

Proposal Checklist

Proposal Checklist is due with Proposal no later than 4:30 pm on Jan. 31, 2008.

- I have spoken with my sponsor and gotten tentative approval for the dates and plans that I am proposing.
- My sponsor contact information is accurate.
- My proposal meets the guidelines.
- I will work at least 30 hours a week from May 12-May 30 (24 hours the last week, due to Memorial Day Holiday) for a minimum of 84 hours over the period of three weeks.
- My project work will take place within 50 miles of Washington DC or I have spoken with the committee to find out about additional documentation.
- I have spoken with all my teachers about my plans and have made plans to meet my all school commitments during the course of the project.
- I have scheduled reflection time each day so that I will have a wealth of information to draw from for my reflection essay and my presentation.
- I have provided a concise and specific goals statement that will make sense if posted on a web page without the rest of my proposal.
- I have provided specifics about my planned activities.
- My resource list is accurate and well planned.
- I have made it clear what sort of culminating project I hope to produce.
- I have provided a detailed schedule that seems reasonable.
- I have set deadlines and check-in points in my schedule so that I can assess my progress.
- I have provided a detailed and accurate budget, with a clear statement of the source of my funding.

Comments: