

Lodge Community Service Guide



BOY SCOUTS OF AMERICA®

ORDER OF THE ARROW
LODGE COMMUNITY SERVICE GUIDE

BOY SCOUTS OF AMERICA

First Edition – 2004 National OA Conference

TABLE OF CONTENTS

INTRODUCTION.....	4
PLAN.....	5
FINDING YOUR PROJECT	5
SO YOU'VE DECIDED ON A PROJECT	6
ORGANIZATION OF THE PROJECT	8
LEADERSHIP FLOWCHART	10
PROJECT BACKDATER	11
MOBILIZE	12
GETTING PREPARED FOR THE BIG DAY.....	12
DELIVER.....	15
PRIOR TO THE ARRIVAL OF VOLUNTEERS	15
ARRIVAL OF VOLUNTEERS	16
OPENING KICK-OFF	17
WORK COMMENCES.....	17
BREAK FOR LUNCH.....	18
CLEAN-UP.....	18
PRIOR TO THE DEPARTURE OF VOLUNTEERS.....	19
POST SERVICE PROJECT	20
APPENDIX – THINGS TO HELP YOU OUT.....	21

INTRODUCTION

The *2003-2007 OA Strategic Plan* reminds us that “at the heart of the Order of the Arrow is its heritage of service.” The plan also challenges the OA to provide, at every level of the organization, “service programs that will enhance opportunities for service, both directly and as a means to foster the ethic of servant leadership in the unit and in the life of the individual Arrowman.”

It is easy to recognize that service to Scouting and the community is nothing new to Arrowmen. Each year, lodges across America deliver more than 1,500,000 hours of service to their local councils and the cities and towns in which they reside.

However, it is always important to push forward, to improve, and to grow in our service to Scouting and others. Many lodges around the country already engage in community service projects, which benefit their local areas greatly. By conducting this service, the Order of the Arrow helps to enhance the image of Scouting within the community. Townspeople that see Scouts helping to build a home for a less fortunate family, refurbishing a city park, or any number of things, will view Scouts as catalysts for positive and substantive change.

Service allows Scouting to showcase its values, and as members of Scouting’s national honor society we must act to shine the spotlight on the principles that we hold dear. Your fellow citizens need not know the Scout Oath and Law to feel it when the actions of Arrowmen affect them.

Scouting’s camps and outdoor program have become no less a priority, yet it is important consider what service you may be able to provide to a community in your area, beyond the service you presently commit to your council camp. Just one community service project can drastically help and improve a community, and continue Scouting and the Order of the Arrow’s legacy of service.

A GUIDE
FOR YOUTH LEADERS
BY YOUTH LEADERS

Because not all lodges regularly engage in community service, this *Lodge Community Service Guide* has been created. A committee comprised of twenty-one youth from every corner of America came together to design a resource to help their peers take on the noble and important task that is a community service project.

The guide has been divided into three parts: plan, mobilize, and deliver. Each of these parts represents an important piece of the process that will result in a successful community service project.

Remember, the Order of the Arrow ought to give Arrowmen as many opportunities as possible to make a difference through service. But it doesn’t have to stop there. Invite troops and teams to participate; broaden the opportunity to serve beyond the OA and your lodge. This will give Scoutmasters a chance to see the OA in action, and help Scouts earn the valuable service hours needed to advance in rank (and become eligible for OA membership).

Congratulations on helping your lodge to give greater service and good luck planning your first (or next) community service project!

FINDING YOUR PROJECT

The First Steps

There are undoubtedly many ideas from which to choose when finding your lodge's project. But with so many options, where should you start? Consider the contacts you already have available through your council and the Order of the Arrow: The council executive board, Scout executive, lodge executive committee, or council of chiefs. You will notice that many of the adults and youth will either have ideas or at least know of resources and places to look. Also, don't limit your search to the contacts you find through Scouting! Talk to organizations and establishments in your local community: churches, parks, hospitals, schools, local chambers of commerce, park and recreation offices, non-profit organizations, etc. All you need to do is ask!

Finding a project idea can also be a great opportunity to involve every member of your lodge. Ask for ideas at events, meetings, etc.; the more people you involve, the more they will be excited, and the more ideas you will have to choose. Encourage new and exciting ideas that will easily spark participation. Give people time to consider possible ideas and to report back to you. If you don't already have one, you could even create a lodge service committee to organize the idea pool. Keep in mind that the lodge executive committee has the final say before the project is set into action.

Who should benefit from your community service project?

A community service project, as the name implies, should be geared to serve your local community. This is a different focus from the direct service you have already been providing, and should continue to provide, to your local council through your ordeals, days of service, and fundraising campaigns. Look at helping non-profit organizations, volunteer service groups, or city/state/government organizations. Work with the community in and around your lodge. In addition, if you choose to help a religious organization, keep in mind the diversity of beliefs of your lodge members. You want this project to appeal to as large a group as possible.

Finally, keep in mind the scope of the projects under consideration. A lodge project should be larger and more intensive than a typical Eagle Scout Project so you don't take options away from local Scouts.

You will notice as you move through the planning process that an important aspect of the project's final approval is discerning who will benefit from your community service project. Take into consideration that most projects you ponder will have more than one beneficiary, but if there is only one, don't worry. When you are deciding on what your project will be, consider *who* you would like to benefit most. Ask your lodge leadership what they think will be best. Always consider who will benefit, who they represent, how much help they need, if you can help them, and if the lodge will agree to help. These are all factors in choosing a project.

Can't seem to think of any organizations with which to work?

We've tried to do at least some of the brainstorming for you, and perhaps this can stimulate you to think of other possibilities available in your community. Again, keep in

mind that you can always ask your local chambers of commerce when searching for different organizations. Here you go!

- Habitat for Humanity
- National/State Forest Services
- National/State Department of Fish and Game
- Local Park Services
- Local Historical Societies
- City Governments
- Local Community Charity Centers
- Homeless Shelters/Soup Kitchens
- Religious and Interfaith Organizations
- Goodwill
- Public Universities and Colleges
- Child Resource Centers
- YMCA or YWCA
- American Red Cross
- Humane Society

Always remember that every idea is worth consideration. If you don't use an idea now, save it; you might need or want to use it later. Good luck.

Contact the Organization

As with every relationship, the first impression is a lasting impression. Remember when you are communicating with a local organization or business leader to be courteous, considerate, and professional. Your performance reflects directly on the organizations you represent (the Boy Scouts of America as a whole, the local council, and the Order of the Arrow).

When you contact the organization's representative, make sure you introduce yourself and the organization you represent (lodge, Order of the Arrow, Boy Scouts of America). During the course of the conversation, you will further need to communicate your goal and how you would like their organization to help. You need to be straightforward but polite; remember they are helping you! It is of utmost importance that you do not make the organization feel as if the project is being forced upon them; you want them to see your idea as a great opportunity for their organization. Make them feel as if the idea is theirs as well!

SO YOU'VE DECIDED ON A PROJECT...

Introduction

In the following sections, we have outlined what needs to be done immediately following the selection of a project. You should keep notes for each of these sections and make sure the service committee has considered these issues before beginning the project. Be sure to consider the backdater on page 11 as you go through this process. Remember: finding a project is one of the hardest parts, so you're well on your way!

Materials for the Project

Project materials can be divided into three simple categories: materials you add to your work area, tools you use during your project, and resources you provide for your workers' comfort such as food and water. Remember to consider if you will provide materials for the upkeep of the project once it is complete. Once you create a list of materials, begin thinking about who will be responsible for providing them. The sections on "Financial Needs" and "Donations of Materials" may help you with this process.

Tools include anything that is needed to build the project but does not remain after you leave, so try to borrow tools as often as you can. If you ask the organization for which you are working or adults in your lodge, you should be able to find what you need. Finally, remember to follow BSA regulations for safe use of tools, and take into consideration the health and safety of the workers. Access to water is necessary for any occasion, and food should be considered for projects that require many hours of labor.

Financial Needs

The council's role is *not* to fund the Order of the Arrow. As the *2003-2007 Strategic Plan* states, the Order of the Arrow must "pay its own way." Thus, money needed to fund this project should be acquired through fundraisers and donations. Fundraisers are a very popular means of earning needed money and can involve members of the lodge. From fundraiser patches to plaques for corporate sponsors, from car washes to patch auctions, there are multiple fundraising possibilities for a project. In addition, individuals and companies that will be directly affected by the project may be interested in contributing.

When conducting a fundraiser, you must submit the money-earning application form to your council. Your staff adviser can help you with this process, and should be consulted prior to any fundraising activity.

Donation of Materials

In many cases, materials can be gathered from local companies that supply the same sorts of materials to consumers every day. Again, the council should not be responsible for donations of any materials, but large companies may be able to help. Also, by knowing the occupations of adults in the lodge, specific donations may be acquired through them. In addition, local companies may sometimes be more helpful than large suppliers or national chains. If you do need the help of a national corporation, keep in mind that they usually have monthly or annual allowances to give to non-profit organizations that they determine at a specific time in the month or year. Thus, planning must begin earlier.

Volunteers for the Project

Generally, community service projects should be open to lodge members, local Scout troops, and youth interested in community service. Remember that youth outside the OA can still promote our organization's principles through their actions. However, the size and scope of the project will determine how many workers can safely work in a given area. The workers should include a variety of youth with different skill levels in both leadership and the type of service being provided. In this way, inexperienced

workers can learn and be directed accordingly. Depending on the project and tools used on site, a minimal age restriction may be necessary to follow BSA policy (workers must be 18 years old to use power tools). Further, if you are working through certain organizations, there may be other limitations they set for volunteers.

To accurately gauge the number of volunteers needed for a project, consider the room provided for the work area and the time period required to complete the project. For example, indoor projects may not be able to accommodate as many workers as outdoor projects. Also, you should estimate the number of man-hours needed to complete the project to help with your estimation and to fill out the required *Scout Executive Approval Form* (found in the appendix).

All workers should be familiar with the safety factors relating to the materials, tools, and working environment. This can be accomplished by reviewing the proper use of tools and their techniques before any work is started. Be sure to check the BSA's Guide to Safe Scouting, as well as possible safety regulations from the organization with which you are working. Work with your lodge staff adviser to ensure compliance with safety regulations.

ORGANIZATION OF THE PROJECT

Volunteers and when to work

When scheduling times to work on your project, try your best to find a time that will accommodate the largest number of people. You can only complete the project if you have the sufficient manpower with the right skills. In order to work around schedules, set the project date(s) far enough in advance so that volunteers can plan on attending. You will want to publicize the project early and often. If your project requires people with special skills (i.e. roofing, plumbing, electricity) make sure you have replacements lined up in case your primary choices fall through. Schedules often change. If you have trouble locating people with specialized training, consider contacting your local Department of Transportation or Department of Parks and Recreation.

As stated before, the size and scope of the project must be taken into account when scheduling volunteers for specific days. Make sure you match the number of people accordingly with the needs of the project. If you are a large lodge, think about which chapters you can assign for each day; vary chapter assignments based upon the number of Scouts you think will attend combined with the amount of work that needs to be done. Your resources should match your needs on each day.

Leadership Flow Chart: Two sides to consider

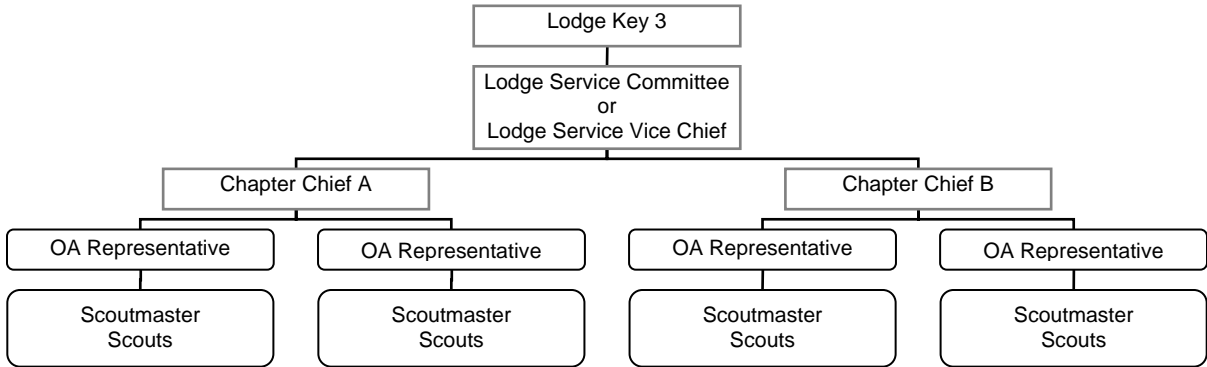
There are two aspects of the project that will require you to organize leadership efforts. The first will be project planning and the second will be project execution. This will ensure good planning beforehand and a safe and effective guidance for carrying out the project.

As you are preparing for the project, direct responsibility should be given to the lodge service committee chairman or vice chief of service if one exists, with oversight from the lodge Key 3. The leadership flow chart should begin with the lodge Key 3, proceed to

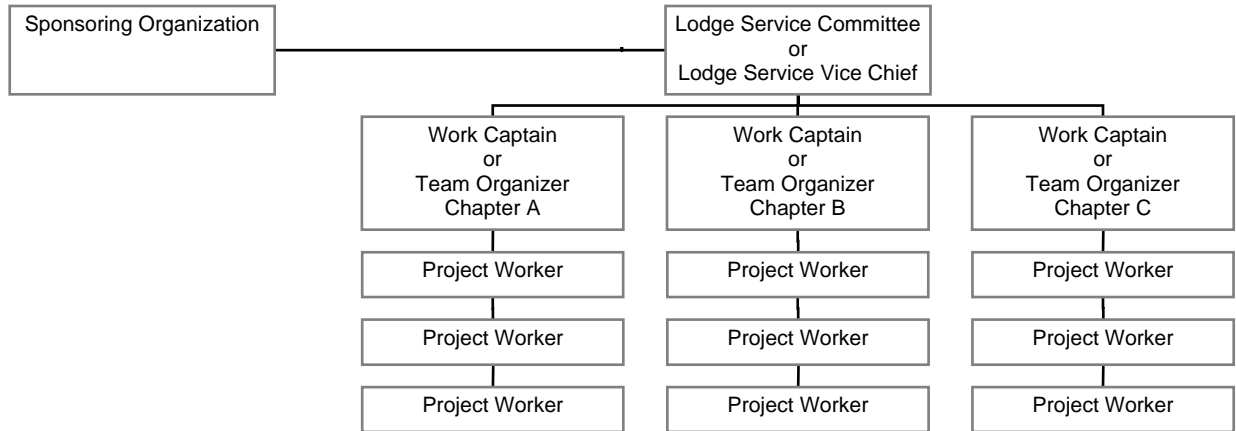
the lodge service committee chairman or vice chief of service, continue to the individual chapter chiefs, and finally move to the OA Troop/Team Representatives who will keep in contact with those Scouts and Scouters in the individual troops. The Scout executive should, of course, be included in the information circle. **(See “Leadership Flow Chart: Before the Community Service Project”)**

During the project, many decisions will have to be made. Ask yourself whether a project this size will require the overall group to be broken into teams, each with its own leader. This will help maximize the effectiveness of the group. Everyone should know his job and who he can go to with questions if he needs help. Make sure you coordinate this effort with the sponsoring organization as well. This sort of leadership organization can also help in determining the amount of workers required each day. All team leaders should report to the service committee chairman or equivalent project leader as he leads and gives direction to all participating groups. Consider using two-way radios during the project to coordinate this effort. **(See “Leadership Flow Chart: During the Community Service Project”)**

Leadership Flow Chart Before the Community Service Project



Leadership Flow Chart During the Community Service Project



Community Service Project Backdater

Take a look at the timeline to get more details on what your lodge needs to have accomplished.

Come up with a service project idea	- 6 Months
Contact organization(s) to help out	- 6 Months
Second contact of organization(s)	- 3 ½ Months
Fill out the Scout Executive Approval form	- 3 Months
Organize your project	- 3 Months
Get materials and donations for the project	- 3 Months
Publicize the service project	- 2 Months
Find helpers and workers for the project	- 2 Months
Final contact and recruitment volunteers	- 2 Weeks
Contact organization before project begins	- 1 ½ - 2 Weeks
Hold service project	0
Post project reports	+ 1 Week
Send thank you notes to sponsoring organization(s) as well as key leaders and volunteers	+ 1 Week

GETTING PREPARED FOR THE BIG DAY

Publicize and communicate – Get the word out!

Now you're faced with a difficult obstacle – effectively communicating with the troops in your council so you have a broader, more inclusive volunteer base. This is a great opportunity for your OA Troop/Team Representatives to get their units involved. Remember to be specific about the information you give representatives to distribute, and keep in mind that your project ought to be available to all interested Scouts in the council – not just to Arrowmen.

If your lodge does not have a list of its OA Troop/Team Representatives, this is a great opportunity to work with chapter chiefs to create one. This will be an essential resource for communication. Also, advertise at your district roundtables so that Scoutmasters can get excited as well. You will want to publicize it as an event that can help Scouts earn the service hours needed for advancement, without conflicting with Eagle Scout projects. **It must be noted that the lodge's community service project can in no way be counted as anyone's Eagle Scout Project.** The project can, however, be used to fulfill the community service requirement that some local high schools may require for students to graduate.

Using your list of OA Troop/Team Representatives, make phone calls and send emails to distribute information about your project. Remember not to rely solely on emails since they are often deleted or not read in a timely manner. Reinforcement phone calls to OA Troop/Team Representatives and Scoutmasters should be included if you want to successfully advertise your event to this audience.

Finally, produce professional-looking flyers giving details about the project, including contact information and other important facts. Make sure to include a copy of the flyer in your council newsletter.

These are only a few suggestions, so be sure to consider other creative means of advertising to your troops.

When was that event?

Don't let your Scouts worry about the answer to this question. Send reminders to make sure your volunteers remember their commitment. Use emails or send note cards with essential information. But however you send out your reminders, be sure to include critical information like directions to the site, types of clothing to wear, and equipment to bring along.

Usually, the more reminders the better, but be sure that you send at least two prior to the project date. The first reminder should be sent 45 days prior to the project, and the second about 15 days prior. Pay special attention to any last minute details that may need to be included in the second reminder.

Community Promotion

Performing service for the community is a rewarding task in itself, but you can also use it as a way to promote the values and work ethic of the Boy Scouts of America and the Order of the Arrow. Consider promoting the project using many forms of media – such as your local television station’s community service calendar, and by making newspaper, radio, and television outlets aware of the project, or provide a write-up to them afterwards. You may want to have an Arrowman take photographs throughout the project to be included with the write-up.

Remember to discuss your ideas with your Scout executive or his representative first. The council leadership may have further ideas or rules for you to follow.

We all enjoy good food

Nutrition is an essential part of any strenuous day of work, so when you arrange for meals, make sure you have more than enough food. There is nothing worse than running out of food and people going hungry. Always allocate extra meals for “walk-in” volunteers who might not have responded to their OA Troop Representative or a member of the service project committee.

Meals should be healthy and diverse to meet the needs of all your volunteers. Aside from the standard meals, you may need to make available kosher, vegetarian, vegan, and/or non-dairy meals. Make sure you include an area for special dietary needs on any sign-up sheet for the project.

Since food can be quite expensive, do your best to acquire the support of local restaurants and/or businesses that might be able to donate or subsidize food costs. A separate staff should be assigned to make arrangements for meals on the day of the project; they should be charged not only with the acquisition of the food, but also with the preparation, presentation, and clean up after meals.

Setting up a dining area and making the dining environment a relaxing place is essential. Allowing volunteers the time to sit back, relax, and socialize with fellow Scouts after a number of hours of strenuous labor can greatly improve their work ethic and morale for when they return to the job.

Getting your volunteers to the project

Adult members can work as drivers for those who need rides to project workdays. The key is carpooling. Meet at a centralized location – a distinguishable place that is easy to find (i.e. familiar shopping centers or restaurants) – for easy pick up. Have chapters organize carpools, or even ask your council if you can use its vehicles to provide transportation to the project. You might also consider contacting places of worship, law enforcement agencies, youth groups, schools, and private businesses to see what kind of resources or vehicles they can provide.

Work Crews

When dividing Scouts into work crews for the project, keep in mind the size of the project, as well as the area in which the project is taking place. If the site is small, having too many workers can create safety hazards and an inefficient work environment.

To ensure success, estimate the number of workers you will need for each part of the project and divide the work crews into task-specific groups. Each group should have one youth group leader and an adult adviser. The youth leader should have proven leadership abilities, understand what needs to be accomplished, and maintain a level of enthusiasm to keep his workers excited. The adult adviser should keep the group together and remain alert to the general safety of those under his supervision.

Be sure to create a sense of project ownership. Rotate your crews so Scouts have the opportunity to contribute to multiple areas of the project. Talk to volunteers about how their day's work fits into the overall project.

Working with the sponsoring organization

Remember to keep your sponsoring organization (local government agencies, non-profit organizations, etc.) informed of your plans. It is crucial that there are no surprises, and that they are comfortable with your plans throughout the process. They must be aware of what is happening before, during, and after you complete the project. Also, schedule a special meeting with the organization approximately 15 days prior to the beginning of the service project. Doing so can ensure all necessary equipment and materials are available for the first day of work; it can also ensure your access to any restricted areas on the project site.

PRIOR TO THE ARRIVAL OF VOLUNTEERS

Now, you are finally faced with the day of the project – the day when all of your plans are put into action. One hour before the volunteers arrive, make sure all leaders (youth and adult alike) know what will occur during the day. Double-check that all tools, materials, and medical supplies are on hand.

Group leader meeting

Holding a group leader meeting will prepare the project's key players before they are flooded with questions from volunteers. Make sure all group leaders understand the project and their roles. It is also vital for leaders to discuss possible logistical challenges that may surface during the day of the project. Work with group leaders to brainstorm solutions to these problems so everyone is on the same page.

Work checklist

You should provide a copy of the day's agenda with a checklist to all group leaders. Include any contact information that may be needed throughout the project. Having such a list will guarantee that people accomplish their tasks.

After receiving the checklist, group leaders should prep their work area so that work can begin almost immediately. Group leaders should have all tools laid out and ready to be used, making sure that water and other essentials have been made available. Volunteers should be able to access everything quickly and safely.

Finally, group leaders need to rope off any dangerous areas to prevent volunteers from hurting themselves or others.

Materials and equipment checklist

Be sure to look at all of your tools and make sure that they are in good working order so that no one will be injured while using them. You will also need to make sure there is ample space to use the tools by designating a safety zone for certain tools.

Have an equipment checklist prepared to keep track of who is using equipment so that the lodge knows who is responsible for returning tools at the end of the day.

Safety gear and medical officer

Beyond having a first aid kit on site, you will want to designate someone as the first aid/medical emergency officer at the site. Everyone should know where the first aid kit is located and how to contact your medical officer. A doctor, nurse, or emergency medical technician in your lodge would be perfect for this position. The adult need not sit idly by while work is in progress, but simply remain "on call" throughout the project.

It's also important to make sure work gloves, safety glasses, earmuffs, and other safety devices are actually being used by the volunteers to protect themselves throughout their work.

Water

Have a designated worker assigned to periodically check the water-coolers to make sure they stay full. He (along with all group leaders) should encourage all volunteers to drink water so as not to become dehydrated.

ARRIVAL OF VOLUNTEERS

When your volunteers finally arrive, you should divide everyone into their respective work groups and make a final check to see if logistics have been handled. Remember that from the time volunteers arrive to the time they leave, your project leader should be the primary motivator and example of leadership in service.

It is essential that upon the arrival of volunteers, you are completely ready to begin. Participants must be engaged immediately, especially if the project is beginning early in the morning. Through outstanding organization and advance preparation, this can be done. If things begin on time, you will impress not only your lodge members, but the participating Scoutmasters and troops as well.

Record keeping

Record keeping is a boring yet essential part of doing a service project. Your records can be tabulated to easily calculate the number of hours given by your lodge; they also provide records of participants in case an emergency arises.

The day's schedule

Make sure every volunteer has a schedule for the day; it will keep your project organized and let everyone know what to expect. A well-planned schedule will keep the day running smoothly, so plan ahead. Remember that you never want a volunteer to be sitting around waiting to work. Always have a back-up plan so volunteers' time will not be wasted if something doesn't go as planned. Include the time of lunch, delivery times of materials (if necessary), dinner, etc.

Paperwork: Membership and medical forms

Make sure all volunteers (unless they are outside professional workers) are dues-paying members of the Boy Scouts of America, so they are covered under the BSA's insurance policy. Also, have volunteers bring their medical forms with them. By taking the time to gather the appropriate paper work, you are protecting yourself, your volunteers, your lodge, and your council. Remember to gather some of this information ahead of time if you are providing food; you may need to offer special meals for some workers.

Adult supervision

In order to follow the *Guide to Safe Scouting*, you need to ensure "two deep" adult leadership is on hand at all times during the service project. This means you need to have at least one adult over 18 and at least one adult over the age of 21 present at all times. Remember, you must be over 18 years old to use power tools.

Assigning jobs and responsibilities

Group leader roles should be assigned well before the service project, but you will need to divide participants into work groups upon their arrival. Keep in mind the skills and experience of your volunteers and delegate tasks accordingly. By assigning participants specific jobs and responsibilities, you avoid having too much or too little labor on a specific task and avoid any confusion or confrontation.

Volunteer orientation

Orientations should be done within each individual work group, and tailored to the specific area and work that they will be doing. Every member of a work group should be provided with adequate information about the day's work to ensure success.

Orientations will identify the leaders in the group so that volunteers will know whom to turn to if a problem or question arises. Orientations can also point out potential safety hazards for the day. You can also use this time to handle any logistical issues, such as where to find tools, materials, water, and first aid. Try to keep your orientation brief so Scouts can get to work as soon as possible.

Morning refreshments

When people arrive for a service day, they may be tired from the early hours and any traveling they have done. Hot beverages, bagels, and doughnuts are an inexpensive way to give everyone a treat before beginning work. Remember, always keep your volunteers happy; they are what will make your project a success!

OPENING KICK-OFF

Be energetic!

Do not come off as dull, stressed out, or tired when interacting with others. If you seem like you don't want to be there, then that mentality is going to trickle down to your volunteers. So SMILE, CHEER, AND BE HAPPY! Remember, everyone is about to give cheerful service – one of the founding principles of the Order of the Arrow. Everyone should be proud!

Also, try to keep this kick-off SHORT – meaning around 10 minutes. Inform anyone who will be speaking to the group of your time goal, and how much time that means you'd like them to use.

Have a speaker

Invite someone from the organization for which you are giving your service to speak about their organization. This will give the representative a chance to explain why the service will be vital to their organization, but it will also give the volunteers a sense of why their work is important; it will motivate them to do their best.

Thank everyone

Always thank everyone for their attendance and giving service. Make sure that each person knows that they are appreciated. However, try to keep it short and simple since everyone ought to be ready to get to work!

WORK COMMENCES

Efficiency and safety

Make sure you assign group leaders to areas with which they are comfortable. The project should be primarily in their hands now, but this doesn't mean you can just relax. Check with group leaders periodically to make sure everything is going smoothly and to answer any questions. Communicating frequently with group leaders will keep all the groups on task and will allow you to gauge if more resources (tools, etc.) are needed or if they are over-allocated. Encourage your group leaders to make sure everyone has a job throughout the day.

You can also use this time to check on safety in different sites. Look for ways to prevent a dangerous situation from arising and ask everyone to keep an eye out for danger. When it comes to safety, it is always better to be preventative rather than reactive.

Photographing your progress

As the day continues, photograph the project as it progresses and record any significant events or milestones. Taking pictures of volunteers working on the project may be useful later on when you want to recognize their efforts. Such pictures are always useful for future slideshows, promotional flyers, lodge and section newsletters, or even the *National Bulletin*.

BREAK FOR LUNCH

A short break

Although it is important to give everyone enough time to rest and eat, keep the lunch break relatively short. You want the service project to be the priority and your volunteers can form many new friendships even while they are performing service.

You can also use the lunch break to communicate with group leaders and volunteers to see how they feel the project is progressing. This is a good time to ask for group leader input to find out if there is anything that can or needs to be changed before work begins again after the meal.

Back to work

As soon as all volunteers have eaten and briefly rested, return to your work. Use group leaders to energize your volunteers who might not want to work so soon. Time can easily be wasted, so keep your eyes on the prize and convince your volunteers of how much you need them so that the lodge's work can be finished.

CLEAN-UP

Policing the area

Once the day's work is done, everyone will likely be tired and ready to head home. Before they do, though, it is essential that the area is left cleaner than it was found – ensuring a strong finish to a great day.

Remember, a Scout is clean! Have your volunteers police the work project area. You will want to assign group leaders to make sure this policing process is conducted properly, effectively, and safely. However, they should do this while setting the example of cheerful service. Volunteers feel better about giving service when they see their leaders working just as hard as they are.

Unfinished work areas

Any unfinished work areas that may be a hazardous should be roped off to prevent accident or injury. Since the roped off areas will be up for at least a night, make sure all ropes are secure, with well-tied knots. You may even want to post a sign stating, "Keep out! Work Area."

Caring for your tools

All tools should be cleaned and stored properly to keep them in good working order for the next project. Use the checklist mentioned above to ensure all equipment has been returned.

PRIOR TO THE DEPARTURE OF VOLUNTEERS

Documenting the final project

When the project is completed, photographs should be taken to document what the lodge has done and to help present the project to lodge members and other lodges. As a token of your appreciation, you may also want to present key volunteers with photos of themselves working. It can be a nice award at the end of the year.

Also, provide volunteers with an evaluation form to fill out prior to their departure. This will allow you to see what you need to improve and what you have done well. The evaluation should be short and easy to read, asking for suggestions for next year. You should also provide a space for volunteers to comment about their experience. These quotations can be especially helpful when writing newsletter or web site articles.

Thank everyone for their service

Make sure you take the time to thank all of your volunteers in the closing presentation. One last thanks and one more pat on the back can go a long way for any volunteer. Tell Scouts to take a moment to realize what they have accomplished. When people work all day, they often forget to see the good they have created. Each Scout should be able to look back on the day with a feeling of humble pride.

Sign-out sheets

Again, make sure you use a sign-out sheet so you can document everyone who volunteered and how many hours they provided. This will help you accurately count the total number of man-hours given and provide you with a list of people to contact for next year's project.

POST SERVICE PROJECT

Final Report

Once you have completed your project, you should send a report to a number of lodge and council committees to let members know about your final results. Send a report to your lodge executive committee, council camping committee, Scout executive, council executive board, and other appropriate council committees. This report should include the following:

- **Total service hours conducted** – Include the total number of hours spent planning the project as well as the number of man-hours that were spent during the actual service.
- **Names of volunteers and individual hours contributed** – This will be useful to the committees if they ever want to get more feedback on your project or if they are looking for volunteers for another event or project.
- **Project photos** – It will be nice to have photos for your lodge's records and a picture is worth a thousand words!
- **Changes or amendments to plan** – Include a record of the original plan and any changes that were made throughout the planning process. This way, people will be able to see why your final outcome may have varied from the original plan.
- **Summary of work performed** – Keep this brief, but provide all relevant details. Highlight the major accomplishments of your project and any problems you may have run into that might be helpful in next year's planning. You may also want to include the contact information for the organization that the project benefited as well as the names of any organization members who were instrumental in planning.
- **Volunteer evaluation** – Beyond the description and photos are the experiences of those who participated in the community service project. Include the information you obtained through the volunteer evaluation form. Not only will this form help those planning future projects, but will also give those reviewing the final report a better idea of what took place.

Official Dedication Ceremony

Depending on your project, its successful completion may include a dedication ceremony. The project's planning committee along with representatives from the organization for which you completed the project should attend and plan the dedication ceremony. Keep in mind that this is another great opportunity to publicize the project with your local newspaper.

APPENDIX

The following items are included to help you make your community service project as successful as possible:

- Scout Executive Approval form
- Participant Community Service Project Evaluation Form
- Sample Group Leader Meeting Agenda
- Sample Community Service Project Schedule



OA Community Service Project – Scout Executive Approval Form

Project Details

Project Location _____ Project Date _____

Start Time _____ End Time _____

of Volunteers Needed _____ Expected Total Man Hours _____

Project Description

Who will benefit from this project?

Contact Information

Lodge's Project Coordinator _____ Phone _____

Support Organization(s) _____

Organization's Contact Name _____

Office Phone _____ Home Phone _____

Signatures

Lodge Chief _____ Date _____

Lodge Adviser _____ Date _____

Scout Executive _____ Date _____

Participant Community Service Project Evaluation Form

By taking a moment to complete this evaluation form, you will give us an idea of what can be done to improve future community service projects. Please be honest in your answers and feedback so that this information can be as useful as possible. Thanks for your time!

	<u>POOR</u>		<u>AVERAGE</u>		<u>INCREDIBLE</u>
EFFECTIVENESS	1	3	5	7	10
<i>(Did the project accomplish anything?)</i>					
Comments:					
GROUP LEADERS	1	3	5	7	10
<i>(Did they do their job?)</i>					
Comments:					
PLANNING	1	3	5	7	10
<i>(How well did the project appear to be planned?)</i>					
Comments:					
COMPLETION	1	3	5	7	10
<i>(How well were the tasks completed?)</i>					
Comments:					
SATISFACTION	1	3	5	7	10
<i>(How satisfied were you with the project?)</i>					
Comments:					
QUALITY	1	3	5	7	10
<i>(How would you rate the quality of the work completed?)</i>					
Comments:					
PARTICIPATION	1	3	5	7	10
<i>(Do you feel there was enough manpower to carry out the project?)</i>					
Comments:					
OVERALL PROJECT	1	3	5	7	10
<i>(Was it worth your time?)</i>					
Any other comments or suggestions (continue on back if necessary):					

SAMPLE
Distribute something
similar to group
leaders



Gohkos Lodge – Average Council
Community Service Project Group Leader Meeting Agenda
(Prior to arrival of volunteers, and ideally prior to the date of the project)
Anywhere, America

Opening

- Call to Order
- Obligation
- Introductions

Business – Lodge service committee chairman/Vice chief of service

- Description of Project
- Review Schedule
- Review and Assigning of Duties
- Confirm Availability of Needed Resources and Manpower
- Address any Questions
- Tour Site if Possible

Closing

- Chief's Closing Remarks
- Adviser's Minute
- Closing of
- Adjournment

SAMPLE

Distribute or post
something similar for all
participants to see



**Gohkos Lodge – Average Council
Community Service Project Schedule**

Date

Location

- 8:30am – Arrival and Check-In
- 8:40 – Kick-Off (break into groups)
- 8:50 – Health and safety orientation for specific work area
- 9:00 – Work Commences
- 12:00pm – Break for Lunch
- 12:45 – Work Continues
- 4:00 – Clean-Up
- 4:30 – Closing Ceremony
- 4:45 – Sign-Out

(Note: Each project is unique, and therefore will need a particular amount of time. The times above are only for the purposes of making a sample schedule. Do not feel compelled to follow this exactly.)