

## **Sample Cache 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 Paradise Trout and Berry Days 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**

March	Discuss project idea with 4-H Agent and seek approval.
May	Contact coordinator for Paradise Trout and Berry Days 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.
June/July	Secure sponsors to fund booth fee and prizes.
June/July	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.
- August Trout & Berry Day Weekend, Set up, conduct activities, take photos, answer questions, promote Junior Livestock, clean up
- Following Week Turn in remaining supplies and contact sheets to 4-H office
- October 15 DEADLINE: Prepare project summary, including impacts and evaluation, thankyou letters, photos, etc. (You do not have to wait until October; you can submit report once you complete your individual project.)