**REQUIREMENTS**

Service Projects must:

1. Show that planning, development and leadership will take place
2. Show the project is realistic for completion
3. Show you have an understanding of what must be done and in a timely fashion (backwards planning)
4. Show you have a service project that is sustainable and layered
5. Your service project will benefit and have a positive impact on the community

**PROJECT DESCRIPTION & BENEFIT**

Briefly Describe your Project

**BENEFICIARY**

Explain how your project will be helpful to the beneficiary. Why is it needed?

**TIMELINE**

When will your project begin and end?

**GIVING LEADERSHIP**

How many people will be needed to help on your project? Include names and contact information.

**DELEGATING JOBS**

Complete the chart below, telling about specific jobs that need to be done, the skills needed and whether they must be adults or youth, how many helpers are needed and how many you have (so far). For example:

|  |  |  |  |
| --- | --- | --- | --- |
| Reweld park benches | Able to assist in weld | Adult supervisor | 1 adult; 1 youth |
| **JOB TO BE DONE** | **SKILLS NEEDED (if any)** | **ADULT or YOUTH** | **HELPERS NEEDED** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**MATERIALS, TOOLS & SUPPLIES**

What types of materials, if any, will you need? You don’t need a detailed list, but you must show you have a reasonable idea of what is required.

**OTHER NEEDS**

What other kids of needs/expenses might you encounter?

**LOGISTICS**

How will you handle transportation, if needed? How will you handle transportation of materials, supplies, tools and helpers?

**PROJECT PHASES**

Provide detail and dates (starting and ending) for each phase of your project (you may have more or less phases than provided here)

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |

**PROJECT PLANNER’S PROMISE**

I promise to be the leader of this service project and to do my best to carry it out for the maximum benefit to my community.

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LEADER’S APPROVAL**

I have reviewed this proposal and discussed it with the student. I believe it provides impact worthy of a MHS service project and will involve planning, development and leadership. I am comfortable the student understands what to do and how to lead the effort. I will see that the project is monitored and followed through to completion.

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_