**Proposal Requirements**

Times New Roman or Arial, 10 to 12 point, font only

Double Spaced

1” margins

Headings for each section should be bolded (not all caps, not underlined, not italics)

Title Page:

* Proposal Name
* Team Member Names

Proposal Sections:

* **Summary**—No more than 200 words
* **Introduction**—Gives a brief overview of the issue and states the purpose of your project
* **Statement of Problem**—In no more than three sentences, state exactly what the problem/issue is to which you are bringing awareness.
* **Project Mission/Goals**—Think about what you want to accomplish with your action. Do you want to make a difference locally or have global impact? What issue will you advocate for? List your exact goals in bulleted sentences. You should have no more than three goals. Be specific in your goals.
* **Proposed Action Plan**—What actions will you take to make sure you accomplish your goals? Give a detailed plan of exactly what you plan to do; make sure to include who is responsible for what
* **Proposed Timeline**—When are you going to perform your service? Prioritize the steps you plan to take and create a timeline for when you will take them. Keep in mind the due dates for the project. Give yourself enough time to get permissions needed and to change any plans as necessary.
* **Materials/Resources Needed**—Think about all the materials and/or resources you will need. Decide who will provide each. List if you need any special permissions or help getting the materials/resources.
* **Conclusion**—Conclude briefly with what you expect to achieve through this.