

How to run a Scout Network Project or Event

The Scout Network programme is based around projects and events. This guide will help you understand what a project and event is and the difference between them to enable you to take charge of your Scout Network programme.

Project and Events

Projects and events both require a group of people to come together with the common purpose of achieving something worthwhile.

We shouldn't forget the Scout method but most importantly projects and events will be:

- Youth led
- Challenging - offering young adults opportunities to extend themselves beyond their current horizons – both as a group and as an individual
- Rewarding and enjoyable
- and for projects, have a lasting impact, or an objective beyond the immediate team

So what is the difference?

1. Project

- a. A project is a series of tasks, planned from beginning to end.
- b. A project is bounded by time, resources and a required result/outcome.
- c. A project should have an impact beyond the immediate project group

Examples of projects are:

Adventure – A hillwalking weekend in the Peak District

International – Forging links with Scouts in your twin-town culminating in home hospitality visits for both groups.

Community - Supporting a local school for young people with learning difficulties to remodel their sensory garden,

2. Event

- a. An event is something that may take place at a given time. It could be repeated but there is no link between repeated occurrences.
- b. Events can be the culmination of a project – e.g a project was to plan and organise the hillwalking weekend in the Peak District, the event was the weekend

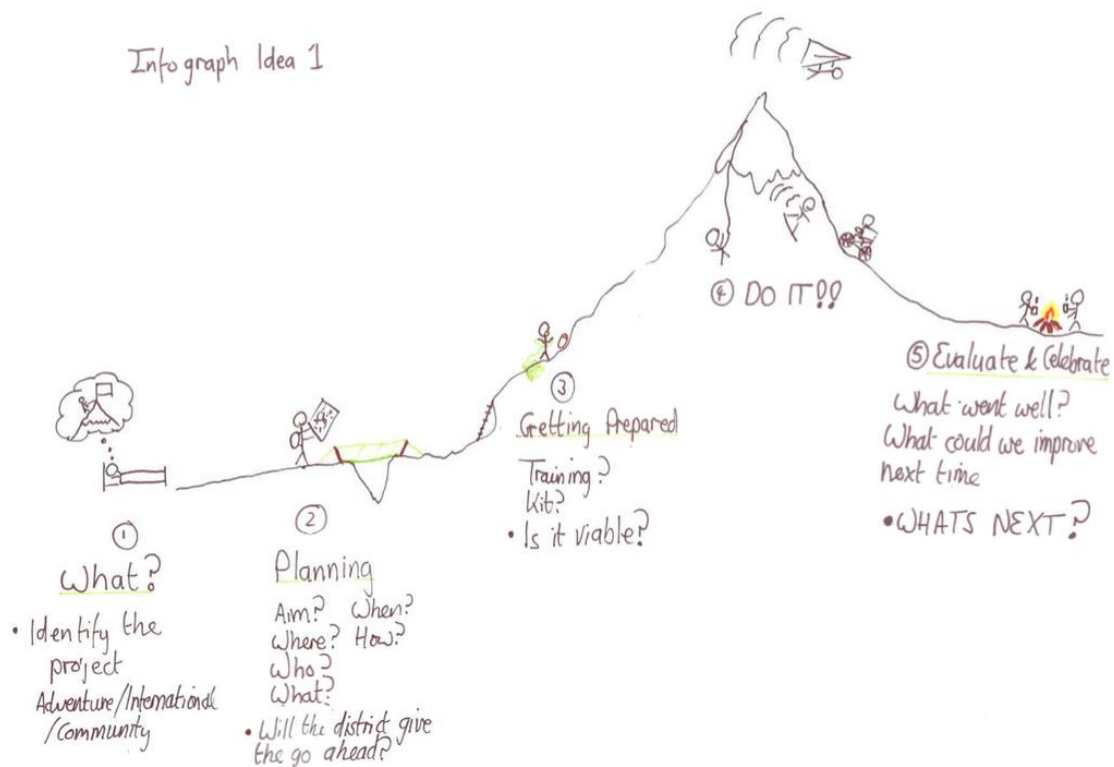
Examples of events are – a climbing training session at a local indoor wall, hosting a speaker from a charity discussing a topic, a social evening to go Bowling or an International cooking evening.

Of course, running an event may provide ideas for larger projects and projects may lead to an event or series of events being run.

How to do a project?

The process of undertaking a project can be broken down into five key these are:

1. Setting Out – Identify what are you going to do
2. Plan – Work out how you will do it
3. Prepare – Get everything you need into place
4. Execute – Just do it!
5. Evaluate and celebrate



Between all of the steps you also need to review that you are ready to move to the next step – a wise man once said

“There is no point in running – until you know where you are heading!”

You will have people within the District who have been running this type of project activity and we have methods and techniques that work. The five stages are not the only way to do a project but some guiding principles.

When planning your projects, remember that they will be published on the website for all to see and should be appropriate to our Scouting aims and values!

Keep this in mind as you work through the five key areas below.

Setting Out

First of all you must identify what the project is about and here are some questions Scout Network members could discuss:

1. What are you planning to do?
2. Why are you planning to do it?
3. What pillar of the programme will it provide?
 - Adventure
 - Community
 - International
4. Are you going to be earning/ working towards a top award?
5. Will it be enjoyable – will people want to take part?

To generate ideas, why not have a planning session (perhaps online) with your District Scout Network and develop ideas as a group. There are various methods you could use such as brain storming or mind maps. For more information on generating ideas take a look at this [factsheet](#)

If this is your first project, start with something modest – do not set out to conquer Everest as your first project. Also, ask yourself if anyone has done this before – and if the answer is no, ask yourself why not!

Make sure you have a firm idea before you move onto the next step.

Plan

This is where you get down to the bones of the idea and come up with a plan. The previous section was just about getting an idea but this is all about having an idea that is viable.

Think about:

- Aim? - What do you hope to get out of your project? Think about any badges or awards you would like to achieve or any goals you want to reach. This aim should be what you are working towards throughout the project.
- Where? – Where is this project going to take place? If it is taking place away from where you are based than it is important to fully research where you are planning to go, particularly if it is abroad.
- Who? – Who is going to be in the project team? Will it just be open to people in your District Scout Network or will you open it up to your county? What about other counties or even the whole of the UK?
- What? – What exactly are you going to be doing? This is where you need to get together a simple plan for the project.
- When? - This is where the dates come in. For some projects they will be a week or two weeks in duration. Whereas others may be once a week for 6 months. Think about when the project starts, when it finishes and all the key dates in between.
- How? – So you have the idea but how are you going to facilitate this? You need to think about things like how you are going to get there, how you are going to fund it and whether you need any training.

Once you have a plan together you need to talk to your District Scout Network Commissioner or Programme Coordinator and get them to look at your project to check it is viable to continue with.

Prepare

This is the stage you need to start carrying out what you have planned in the previous section.
Training – Do you need certain skills? Do you need to attend a course? This is the time to get trained up.

Kit – Sometimes for projects you might find you need specialist kit, even if you don't, make sure you have enough tents to sleep 20 people. It is very easy to just assume but make sure you do actually have the kit in place and that it is in a condition to use.

Fundraising – There is a variety of things you can do to fundraise, from a barn dance to a car boot sale. Check this page out for more [fundraising ideas](#)

Promote the project – Tell people about it, get support. Make sure you have put your project onto the Scout Network website (when it becomes available) as this allows other people to see what you are doing and is also where you might gain some participants from!

Are you ready?

Execute – Just do it!!

Make sure you document it as you go along so you can share your experiences with others and also have a memento to look back on.

Think about how you'll use social media throughout the event to keep your supporters up to date with progress.

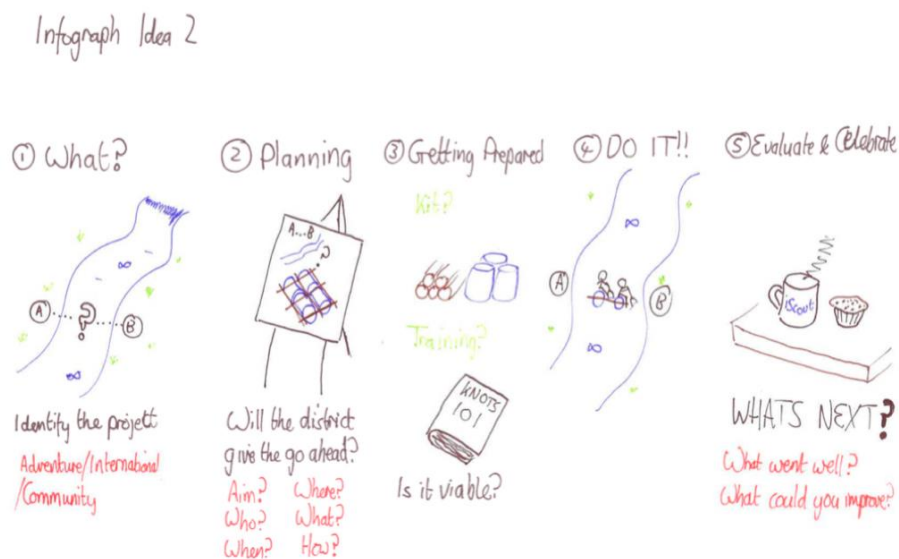
...and do remember to enjoy yourselves!

Evaluate & Celebrate

An important part of the project is to evaluate it at the end. What went well? What could you improve next time?

Then it is time to celebrate your team's achievements and look forward to your next project. Remember to include those who supported you and those who might take part in the next project

What will you do next? – The adventure continues.



Reviewing Projects

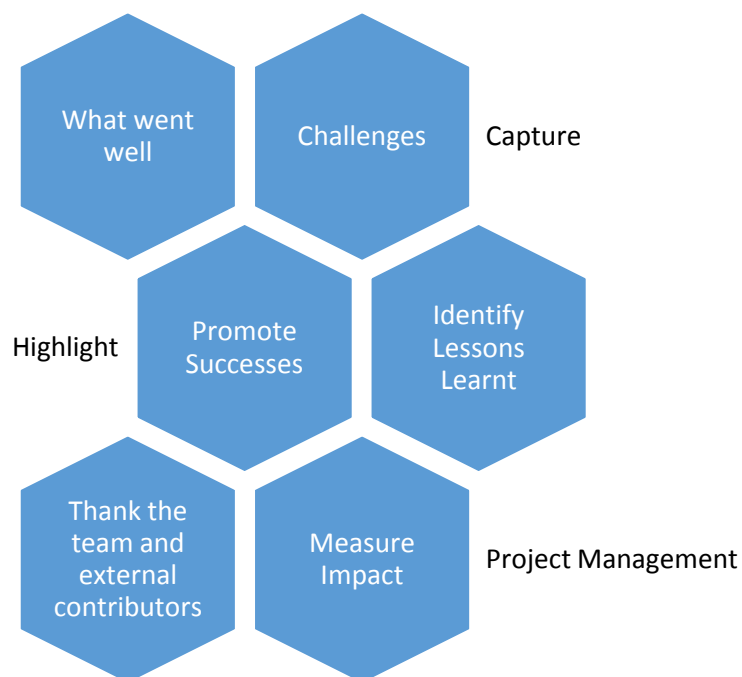
We said at the start that you should review your project at all stages before moving on to the next and you should also review what you have done at the end – to help others that will follow in your footsteps.

Think about finding a critical friend – someone who you trust that will ask you some difficult questions (and may also have some of the answers). It is much better to be answering these questions over a coffee rather than with an angry DC shouting down the phone!

Reflecting on projects and events is a valuable exercise to undertake as it helps to conclude the project and or event bringing it to a close as the final step. Reviewing the highlights and challenges will enable members to learn from their experience of being part of the team. These lesson can then be adapted and evolved and be used for future project/events.

How you review and reflect is up to you as a team and will take the form of what suits you best as a team, but some record of what happened or what you're doing is good to have.

While the Scout Network Digital platform will hold a lot of useful data in the project/events space, you can capture your information however you wish, but we suggest using the themes below or similar as a guide.



Using the UK Scout Network Website to support your programme

Your projects and events can be recorded on www.ukscoutnetwork.org.uk. This will be a place where you can plan your projects, search for ideas, record your participation and earn your virtual badges. You'll also be able share what you've done with others and invite Scout Network members from across the country to join your activities. Why not log in and check out the handy video user guides on the platform to help you get started on your Network adventure.