



St. Luke Parish



Scout Project Procedures

Thank you for considering St. Luke as your Scout Project beneficiary. Listed below is the procedure for selecting, planning and implementing a Scout project for St. Luke Parish. To ensure a successful project experience, it is important for these steps to be followed.

1. Conduct a needs-analysis. Speak with Father Mike or Glen Arndt, Scout Project Coordinator, to determine what needs St. Luke has. While we encourage originality and you may decide to propose your own project idea, understand that you run the risk of it not fitting in with St. Luke's master site plan and may therefore be rejected. Mr. Arndt's contact information is glen@troop436.org or 732-675.9658.
2. Schedule time at a monthly B&G Committee meeting to give an introduction and preliminary proposal of your project idea. Be prepared with the information on the [Scout Project Request form](#). The detail required will depend on the complexity and completion requirements of the project tasks. However, there should be sufficient detail to ensure that the project is feasible; that safety considerations have been addressed; that action steps for further planning are included; and that the Scout is on the right track with a reasonable chance for a positive experience. This should not take more than 15 minutes. Based on this meeting, the B&G Committee will decide if the project fits within St. Luke's master site plan.
3. Once proposed Scout project has preliminary approval by the B&G Committee, a full project plan presentation to the B&G Committee is the next step. This is a comprehensive review of every aspect of the project including but not limited to:
 - a. a site map of the project,
 - b. pictures, drawings and specifications for project,
 - c. planning and organizational process,
 - d. identification of any necessary permits required
 - e. equipment and supply needs including cost estimates
 - f. safety precautions for volunteers
 - g. fundraising plan
 - h. project time line
 - i. short term and long term maintenance planThe full presentation including Q&A should take approximately 30 minutes.
4. After project is approved by the B&G Committee, be prepared to meet with the B&G Committee again at the 50% completion point of the project to give updates and discuss any changes to the original plan if necessary. Communication before and during the project is extremely important.
5. Upon completion of the project, present a final report including pictures, financial summary (copies of receipts for approved reimbursement if applicable), and maintenance instructions to the B&G Committee. It is here you will receive your signatures of completion.

Important Notes:

- In the spirit of Scouting, Scouts, not parents/guardians, should lead the project proposal effort entirely.
- The B&G Committee generally meets monthly. Please contact Parish Secretary Jody Wozniak in the St. Luke office for upcoming meeting dates. Please leave one week prior to any scheduled meeting to be added to the meeting agenda.
- If you plan to distribute any materials at the B&G Committee meetings to support your proposal or presentation, be prepared with 10 copies for B&G Committee members.
- Please allow a minimum of six months for this process from beginning to end – preliminary proposal through project completion. While it is St. Luke's intention to work with any Scout wishing to commence with a project on the church property, we cannot accommodate last minute projects. Plan accordingly.
- It is expected that candidates will seek donations and/or execute fundraisers for their proposed project.
- Candidates should present at meetings in full Scout uniform.
- Questions can be directed to Glen Arndt at 732.675.9658.