



---

## Level 6 Diamond Clover Service Learning Project Proposal

---

Name: \_\_\_\_\_

4-H Club or Group: \_\_\_\_\_

4-H County or Baltimore City: \_\_\_\_\_

Title of Project: \_\_\_\_\_

---

This proposal is an accurate, complete, and honest representation of my work planning a service project.

**4-H Member Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I have reviewed this proposal, and I believe that it is an accurate, complete, and honest representation of my child's work planning a service project.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The Diamond Clover Level 6 Service Learning Project enables a 4-H member to demonstrate life skills including leadership, planning, and organization of a major community service project. In order to qualify for Diamond Clover recognition, the project must be large enough in scale or scope to demonstrate an investment of time and effort that will result in sustained community benefits. Your local Diamond Clover Advisory Committee will help you decide if the project you are considering meets the guidelines.

**DO NOT begin any work until AFTER the State Review Committee and the State 4-H Program Leader have approved your project. You will receive committee feedback and may be required to make changes prior to project approval.**

*Note: You may expand each section to create enough space for your project information.*

## Overview

Write a **BRIEF** (1-2 paragraph) summary of your proposed project. You will explain this information in detail in the other sections. **Suggestion: It may be easier for you to write the other sections of your proposal first and write this section LAST as a summary.**

Include the following information:

- Title of your project
- What your project will do or accomplish
- Community need that will be addressed and how your project will benefit the community
- How you will educate others about your project
- How your project will be sustainable by providing lasting community benefits
- One to two sentences describing general resources required such as people, materials, time, and money.

(Type your information here.)

## Local Diamond Clover Advisory Committee

Every Diamond Clover project needs a local advisory committee. The committee must include your local 4-H educator or designated 4-H staff member, your club or group leader, and at least one representative of a community partner who will be supporting your project. List the names of your committee members.

Name

**4-H Educator or Designated 4-H Staff**

\_\_\_\_\_

**Club/Group Leader**

\_\_\_\_\_

**Community Partner Representative**

\_\_\_\_\_

(partner may attend committee meetings or contribute to committee using a letter of support)

**Optional Additional Committee Members**

These members could be people you will ask to help with or support your project: 4-H project leader, 4-H All Star, 4-H alumni, community representative, etc. Committee members should not be members of your family.



Role _____	_____
Role _____	_____
Role _____	_____

---

## Background

Life skills used: decision making, problem solving, critical thinking, goal setting, nurturing relationships  
Explore issues and topics that matter to you, your family, and your community. Next, choose a focused issue for your Diamond Clover Project. Then, engage in research and investigation to examine the context, policies, perspectives, and history of the issue. In your description, include the following information:

- Community need that will be addressed
- Why you chose this project
- Relevant data, statistics, and other information to help to justify the need for the project. You may need to conduct research. Be sure to cite your references.
- How the project will benefit the community

(Type your information here.)

---

## Action Plan

**Life skills used: goal setting, problem solving, planning and organization**

Develop an Action Plan. Describe in detail the steps you will take to carry out your plan. Be sure to include these steps in your proposed timeline section below. The more specific you can be, the more well planned your project will be. Be sure to include all major steps from writing the proposal through submitting your final report. **You may write in paragraph or list form.**

(Type your information here.)



---

## Education/Promotion

Life skills used: communication marketing

4-H Youth Development is an educational organization and this project should include strategies to educate your community on your topic. Describe in detail how you will promote and teach others about your project. You should teach others about the needs this project addresses and benefits to the community. Ideally, your efforts will reach many people. Below are examples of education and promotion formats.

- news articles
- submissions to community publications
- project displays or posters
- club or community presentations
- blogs or web pages
- social media posts
- online videos
- radio/television promotions

(Type your information here.)

---

## Sustainability

### Life skill used: responsible citizenship

Sustainability is one of the most important considerations for approval of Diamond Clover service projects. Your project should not be a single activity such as a one-time fundraiser or a one-time supply drive. Rather it should be a community project that has long lasting impacts. Describe in detail how your project will be sustainable in future years. Include the following information:

- How your project will provide lasting community benefits for at least three to five years
- If applicable, how you will be involved in keeping your project going in the future
- If applicable, how you will prepare others to keep your project going in the future

(Type your information here.)



## Resources

### **Life skills used: planning and organization, wise use of resources, problem solving)**

In the table below, list all of the expected resources needed to complete your project:

- Major supplies needed and estimated costs, sources or vendors, purchased or donated
- Estimated work hours done by skilled people (carpenter, electrician, mason, plumber, project volunteer, etc.) and cost or **estimated value\*** of their time
- Estimated work hours done by helpers such as other 4-H members and volunteers and the **estimated value\*** of their time
- Estimated number of hours **YOU** will spend on the project from writing the proposal to submitting the final report **(The project should take YOU at least 100 hours to complete.)**

\* To calculate the **estimated value** of time donated to your project by others, visit the website [independentsector.org](http://independentsector.org) to find the **average value of volunteer time** for the current year. Multiply the hourly rate by the estimated number of hours donated per person to determine total value of time donated to your project.

### **SAMPLE Resources (You may delete this sample from your proposal.)**

Supplies						
Type of Supply	Amount/ Number Needed	Cost per Item	Total Cost	Source/ Vendor	Funding: Purchased or Donated?	Comments
4'x4'x8' lumber	20	\$10 each	\$200	Lowe's	Purchased	Trail edging
Mulch	2 cu/yds	\$20 per yard	\$40	The Mulch Man	Donated	Trail surface
Garden bench	5	\$100 each	\$500	Home Depot	Purchased	Resting spots
<b>Total</b>			\$740			
Paid Work						
Person's Name, Type of Work	Estimated Hours	Estimated Cost	Total Estimated Cost	Source/ Vendor	Comments	
Electrical wiring of lights	2 hours	\$80/hr	\$160	Joe's Electrical	Wiring for trail path lights	
<b>Total</b>	2		\$160			



**Donated Work**

Person's Name, Type of Work	Estimated Hours	Estimated Value	Total Estimated Value	Source/Vendor	Comments
help from five 4-H club members	10 hours each	\$20.00/hr value of volunteer time	5x10x\$20=\$1,000	My 4-H Club	Digging, raking, clearing trail
land grading	2 hours	\$50.00/hr	\$100.00	Cortez Landscaping	Offered to donate time for smoothing out the trail area
<b>Total</b>	50		\$1,100		

**My Work**

Total Estimated Hours	Comments
140	See the timeline for a breakdown of my hours. I will be overseeing and working on all steps of the project.

**Fundraising**

I plan to hold three fundraisers. My club leader will help me coordinate two bake sales and a car wash. The money raised will be deposited into my club's account. My club leader and treasurer will write checks to the vendors.

**Resources** (Do not delete this section: Include it in your proposal. Add rows if you need more space.)

**Supplies**

Type of Supply	Amount/Number Needed	Cost per Item	Total Cost	Source/Vendor	Funding: Purchased or Donated?	Comments
<b>Total</b>						

**Paid Work**

Person's Name, Type of Work	Estimated Hours	Estimated Cost	Total Estimated Cost	Source/Vendor	Comments





## Timeline

### Life skills used: planning and organization, critical thinking

Create a timeline that shows the estimated start and end date of each major project step or task. Include the estimated number of hours that each step or task will require. Begin with writing the proposal and end with writing the final report following project completion. (Note: Your actual timeline steps/tasks and dates may vary as you are working on the project.)

### SAMPLE Timeline (You may delete this sample from your proposal.)

Project Step or Task	Start Date	Completion Date	Hours	Comments
Met with local 4-H educator to discuss project idea	04/01/20	04/01/20	1	We narrowed down my project idea to focus on a single community need.
Write proposal	04/05/20	04/07/20	16	I am planning two days to write it
Go over proposal with my local committee and revise based on input	04/15/20	04/25/20	3	Meeting with the committee should take about an hour; revisions should take 2 hours
Get letter of support from community partner	04/26/20	04/30/20	1	I will visit Ms. Torres to make my request
Apply for building permit	07/30/20	07/30/20	2	Permit will be good for two years
Submit proposal to state and WAIT for feedback.	09/01/20	09/01/20	0.5	I will review proposal and have my county office upload it to the portal
Revise proposal based on state review committee feedback	11/01/20	11/10/20	4	I will make revisions based on what the state review committee tells me to do to improve my proposal
Submit revised final proposal to state and WAIT for approval.	11/15/20	11/15/20	0.5	I will have my county office upload my revised proposal
START PROJECT!				





Begin asking for donations	02/01/21	03/01/21	10	I will visit each of the businesses and speak to the owner/manager
Recruit Workers	03/05/21	03/10/21	5	Club meeting and phone calls
Phase 1 – Clear trail	03/25/10	03/26/20	55	Saturday and Sunday
***CONTINUE LISTING STEPS/TASKS ALL THE WAY THROUGH COMPLETING YOUR PROJECT AND SUBMITTING YOUR FINAL REPORT***				
		<b>Total Hours</b>		

**Timeline** (Do not delete this section: Include it in your proposal. Add rows if you need more space.)

Project Step or Task	Start Date	Completion Date	Hours	Comments
		<b>Total Hours</b>		



---

## Partners and Approvals/Permits

### Life skills used: service learning, communication

Identify others who will need to be included in your plan. Consider local leaders, policy makers, civic groups, etc. Identify what role they serve to help your plan succeed. Describe all approvals you will need before starting the project including permission from organizations, landowners, facility managers, etc. If your project involves construction, you will probably need a permit from an inspector or an agency. **If a permit is required, attach a copy of the permit.** Every Diamond Clover service project requires some kind of approval from the organization that the project will benefit. Some approvals may take the form of a letter of support. See the section below.

(Type your information here.)

---

## Letters of Support

### Life skills used: service learning, communication, nurturing relationships

At least one letter of support for your project is required from a primary community partner organization, group, or individual(s) involved in supporting your project.

---

## Photo Documentation

If appropriate, include a before photo to help you convey how your project will address the issue. (Note: When you submit your final report after your project is complete, you will be asked to submit photos that show evidence of your work.)



---

**Diamond Clover Service Learning Project  
Approval Signatures**

Member Name \_\_\_\_\_

4-H County or Baltimore City \_\_\_\_\_

---

**Local Diamond Clover Advisory Committee**

I have reviewed this proposal. I believe that it meets the standards expected of a Maryland 4-H Diamond Clover Level 6 service project. I am willing to support the 4-H member with various needs related to this project.

**4-H Educator  
or Designated 4-H Staff** \_\_\_\_\_ Date \_\_\_\_\_

**Club/Group Leader** \_\_\_\_\_ Date \_\_\_\_\_

**Community Partner** \_\_\_\_\_ Date \_\_\_\_\_

**Additional Committee Members:**

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

---

**State 4-H Program Leader**

I have reviewed this proposal. I believe that it meets the standards expected of a Maryland 4-H Diamond Clover Level 6 service project.

**State 4-H Program Leader** \_\_\_\_\_ Date \_\_\_\_\_



### Diamond Clover Service Learning Project Logs

**AFTER** the state program leader has approved your service project, use these logs to track your project progress. **DO NOT submit these logs with your proposal. You will submit them as part of your final project report.**

Member Name \_\_\_\_\_

4-H County or Baltimore City \_\_\_\_\_

Title of Project \_\_\_\_\_

### Financial Record Log

**Income and Expenses**

Record all income through donations and fundraisers.

Record all expenses of purchased supplies, paid labor expenses, permit fees, etc.

Date	Description	Income Amount	Expense Amount
<b>Total</b>			



<b>Donated Supplies</b>		
Record all supplies donated to your project. Estimate the value of each item listed.		
<b>Date</b>	<b>Description/Source</b>	<b>Estimated Value</b>
	<b>Total</b>	

**Work Log**

Use this log to track the total amount of time you and others have spent working on your project. You may include time spent writing your proposal, receiving approvals, writing your final report, etc.

<b>Date</b>	<b>Name of Person Doing Work</b>	<b>Project Step or Task</b>	<b>Number of Hours</b>



		<b>Total</b>	

**Life Skills**

Describe some of the most important life skills you learned and applied as you worked on the different stages of your service project. (This section will help you organize your information for when you write the final project summary.)

(Type your information here.)