



## PROJECT PROPOSAL PROMPT

- I. **Project Goal and Need Fulfillment.** Provide a brief project description. Please detail what community need the project will address and/or what the goal of the project is and how you will address the need and/or goal.
- II. **Community Partner(s).** Provide the contact information for community partner(s) with whom you plan to work. Please include the name of the organization, the organization's address, the name(s) of the individual contact(s) with whom you are working, their position/title, and a phone number. *If you do not currently have all of this information, please provide what information you do have and submit further information as it is obtained.*
- III. **Distribution and Weight of Responsibility.** Describe the different aspects of the project and who will have the responsibility to carry out these duties. Please consider the following entities in your description: students, student project facilitator, faculty advisor(s), community partner(s), and/or the SERVE Center. Also, please address how you plan to facilitate the process of leadership turn-over within the organization with regards to the sustainability of the project throughout the turn-over process.
- IV. **Learning Objectives.** Explain how this project will accomplish learning objectives outlined by the University in the goals of the 'Essential Skills' and 'Interconnecting Perspectives.' **Please detail the learning objectives that are specific to an academic department if your organization is associated with one** (i.e., the American Marketing Association group would want to consider the learning objectives outlined by the school of business while a psychology fraternity should consider any learning objectives outlined by the psychology department).
- V. **Time Frame.** Outline the projected time frame of the project and show how the project will fit into an academic semester or academic year. Please be as specific as possible and list any important dates; especially those that would be pertinent for public relations purposes.
- VI. **Needs and/or Assistance.** Please provide a list of any material needs and/or assistance that you anticipate for the project. *We would like to support in any way possible and wish for your service-learning experience to be a positive one.*
- VII. **Challenges.** Please describe any challenges you anticipate. You may also use this section to describe any concerns or reservations you have about the project.

