***

In order for the unit to determine the effectiveness of the Good Turn Service Project, it is important that it conduct a self-evaluation. In this section, the unit meets to review the charter organization evaluation and discuss how the unit performed.

### ***Actions***

The self-evaluation process requires that the unit conduct an evaluation of its performance in planning and executing the proposed project. The unit should hold a meeting of the unit participants to review the planning documents, the charter organization evaluation, the use of available resources, and the how the members of the unit performed their individual and group tasks. A form is provided in Appendix G and an example of a completed form in Appendix F.

### ***Expected Outcome***

The self-evaluation meeting took place with discussion on the project. The unit leadership should give a report on the conduct and level of success of the project at a unit meeting.

## **Step VII: Project Completion and Recognition**

### ***Introduction***

The project is completed and evaluated by the charter organization and unit. It is now time to recognize the unit for its actions.

### ***Actions***

Send all completed Good Turn Project forms/templates, and any additional information and/or pictures to:

Religious Activities Committee  
NCCS/BSA  
P. O. Box 152079  
Irving, Texas 75015-2079

If possible, also send the information on a floppy disk or CD in Microsoft Word or PDF format. You may want to also copy your (arch)diocesan chairman and/or chaplain to inform them that you have completed your project.

The Religious Activities Committee will meet to review the project. After the review, the committee will send the unit the Certificate of Merit and instructions on how to download the individual certificate template from the NCCS website, or provide a disk with the certificate template.

The unit will be recognized at an appropriate (arch)diocesan event which may be the Youth recognition ceremony, Adult Recognition ceremony, Bishop's dinner, or other (arch)diocesan celebration. The unit should plan a celebration and invite the charter organization project partners and (arch)diocesan chairman and/or chaplain to attend to recognize the individual participants.

Before the celebration, duplicate the individual participant certificates and fill in name of the participant on the certificate.

### ***Expected Outcome***

Unit and participants recognized for a job well done.

## Appendix A: Initial Meeting with Charter Organization to Gather Project Ideas

### Meeting participants:

CO Member	Role	Unit member	Role

### Project Categories

- 1. Outside maintenance of organization property
- 2. Inside maintenance of the organization property
- 3. Catholic school maintenance
- 4. Priests living quarters
- 5. Conduct of CCD classes at all levels
- 6. Sponsoring youth activity programs
- 7. Sponsoring senior citizen programs
- 8. Maintenance of Parish/Community meeting rooms
- 9. Sponsoring programs for the disabled
- 10. Other (Please specify) \_\_\_\_\_

### Suggested Project:

*Project Definition:* (Describe the project).

*Project Objectives and Constraints:* (What is expected at the completion of the project, and any limitations placed on the unit by the organization).

Charter organization contacts for the project:

Name	Title	How will they assist

## Appendix B: Initial Meeting with Charter Organization to Gather Project Ideas - Sample

### Meeting participants:

CO Member	Role	Unit member	Role
Name 1	COR	Name 1	Project manager
Name 2	Pastor	Name 2	Crew leader
Name 3	Seniors coordinator	Name 3	Crew adviser

### Project Categories

- 1. Outside maintenance of organization property
- 2. Inside maintenance of the organization property
- 3. Catholic school maintenance
- 4. Priests living quarters
- 5. Conduct of CCD classes at all levels
- 6. Sponsoring youth activity programs
- 7. Sponsoring senior citizen programs
- 8. Maintenance of Parish/Community meeting rooms
- 9. Sponsoring programs for the disabled
- 10. Other (Please specify) \_\_\_\_\_

### Suggested Project:

*Project Definition:* (Describe the project).

Venture Crew 215 after discussion with the charter organization saw the problem as the need to provide activities for seniors that would make them more productive in their day-to-day activities.

*Project Objectives and Constraints:* (What is expected at the completion of the project, and any limitations placed on the unit by the organization).

#### Objectives:

- a. To provide an outdoor activity for senior citizens of Mount Calvary.
- b. To introduce senior citizens to the outdoors and outdoor activities.
- c. To assist the Church in providing different type programs for seniors.

#### Constraints:

- a. The program must be limited to one day, with participants providing their own lunch.
- b. Transportation costs may not exceed \$125.00.

- c. The Church is not responsible for accidents or injuries sustained by participants in this program.

Charter organization contacts for the project:

<b>Name</b>	<b>Title</b>	<b>How will they assist</b>
Parish Name 1	COR	Liaison with pastor and Seniors coordinator
Parish Name 3	Seniors coordinator	Liaison with parish Seniors group Coordinate dates and information sharing Requests for funds

## Appendix C: Good Turn Service Project Proposal

This Proposal for a Good Turn Project is submitted to the charter organization for approval following an initial meeting between the unit and the organization to determine the needs of the organization for a service project.

**Charter organization:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The Project Proposal.** An entry must be made for each section/subsection. This outline may serve as the Table of Contents for the Proposal.

.....

1. **Introduction:** (This section should include a summary of the discussion between the unit's youth leadership and the Chartered Organization Representative, and the reason for the Proposal).
2. **Project Definition:** (The detailed discussion between the unit and the organization as to a problem that generate the proposed project).
3. **Project Objectives and Constraints:** (The section should outline what success is expected at the completion of the project, and any limitations placed on the unit by the organization).
4. **Possible Alternatives:** (The unit should suggest two or more alternatives as possible ways to complete the project).
5. **Recommended course of action:** (Select best alternative).
  - a. **Determine the specific task to be accomplished.**
  - b. **Determine the resource requirements.**
  - c. **Develop a project time schedule.**
  - d. **Develop a cost recapitulation statement as necessary.**
6. **Anticipated results:** (Impact on the Organization in terms of organizational, operational, and financial considerations).
7. **Detailed project implementation plan presented to the institution** (Document the steps to be used to complete the projects).
8. **Summary statement: a wrap-up** (The number of youth participating, and the learning, leadership and logistic aspects of the project).

**Note:** The unit will present the Proposal to the charter organization in some formal situation, requesting approval to proceed.



## Appendix D: Good Turn Service Project Proposal - Sample

This proposal for a Good Turn Project is submitted to the Chartered Partner for approval following an initial meeting between the unit and the organization to determine the needs of the organization for a service project.

**Organization:** Mount Calvary Catholic Church

**Unit:** Venture Crew 215

**Date:** October 2003

The Project Proposal. An entry must be made for each section/subsection. This outline may serve as the Table of Contents for the Proposal.

.....

**1. Introduction:** (This section should include a summary of the discussion between the unit's leadership and the CP representative, the reason for the Proposal).

The Crew Advisor, Crew Leadership, and the Scouting Coordinator met on September 30, 2003 to discuss the possibility of the Crew conducting an outdoor program for seniors at the Church to include cooking, tent assembly, skits, and campfire programs.

The major reason for this proposal is to promote senior citizen participation in Church activities.

**2. Problem Definition:** (The detailed discussion between the unit and the organization as to a problem that will generate the proposed project).

Venture Crew 215 after discussion with the charter organization saw the problem as the need to provide activities for seniors that would make them more productive in their day-to-day activities.

**3. Project Objectives and Constraints:** (The section should outline what success is expected at the completion of the project, and any limitations placed on the unit by the organization).

**Objectives:**

- a. To provide an outdoor activity for senior citizens of Mount Calvary.
- b. To introduce senior citizens to the outdoors and outdoor activities.
- c. To assist the Church in providing different type programs for seniors.

**Constraints:**

- a. The program must be limited to one day, with participants providing their own lunch.
- b. Transportation costs may not exceed \$125.00.
- c. The Church is not responsible for accidents or injuries sustained by participants in this program.

**4. Possible Alternatives:** (The unit should suggest two or more alternatives to complete the project.)

- a. Conduct a program at the Church (outside), demonstrating several outdoor activities. This would work well for those who could not get to a park or outdoor center, but would limit the extent to which the Crew could demonstrate outdoor activities.
- b. Conduct the program at an outdoor site where the demonstrations could be authentic. The problem would be to provide transportation to the participants or have them meet at the site. This involves a serious coordination problem.

**5. Recommended course of action:** (Select best alternative).

Considering the two options stated above, it appears that alternative b. would provide the best experience for the seniors.

**a. Determine the specific tasks to be accomplished.**

- (1) Survey the senior citizen community at Mount Calvary to determine if interest supports this undertaking.
- (2) Solicit a list of seniors interested in participating in the program.
- (3) Select an outdoor site for this activity.
- (4) Arrange a meeting time and transportation to the program site.
- (5) Produce a flier announcing the program. Request that it be placed in the Parish Bulletin in a timely manner.
- (6) Conduct a pre-program meeting with those seniors who will be participating in the program.
- (7) Produce a printed program and appropriate handouts for the activity.

**b. Determine resource requirements**

- (1) Several cooking kits with necessary food, and charcoal stoves and charcoal.
- (2) Tents for setup, and song and skit sheets for distribution.
- (3) Transportation vehicles to move seniors from the Church to the activity site.
- (4) Fees required for use of the activity site.
- (5) Administrative costs.

**c. Develop a project time schedule.**

- (1) Six weeks prior: Meet with institutional representatives to formulate the project.
- (2) Five weeks prior: Identify participants.
- (3) Four weeks prior: Confirm the availability and use of the activity site, and the resources required.
- (4) Three weeks prior: Hold a unit meeting and outline specific responsibilities for each unit member to make the activity a success.

- (5) Two weeks prior: Check for any changes in program activity or change in the number of participants.
- (6) One week prior: Confirm the entire activity.
- (7) Date of the activity: Conduct the program as scheduled, and do an in-progress evaluation of the project.

**d. *Develop a cost recapitulation statement as necessary.***

(1) Cost for the food and cooking materials.	\$110.00
(2) Transportation Costs.	67.00
(3) Administrative Costs.	<u>29.00</u>
Total Costs	\$206.00

**6. *Anticipated results:*** (Impact on the Organization in terms of organizational, operational and financial considerations).

- a. There is no organizational impact. No additional human resources are required.
- b. Operationally the Church can offer additional programs for senior citizens with no additional human resources.
- c. Financially, the Church should be prepared to cover the \$206.00 in expenses for the project.

**7. Detailed project implementation plan presented to the institution** (Document the steps to be used to complete the projects).

The implementation plan will follow the steps outlined in the project time schedule (paragraph 5c above).

**8. Summary statement: a wrap-up** (The number of youth participating, the learning, leadership and logistic aspects of the project)

This project will involve more than 20 members of Venture Crew 215 and approximately 30 participating seniors. This project will give the Crew membership a learning experience in providing programs for the elderly and other groups.

This will give the Crew a learning experience in logistics and resource planning, which in effect may develop skills that may be transferred to the workplace.

*Note:* The unit will present the Proposal to the organization in some formal situation, requesting approval to proceed.

## Appendix E: Good Turn Service Project Evaluation

This evaluation is designed to determine the effectiveness and success of a completed Good Turn Service Project as assessed by the charter organization. The COR will be asked by the Scouting unit to complete this form and return it. The Scouting unit should use this evaluation to improve its planning and executive of future projects.

### SECTION I. DEMOGRAPHIC DATA

**Charter Organization:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Date of Project:** \_\_\_\_\_

**Date of Meeting between Charter Organization and Unit:** \_\_\_\_\_

**Title of Project:** \_\_\_\_\_

**Pre-project Meeting:** (check one) \_\_\_YES \_\_\_NO

Number of Cub Scouts \_\_\_\_\_, Boy Scouts \_\_\_\_\_, Venturers \_\_\_\_\_ participating

### SECTION II. PROJECT CATEGORY (check one)

- 1. Outside maintenance of organization property
- 2. Inside maintenance of the organization property
- 3. Catholic school maintenance
- 4. Priests living quarters
- 5. Conduct of CCD classes at all levels
- 6. Sponsoring youth activity programs
- 7. Sponsoring senior citizen programs
- 8. Maintenance of Parish/Community meeting rooms
- 9. Sponsoring programs for the disabled
- 10. Other (Please specify) \_\_\_\_\_

**SECTION III. PROJECT EVALUATION** (Rate on a scale of 1 to 5, 5 being excellent, 4 being very good, 3 being average, 2 being less than adequate, and 1 being unsatisfactory.) (circle choice)

1. **On time on designated project date:**  
1      2      3      4      5
  
2. **Structurally organized for the project.**  
1      2      3      4      5
  
3. **Sufficient human resources for the project.**  
1      2      3      4      5
  
4. **Project significantly satisfied the goals established for the project.**  
1      2      3      4      5
  
5. **Project leadership was present.**  
1      2      3      4      5
  
6. **Project was a success.**  
1      2      3      4      5

**SECTION IV. COMMENTS / RECOMMENDATIONS**

---

---

---

---

---

---

---

---

---

---

## Appendix F: Good Turn Service Project Survey - Sample

This evaluation is designed to determine the effectiveness and success of a completed Good Turn Service Project as assessed by the charter organization. The COR will be asked by the Scouting unit to complete this form and return it. The Scouting unit should use this evaluation to improve its planning and executive of future projects.

### SECTION I. DEMOGRAPHIC DATA

**Charter Organization:** Mount Calvary Catholic Church

**Unit:** Venture Crew 215

**Date of Project:** October 2003

**Date of Charter Organization/Unit Meeting:** \_\_\_\_\_

**Title of Project:** Provide Support for the Elderly Activity

**Pre-project Meeting:** (check one)  YES  NO

**Number of Scouts/Venturers participating** 25

### SECTION II. PROJECT CATEGORY (check one)

- 1. Outside Maintenance of institution's property
- 2. Inside Maintenance of the Church proper
- 3. Catholic School Maintenance
- 4. Priest's Living Quarters
- 5. Conduct of CCD classes at all levels
- 6. Sponsoring Youth activity programs
- 7. Sponsoring Senior Citizen Programs
- 8. Sponsoring programs for the disabled
- 9. Maintenance of Parish/Community meeting rooms
- 10. Other (Please specify)

**SECTION III. PROJECT EVALUATION** (Rate on a scale of 1 to 5, 5 being excellent, 4 being very good, 3 being average, 2 being less than adequate, and 1 being unsatisfactory.) (circle choice)

1. On time on designated project date:  
1      2      3      (4)    5
2. Structurally organized for the project  
1      2      3      (4)    5
3. Sufficient human resources for the project  
1      2      (3)    4      5
4. Project significantly satisfied the goals established for the project  
1      2      (3)    4      5
5. Project leadership was present  
1      2      3      (4)    5
6. Project was a success  
1      2      3      (4)    5

**SECTION IV. COMMENTS/RECOMMENDATIONS**

The Venturers participating in this project were very caring and provided the senior citizen group with an outstanding program of "Enjoying the Outdoors." They provided activities that introduced seniors to outdoor cooking, tent assembly, skits, and campfire programs. The seniors thoroughly enjoyed the activity and asked that similar activities for them to be scheduled.

Recommend that the Crew schedule an annual senior citizen activity as approved by the Chartered Organization.

## Appendix G: Good Turn Service Project Unit Participants / Assignments Roster

The following individuals were assigned tasks in this charter organization project on the date(s) listed below.

**Project:** \_\_\_\_\_

**Charter organization:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

NAME/POSITION	ASSIGNMENT	UNIT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approved:

\_\_\_\_\_  
Unit Leader



## Appendix H: Resource Commitment Sheet

---

**Project name:**

---

**Project manager:**

---

**Project date(s)/time(s):**

---

**Project Location:**

---

**Is permission needed to use/modify property?**

---

**If so, who gives permission?**

---

**If needed, date permission given to use/modify property (include signed permission form in project folder):**

---

**Physical resources needed (tools, tents, paint, ladders):**

*Example:*

Water jugs for ice water – unit has

---

**Human resources needed (painters, knot tiers, drivers, carpenters):**

*Examples:*

Tom Smith – sign painter

Sammy Scout – contact Seniors group to determine how many participants

Jimmy Venture – Activity 1 facilitator

---

**Transportation needs:**

*Example:*

30 participants will need transportation from church to park (names of transportation volunteers)

---

## Appendix I - Activity Timetable Template

Timetables will be determined by the size and type of the project. Use this template as a guide for planning the project.

Date	Activity
	Unit determines if it would like to perform service project
	Meet with charter organization for project ideas
	Meet with unit to propose project
	Approval from charter organization
	Unit plans project details and communicates to CO and DCCS
	Get commitment for human resources and identify where to purchase/borrow/rent physical resources.
	Advertise for assistance for those jobs not covered by unit
	Advertise for participants (if project involves more than just Scout unit - like a youth or seniors group activity)
	Project pre-work (assembling tents before event, purchasing perishable items, setting up grills)
	Perform the project
	Clean up at project completion
	CO evaluates the project
	Unit evaluates the project
	Send the project forms to NCCS
	Celebrate your success