Quartermaster Leadership Service Project Workbook





BOY SCOUTS OF AMERICA®

Quartermaster Leadership Service Project Workbook



Scout's name

Address

Telephone No. Date of birth

Email (optional)

Ship No.

District

Local council

Skipper's name

Address

Telephone No.

Ship advancement committee person's name

Address

Telephone No.

Your Quartermaster Leadership Service Project

How to Start

You have earned the Able rank and are ready to begin your Quartermaster leadership service project. This workbook will help you plan and record your progress, and complete and submit a final report.

The Requirement

As stated in the *Sea Scout Manual*: While an Able Sea Scout, plan, develop, and demonstrate leadership to others in a service project that is helpful to any religious institution, school, or your community. The project plan must be approved by your Skipper and ship committee, and approved by the council or district advancement committee before you start. This service project should involve your ship and at least one other group. **You should use this adapted version of the *Quartermaster Leadership Service Project Workbook*, available from www.seascout.org, in meeting this requirement.**

Originality

Does the leadership service project for Quartermaster have to be original, perhaps something you dream up that has never before been done? The answer: No, but it certainly could be. You may pick a project that has been done before, but you must accept responsibility for planning, directing, and following through to its successful completion.

Limitations

- Routine labor (a job or service normally rendered) should not be considered.
- Projects involving council property or other BSA activities are not acceptable.
- Projects may not be performed for businesses.
- Projects may not be of a commercial nature.
- Projects may not be a fund-raiser. Fund-raising is permitted only for securing materials needed to carry out the project.
- Donors to projects must be made aware of what entity is benefiting from the project, and that it clearly is not the Boy Scouts of America.
- Any funds raised for a project and not used for the purchase of project materials must be returned to the donors.
- No minimum number of hours is required.
- The project is an individual matter; therefore, two Quartermaster candidates may not receive credit for working on the same project.

Size

How big a project is required? There are no specific requirements, as long as the project is helpful to a religious institution, school, or community. The amount of time spent by you in planning your project and the actual working time spent in carrying out the project should be as much as is necessary for you to demonstrate your leadership of others.

Examples

A look at some projects other Scouts have done for their Quartermaster Award illustrates that your project can be to construct something or can be to render a service. Scouts have:

- Made trays to fasten to wheelchairs for veterans with disabilities at a Veterans Administration hospital.
- Collected used books and distributed them to people in the community who wanted and needed, but could not afford, books.
- Built a sturdy footbridge across a brook to make a safe shortcut for children between their homes and school.

- Collected and repaired used toys and gave them to a home for children with disabilities.
- Organized and operated a bicycle safety campaign. This involved a written safety test, equipment safety check, and a skills contest in a bike rodeo.
- Surveyed the remains of an old Spanish mission and prepared an accurate map relating it to the present church.
- Built a "tot lot" in a big city neighborhood and set up a schedule for Scouts to help run it.
- Set up a community study center for children who needed a place to do schoolwork.
- Trained fellow students as audiovisual aides for their school. Arranged for more than 200 hours of audiovisual work.
- Prepared plans for a footbridge on a trail in a national forest. Worked with rangers to learn the skills necessary to build the structure, gathered materials and tools, and then directed a Scout work group to do the construction.

Approvals

Before You Start

The project plan must be reviewed and approved by the beneficiary of the project, your unit leader, the unit committee, and the council or district advancement committee before the project is started. The following questions must be answered before giving this approval:

- What is the project you are planning?
- Who will benefit from the project?
- How will they benefit?
- What representative of the project's beneficiary will be contacted for guidance in planning the project?
- What are the project planning details?

Remember, the project must be approved before you begin, so make sure all signatures have been secured before you start the project. You must be an Able Sea Scout before you begin a Quartermaster leadership service project.

After Completion

Although your project was preapproved by the project's beneficiary, your unit leader, the unit committee, and the council or district advancement committee before it was begun, the Quartermaster bridge of review must approve the manner in which it was carried out. The following must be answered:

- In what ways did you demonstrate leadership of others?
- Give examples of how you directed the project rather than doing the work yourself.
- In what way did the religious institution, school, or community group benefit from the project?
- Did the project follow the plan?
- If changes to the plan were made, explain why the changes were necessary.

Filling Out the Form

As you plan and carry out your leadership service project, use this workbook to record your plans and progress. Remember that others will be reading these pages. You should print, type, or write legibly using black or blue ink. Complete the form on a computer if you have access to an electronic version. You may add as many pages as needed to thoroughly complete the workbook.

Project Description

Project name: _____

Describe the project you plan to do.

What group will benefit from the project?

Name of religious institution, school, or community | Telephone No.

Street address | City | State | Zip code

My project will be of benefit to the group because:

This concept was discussed with my Skipper on:

Date

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

Representative's name

Date of meeting

Representative's title

Phone No.

Project Details

Plan your work by describing the present condition, the method, materials to be used, project helpers, a time schedule for carrying out the project, the estimated cost of the project, and how the needed funds will be obtained. Describe any safety hazards you might face, and explain how you will ensure the safety of those carrying out the project. Also explain what you are prepared to do in the event of an injury.

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.

"Before" Photographs

Approval Signatures for Project Plan

Project plans were reviewed and approved by:

Religious institution, school, or community representative Date	Skipper Date
Ship committee member Date	Council or district advancement committee member Date

Important Note: You may proceed with your leadership service 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, in addition to 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 to 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:	
Carrying out the project:	
Total hours I spent working on the project:	0

Hours Spent by Scouts or Other Individuals Working on the Project

Name	Youth Member	Other Youth	Registered Adult	Other Adult	Date (mm/dd/yy)	No. of Hours
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
						0
TOTALS	0	0	0	0		0

Total number of hours others worked on the project: 0

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: 0

Materials Required to Complete the Project

Type of Material	Cost of Material

Donations Received

Name	Amount

Changes

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

"After" Photographs

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

Approvals for Completed Project

Start date of project: Completion date of project, including paperwork and final signature:

The project was started and has been completed since I received Able rank, and is respectfully submitted for consideration.

Applicant's signature	Date

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

Signature of Skipper	Date
Signature of the representative of religious institution, school, or community	Date

12 Steps from Able to Quartermaster

The following 12 steps have been outlined to ensure a smooth procedure for the Sea Scout, the ship leadership, the local council, and the volunteers who are to conduct the bridge of review. Quartermaster candidates should share these steps with their Skipper so that they can fully understand the procedures that must be followed.

1. In order to advance to the rank of Quartermaster, a candidate must complete all requirements of tenure and ranks; while an Able Sea Scout, plan, develop, and provide leadership to others in a service project; and be approved by the Skipper conference.
2. Using the *Quartermaster Service Project Workbook*, the candidate must select a Quartermaster service project and have the project concept approved by the Skipper, the ship committee, and the benefactor of the project, and reviewed and approved by the council or district advancement committee. The workbook must be used in meeting this requirement.
3. It is imperative that all requirements for the Quartermaster rank except the bridge of review be completed prior to the candidate's 21st birthday. When all requirements except the bridge of review for the rank of Quartermaster, including the leadership service project, have been completed, the Quartermaster Rank Application must be completed and sent to the council service center promptly. (Youth members with disabilities should meet with their Skipper regarding time extensions.)
4. The application should be signed by the Skipper at the proper place. The ship committee reviews and approves the record of the Quartermaster candidate before the application is submitted to the local council. If a Skipper or ship committee fails to sign or otherwise approve an application, the Quartermaster candidate may still be granted a bridge of review. The failure of a Skipper or ship committee to sign an application may be considered by the bridge of review in determining the qualification of the Quartermaster candidate.
5. When the completed application is received at the council service center, its contents will be verified and the references contacted. The council advancement committee or its designee contacts the person listed as a reference on the Quartermaster Rank Application either by letter, form, or telephone checklist. The council determines the method or methods to be used. The candidate should have contacted those individuals listed as references before including their names on the application. The candidates should not be involved personally in transmitting any correspondence between persons listed as references and the council service center.
6. The *Quartermaster Leadership Service Project Workbook*, properly filled out, must be submitted with the application.
7. After the contents of an application have been verified and appropriately signed, the application, *Quartermaster Leadership Service Project Workbook*, and references will be returned from the council service center to the chairman of the Quartermaster bridge of review so that a bridge of review may be scheduled. Under no circumstances should a bridge of review be scheduled until the application is returned to the chairman of the Quartermaster bridge of review. Reference checks that are forwarded with the application are confidential, and their contents are not to be disclosed to any person who is not a member of the bridge of review.
8. The bridge of review for a Quartermaster candidate is composed of at least three but not more than six members. One member serves as chairman. Skippers, mates, relatives, or guardians may not serve as members of a Sea Scout's bridge of review. Members of the bridge of review should convene at least 30 minutes before the candidate appears in order to review the application, reference checks, and leadership service project report. At least one district or council advancement representative must be a member of the Quartermaster bridge of review if the bridge of review is conducted on a ship level. A council or district may designate more than one person to serve as a member of Quartermaster boards of review when requested to do so by the ship. It is not required that these persons be members of the advancement committee; however, they must have an understanding of the importance of the Quartermaster bridge of review.
9. The candidate's Skipper introduces the Sea Scout to the members of the bridge of review. The Skipper may remain in the room but does not participate in the bridge of review. The Skipper

may be called on to clarify a point in question. In no case should a relative or guardian of the candidate attend the review, even as a ship leader. There is no set of questions that a Quartermaster candidate should be asked. However, the bridge should be assured of the candidate's participation in the program. This is the highest award that a Sea Scout may achieve and, consequently, a thorough discussion of the Sea Scout's successes and experiences in Sea Scouts should be considered. After the review, the candidate and Skipper leave the room while the bridge members discuss the acceptability of the candidate as a Quartermaster. **The decision must be unanimous.** If the candidate meets the requirements, the Sea Scout is asked to return and is informed that the bridge of review recommends the awarding of Quartermaster rank. If the candidate does not meet the requirements, the Sea Scout is asked to return and told the reasons for not qualifying. A discussion should be held with the Sea Scout as to how the requirements can be met within a given period. Should the applicant disagree with the decision, the appeal procedures should be explained. A follow-up letter must be sent to the Sea Scout confirming the agreements reached on the action(s) necessary for the advancement. If the Sea Scout chooses to appeal, the bridge should provide the name and address of the person the Sea Scout is to contact. (See "Appealing a Decision" in the *National BSA Policies and Procedures,* No. 33088A.)

10. Immediately after the bridge of review and after the application has been appropriately signed, the application, the service-project report, references, and a properly completed Advancement Report are returned to the council service center.
11. When the application arrives at the council service center, the Scout executive signs it to certify that the proper procedure has been followed and that the board of review has recommended the candidate for the Quartermaster rank. This workbook and references are retained by the council. The workbook may be returned to the Scout after council approval. **Only the Quartermaster Rank Application is forwarded to the National Director, Sea Scouts BSA.**
12. The National Director of Sea Scouts screens the application to ascertain information such as proper signature, positions of responsibility, tenure between ranks, and age of the candidate. Any item not meeting national standards will cause the application to be returned for more information. If the application is in order, the Sea Scout is then certified as a Quartermaster by the National Director of Sea Scouts on behalf of the National Council. Notice of approval is given by sending the Quartermaster Sea Scout certificate to the local council. The date used on the certificate will be the date of the bridge of review. The Quartermaster Award must not be sold or given to any unit until after the certificate is received by the council service center. The Quartermaster bridge of honor should not be scheduled until the local council receives the Quartermaster rank credentials.