

Sample Weber County Junior Livestock 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 Junior Livestock? 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 Junior Livestock promotional event at the Hooper Tomato Days Festival to help parents better understand the Junior Livestock program and encourage them to get involved. To make it fun and draw families to my booth, I will use a prize wheel and ask participants questions about animals. Parents will receive literature about Junior Livestock.

Proposed Timeline

January	Discuss project idea with 4-H Agent and seek approval.
April	Contact coordinator for Hooper Tomoto Days festival and apply for educational booth.
May/June	Secure supplies for booth: prize wheel, pictures of animals, prizes for participants, literature for Junior Livestock, signs, table cloth, follow up contact sheet, etc.
May/June	Secure sponsors to fund booth fee and prizes.
May/June	Follow-up with application to ensure booth is reserved.
August	Purchase prizes for participants and prepare booth supplies.
August	Pick up promotional brochures and literature from 4-H office
August	Prepare sign-up to collect names, emails, phone numbers for parents requesting follow-up contact from 4-H office
Labor Day Weekend	Set up, conduct activities, take photos, answer questions, promote Junior Livestock, clean up
Following Week	Turn in remaining supplies and contact sheet to 4-H office
October 15	DEADLINE: Prepare project summary, including impacts, thank you letters, photos, etc. (<i>You do not have to wait until October; you can submit report once you complete your individual project.</i>)