



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

SCOUTS CANADA

PLANNING YOUR COMMUNITY DEVELOPMENT PROJECT

Community Development Projects (CDP) are an active part of Scouting in many countries of the developing world. The purpose of this document is to discuss CDPs and describe how Canadian Scout groups can actively engage with a Scouting group in a developing country on one of these projects.

The purpose of this information is to assist with the selection of a country, community and CDP; to plan the project and work with the Scouting members in the selected developing country; and to implement the plan and share the learning experiences with others at home. This is not meant to be an all-inclusive guideline, but rather an outline of the aspects needed to pursue and implement a successful CDP.

It cannot be over emphasized that participation in a successful CDP helps improve living conditions for others, but also yields a wonderful feeling of satisfaction to both youth and leaders, as well as giving our youth a life-experience that can never be matched. It is the fun and the life experience that are the primary objectives of this venture.

Community development is an integral part of the Scouting program in our developing world. In fact, since its inception in 1907, Scouting has always been active in serving its communities. Although the recreational aspect of Scouting is very important, even essential to attracting new members, problems can arise when people think of Scouting as only a recreation. Scouting's purpose includes the non-formal education and development of our youth. Recreation is but one means used to implement the Scouting programs and achieve their objectives; CDPs also serve as a means of doing this, in both the developing and developed worlds.

Community development therefore has two objectives: the first is to assist in the development of the quality of life of the community; the second is to assist in the education and development of the youth to their full potential. Scouts of both the developed and developing worlds will learn skills that will equip them to be better citizens.



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

CDPs recognized by Scouts Canada are divided into six broad groupings: literacy, nutrition, education, health, the environment and housing. Scouts Canada, through our Canadian Scout Brotherhood Fund, has supported these programs since the late 1960s, and today have expanded this into two new avenues. Just as Scouting in developing countries has progressed since the late 1960s, priorities have also changed. Scouts Canada has therefore adapted to these needs and priorities in two ways. First, we now allocate our limited funding and financial support to assist in the development of the infrastructure of Scouts operational needs in these countries; this includes aspects such as managerial training, communication assistance and program development and application. Second, at a Community level, we now financially support some of the construction costs of those CDPs which our Canadian groups take on themselves.

The funding of these CDPs derives from the Canadian Scout Brotherhood Fund. The money in this fund comes from many sources. Some examples of these sources include a portion of the money raised through our annual Scoutrees Program, as well as the financial support of many groups and individual Scouters from across Canada.

The Scouts Canada International Committee manages the Scouts Canada Brotherhood Fund and must approve all Community Development Projects.

Applications for funding assistance should be submitted on or before Nov 15th so the International Committee can consider each application and make their decision by the middle of December. These timelines have been implemented to ensure that all potential projects receive proper consideration and are processed in a timely fashion.

Proposals should clearly describe the involvement of the host country in selecting the project as well as the youth involvement of Scouts Canada's members in the planning process and the roles the youth will play throughout the project.

Typical projects will be a minimum of two weeks long and it is expected that work on the project will take up a minimum of two thirds of the total time.



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

You must raise your own money for expenses (airfare, food, travel costs etc.) Funding from the Brotherhood Fund will only cover the costs of materials up to a certain amount depending upon funding available. Each project is looked at and judged on its merit and need. Remember you will be using the materials available in the country you will be in and your budget should reflect these amounts.

Each proposed project application should include, but is not limited to, the information suggested within this document.

THE SELECTION PROCESS

COUNTRY

Scouting, now active in over two hundred countries and colonies, has 30 million members worldwide. Two thirds of our world membership is in developing countries, with fifty percent of our membership in the Asia-Pacific Region (there are six regions: Africa, the Arab Community, Asia-Pacific, Europe, Eurasia, and the Inter-American regions).

Many factors will influence the selection of a country for your project. For example, you may have contacts in a specific country, you may be from that country or have visited it, or perhaps you have Scouting friends there. While Scouting is active in many countries there are some instances when international participation in those countries is not recommended. If conditions in the host country deteriorate to the point where it is considered to be unsafe, Scouts Canada will step in and abort the project. (See Federal Government Travel advisory for details).

After informing your Group Commissioner and local council office of your intentions to undertake a Community Development Project, you should contact Scouts Canada's International Relations department by telephone at 613-224-5131 or by e-mail at Intl@scouts.ca. They can help you explore possibilities and make enquiries through the World Scout Bureau's Regional Offices regarding potential Scout Associations and projects.



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

COMMUNITY

The selection of the Scout group and the community you will team with are an integral aspect of any CDP. At the selection stage, make sure the group and the community are actively involved in the selection and planning of the project. Be sure that the group's National Scout Association has approved the CDP and that the Scout group members are all of good standing within their organization. Our National Scouts Canada office and the International Relations Committee will liaison with the National Scout office of the country chosen with regard to the intended project. This is to ensure that they are aware of the project and approve of it. It is also important that the host Association is made aware of all aspects of the project; this will usually be done by the host group.

Community development is successful when the local Scout group has identified and planned the project, and along with the community, is actively involved in its implementation and operation.

THE PROJECT

One major criticism often heard in the developing world, is that the donor country determines the needs of the recipient country. Scouting and the community must work together to determine what type of project will best suit the host country's needs. It is important to remember that you are not an expert on the needs of communities in the developing world. The members of the community know their needs and priorities; our role is simply to assist them in obtaining these needs through man power and financial means, while keeping in mind that the prime objective of our CDP participation is to assist Scouting's role in these communities.

We must ensure that the project will be within the group's financial and manpower abilities. In addition, the host Scout group must be able to plan and co-ordinate the project's implementation. This means that the project materials must be purchased by the host group, the work started before your arrival, and that the host group must be able to complete the project, if it is not finished, when you leave.



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

It is the experience of being there and assisting the host group that our youth will both learn from and remember.

Project aspects:

There are three main aspects to be considered in any project: **PLANNING, BUDGETING, and IMPLEMENTATION**. This process applies to a CDP just as if it were any business venture.

It is instrumental to the success of your project that all aspects be properly thought out and well planned. Depending on the scope of your project, this could take anywhere from twelve (12) to twenty-one (21) months. You must plan for any contingency that may occur; remember, you may be in a remote area with none of the comforts of home.

PLANNING

Country/project selection:

Here are some suggestions and information to assist you in your planning:

1. Discuss with your youth and other leaders/advisors where you would like to go and what type of Community Development Project (CDP) you would like to work on.
2. Do you have contacts in the country that you have identified? If so, make contact with Scouting in the developing country and establish what, if any, help they require.
3. If you don't have contacts, contact Scouts Canada's International Relations department to see if they have a project that might be of interest to your group, or for assistance in obtaining contact information.
4. When you have identified a country that you would like to travel to, you will need to do some research. Things that you should consider include, but are not limited to, the following:

- **Politics** - the political situation: the stability of the government and the political situation should be researched to assess stability and level of risk. Check the Government of Canada Foreign affairs web site for travel advisories, use the internet to learn more about the proposed country, and identify any issues or concerns that you should be aware of. Scouts Canada, like Scouting around the world, does not take



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

political sides. Discussing politics, whether it be those of Canada or those of the host country, is not recommended.

- **Embassy/Consulate** - is there a Canadian Embassy or Consulate in the country? If so it is suggested that they be made aware of your travel plans and project.

- **Languages** - will language be a barrier? Will interpreters be required?

- **Customs, Cultures, Languages and Traditions** - In preparation for living in a host country it is important to have your youth and leader participants research the culture, customs, languages and traditions of that country to ensure that your actions, dress and behavior are acceptable and appropriate. Invite people in your community who are from, or have lived in your host country, to come and speak to your group. The more knowledgeable you are of your hosts and their country, the more you will enjoy the experience. Have one of the host Scouters be your community contact person. This will ensure you do not misinterpret their local customs, which include their religious practices, male/female roles and relationships, the work functions of males and females, and the community roles of males and females. Entertainment practices, community social structures, decision making practices and adult/youth social relationships are also among local customs. The challenge is to respect these differences while learning about the richness of other cultures in advance, thereby developing a cultural appreciation and relationship, which is a prime objective of our joint CDP.

- **Code of Conduct** - It is important to establish this early on so people conduct themselves in a manner that is appropriate and acceptable in their new surroundings.

- **Currency, banking** - what currency will be accepted? Are credit cards acceptable? Is it safe to travel with cash? Will there be banks?

- **Climate** - will you be travelling to an area of extreme heat? Rainy season? **Climate** must be planned for. This includes planning for weather conditions such as rainy season, wind or dust storms, temperature, and pressure changes with elevation and humidity.

- **Food** - will there be access to food suppliers? Will you be preparing your own meals or will they be provided? Allergies?



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

- **Hygiene** - will you have access to potable water? Showers? Sanitation facilities? **Good Hygiene** is necessary for proper health care. What you wear, and how you keep yourself, your living area and your eating area are very important, especially in hot countries. Watch for flies and other insects around your person and in food areas. Mosquito netting is required in certain countries unless your tents are “bug proof”.

- **Accommodations/Security** - will you require accommodations in a secured area? **Accommodations** will most likely be your responsibility. Be sure this is clarified, as you will likely need to bring your own tents, cooking gear and stoves. In addition, verify that fuel will be available for the stoves you bring.

- **Emergency services** - what is available in terms of emergency services i.e. hospitals, police etc? Make sure someone on your team has the necessary first aid knowledge and skills and be sure to take along a good supply of medication and first aid materials

- **Medical preparations** – these are of the utmost importance.

1. Most Canadian cities have one or more travel clinics where you can get the information you need, the inoculations required, and any necessary prescriptions. For a country wide list of clinics and other information related to travel medicine, visit Health Canada’s web site for the travel medicine program. This web site provides up to date information about diseases for which inoculations are available, as well as other health related topics; it is a “must see” information source for anyone planning to spend time in a developing country.

2. *Don’t drink the water...the Complete Travelers Guide to Staying Healthy in Warm Climates – 5th edition*, co-published by the Canadian Health Association and the Canadian Society for International Health, 2000, is a good resource on health aspects when preparing for travel in developing countries. It can be purchased on line at <http://www.phac-aspc.gc.ca/tmp-pmv/ddtw/index-eng.php>.

3. The Centre for Disease Control in Atlanta, Georgia is another excellent source for information for all health matters; visit their site at www.cdc.gov/travel.

4. A strongly recommended information source is the IAMAT (International Association for Medical Assistance to Travelers), located in both Guelph and Toronto. IAMAT has information on most countries of the world in relation to recommended doctors, sanitary conditions of milk, water, and of food for 1,440 major cities world wide. IAMAT



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

also provides information on inoculation and medicine required in specific countries, as well as local weather conditions. Membership in IAMAT is definitely recommended; sign up for free at www.iamat.org/.

5. It is necessary to have a medical kit, not a First Aid kit. The “Lonely Planet Travelers Guide” for most countries provides a good description of what type of medical supplies you should bring with you. Visit their online shop at www.lonelyplanet.com/index.cfm and click on “health”.

6. One of your team members should have, as a minimum, Advanced Wilderness First Aid training.

7. Each participant requires an “International Certificate of Vaccination”, which is issued by Health and Welfare Canada; this will be given to you when you visit the Travel Clinic for your inoculations and medications. Be sure to keep this Certificate in a safe place, with your passport for example, as it is a requirement in some countries.

- **Communications** - Will you have internet and or cellular access? Will you be able to communicate with family back home? Blog? Email? Phone? If not what will be the method for communicating?

- **Gifts** – is it appropriate to bring gifts? Can you leave the tools and equipment after the project has been completed? **Gifts** will be appreciated. Small tokens such as Canadian postcards, flag pins and badges are suggested. Give gifts and trade items that have significance, not necessarily financial value. The tools and common camp gear you bring are also appreciated if left as gifts.

- **Meetings and camp weekends** - these will be major aspects of your planning. A small planning group is required and should meet on an on-going basis. Team meetings are very important; they will build team morale, which is an integral aspect of the project when you will be away for a long period of time on foreign soil.

- **A field trip** to the site by one of your team members, before the rest of the team arrives, is strongly recommended. This will enable you to solve last minute difficulties, become familiar with the project, the community and the living conditions, and will give you an opportunity to relay any necessary information to the rest of the team back home. Remember to include the cost of this trip in your budget.



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

- Risk Management; using the information gained in your research above, identify and assess risks associated with the proposed project, and determine how to minimize/avoid risks where possible and appropriate.

Project Planning:

Now that contact has been made and a project has been proposed by the Scouts in the developing country, it is time to sort out the details:

1. Does your group have the necessary knowledge and skills required to assist with the project and/or can those skills be acquired prior to the trip? **Familiarizing yourself with project standards** is a must. While your team is not comprised of experts on the project at hand, a minimum awareness of what you will be doing is essential. For example, if you will be laying water lines, you will want your team to understand how gravity affects the flow of water (as there will be no electrical pumps) and how to connect and lay the pipes.

2. Project management; **ensuring that proper project materials** have arrived on site at the scheduled time is of utmost importance. The team member who is responsible for material sources, purchasing methods, delivery means and arrival schedules must be defined well before you arrive on site. Since your host group should have started the project before you arrive, and will, in all probability, finish it after you leave, funds need to be made available to them for purchasing materials before you arrive. In general, material purchasing is the responsibility of the host group. You may have to bring over certain tools, as some may not be available in the host country, or their quality may be poor - the Scouter who does the pre-project field trip can clarify this aspect.

Liaisons are required both on site and back home; make sure they are in place before you depart.

1. Project Scheduling/milestones
2. Project Safety – Knowledge, Skills and Equipment
3. You'll need:
 - building/construction plans and blueprints
 - to obtain building permits, licenses if required
 - a material list



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

- a tools and equipment list
- a safety items list
- a suppliers list

ADMINISTRATIVE

- **Team selection:** Will the project be limited to members of an existing group, or is there an opportunity to take additional members from elsewhere?

Team selection is integral to the project's success. The team should be divided into two categories as follows: leaders and youth participants.

- **Leaders/Advisors:** Ensure your leaders/advisors can cover all aspects of project work including medical, financial/administration, team leadership, local communication and camp operation. One person is to be the team leader, but all leaders should operate as a team.

- **The youth members:** Must be able to function in a group, be willing and able to live under very different social surroundings and very restricted living conditions, and should be at least of Venturer Scout age (15 – 17).

- **Project Scheduling:** Can be done in two phases: The number of months for a project should be counted from its conception. Actual dates can be finalized later, but counting should begin approximately one year from the event itself. The length of time needed for planning and fund-raising will depend on the project itself, but keep in mind that most leaders have jobs and will need at least a year to book time off. Your youth may also have summer jobs, requiring them to have to schedule time off in advance as well. Be sure the project dates are confirmed with the host groups; this includes your arrival and departure dates as well as time spent on location, and any time you intend to travel within the country.

- **Permission:** Parents, Group, Council and Scouts Canada:

Permission is required from the National Scout Organization of the host country, Scouts Canada, and your Council. The World Scout Bureau regional office should be notified



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

(this will be done through Scouts Canada) for their information as well as to confirm that the host country is in good standing with the World Bureau.

- **Travel insurance:** Scouts Canada **Travel Insurance** is compulsory. Our Medical system is not recognized outside of Canada. It is recommended that you have full, private insurance coverage for travel in a foreign country. It is also recommended that all members of your team have the same insurance. This will simplify reporting if more than one claim is made, and it also insures that all members have adequate coverage.

- **Passports:** These are a necessity when traveling. Be aware that in some countries parental citizenship/past citizenship can overrule a Canadian passport (even if the youth was born in Canada). When in doubt, check it out with the Canadian Ministry of Foreign Affairs before you leave Canada. It is also necessary that the passport be valid for at least six months after you leave the host country; this is a requirement upon entry for many countries. It is essential to make copies of the identity pages of your passport - one copy should be left at home, and one should be kept in the possession of the team leader or the leader in charge of administration.

- **Visas:** These are also required in many countries. Confirm the need for a Visa early in your planning, and be sure of the time period covered by the Visa. The Visa for some countries may have a longer duration than others; having this information will tell you when you should apply for the Visa. Furthermore, when applying for a Visa, it is best to get a multiple entry one if there is any potential that you will be leaving your host country and returning to it at a later date. If you intend to visit another country while in your host country, check out what is required to enter that country. An excellent source of information for Visas is the Government of Canada's Travel website.

- **Travel arrangements:** Travel arrangements will be a major cost of your total budget. Two aspects must be covered in your budget: the cost of travel to and from your host country, as well as your travel arrangements when there. Quite often the financial cost of travel while in the host country will be your responsibility (this includes airport arrival and departure taxes as well as travel costs during your stay). In addition, you may find that you will be responsible for providing transportation for your host. If your host can provide the transportation, you will, in all probability, pay for it. When in the host country, one of your team members may have to drive a vehicle (although this is not recommended in some countries); this will mean that one member of your team should



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

have an International Driver's License, which can be obtained from the CAA (Canadian Automobile Association) office. Proper insurance should also be obtained as this is a standard requirement. It would also be good if someone in your group knew basic vehicle maintenance and repair.

- (Check out Fly for Good at www.flyforgood.com for deals on transportation)

BUDGET

Budgeting is one of the more important items. Proper budgeting must be done soon after the project idea has been accepted. Like any project, the budget will need to be reviewed on an on-going basis and may have to be changed. It is important that these changes be minor, and that the full financial plan is kept on schedule. It is also important that one person be responsible for the budget and all financial aspects of the project. Should the person responsible for the financial aspects not be a team member, which is possible, then a team member must be designated to assume financial control once on the project site.

Fund transfers must be arranged and scheduled well in advance. Be sure the banks you use in Canada, as well as those in the host country, will transfer funds automatically (some foreign banks will not). To ensure that you will have access to funds once you are on location, be sure to check with your local bank well before your departure date to ensure that your debit/interact and/or credit cards will be accepted in the host country. As examples, Scotia Bank and RBC are often well recognized in foreign countries, however this may not always be the case.

ATMs are available in some, if not most cities in developing countries, but can not be relied upon as a regular source of money, especially if your project is in a rural area of the country.

Here are some important factors to take into consideration, when planning your Budget.

The project construction cost is a major budget item. If approved by Scouts Canada, as indicated above, the International Committee will contribute to this cost. However, it must still be budgeted for as an expense, being offset on the revenue side.

Travel is another major cost. This cost will include your trip to and from the host country, your transportation costs when there, as well as your required visas. In



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

In addition, you may have to pay for project material transportation, depending on the project's site location.

Insurance costs - medical and travel.

Medical costs will include necessary pre-trip inoculations, as well as a medical kit.

Transportation costs of materials and equipment.

Food budgeting should take into account that you may feed your hosts as well. Ensure that a good quality and quantity of food is considered in your budget.

Accommodation (tents), camp gear and cooking utensils are all your responsibility. You may choose to leave some of these items with your host group when you return home; make this decision before departure and budget accordingly.

Equipment (stoves, mosquito netting and tools) - again, you may decide to leave some of these items with your host group, and will need to budget accordingly.

Shipping costs of your equipment and extra baggage charges.

Planning meetings and camp training sessions will be required for this trip. The costs of these can be handled on an individual basis each time or fed into your overall budget. There are pros and cons either way; whichever you choose be sure it is budgeted for appropriately.

Reports/presentations will be made upon your return - budget this into your costs.

Personal expenses need not be in the overall budget, but individuals must plan for this aspect. A word of advice: you do not need as much personal money when in a developing country, and it is best to live within the same means as your host group.

When you have your expenses planned out, you will know how much money will be required to accomplish the project. As previously stated, the major cost item in your budget is the production cost. Some assistance for this item will be contributed by Scouts Canada's International Committee if it is approved, but it still must be budgeted for as an expense being off set on the revenue side.



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Fundraising must be planned for and scheduled during the first stages of planning. Fundraising must cover all expenses, and participants must all participate in the fundraising. Ensure that any and all public fundraising is in line with Scouts Canada's policy. Make arrangements with Scouts Canada to issue tax receipts should they be required. A major portion of fundraising is the participants' contributions; a non-refundable deposit from all participants is recommended. It is best if all participants deposit their personal fundraising revenues in a group bank account, along with the groups' fundraising. Maintaining separate records will show each participant's share of the revenues.

The next step is to request funds from Scouts Canada for the project. Here are the requirements to move your request quickly through the process:

- All projects must be approved by Scouts Canada.
- The project must be a community based project, and meet the criteria of Scouts Canada's International Committee.
- The project must be worked on in conjunction with another Scout/Venturer Scout Group from the country and area where the project is located.
- The National Scout Organization for the country where the project is located, must be informed that you will be in the country, the dates you will be present, and length of your stay; this will be done by Scouts Canada's national office.
- The project must be a minimum of 2 weeks long and it is expected that work on the project will take up to nine days or two thirds of the total time.
- Scouts Canada's International Committee requires a detailed proposal, which includes a detailed budget, as well as the number and names of leaders and youth members participating.
- You must raise your own money for expenses (all items except production costs); funding from the Brotherhood Fund will only cover the costs of materials up to a certain amount and will not cover any wages. Each project is looked at and judged on its merit and need. Remember, you will be using the materials of the country you are in and should get costs of the materials there.



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

A well written CDP proposal and budget will move through the process quickly. We will not consider proposals which have not been properly researched – these will be rejected or returned for additional information.

Upon approval of the application, the funds will be transferred either through the National Scout Organization of the host country, through a bank account set up by the host Scout group, or given to the Canadian Scout group to transfer to the host group as needed. The Canadian Scout group will designate how the funds are to be sent in their proposal. It is essential that the host group have enough funds to purchase the materials needed to start the project.

IMPLEMENTAION

Scouting is an education for life, and a project like this is part of that education. Once on site however, the project is only one aspect of this education. Living, sharing, learning and meeting new people - these are the real aspects that will be remembered back home. Upon arrival on the project site, be prepared to change many of your preconceived notions of how things might work there. Local practices and procedures are most likely different from ours, and often better suited to their local customs and conditions. Stand back and observe things for the first two days; be flexible in changing some of your plans - learning is fun, enjoy the experience!

The Arrival

Arrival in many developing countries will be different than in Canada. All participants must travel and arrive in identical uniforms (a scout uniform can be very influential). Custom and immigration procedures can be slow and very bureaucratic, but that is part of the experience. Be sure all passports, visas and International Certificates of Vaccination are available, and if allowed, it is better if one person on your team handles this for all the members. Meeting your host at the airport is recommended; it simplifies things and makes the arrival easier. Travel to your site must be prearranged. Be sure that vehicles are in good shape and that your driver is certified (this is part of the planning - your host group will handle this).

It is recommended that you set up and acclimatize culturally, for weather and for time changes for a day or two before you become fully involved.

Food preparation and purchasing are very important, especially in countries with hot climates. Be sure you purchase all food from reliable sources – local stores are your most likely sources, but your host will give you the best information on this. Food storage will be limited; where it is



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

done, be sure it is stored in airtight containers. In Equatorial countries, daylight can also be a factor in timing your meals. As it becomes dark very quickly at 6:00pm, you may want to have your larger meal at lunch time and the lighter one in the evening. Water is a major need; it is also a major health hazard in many, if not most, developing countries. All water must be boiled, filtered or chemically treated. In addition, wash everything in filtered or well boiled water. As previously noted, recommended books to read for information on all aspects of health hazards include the "Lonely Planet" series.

When it comes to laundry, be prepared to wash clothing in a bucket as water is scarce. Remember that developing countries take pride in clean clothes. Your group should not feel as though they cannot wear clean clothes, though washing may be difficult; both proper hygiene and appearance require you to be clean.

The project will require on-going management. Scheduling materials and man-power must be coordinated. Materials for the project are the host group's responsibility, though you may be involved in getting some of the material after your arrival. Local prices can vary depending on the buyer, but be sure you do not run short on material or tools. Job assignments should vary - let all members try everything. Local people will want to help, and you should make them part of the team and learn local techniques - this is also the best way for your team to integrate into the community. It is very important that your project leader work closely with the host project leader.

Scheduling work/rest cycles is very important; a duty roster is the best way to manage this. Some time off for the whole group is also recommended, during which time the group can mingle with the locals; community involvement and meeting the people in the community is one of the best aspects of the trip.

The host group's role is integral to the project's success. Reference was previously made to the selection process, our role, and that of the host Scout group; our role is to assist the host Scout group with the CDP. The true fun in doing this is the on-going living relationship that will develop during the project. The leader of both groups must have good decision making skills. This means that the role of the community leaders, very strong in many developing countries, must be acknowledged and utilized (this can be very positive for the project.) The local Scout group must be actively involved in the project, working hand in hand with our youth.



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

Your role as host will be expected. Be prepared to have guests, from both Scouting and the community, visit you at all meal times. It is an opportunity to have the local Scouts involved with your team in preparing meals and cleaning up afterwards. Differences in our culture can be seen in a very positive light, for example, seeing our female team members involved in the project, or seeing our male members involved in kitchen duties, can put a different perspective on things for those in the host country; in many developing countries this would not be common practice.

Leaders' roles are defined as they would be in any camp. Your leaders will each have their roles: project, camp maintenance, first aid, food, finance and materials. Some will be your diplomats, some will be your mediators, and others your managers; leaders may wear many different hats, but be sure these roles are defined well before you leave Canada.

Camp set up is probably one of the most important functions as this will be your home away from home. Being in a foreign country and living in a very different society, it is necessary that your camp be orderly and structured. Also, you are a representative for Canadian Scouting in the eyes of your hosts, so you need to present a positive image. Camp breakdown is just as important. Our Scouting rule of "Leave only footprints, take only pictures", applies even more in a developing country for hygienic reasons. As noted in the budgeting section, be prepared to leave some of your camping gear and tools with your hosts; you don't want to lug it all with you while touring after the project, and the knapsacks will be loaded with all the gifts and memories you will be bringing home.

RETURNING HOME

Saying goodbye will be both emotional and difficult. After spending so much time with your host Scouts, working, playing, eating, laughing and crying, you will have made a family. But while your phase of the project is over, the project will now blossom, your team members will have developed many friends, and communication will continue after you get home.

The phase that begins once you get back home should be considered as important as the project implementation itself if there is to be any noticeable benefit to the participants, to Canadian Scouting, and/or to schools and the community. Presentations to local sponsors and scout groups, articles for local papers and for the Scouting Life magazine are important, as post-mortem revue with both Scouts Canada and the host country are required. These steps are not



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

meant so much to determine the success and problems of the trip, as they are to ensure that the next such venture will be even more successful; we all learn from our experiences.

Arriving back home can be as much of a cultural change as arriving in the host country, therefore take a bit of time preparing for the home arrival by discussing with your group what was experienced and learned, the positives and negatives of the trip. Help the youth appreciate two aspects: firstly, that learning about the realities of a developing world was a prime objective of the trip; secondly, help them to understand that our Scout hosts and their communities also benefited from the project. A stopover in a developed country can also ease the inevitable cultural shock you will experience upon arriving home.

A debriefing with all team members is recommended shortly after your return. This will cover both the project itself, from the initial planning, to the return home and the personal experiences everyone had. What was learned from the trip should be recorded for future use either by your group or by a new group. A final follow up can be held at a later date when you can bring in the families and the friends who supported the trip - sharing our experiences is a wonderful way to close the books.



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

SCOUTS CANADA COMMUNITY DEVELOPMENT APPLICATION CHECKLIST

Appendix A

The Scouts Canada International Committee manages the Scouts Canada Brotherhood Fund and must approve all Community Development Projects.

Applications for funding assistance should be submitted on or before Nov 15th so the International Committee can consider each application and make their decision by the middle of December. These timelines have been implemented to ensure that all potential projects receive proper consideration and are processed in a timely fashion.

Proposals should clearly describe the involvement of the host country in selecting the project as well as the youth involvement of Scouts Canada's members in the planning process and the roles the youth will play throughout the project.

Typical projects will be a minimum of two weeks long and it is expected that work on the project will take up a minimum of two thirds of the total time.

You must raise your own money for expenses (airfare, food, travel costs etc.) Funding from the Brotherhood Fund will only cover the costs of materials up to a certain amount depending upon funding available. Each project is looked at and judged on its merit and need. Remember you will be using the materials available in the country you will be in and your budget should reflect these amounts.

Each proposed project application should include, but is not limited to, the information suggested in the checklist below:

- Name of Canadian Scout group
- Name of Canadian Scout contact person
- Contact information
- Dates for proposed project
- Name of Scout Group in developing country that you will partner with
- Name of Scout leader for group that you will partner with
- Contact info



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

- Name of contact person in developing country (if appropriate)

Project Scope –

Clearly describe how the proposed project will be of benefit to the community - outline the features and benefits.

Project Outcome -

Clearly describe what will be achieved upon completion of the project. Include project milestones and schedule, project budget and the communication and reporting process.



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

CHECKLIST

Appendix B

- Politics
- Embassy/Consulate
- Languages
- Culture, Traditions, Customs
- Code of Conduct
- Currency, Banking
- Climate
- Food
- Hygiene
- Accommodations/Security
- Emergency Services
- Medical Preparations
- Communications
- Gifts
- Meetings, Camp Weekends
- Field trip
- Risk Management



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

STEPS CHECKLIST

Appendix C

- Group decision to participate in a community development project
 - Initial approval from parents and the Group Commissioner to research and plan potential project (Advise Council and Scouts Canada)
 - Identify potential contacts in developing countries and/or country in which you would like to be of assistance
 - Make contact directly, if contact person has been identified, or through Scouts Canada, to the National Scout Association of the country in which you would like to be of assistance.
 - Through Scouts Canada, make contact with National Scout Association to make them aware of potential project and to confirm membership/suitability of Scouts with which we will potentially partner
 - Indicate willingness to partner with Scouts in a developing country to assist with a project of their choice and identify potential group to partner with.
 - Work with Scouts in developing country to identify potential projects and identify project of choice. Also, confirm their willingness, ability and commitment to the potential project.
 - Draft plans/blueprints for project and establish budget.
 - Complete application process and submit for approval/Brotherhood Fund support.
 - Upon approval, the project will be managed and carried out as per the terms and conditions established in the application process.
 - Project completion
 - Apply for permission
-
- Decide on the Community Development Project (CDP) you wish to undertake
 - Contact Scouts Canada for information on projects
 - Pick team members - leaders and youth participants – and plan the first team meeting to assign duties
 - Contact host group and discuss CDP, materials needed, and approximate start up time
 - Research costs of travel, Visas, inoculations and insurance (medical and travel)
 - Check with host group on cost of materials



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

- Open a group bank account
- Prepare budget
- Start fundraising
- Write proposal and send to Scouts Canada's International Committee with a detailed budget
- Make arrangements for transferring money to the host country through a bank
- Book holiday time
- Check on status of passports, Visas and Vaccination Certificates
- Check equipment (tents, cooking gear, etc.) and purchase any further equipment needed
- Permission forms handed in along with medical form
- One leader to visit project site
- Review budget and update as necessary
- Make travel arrangements including insurance for all members of the group
- Have group make a list of clothing to bring, cameras etc.
- Check medical supplies
- Last minute review of all travel details and arrangements at home and in the host country
- Contact the National Scout Organization in the host country and gather information to contact the host Scout group

From the start date to the date of your departure, you will have weekly team meetings with the planning group, and meetings every three weeks with the whole team. Every member can take part in the research aspect of the project - the internet is a valuable tool in this respect, as are the other numerous sources of information suggested throughout this document. The more prepared you are, the more favorable a time you will have in your host country. One leader should be in constant contact with the host Scout leader in order to review what materials need to be purchased and if there are adequate funds for the host leader to do the purchasing; it is



It starts with Scouts.

**Scouts Canada
National Office**
1345 Baseline Road,
Ottawa, ON Canada
K2C 0A7

helpcentre@scouts.ca
scouts.ca

T 613.224.5131
F 613.224.3571

essential that the host troop not run out of funds to purchase the necessary materials. You will also likely wish to have team building camps and bring in guest speakers to talk about the country you are intending to work in.

It is important to remember that every project will be different in terms of financial aid, community needs, team make-up and the overall nature of the project, etc. As such, it is important to keep in mind that this document is merely a set of guidelines. With the exception of the project scope and project outcome, and the need to follow Scouts Canada policy, please use this text as a guide, rather than a strict set of rules in planning your CDP.

Good Luck and have a rewarding experience!