

Mississippi Valley Council Camping Committee

Project Summary/Proposal

Project Number: _____ **Date:** _____
(Committee use only)

Project Title: _____

Project Proposed by: Name: _____

Street Address: _____

State: _____ **Zip:** _____

Phone: Home: _____ **Cell:** _____

Email: _____

Project Location: _____

Project (Scope of Work): _____

Project Purpose/Objective (To help assign priority): _____

Estimated Cost: (Attach costed material list): _____

Proposed Funding Method: _____

Estimated Schedule of Completion: _____

Project Entered Into Plan: _____

Endorsed: _____
Camp Properties and Maintenance Committee Chairperson

Endorsed: _____
Camp Ranger

Approved: _____
Council Camping Committee Chairperson

Approved: _____
Council Executive Board

Priority Assigned: _____

Scheduled In Plan For: _____

Project Started: _____

Project Completed: _____

Completion Approved: _____
Camp Properties and Maintenance Committee Chairperson

(See Attachments A and B in next pages)

Attachment A

PROJECT APPROVALS

Section 1: Work involving only regularly scheduled maintenance will normally be approved by the Camp Ranger.

Section 2: Work involving minor projects will normally be approved by the Camp Properties and Maintenance Committee, the Chairperson of the Camp Properties and Maintenance Committee and the Camp Ranger.

Section 3: Work involving items other than regular maintenance such as major repairs or improvements to buildings or structures, new buildings or structures, utility changes, or significant landscape changes will require additional approvals which may include the Council Camping Committee, Council Camping Committee Chairperson, and possibly the Council Executive Board.

Attachment B

MAJOR WORK/PROJECT PROCEDURES

When a proper approval has been obtained the following procedure will apply.

- 1. Depending upon the scope of the work, maintenance or project a chairperson shall be named by one or more of the following: Camp Properties and Maintenance Committee, Camp Properties and Maintenance Committee Chairperson, Camp Ranger, Council Camping Committee, Council Camping Committee Chairperson, or the Council Executive Board.**
- 2. A definite location shall be decided upon and shall be specifically identified.**
- 3. If necessary drawings shall be prepared identifying things such as: utilities, fuel, sewer, water and any other major component. Describe how and where these items will be included.**
- 4. When necessary drawings shall also be provided to show inside areas of buildings, program areas, etc.**
- 5. Identify any significant equipment to be installed and specifically address code compliance. On some work it may be necessary to obtain an approval from a recognized architect or engineer from an established firm.**
- 6. Prepare complete cost estimates for the work to include: material, equipment, labor and any other items of cost.**
- 7. Identify a complete plan for funding the work. Funding may be derived from donations, grants or other means. If the work will include a capital campaign a complete plan for raising the funds shall be submitted.**
- 8. When funding has been secured a construction schedule shall be prepared and submitted. The construction process shall be accomplished without interfering with any other programs at camp. Should the work require that other areas be affected special approvals will be required.**
- 9. The final decision to proceed with major work/projects shall be the responsibility of the Council Camping Chairperson and/or the Council Executive Board.**
- 10. Construction projects shall utilize only the latest material and design for energy efficiency with special emphasis on utilities (ie: water, electricity and fuels).**