

Sample Weber County Ambassador Project Proposal and Timeline

This is the *who, what, when, where and why* of your project. What is the project? Why did you choose this project? How will it benefit 4-H? Who will you work with to successfully complete your project? How will you evaluate your success? Your timeline will help you set self-imposed deadlines to keep yourself on track.

Project Proposal:

I will plan a 4-H promotional event at the Children's Treehouse Museum to help parents better understand 4-H and encourage them to get involved in the 4-H program. To make it fun, I will have simple, affordable projects that the children can make. Parents will receive literature about 4-H.

Proposed Timeline

October 28	Discuss project idea with 4-H Agent and seek approval.
November 1	Contact staff at Treehouse Children's Muesem to request having a table set up to promote 4-H and do simple "make and take" activities as part of their President's Day events.
November 10	Follow-up with request, finalize approval and logistics (time, equipment, space, facilities, etc.)
November 15	DEADLINE: Submit proposal and timeline to 4-H agent.
November 15	Submit article recruiting teens to assist with "make and take" activities for the December newsletter.
December 15	Prepare table top exhibit promoting 4-H
December 15	Request promotional brochures and literature from 4-H office
December 15	Deadline to submit article to include in 4-H newsletter recruiting teens to assist with "make and take" activities.
January	Recruit teens to assist with "make and take" activities
January	Plan and secure supplies for "make and take" activities
February 1	Confirm logistics for event with staff at Treehouse Children's Museum

- February 1 Confirm teens assisting with “make and take” activities
- February 1 Pick up promotional brochures and literature from 4-H office
- February 1 Prepare sign-up to collect names, emails, phone numbers for parents requesting follow-up contact from 4-H office
- February 16 Set up, conduct activities, take photos, answer questions and promote 4-H, clean up
- February 18 Write thank you letters to teen volunteers and to Treehouse Children’s Museum staff
- February 18 Turn in remaining supplies and roster for follow-up contact to 4-H office
- October 15 **DEADLINE:** Prepare project summary, including impacts, thank you letters, photos, etc. *(You do not have to wait until October; you can submit report once you complete your individual project activities for the year.)*