



**SARATOGA
SPRINGS**
Life's just better here

Group Volunteer Form

Name: _____ Age: _____

Address: _____

Phone: _____ Email: _____

Troop Number: _____

Timeframe for completion: _____

Please Check One:

Requesting Ideas

Seeking Approval for Idea(s)

**If requesting ideas the City can provide you a sheet of possible scouting projects. If seeking approval please fill out the following information below.*

Please note that by filling out this form this does not guarantee project approval by the City. A minimum of six weeks should be planned for the City approval process. The Scout will need to meet with staff for project proposal and approval. Scout may be required and asked for additional information such as exhibits, drawings, pictures, project time line, and funding source, etc.

Once the Scout has tentative approval from the appropriate City department head the Scout will then need to present the proposed project to the City Council. All requests and documentation to be placed on the City Council agenda must be provided to the City one week before a scheduled City Council Meeting.

The City is not in the position to fund many if any of the scout projects. Funding would be on case by case bases and only permitted if budgeting allowed. If scout is requesting funds from the City, City Council approval will be needed.

Project Name: _____

Proposed Project Description: (if you need more space please attach a separate sheet)

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How would this project benefit the City?

Does this project fulfill a need for a section of the population? YES /NO (Circle One)

If Yes Explain: _____

Resources Needed by the City and/or Volunteers (Example: Funding, Equipment, Employees, etc)

Contractors or Vendors Needed or Being Used:

Has this project been approved by the Scouting Leadership? YES / NO (Circle One)