



The City of Plymouth thanks you in advance for the service you will be providing the community. Plymouth Parks & Recreation wants you to succeed in your goal by completing a viable project that meets the needs of the City of Plymouth.

The City receives numerous requests annually for Scout volunteer projects. Please note that the Scout Project Coordinator has official duties that take priority over Scout Projects. Therefore, Scout Award Project meetings are arranged around the City staff's schedule. The City reserves the right to remove or discontinue past Scout projects due to theft, vandalism, inability to maintain or lack of need.

The following process and requirements will help the prospective Scout candidate find a project that is both suitable and consistent with Plymouth Parks & Recreation's mission.

#### Process

1. Scout submits the City of Plymouth Scout Project Application along with a copy of the Scout Service Project Proposal, if applicable, to Sonya Rippe, Project Coordinator and Scout Project Coordinator bi-annually, either by February 15 for construction in current year or October 1 for construction in the subsequent year.

##### Mail

Plymouth Parks & Forestry     or  
Attn: Sonya Rippe  
14900 23<sup>rd</sup> Avenue N  
Plymouth, MN 55447

##### Email

[srippe@plymouthmn.gov](mailto:srippe@plymouthmn.gov)

2. City staff will review the application and evaluate the Scout's project ideas. Viable projects should address a need that the City has, should not require excessive or expensive maintenance, and be installed in an appropriate amount of time. The City may suggest alternative locations where there is a greater need. The City is under no obligation to accept any project proposal.
3. Scout will receive confirmation of application acceptance/denial by March 1 or October 15 based on their submittal date.
4. The Scout and City staff will meet in March or October to define the timeline and project details.
5. The City will determine the source of funding for the project, but the Scout may have to pursue donations or do some fundraising.
6. Scout does any necessary research to learn about the type of work he/she will be teaching others for his/her project. For example, if he/she is doing trail work, he/she should get any available literature on trail design and maintenance from state agencies or the library.
7. Scout finalizes the plan for his/her project and sets up a meeting with the Scout Project Coordinator to get final approval of the project, funding sources, budget and work schedule.
8. Scout notifies the Scout Project Coordinator three weeks in advance of his/her first work day to arrange for a final walk-through at the site. At the final walk-through, the location for material delivery should be determined, construction locates flagged and last-minute questions answered. If Scout is not doing a construction project, there will be meetings scheduled depending on projects.



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9. Scout notifies the Scout Project Coordinator that he/she has completed the project and schedules a completed project walk through or wrap-up meeting. If the Scout Candidate has complied with the City's procedures and has successfully completed the project, the Scout Project Coordinator will "sign off" on any paperwork that is required of the Scout Candidate at this meeting. At this time, the Scout will need to submit a paper copy of the final project report that includes photos, documentation and number of volunteers who participated and the total number of hours contributed.

#### **Requirements**

1. Plan for a minimum of four months to complete the project. Plymouth Parks & Recreation cannot accept projects with emergency deadlines.
2. Preference will be given to Scouts that are residents of Plymouth or belong to a Plymouth based scout troop.
3. Project applications will be rated and accepted based on viable needs of the City.
4. Be prepared to make all contacts and communications required to successfully complete the project with limited parental or adult involvement. Parents or adult troop leaders are welcome and encouraged to accompany the Scout during all meetings with the Scout Project Coordinator. However, if at any time the Scout Project Coordinator observes that the project is being run by adults, the Scout Project Coordinator will not "sign off" on the project.
5. Scout will present himself/herself in a professional manner in his communications (phone calls, meetings, emails, etc.) with City staff and respond in a timely manner.
6. Project must be of a scope and level that can be accomplished by the Scout and his/her crew. Complicated projects that require too much adult participation, have safety issues or considerable maintenance costs will be rejected. The City of Plymouth reserves the right to reject any project.

#### **For more information**

For questions about Scout Project process and requirements, contact Sonya Rippe at [srippe@plymouthmn.gov](mailto:srippe@plymouthmn.gov) or (763) 509-5943.



### Scout Contact Information

|                      |  |      |  |                                    |  |
|----------------------|--|------|--|------------------------------------|--|
| Name:                |  |      |  | Date of 18 <sup>th</sup> Birthday: |  |
| Address:             |  |      |  | Email:                             |  |
| City:                |  | Zip: |  |                                    |  |
| Home #:              |  |      |  | Mobile #:                          |  |
| Parent/<br>Guardian: |  |      |  | Mobile #:                          |  |
|                      |  |      |  | Email:                             |  |
| Troop<br>Leader:     |  |      |  | Troop #:                           |  |
|                      |  |      |  | Mobile #:                          |  |
| Email:               |  |      |  |                                    |  |

### Scout Affiliation

Boy Scouts: ☐ Eagle Scout

Girl Scouts: ☐ Gold Award ☐ Silver Award ☐ Bronze Award

### Scout Project

Project Name: \_\_\_\_\_

Proposed Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Proposed Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Summarize the Project:

☐ Attach a copy of the Eagle Scout Service Project Proposal

☐ Attach a copy of the Gold Award Proposal

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## Benefit to the City of Plymouth

Describe the benefit that this project will have for the park and City of Plymouth.

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## Future Maintenance

Describe the future maintenance to maintain this project.

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## Volunteers

Estimated number of scouts that will be present for project? \_\_\_\_\_

Estimated number of adults that will be present for project? \_\_\_\_\_

***I have read and understand the City of Plymouth Scout Project Process and Requirements before submitting this application. The City reserves the right to remove or discontinue past Scout projects due to theft, vandalism, inability to maintain or lack of need.***

Signature of Scout: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of  
Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Received by: \_\_\_\_\_