



Delaware 4-H Diamond Clover Level Six (Diamond) - Part Two

Service Learning Project Proposal Guidelines

The Diamond Clover Service Learning Project enables a 4-Her to demonstrate his/her leadership, planning and organizational skills to make a significant impact on the community. There are many types of potential Diamond Clover projects. Some could involve building things, and others do not. Examples could include, but are not limited to, constructing park picnic tables or benches, upgrading hiking trails, planting trees, conducting well-planned blood drives, etc. The project can also be an activity that is developed and planned that provides a system which allows it to be easily replicated by others in completing the same activity again in the future. Other than the information provided on the project forms provided, there are no specific requirements for project scope or for how many hours are worked, and there is no requirement for the project to have lasting value. What is most important is the impact or benefit the project has to the organization for which it is completed, and being able to detail this impact as part of your overall project.

Your local Diamond Clover Advisory Committee will help you determine if the project you are considering is appropriate. The committee will consist of a minimum of three (3) members that includes the 4-H Club or Group Leader and the County 4-H Educator. Additional members can include other 4-H volunteers or community leaders. Approval for the project must be provided by the State 4-H Program Leader or designate. **Do not begin any work until your county committee and the State 4-H Program Leader have approved your proposal.**

Explanation of proposal sections:

Overview - Provide a brief explanation of your project in this section. You will explain this information in greater detail later in this proposal. Briefly explain why you chose the project; justify the need and who will benefit. Discuss the resources that will be needed and how you will fund the project. Indicate how you will use your leadership skills to recruit and direct others and how you will organize the work. Indicate the total number of hours you estimate the project will require. Provide a brief timeline that includes the estimated date of each major step or phase. Begin the timeline with this proposal and end with the final report.

For the remainder of this proposal, explain in detail the information in the overview.

Explain why you chose this project. Justify the need for the project and who will most greatly benefit.

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Resources - List the resources (money, supplies, and people) needed to complete this project and how you will obtain them. Provide a chart of materials indicating each major item, the estimated cost, the source or vendor and if the item will be purchased or donated. Include an estimate of the number of people and the necessary skills (carpenter, electrician, mason, plumber, etc.) who will be recruited, the number of hours each will spend on the project and the approximate value of their labor. Don't forget to include your time and the value of unskilled laborers including members of your 4-H club. (See example)

Timeline – Create a timeline indicating the approximate date of each major phase of the project. Begin with writing the proposal and end with writing and submitting the final report. (See example)

Approvals and Permits – List the approvals you will need to get before starting the project including landowners, facility managers, etc. If your project involves construction, will you need a permit and if so how will you acquire it? If a permit is required, don't forget to include the cost in the Resources section above.

Time Log – Create a chart showing the time you and others spent on each phase of the project. A detailed plan can require 25 hours or more to research and write with the project taking 100 hours or more. (See example)

Letters of Support – Attach to this proposal any letters you have received from individuals or community groups in support of this project.

Photo Documentation – Include a “before” photo of your project, if appropriate. Before, during and after photos provide excellent documentation of your work and the final result.

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Examples of charts and tables

(Numbers shown are examples only, actual costs and hours will vary)

Resources and Estimated Costs

Item	Amount Needed	Estimated Cost	Total Cost/Value	Source/Vendor	Funding	Comments
4'x4'x8' lumber	20	\$10/ea	\$200	Lowe's	Purchase	Trail edging
Mulch	2 cu/yds	\$20/yd	\$40	The Mulch Man	Donation	Trail surface
Garden Bench	5	\$100/ea	\$500	Home Depot	Purchase	Resting spots
Totals	-----			-----		

Time Line

Item	Date Started	Date Completed	Total Hours	Comments
Writing Proposal	1/5/10	1/14/10	16	I'm planning two days to write
Submit Proposal to local Committee	1/15/10	1/25/10	1	Meeting with the committee should take about an hour
Submit Proposal to State 4-H Leader	1/26/10	1/31/10	.5	I will mail my proposal to the State 4-H Office.
Get Permission of landowner	2/15/10	2/15/10	1	I will visit Mr. Jones to make my request.
Begin asking for donations	2/16/10	2/28/10	10	I will visit each of the businesses and speak to the owner/manager
Recruit Workers	3/5/10	3/10/10	5	Club meeting and phone calls
Phase 1 – Clear trail	3/25/10	3/26/10	55	Saturday and Sunday
Total Hours	-----	-----		

Time Log

Name	Type of Labor	Hours	Cost/Value	Comments
Chris Clover	Project Manager	125	\$1000	This will be my donation
Sparky Smith	Electrician	2	\$100.	I think he'll give me a discount
Allen Brown	DitchWitch	2	\$150.	I may get part of this donated
Chuck Dodd	4-H member	5	\$35.	Club members will donate their time
Ellen Frank	4-H member	6	\$42.	
George Hall	4-H member	5	\$35.	
Totals	-----			