



THE FORUM: OKTIBBEHA COUNTY LEADERSHIP DEVELOPMENT COMMUNITY SERVICE TEAM PROJECT GUIDELINES

In order to expand the assets found in the Starkville/Oktibbeha County community, the team projects for the 2011-2012 Forum class will focus on working with civic organizations in the community to assist them in furthering their efforts. The team will be expected to work with the civic organization's leadership to identify a specific project that will either enhance a current project or initiate a new one. While the range of organizations that can be worked with is relatively broad, clubs such as Rotary, Pilot, Kiwanis, Lions, etc., should be avoided in most circumstances.

Your proposal should be typed and double-spaced on 8 ½ x 11 white paper. It should be a minimum of five pages and maximum of eight pages, **excluding** the cover sheet, time line, document review form, or other attachments. Size 12 Times New Roman or a comparable font should be used. Attach a cover sheet that includes the proposal title, date, and names of your team members. The entire proposal should be fastened by a paper clip in the upper left hand corner of the document.

Deadlines for the various phases of the project include:

- Project topics are due to Alan Barefield by **September 29, 2011**.
- A brief description (1-3 paragraphs) of the project is due by **October 20, 2011**.
- A draft (electronic) copy of the proposal is due by **December 1, 2011**.
- The final (hard, signed by team members) copy is due by **January 12, 2011**. Only one draft proposal and one final proposal per team should be submitted.

BODY OF PROPOSAL. Your proposal should contain the following sections:

- Introduction.** In a two to three short paragraphs, provide a brief overview of the civic organization that your team will assist and the particular issue or situation that you expect to address as a result of your project. Also describe why you feel the project is attainable.
- Needs.** Answer the following questions:
 - (1) What are the existing problems or needs? Be specific.
 - (2) How many people will be affected?
 - (3) What are the consequences if these needs are not met?
 - (4) How will your project address these needs?
- Vision/Mission.** How will this project relate to the “big picture” of the civic organization? In an ideal situation, what is your dream? A combined vision/mission statement is acceptable for these types of projects.
- Goals.** These are the broad, general statements that tell what you want to accomplish. What are the long-term outcomes? Example: To provide at-risk youth with the leadership tools needed to successfully graduate from high school. List no more than three goals.
- Objectives.** These are the specific ways in which you plan to reach your goals. The statements should be “SMART” goals. SMART is an acronym for Specific, Measurable, Action-oriented, Realistic, and Time-framed. Example: We will start a pilot program at one school in each school district in our county by June 2012.

- F. **Methods.** This is your plan of action that details who will do what and when it will be done. Basically, it allows you to explain how your goals and objectives will be reached. It should be a step-by-step chronological plan that lists persons responsible for each step along with an expected date of completion.
- G. **Summary and Evaluation.** State the expected measurable outcomes and include the method(s) that you will use to evaluate the success of the project.
- H. **Sustainability.** Explain how your project will sustain itself over time. Include how your team will remain actively involved in the project along with strategic partnerships that you can build with various groups that will keep the project ongoing.
- I. **Budget.** What funds are needed to carry out your project? Use a simple line item budget to show how it will be spent (supplies, printing costs, advertising, equipment, etc.) List potential sponsors and donations you might secure and indicate any in-kind or matching funds or services you expect to receive.
- J. **Time Line.** Set a one-year time frame that details how you plan on accomplishing your initial project objectives listed in Part E.

PROCEDURE: Team meetings outside of the regular class sessions are necessary. Each team should elect a chairman and co-chairman who will be responsible for getting the work teams together, making sure the proposal guidelines are followed, and making sure deadlines are met. Although every team member should elect to write specific parts of the proposal, one person should be designated to combining the parts together into one proposal and carefully editing the document. This will be helpful when preparing the first draft as well as the final document.

All team members will sign the document review form, which will be reviewed and approved by the steering committee. The **document review form** should be the last page of the **final, hard copy** of your proposal.

Each team member will have responsibility for some part of the project. A good place to show individual responsibility is in the *methods* and *time line* sections. Be sure that all team members have somewhat equally weighted responsibilities through negotiated *consensus*.

CRITERIA: Your proposal will be judged on the following guidelines:

- How well you follow directions set forth in the guidelines
- How clearly you communicated your thoughts and ideas
- How feasible your project is and the kind of impact it will have on the entire Oktibbeha County community
- How well it promotes “team spirit” within your team and offers opportunities for community involvement and growth
- How well you are organized and can answer questions about your project. Is it broad and general or have you set SMART goals?
- How well you have presented your budget and allocation of expenditures
- How well you have developed your time line and organized your project
- How you have shown your expectations for this project to be sustainable over time

DOCUMENT REVIEW

We the undersigned of the 2011-2012 class of The FORUM agree that we have accepted this proposal as a team project and are willing to fulfill the obligations set forth in the preceding pages. If this proposal is accepted, we agree to work together as a team to support this project to the best of our ability.

Signed and submitted by:

Date of submission: _____

Reviewed by the following:

Date of review: _____

Approved: _____
Coordinator

Date: _____

Approved: _____
Steering Committee Chairman

Date: _____