OC 4-H Project Proposal

Complete this Project Proposal/Syllabus and save as a pdf file. Upload this document when you complete the Adult Volunteer Training Acknowledgement & Project Proposal which can be found here: **https://forms.gle/rdKgvqN3irKh9ya16**

"Learn by doing" is an atmosphere where learning is fun and is an important element of 4-H. In a project, members find things to learn, to do, to make, and to explore.

A 4-H project is:
- Planned work in an area of interest to the 4-H member
- Guided by a 4-H adult volunteer(s) who is the project leader
- Aimed at planned objectives that can be attained and measured
- Summarized by some form of record keeping
- A minimum of six hours of project instruction
- Inclusive of 4-H Curriculum resources
- Based on the project structure demonstrated in CA 4-H Project Sheets
- Falls in one of the CA 4-H Project Areas List of CA 4-H Projects

Each year, a 4-H member enrolls in at least one project. Members enrolling for the first time will be encouraged to take on only one project.

As members gain experience, the size of the project may be increased or additional projects may be selected. Some project groups meet once a week. Others meet once or twice a month. Project meetings may be in-person, virtual or a combination of both (hybrid). The purpose of these meetings is to guide the members in gaining knowledge, attitudes, skills, and habits needed to complete their work successfully. The availability of a project depends upon whether an adult volunteer or teen leader is available to lead it.

Club Name: _____   Project delivery: virtual   hybrid   in-person

Project Leader Name(s): _____

Teen or Junior Leader Name(s): _____

Project Location (for in-person meetings): _____

Project Title*: _____
        *Title must correspond to a CA 4-H Project Title

Project Timeline: from_____   to_____ **
        **NOTE: Project must include 6 hours of project instruction

Who is this project open to? Club members only / Cross-Club members (requires form) / Countywide
        Circle all that apply. Add explanation, if needed.

Head • Heart • Hands • Health

OC 4-H Project Syllabus

Project Summary/Learning Outcomes/Goals

Address how participants will advance in one or more of the four competency areas through this project

- Head (knowledge, reasoning and creativity)
- Heart (personal/social)
- Hands (vocational/citizenship/leadership)
- Health (healthy living, physical well-being)

Project Budget

Address anticipated expenses and plans for soliciting donations, fundraising, and any other income sources and review rules and procedures for handling funds (see Treasurer's Manual)

Expectations

a. Experiential Learning/Final Product

Address how this project facilitates experiential learning. What would be the end result of this project (final product)?

b. Attendance & Participation

Address what kinds of activities/meetings and minimum participation will be required to complete this project

c. Costs

Address what if any costs will be incurred to complete this project

d. Risks

What risks, if any, are associated with this project and how will those risks be mitigated and/or managed? What skills or training do you have that will help you recognize, mitigate and/or manage risks?

Please answer both parts of this question. NOTE: Safety is an important consideration in all 4-H projects. Please review the Clover Safety Fact Sheets. http://safety.ucanr.edu/4-H_Resources/

Head ● Heart ● Hands ● Health

Curriculum

What curriculum/resources will be used? 4-H curriculum is available at: http://4h.ucanr.edu/Resources/Curriculum/ and https://shop4-h.org/collections/curriculum

NOTE:

- 4-H curriculum may be combined with other resources
- Approved 4-H curriculum from other states may be used
- A 4-H project must use some of the 4-H curriculum available

Communication Plan

Describe the communication plan – how participants will get information (including calendar of important dates, email/text/social media strategy) for this project. SUGGESTION: Use the participant list on page 4 to track communication.

Inclusion and Access

How will this project be inclusive and accessible to diverse audiences?

Service Learning

Is there a service learning component to this project? If so, describe it.

http://4h.ucanr.edu/Projects/Citizenship/service_learning/Toolkit/Project_Planning/ Service-Learning is a strategy that integrates community needs, intentional learning objectives, and structured opportunities for reflection. Service-Learning projects take community service or volunteer projects to the next level by emphasizing both service and learning to create a more meaningful experience for youth. For more information, check out, Service-Learning in Community-Based Organizations: A Practical Guide to Starting and Sustaining High-Quality Programs.

Final Evaluation

How will you know goals have been achieved? How will you support members who wish to include this project in their Record Book?

Head • Heart • Hands • Health

Participant Contact Information:

Participant Contact Information			
Name (Y or A)	phone	email	other

*** Use additional copies of this page, if needed*

Confirm with each participant how you will communicate information about this project and project meetings!

Head • Heart • Hands • Health

OC 4-H Project Approval

o **Club/Unit Leader Approval**

As Club/Unit Leader for _____ Club/Unit, I have reviewed this project proposal and approve the addition of this project to our club project list.

_____
Signature of Club/Unit Leader

_____
date

o **4-H Staff Approval**

_____ The Proposed Project Leader has completed all mandatory 4-H requirements and is active/enrolled

_____ Proposed Project Leader has completed the Adult Volunteer Training Acknowledgement & Project
        Proposal Survey
            Date completed: _____

_____ Date returned to for updates and corrections, if needed
            Date sent: _____

_____ Date received with completed updates and revisions
            Date received: _____

_____ Project Proposal approved
            Date approved: _____

_____ Project added to 4-H online project drop down list for club/club project list on website
            Date added: _____

_____
Signature of 4-H Staff

_____
date

Head • Heart • Hands • Health