



## Camp (SSR/ CE) Project Proposal Form

Committee Use Only
Project Number: _____
Camp: _____
Project Title _____
Original Receive Date: _____
Approved Date: _____

**\*Additional information is encouraged. Please fill out the title, person presenting, and contact information page in full.\***

**Project Title:** \_\_\_\_\_

**Project Proposed by: Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Project Location (general location at camp. Map should be included if appropriate):**

**Project (Scope of Work):**

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



**Estimated Cost (include itemized list with prices and proposed locations of purchase/ donation. Also include at least a 15% maintenance fund to be used to maintain project in the future):**

[Empty box for estimated cost details]

**Proposed funding method:**

- a. Does this funding method/ donation request interfere with council approved funding (FOS, popcorn, camp cards, etc)
- b. If a donation (monetary or physical) is it *in addition* to Friends of Scouting gift?

**\*All funds should given to the Mississippi Valley Council unless otherwise approved by the Executive Board\***

**Estimated Schedule of completion (include as many specific dates as possible OR estimated days, weeks, months of completion; work must be coordinated with camp rentals and activities at camp depending on priority):**

**REQUIRED Endorsements (all endorsements MUST be in place in order to start project. Failure to do so could jeopardize the project in part or whole)**

Received by: \_\_\_\_\_ Date \_\_\_\_\_  
Scout Executive or approved designee

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Council Outdoor Adventure Chair

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Council Properties Chair

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Council Executive Board President or approved designee

**(See Attachments A and B in next pages)**



## **Attachment A: Camp Project Proposal PROJECT APPROVALS**

**Section 1: Work involving only regularly scheduled maintenance will normally be approved by the Council Program Director in consultation with Ranger with work projects scheduled with volunteer work groups.**

**Section 2: 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 Outdoor Adventures Committee, Council Properties Committee, and possibly the Council Executive Board.**

**Section 3: When approved, all funds and donations (physical or monetary) should be made to the Mississippi Valley Council to keep proper accounting and maintain Purchase Order system established by the Council Executive Board and help maintain property assets at camp. Donations should follow the established donation policy of the Mississippi Valley Council.**

**Section 4: When approved schedules should be made with the Council Program Director (or professional in charge of council properties) in order to communicate to Camp Ranger. Careful consideration needs to be made to rentals and ongoing activities and programs at camp. To confirm dates contact the Mississippi Valley Council Program Secretary and Council Program Director.**



## **Attachment B: Camp Project Proposal**

### **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: Council Properties Committee, Council Program Chair, Council Outdoor Adventures Chair, 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. All funds and donations (physical or monetary) should be made to the Mississippi Valley Council to keep proper accounting and maintain Purchase Order system established by the Council Executive Board and help maintain property assets at camp. Donations should follow the established donation policy of the Mississippi Valley Council**
- 9. The final decision to proceed with major work/projects shall be the responsibility of 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).**
- 11. If a new program all aspects should be taken to minimize risk and be in compliance with National BSA camping standards as well as any applicable local, state, or federal mandates.**