



# **Chief Scout's Award**

## **Leadership Service Project Workbook**

"...leave this world a little better than you found it..."

*-Baden Powell's farewell message*

# PERSONAL DETAILS

Scout: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Group Number: \_\_\_\_\_

Local council: \_\_\_\_\_

Group leader: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Group committee representative: \_\_\_\_\_

Address: \_\_\_\_\_

City/Province: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

# PROJECT DESCRIPTION

Describe the project you plan to do.

---

---

---

---

---

---

---

---

What group will benefit from the project?

Name of group: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal code: \_\_\_\_\_

My project will be of benefit to the group because:

---

---

---

---

This concept was discussed with my group leader on (date): \_\_\_\_\_

The project concept was discussed with the following representative of the group that will benefit from the project.

Representative's name: \_\_\_\_\_

Representative's Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of meeting: \_\_\_\_\_

# PROJECT DETAILS

Plan your work by describing the present condition, the method, materials to be used, project helpers, and a time schedule for carrying out the project. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project.

If appropriate, include photographs of the area before you begin your project. Providing before-and-after photographs of your project area can give a clear example of your effort.

Description:

---

---

---

---

---

---

---

---

## “Before” Photographs

## Approval Signatures for Project Plan

Project plans were reviewed and approved by:

Project beneficiary representative:

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

Group Leader:

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

Group committee representative:

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

**IMPORTANT NOTE:** You may proceed with your leadership project **only** when you have...

- Completed all the above mentioned planning details
- Shared the project plans with the appropriate persons
- Obtained approval from the appropriate persons

# CARRYING OUT THE PROJECT

Record the progress of your project. Keep a record of how much time you spend planning and carrying out the project. List who besides yourself worked on the project, the days they worked, the number of hours they worked each day, and the total length of time others assisted on the project.

If appropriate, list the type and cost of any materials required to complete the project. If your original project plan changes at any time, be sure and document what the change was and the reason for the change.

## Hours I Spent Working on the Project

The length of time spent should be as adequate as is necessary for you to demonstrate your leadership of two or more individuals in planning and carrying out your project.

Hours I spent...

Planning the project:

Date	# of hours	Brief description of activity
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Carrying out the project: \_\_\_\_\_

Total hours I spent working on the project: \_\_\_\_\_

## Hours Spent by Other Individuals Working on the Project

Name	Date	# of hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total number of hours others worked on the project: \_\_\_\_\_

For a grand total, add the total number of hours you spent on the project to the total number of hours others worked on the project: \_\_\_\_\_

## Materials Required to Complete the Project

Type of Material	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Changes

List any changes made to the original project plan and explain why they were made.

---

---

---

---

---

## “After” Photographs

Including photographs of your completed project (along with the "before" photographs with the project description) helps present a clearer overall understanding of your effort.

## Approvals for Completed Project

Start date of project: \_\_\_\_\_

Completion date: \_\_\_\_\_

*The project was started and has been completed since I received the Pathfinder Award, and is respectfully submitted for consideration.*

Applicant's signature:

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

*This project was planned, developed, and carried out by the candidate.*

Group leader:

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

Project beneficiary representative:

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