Getting Started

What you need to know before you start

This is your personal logbook and can only be accessed using your unique link. Don't share the link with other people. You can come back to your logbook at any time to review or change your answers, by using your unique link. Please bookmark this page so you can return here easily.

When you are filling in your logbook it is important to click "Prev", "Next" or "Done" at the bottom of each page to save your answers. You won't be able to save until every question on that page has been answered, so make sure that you have all the information you need to hand each time you plan to fill in a page. You will only be able to progress to the next section once you've saved the section you're on.

You can find a blank copy of the whole logbook on the website at http://mslfla.org/participant-resources/

Your Project Coordinator is able to read your answers and check how much you have completed. You need to complete the logbook before you are able to gain the full Award.

Enjoy the journey!

* Please enter your name

[   ]

Introduction

Dear participant,

Congratulations on taking part in this year's Mark Scott Leadership for Life Award, run by The Outward Bound Trust.

What have you signed up for?

During the Award you will:
- Attend a 5 day residential course**, taking full part in outdoor challenges with your group, including camping overnight on an expedition**
- Contribute to regular team meetings **back home with your community project group throughout the Award**
- Develop a plan for a community project
- Attend a Project Forum **evening where you will present your ideas and gain approval for your project**
- Attend a 'Refresh Day' **where you will do something active with your project group and plan your learning**
- Deliver your three day project
- Take part in the end of course survey
- Attend the final review **and plan your use of what you've learned**

In applying for the Award you have marked yourself out as being willing to try something new, something challenging, and something with the potential to have very useful outcomes for you.

The Award means different things to different people. Even you and your fellow participants will have different motivations for taking part.

The Award is designed to fit into your life, and not take over. One thing that is universal is that working hard at this endeavour will bring benefits to you. The harder you work the greater the benefit to you and your chosen communities. Your instructors' work is based on this, and you can expect us to help and encourage throughout your time with us.

You will only get this opportunity once; do the most with it that you can and in the short time you are with us you will have gained everything you can from your Award experience. You will have something to shout about in promoting yourself, and something you can feel pride in when you look back on your experience.

This year is the first year that we are using this online workbook. This is in response to feedback from previous participants. We have designed this to guide you through your Award experience and to help you to get the most benefit from participating. You will need to keep it up-to-date.

Have an amazing experience, and we look forward to working with you over the coming months!

The Outward Bound Mark Scott Leadership for Life Award Team

* Ready to go?

◯ Yes!!

The next pages are for you to think about before you go, so please take a look at it ***before*** your residential to be properly prepared

Pre-Residential - About You

The next questions will help you think about your personal motivation for doing the Award

RESOURCES - find out more about the residential on the website at mslfla.org or watch the movie

* What aspects of yourself would you like to change during the Award?

* What skills would you like to develop during the Award?

* What, for you, do you think might be particularly challenging about the residential course?

Pre-Residential - About You

Pre-Residential - About Your Community

The practical bit of the Award is about benefitting your community with a project. Before you start is a great time to gather information that will help you and your team decide what you will do.

The next questions will help you find out about what you can do to make a *real* difference. You'll need to speak to people in your community to answer the questions properly.

Please make sure you have all the information you need before you start filling in your answers, as you won't be able to save or move to the next page until every question is answered.
Resources: you can download a worksheet from the website that will help you to gather the information you need: http://mslfla.org/participant-resources/

* **STRENGTHS** - What are the strengths of your community? What positive things are happening? What organisations are working in your community to help?

> [blank text box]

* **WEAKNESSES -** What issues affect you and others in your community? What do you thing are the greatest needs in your community?

> [blank text box]

* **OPPORTUNITIES -** What opportunities are there for a project? Are there organisations you could partner with? What would you like to see happen in your community?

> [blank text box]

* **THREATS -** What would make it hard for you to work in your community? What areas might prove very difficult to address (and why)?

> [blank text box]

* What organisations could you partner with in your community?

- [ ] Voluntary Organisations
- [ ] Schools
- [ ] Youth Groups
- [ ] Religious Groups
- [ ] Community Workers
- [ ] Community Groups
- [ ] Other (please specify)

[   ]

* Do you have any friends, neighbours or family who could benefit from help?

[   ]

* Are there any local services or local facilities that could benefit from a 3 day project?

[   ]

Thanks very much for taking the time to go this far - the rest of this logbook will help you use your experience to gain as much as possible from the Award - you'll start that process at the residential, so relax and have a great time

Remember, if you have any questions before you go, you can call 0141 413 5225 or email steve.mackenzie@outwardbound.org.uk or jump onto the   for more information

REMEMBER - if you're nervous about meeting everyone else - they are just as nervous about meeting you - you are not alone!

The Residential

Looking back on the residential experience, this section will help you reflect on your experiences, and on how you might use what you've learned on your community project...

* What challenged you most on the residential course?

* What actions did you take to cope with that challenge?

* How will you challenge yourself in the next six months?

Challenge

Challenge

Challenge

* What new strengths have you found while on residential?

Strength

Strength

Strength

Strength

* How will these be useful to you and your team in the next 6 months?

* Please record growth feedback that you received from others and from your experiences during the residential course:

Preparing for the Project Forum

This section will help you organise yourselves in the weeks after your residential, leading to preparing yourself for the "Dragon's Den" Project Forum evening where you will present your project ideas and plans to the panel for approval.

You can download any sheets you need from the website: mslfla.org/participant-resources

You will need to have the following ready before starting the next two pages:

- A photo or Word document of your completed Community Project Aims Grid
- A photo or Word document of your completed Project Timeline

Preparing for the Project Forum

This page and the next need to be completed before your Project Forum.

You can download any sheets you need from the website: **mslfla.org/participant-resources**

* Please upload your Project Aims Grid to the page here

You just need to create a PDF or JPEG file (take a photo with your phone) and then upload the file here. You can also upload a Word file. Max File size is 16MB

Choose File	No file chosen

* Please list the major stakeholders in your project:

Stakeholder 1

Stakeholder 2

Stakeholder 3

Stakeholder 4

Stakeholder 5

Stakeholder 6

* Have you had written approval of your project aims from:

☐ Project Coordinator?

☐ Project Agency?

* What are the success criteria for your project?

Criteria 1

Criteria 2

Criteria 3

Criteria 4

Criteria 5

Criteria 6

The next page asks for more information about your project plans.

Project Forum - more about your project

This page also needs to be completed before the Project Forum.

You can download any sheets you need from the website: **mslfla.org/participant-resources**

The criteria for a Mark Scott Leadership for Life Award community project are:

- It takes the equivalent of 3 days to deliver

- You 'own' the project and are not simply volunteering or fundraising for another organisation

- The project is complex enough to need careful planning

- The project will have a lasting positive impact on others in the local community

- The project is a showcase for your skills and abilities

* How does your project address the project criteria above?

Equivalent to three days to deliver

Owning the project

Need for planning

Lasting impact

Showcase for your skills and abilities

Please upload a copy of your timeline for project delivery

You can upload a PDF, a JPEG (photo file) or a Word document. Max file size is 16MB

Choose File   No file chosen

* What are your key milestones and cut-off dates to ensure you finish to deadline?

Milestone

Milestone

Milestone

Milestone

Milestone

Milestone

* What information does your group need to find out next?

Information

Information

Information

Information

Information

Great! You should be mostly ready for the Project Forum. Good luck!

The next section will help you prepare for the Refresh Day.

Before your Refresh Day

You've started implementing your plan following the Project Forum, and should be getting closer to being able to deliver your project. The Refresh Day is a chance for you and your team to take stock of your progress so far and address any issues that might have arisen.

This page will help get you ready for the review part of the Refresh Day.

* How effectively have you used the planning tools so far?

What planning tools?	Not very	Very effectively thanks

* Please comment on your personal contribution to the project so far:

Attendance at meetings

Taking on tasks

Completing assigned tasks

* What has challenged you about developing your project so far?

Preparing for your project delivery

If you can answer these questions you won't have too many surprises on your delivery days! Please complete this page before you have your Final Approval meeting with your Project Coordinator - this should be about two weeks before your first delivery date.

* What things could potentially go wrong with your project?

Potential issue

Potential issue

Potential issue

Potential issue

Potential issue

* Considering your answers above, what can you do to deal with these if they happen?

* Have **all** your key stakeholders signed off on the final project plan and do you have written confirmation from each of them?

◯ Yes

◯ No (please explain)

* What are your project dates?   (you should have 3, you may have more)

1

2

3

4

5

6

* Please check that you have written approval from the following stakeholders for your delivery dates:

☐ Your School Champion (you need permission to get out of school if the project is on a school day)

☐ Your project agency contact

☐ Your Project Co-ordinator

☐ All your team members

☐ Your employers (if you have a job)

* What changes have you had to make to your project plan based on feedback from your stakeholders?

One week before your first delivery date:

Phone your stakeholders for final confirmation of the dates

Confirm with the rest of your team that any necessary resources will be in place

Make sure that you know what you personally need to do and that you are doing it

Good luck! If you've planned well, you should just be able to relax and enjoy it!

Final Review - getting the most out of the experience

The following questions will help you get the most from your experience. After all, as hard work as it may have been, the whole project was all about learning about how to work co-operatively with others, to find out more about your skills and abilities - and to plan what to do with your new-found knowledge.

* What have you personally contributed to the success of your team's project?

Contribution

Contribution

Contribution

Contribution

Contribution

Contribution

* Did you visit an unfamiliar area during your project development or delivery?

○ Yes

○ No

* What new things did you learn about your community during the project?

* How would you say that you entered into the 'spirit' of the Mark Scott Leadership for life Award?

* What's the most valuable piece of feedback you received during your participation in the Award? - why was this so valuable to you?

* **Looking to the Future:**

Use this space to record your personal action plan

Finishing Off

The last bits and bobs to make sure that you can finish the Award, and that you get the most out of it

* You have to do the following to complete the Award. Please tick the boxes to confirm that you have done each thing:

☐ Your team has finished their project

☐ You have let your Project Co-ordinator know how many guests you want to bring to the Award Ceremony

☐ You have completed a Final Review and created a personal action plan

☐ You have completed the final Evaluation Questionnaire

The End

Congratulations on completing the Mark Scott Leadership for Life Award!

We hope you've learned lots from your experience, and you are encouraged to continue to try as you have done over the last few months.

Finally we'd like to get some feedback on this online logbook.

Please let us know below how useful or helpful, or how much a pain in the bum the logbook has been in your opinion - and, importantly, if there are any improvements we could make.