



## Chino High School National Honor Society



### Service Project Proposal Checklist

#### **Section 1: Description and Identification of Need**

- \_\_\_ Problem to be addressed
- \_\_\_ Statement of the goal/objective

#### **Section 2: Project Location and Resources**

- \_\_\_ Location
- \_\_\_ Materials needed
- \_\_\_ Required preparations

#### **Section 3: Project Contacts**

- \_\_\_ List of people that will need to be contacted for this project
- \_\_\_ TWO SIGNATURE OF CONTACTS ALREADY MADE (i.e. principal, custodian, etc)

#### **Section 4: Project Timeline**

- \_\_\_ List of mini-deadlines for the project

#### **Section 5: Project Cost/ Revenue**

- \_\_\_ Identify potential costs
- \_\_\_ Quote of potential costs
- \_\_\_ Plan of action for raising funds
- \_\_\_ Plan of action for revenue (if applicable): Who will benefit and why?

#### **Section 6: Long-Lasting Effect**

- \_\_\_ Identify the long-lasting Effect
- \_\_\_ Identify if a future member needs to take this project over in the future; an organized binder or folder will need to be submitted in the Spring for the student taking over/maintaining your project for the next school year

