**Extended Proposal Form**

It is suggested that you upload this document to your files.  Then write complete sentences answering all of the questions that apply to your project.  After you have finished writing, erase the questions but leave the actual headings on the form intact.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Overview**

Write a brief summary of your project. Be specific and precise. (This is also located on the Proposal Brief. Cut and paste from Proposal Brief)

**Background Information/Statement of Problem**

Give some background information as to why you choose this project. What is the issue that you are addressing? How or why do you feel these issues should be addressed? What other programs/sources support the needs that help with this issue? What is or will be the community tie-in?

**Project Details**

**Goals**

Specifically describe your project. Be precise.

How will you measure the success of your project or its’ final results?

How do you plan on achieving and/or completing this project?

Is your project realistic on a number of levels? Cost, involvement, support, facilities, equipment, supplies?

**Clientele**

Who and how many will this project benefit?

Mentor:

Who is your mentor?

What is their expertise?

How will you use your mentor?

Will he/she be available during the project?

**Personnel**

Will you need to use teachers, deans, administration? If so, what are their roles?

Will you need volunteers? If so, how do you plan on getting them and how will they be used?

Will security be needed? If so, who will it be and are there fees involved?

**Facilities**

If facilities are needed, how are you going to secure them? Is there a fee?

Complete and have signed the included facility usage form prior to proposal approval. \*\*ATTACH the completed form with the Proposal.

**Equipment/Supplies/Budget/Advertising**

1. What expenses do you anticipate encountering?

2. What supplies will you need to complete your project?

3. How are you planning to acquire these materials?

4. How or who will you pay for these materials or equipment/supplies?

5. Budget: Include your budget

6. Advertising: How do you plan on “getting the word out”? If by flyer, news release etc.& include a sample with your proposal.

**Specifics**

**\*\*\*\*15 minimum but 20 be eligible for Outstanding**

1. Start Date

2. Date of event (if applicable)

3. Days that you will be completing your project. (ex. Monday, Wednesdays and Fridays)

4. Hours of the days you will be completing your project. (ex. 4;00-6:00 pm)

5. Outline of **estimation** of how you will use your hours/time.

*Example:* I will need three hours of planning, 2 hours to set up on project day, 10 hours hosting the event and 1 hour to clean up.

 \*\*Realize that the actual time log may be different.

\*\*\***Your actual project must be approximately ½ of the hours of total time spent.** (ex. a 20 project should include about 10 for the event)

**\*\*Note** - Project cannot be completed or worked on during school hours unless you have a ½ day schedule.

**Outcomes**

What complications do you anticipate encountering during the completion of your project?

How do you plan to deal with these? (weather, expenses, etc.)

What artifacts will you collect for your Project Pride Portfolio that will document your progress throughout the planning, development, and implementation phases of your project? (photos, videos, sample of items collected, receipts, emails, time log, cost analysis sheet, etc.) \*\*The Community Mentor Final Observation form is a required artifact!

**Benefit to Self**

What Strategies for Success will you need to exhibit in order to successfully complete your project? (see forms section on North Senior Project website) (ex. effective communicators, collaborative workers,)

In what way will this project be a learning stretch for you?

As you complete your project, what do you anticipate learning about yourself and your topic?

**Paper**

What is your intended research paper topic?

Who is your English teacher who will help you with this paper?

What sources do you plan to investigate to strengthen your topic?

What knowledge will your readers gain?