

Scout Project Application

Date of Application: _____ Program: Girl Scouts Boy Scouts
Scout Name: _____ Phone Number: _____
Address: _____
Email: _____ Troop #: _____
Adult Parent/Advisor: _____ Phone Number: _____
Troop Leader: _____ Phone Number: _____
Title of Project: _____ Scout Award sought: _____
Date of 18th Birthday: _____
Describe Project (Attach sketch or photos, if possible.)

Project location:

Why did you choose this location?

Anticipated cost of project?

How do you plan to raise the money for this project?

Project timeline: (Proposed starting date and time?) (Proposed completion date and time?)

Does this project pose any safety concerns? If so, what are they?

Will this project require on-going maintenance after completion? If so, describe:

I have read and understand the Town of Holly Springs Scout Project Process and Requirements before submitting this application. The Town reserves the right to remove or discontinue past Scout projects due to theft, vandalism or inability to maintain.

Signature of Scout: _____ Date: __/__/____

Signature of Parent/Guardian: _____ Date: __/__/____

Town of Holly Springs Parks and Recreation

Scout Project Requirements, Process & Application

The Holly Springs Parks & Recreation Department receives numerous requests annually for various Boy and Girl Scout volunteer projects. In order for the scout and the project to be successful, the following Scout Project Process has been established.

Please review the following information and direct any questions to:
Taylor.Jackson@hollyspringsnc.gov
Parks Maintenance Superintendent



Girl Scouts®



HOLLY SPRINGS
Parks & Recreation

Town Of Holly Springs Parks and Recreation Scout Project Requirements

- Present yourself in a professional manner in your communication with Town staff (phone calls, meetings, e-mails, etc.).
- It is the responsibility of the Scout to approach the Town with their own idea(s) for a project. Proposed projects should be mutually beneficial to the Scout and the Town.
- The Scout must allow for a minimum of four months to complete their project. The Town does not accept projects with “emergency” deadlines.
- The Scout needs to be prepared to make all contacts and communications required to successfully complete the project.
- The project selected by the Scout is of a scope and level that can be accomplished by the Scout and their crew.
- The Town of Holly Springs is not responsible for providing supplies or financial assistance of any kind for Scout projects. Scout is responsible for receiving donations or financial assistance for and throughout their project.

Town Of Holly Springs Parks and Recreation Scout Project Process

- Complete and mail or e-mail in the Scout Project Application to the Scout Project Coordinator.
- The Scout Project Coordinator will review the application and evaluate the Scout’s project ideas.
- The Scout and Town staff will meet to define the timeline and project details.
- The Scout finalizes the plans for the project and sets up a meeting with the Scout Project Coordinator to get final approval of the project, funding sources, timeline and work schedule.
- Once your project is complete, request a final site visit from the Scout Project Coordinator.
- Scout will then need to submit a paper copy of the final copy of the project report that includes photos and documentation to the Scout Project Coordinator to receive the final signature needed from the Scout Project Coordinator.

Town Of Holly Springs Parks and Recreation Scout Project General Information

- The Scout and everyone who is working on the project must sign the Town’s release and liability forms prior to performing any work on Town property.
- A building permit may be required for certain construction projects.
- Call 811 at least 3 days before you dig and notify the Town at the same time.
- Completion of this application does not guarantee a project will be approved, it is just the first step in proposing a project.

To start the scout application process, please complete the application on the other side of this brochure and e-mail it to the Park Maintenance Superintendent: Taylor.Jackson@hollyspringsnc.gov

If you would like more information or have any questions please e-mail them to the Park Maintenance Superintendent.