



SERVANT LEADERSHIP PROJECT AREA ADVISOR CHECKLIST



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This checklist should be used by the Area level Servant Leadership Project Advisor in order to ensure that all aspects of a Trailman's Servant Leadership Project are carried out in the intended manner and that all of the requirements and signatures have been met and recorded properly.

APPLICANT NAME _____

PRE-PROJECT

- I have been contacted by the Applicant about Advising on his Servant Leadership Project.
- I have confirmed that the Applicant has earned the Horizon Award prior to beginning the Project.
- I have read the [Servant Leadership Project Guide](#) and fully understand my role in the process and ensured that the Applicant and the Troop Project Mentor have read the Guide and fully understands the requirements and timelines for successful completion of the Project.
- I have confirmed that neither the Troop Project Mentor, the Benefiting Organization, nor myself are the Applicant's relatives.
- I have advised the Applicant to begin Part One of the Servant Leadership Project.

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PART ONE: PROJECT IDEA

- I have received the Project Idea from the Applicant and reviewed it according to the guidelines in the [Servant Leadership Project Guide](#).
- I have either approved or rejected the Project Idea.
 - (If rejected) I have instructed the Applicant to develop a new Project Idea and submit it for prior Approval.
 - (If approved) I have instructed the Applicant to continue onto Part Two (Project Description) of the Servant Leadership Project.
- I have advised the Applicant to begin Part Two of the Servant Leadership Project.

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PART TWO: PROJECT DESCRIPTION

- I have received from the Applicant the final Project Description and its Approval Form.

- I have reviewed the Project Description for any needed revisions and confirmed that the following people have signed and dated the Project Description Approval Form.
 - The Applicant's parent(s)
 - The Benefiting Organization Representative
 - The Troop Project Mentor

- (If revisions are needed to the Project Description) I have advised the Applicant on what to revise and when to resubmit for Project Description Approval.

- (If no revisions are needed to the Project Description) I have approved the Project Description and signed/dated the Approval Form, returned it to the Applicant, and advised the Applicant to begin Part Three of the Servant Leadership Project.

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PART THREE: PROJECT IMPLEMENTATION

- I have reminded the Applicant to review and adhere to all Trail Life USA Health and Safety guidelines throughout the project implementation.

- I have been informed by the Applicant of any significant project change that either has occurred or will occur during the implementation of the Project Description.
 - (If any significant changes were made) I have evaluated these changes to determine if they would disqualify this project from continuing and advised the Applicant on what to change and/or potentially add to make it re-qualify as a Servant Leadership Project.

 - (If no significant changes were made) I have advised the Applicant to begin Part Four of the Servant Leadership Project.

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PART FOUR: PROJECT SUMMARY REVIEW

- I have received the Project Summary Review, the Project Summary Review Approval Form, and the Freedom Award Application from the Applicant.
- I have reviewed the Project Summary for final approval.
 - (If any questions or issues remain) I have questioned the Applicant until all questions and issues were resolved and then signed and dated **BOTH** the Project Summary Review Approval Form and the Freedom Award Application in the corresponding locations.
 - (If no questions or issues remain) I signed and dated **BOTH** the Project Summary Review Approval Form and the Freedom Award Application in the corresponding locations. I have also advised the Applicant to assemble all necessary documents including this checklist into his Award Binder.

AREA PROJECT ADVISOR SIGNATURE _____

NOTE: UPON FINAL APPROVAL, THE AREA PROJECT ADVISOR MUST SIGN AND DATE BOTH THE PROJECT SUMMARY REVIEW APPROVAL FORM AND THE FREEDOM AWARD APPLICATION.



EXTRA TOOLS

Servant Leadership Project Guide



VERSION JULY 2019



Trail Life