

 <p style="text-align: center;">Administration</p>	Date	Number
	2/12/2021	21-01
	Retention	Approval
	Permanent	
To: Wyoming city council members		
Subject:		
Wyoming Scout Project Volunteer Policy		

I. Purpose

The purpose of these policies is to provide overall guidance and direction to staff and volunteers engaged in scout volunteer programs or projects in the City of Wyoming. This policy is intended for internal management guidance only, and does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The City reserves the exclusive right to change any of these policies at any time and to expect adherence to the changed policy.

II. Project Guidelines:

- A. **Planning** - Before approaching the City with a project in a park or on other city property you will need to gather the following information:
 - What is your project? Why is it needed and why do you want to do it?
 - Where will it be located? Draw a map or a plan.
 - What will it look like? Collect drawings, photos or brochures.
 - How much will it cost? How will you raise the funds?
 - Who needs to give permission? Identify all agencies or property owners who may be involved.

- B. **Staff Review**- Scouts are required to meet with City staff prior to preparing their proposal in order to review any applicable policies or regulations.

- C. **Presentation of project** – Work with the city staff to find out when you may appear before the Council or Park Advisory Commission to present your project.
 - Provide your written materials to the City in advance of the meeting). At a minimum the materials shall include maps, drawings.
 - Let staff know if you will need any special equipment for your presentation.
 - Show up at the meeting on time ready to make your presentation.
 - Be ready to answer questions about your project.

The Park Advisory Commission will make a recommendation to the City Council on whether or not your project should be approved. Presentation to City Council—After the Park Advisory Commission recommendation, you will need to make the same presentation to the City Council.

- D. **Execute your Project**- Once approved by the City Council, your project can now begin! You will be assigned a staff member as your contact person, to make sure we stay in the loop of your project and can guide you if needed. Staff will verify project has been completed as approved prior to final acceptance by the Council.
- E. **Final Acceptance**—The City Council must formally accept your project (if you have donated any goods or services of value to the community) by adopting a resolution at a City Council meeting. When your project is completed, provide staff with the following information:
- A description of the final project, including who worked on it and provided goods or services for it. Photographs would be helpful.
 - The final cost of your project including copies of receipts.
 - Any product literature or guarantees, if applicable.

Staff will work with you to schedule your final presentation for the next regular City Council meeting and prepare the resolution. The Council will recognize you and your project at that time, so you may wish to invite others who participated in the project.