



PROPOSAL FOR NEW STATE EVENT/ACTIVITY/COMPETITION

Title of proposed event: _____

Please describe event in 250 words or less (*overall summary of the event*).

What are the expected benefits for the participants?

Date and time of proposed event: _____

Name and contact information for the planning team.

(*Note: the planning team must include at least one 4-H YDP staff person, a volunteer, and a youth*).

Staff Name: _____

Address: _____

Email: _____

Phone: _____ Cell: _____

Signature: _____

Volunteer Name: _____

Address: _____

Email: _____

Phone: _____ Cell: _____

Signature: _____

Youth Name: _____

Address: _____

Email: _____

Phone: _____ Cell: _____

Signature: _____

Please indicate the primary contact: _____

Signature of County Director for this location: _____

(*By signing the CD acknowledges that s/he is aware of the proposed event and willing to support the necessary facility use and insurance requirements*).

Provide link to websites that might provide additional information, if available:

EVENT IMPLEMENTATION

How many staff, youth and volunteers have offered to help with this event? _____

How many staff, youth and volunteers will be needed to implement this event? _____
(Please note: we will look for a youth: adult ratio of at least 10:1).

Will sectional or state leader councils be involved? If so, how? _____

FOR RECURRING EVENTS

Is this a recurring event? Yes No

If yes:

How often will it be repeated? _____

Describe how it will be sustained beyond the first year.

- What is/will be the process for passing on the leadership for the program?
- Is there (or will there be) a procedures manual available?
- What are the plans to secure sustainable funding?

PARTICIPANT INFORMATION

Describe the target audience, including age/grade level: _____

How many youth/adults are expected to participate in the event?

Youth: _____

Adults: _____

How will other youth/adults be positively impacted by the event (i.e., what is the “ripple effect”)?

Is there a cost to participants? If so, what is the estimated cost? _____

If there is a cost to participate, will there be financial assistance for youth who do not have the funds? Explain. _____

Is there an application or qualification process (i.e., enrollment in a project area, staff approval, etc.) for determining eligibility for participation? If so, please describe. _____

LOCATION/SAFETY

Location of event:

City: _____ County _____

Name/type of facility: _____

Is the location easily accessible by major highways/roads? _____

How close is the nearest airport? _____

Are all facilities ADA (American Disabilities Act) compliant? _____

What safety precautions have been or will be taken? (*keep in mind specific needs for this particular event*). _____

How will appropriate youth supervision be provided? _____

FINANCIAL INFORMATION

On a separate sheet, please include a detailed budget for this event including expenses, income, and in-kind support (*see 4-H Treasurer's Manual for example of budget form*).

Who is accepting fiduciary responsibility for the event? _____

If there are proceeds from the event, what are the plans for them? _____

Will there be fundraisers at the event? If so, please describe. _____

YOUTH DEVELOPMENT COMPONENT

What will participants learn at this event? (*citizenship, leadership, life skills*)

What authentic leadership roles will youth play in planning, implementing and fundraising for this event? _____

How will 4-H members share what they learned when they return to their home counties?

How does the event support the 4-H Mission & Direction Program Criteria?

EVALUATION

How will this event be evaluated? _____

When? _____

Who is responsible for evaluating the event? _____

How will it be demonstrated that the event was successful with regards to the youth development goals described in the previous section? _____

Who is responsible for submitting post-event information and evaluation data to the State 4-H Office? _____

MARKETING AND VISIBILITY

How and when will the event be publicized? _____

How will donors be recognized? _____

ADDITIONAL QUESTIONS FOR COMPETITIVE EVENTS

What additional benefits are obtained because of the element of competition?

Is there a pre-qualifying competition for this event? Yes No

If not...

Are there resources available to start one? _____

Or, is there an alternate means of selection? _____

Does the state competition meet minimum requirements for national competition (*if applicable*)?
(Please name national competition).

What events or trainings exist at the local or sectional level to prepare youth for this competition? _____

When and how will judges be trained? How will the qualifications of the judges be assessed?

How will the judging criteria be made available to the participants in advance of the event?

How will the judges score the participants? Has the scoring tool been reviewed and piloted?

How will youth receive feedback on their performance? _____

What is the award system used and why? (*Danish vs. American*). _____

What types of recognition will be given to participants? _____
