



PUERTO RICO WING OPERATING INSTRUCTION 21-01
12 FEBRUARY 2021
APPROVED/C.LAFOND/CAP/CP
Personnel - General
PUERTO RICO WING COMMUNITY SERVICE PROJECT AWARD

This operating instruction describes the procedures for the Puerto Rico Wing Community Service Project (CSP) Award.

1. **General.** The Puerto Rico Wing Community Service Project Award consist of generating one or several activities that contribute or benefit an organization, charity or community to improve their quality of life, circumstance or resolve a significant problem. This award motivates squadrons to work for a significant cause and to reinforce one of the Core Values: Volunteer Service.

1.1. **Purpose.**

1.1.1. Promote voluntary service to benefit and make a contribution to our communities.

1.1.2. Encouraged members to get involve and raise awareness of the importance of community service as a way to improve our country.

1.1.3. Provide an opportunity for senior members and cadets to develop and demonstrate skills for planning, organizing, implementing and evaluating a project.

1.2. **Mission.** Voluntarily serve our communities, charities or the maximum amount of people for the common good.

2. **Community Service Project Content.**

2.1. **Research.** Choosing meaningful problems in communities.

2.1.1. To determine a project purpose, members must research and identify their community problems and determine which one they want to address.

2.1.2. The unit Commander or the unit CSP Officer will consider all the petitions submitted and will choose projects based on nature of the problem, urgency, importance and the impact that the CSP will have on the community.

2.2. Project Officer Responsibilities.

- 2.2.1. Select the staff and assign responsibilities to the members involve in each CSP.
- 2.2.2. Identify resources needed: people, time, equipment, materials, transportation, etc.
- 2.2.3. Plan an agenda.
- 2.2.4. Establish a realistic timeline for carrying out the activities needed to achieve the result.
- 2.2.5. Verify all the administrative documentation: parents' permissions, donation letters, permission letters, sign-In sheet, schedules, etc.
- 2.2.6. Select activities that are safe at all times for all members.

2.3. Evaluate.

- 2.3.1. Monitor and document the project's progress, outcomes and impact on beneficiaries to obtain data to evaluate and measure the effectiveness of the CSP.
- 2.3.2. Did you accomplish your goal?

3. General Rules. To be eligible to participate in CSPs the member shall:

- 3.1. Be an active member of Civil Air Patrol.
- 3.2. Be a member in good standing.
- 3.3. Current Monthly Safety Education.
- 3.4. This is a squadron-level only award. Cadets from a squadron not participating can join another squadron belonging to the same group.
- 3.5. Parents and family members are encouraged to participate as supporters of the CSP.
- 3.6. There is no limit for senior members or cadets participating, however, must have at least two senior members in charge of the activity; one senior should be a female if possible.

3.7. Members will not incur in CSP expenses, except for food, snacks and beverages for their own consumption. All materials needed for achieve the CSP shall be donated by local organizations or agencies. This means that each member should request donations to the appropriate agencies or entities regarding the nature of the activity.

3.8. Project Officer and senior members will be responsible for maintaining discipline and a good environment. Any behavior contrary to the CAP standards will not be tolerated.

4. **Community Service Project Award Procedure.**

4.1. Community Service Projects will begin October 1 and run through September 30 each year. No team or squadron registration is needed for participating.

4.2. Squadrons participating in CSP must complete and submit the Puerto Rico Wing - Community Services Project Award Submission Form package using the form on Microsoft Teams before September 30 each year. No package will be accepted through the mail or email. Click on the link to access the electronic form:

<https://forms.office.com/Pages/ResponsePage.aspx?id=OLDx0mtV80uD9NV9fBsmYNy3s5dnwJNJklu6iukAa41UMjA4WTI5MVFFVkJyWUNZUKIPUVBBDTVaNC4u>

4.3. The Project Officer must keep a record of hours worked in the CSP. There will be no specific accumulation of hours, however, the number of hours worked will be considered for final evaluation.

4.4. CSP can last one or several days, but must be stipulated in the CSP Final Report Form. The Project Officer must specify the CSP dates, place, a brief description of the CSP, number of hours and number of members participating.

4.5. Pictures, videos, testimonials, contact information of coordinators or beneficiaries are highly encouraged in the CSP final report.

4.6. Participation letters for each CSP is required as part of the package.

5. **Board and Results.** The Puerto Rico Wing Community Service Project Selection Board will evaluate each one of the squadrons participating in the CSP along with their Submission Forms. The Selection Board will consist of the PRWG Director of Cadet Programs, PRWG CAC Senior Advisor and one other member. The board will select the top squadrons with the highest amount of community service activities and select the best candidates based on:

- 5.1. The nature of the community service activities.
- 5.2. Impact on the community and how these activities improve their quality of life.
- 5.3. Amount of hours per activity.

6. Awards.

- 6.1. Puerto Rico Wing will provide the following awards for the CSP participants:

- 6.1.1. CSP winner will be presented with the Puerto Rico Wing Community Service Project Excellence Award.

- 6.1.2. Units participating in the CSP will be presented with a Community Service Project Plaque with one of the following recognitions:

- 6.1.2.1. Bronze - 60 to 79 hours

- 6.1.2.2. Silver - 80 to 99 hours

- 6.1.2.3. Gold - 100 hours +

Note: Hours are calculated over a 12-month period.

- 6.2. Winning unit will be recognized at the Annual Puerto Rico Wing Conference; or similar event.

7. Examples of Community Service Projects.

- 7.1. These examples are intended to spark your own ideas for activities:

- 7.1.1. Prepare and deliver holiday gifts for needy children or the elderly

- 7.1.2. Volunteer at a local hospital, nursing home or homeless shelter

- 7.1.3. Adopt a highway or beach clean-up project

- 7.1.4. Develop a community improvement project

- 7.1.5. Plan trees or flowers to beautify your community

- 7.1.6. Volunteer for blood donation

- 7.1.7. Raise funds for a non-profit organization

7.1.8. Organize or participate in a marathon to benefit charity

7.1.9. Donate cloths, food, or money to needy or disaster victims

7.1.10. Conduct a seatbelt or no texting while driving campaign

EDGARDO TORRES, Colonel, CAP
Commander

Attachment 1
Compliance Elements

There are no compliance elements to this publication.