

## Project Proposal Guide

Prior to submitting the online project proposal, please gather information on the following questions. When you are ready, [click here](#) to complete the project proposal.

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### Contact Information:

- Organization Name, Address, Point of Contact Name/Email/Phone #
- Campus Leader Name
- Project Manager (If Identified) Name, Email, Phone Number

### Project Details:

- North Coast Campuses this project could associate with?
- What types of projects can be done with this organization?
  - **Big Splash:** Our typical projects – big visual impact done in two days with 4 shifts of volunteers, supervised by project manager/skilled leaders (Example: Sleep in Heavenly Peace Bed Build)
  - **Turn Key:** Ready-to-go projects that a volunteer can do on their own without a project leader, and on their own time (Example: Donate Sack Lunches for Interfaith Community Service).
  - **Drives:** Common drive themes are Toiletry and Canned food. These set up at every campus on SYC Project Weekend. Would this organization be a good recipient for one of our drives?
- Can this project be completed on the SYC Project Weekend, April 24<sup>th</sup> & 25<sup>th</sup>, 2027
- What is the general scope of work needed for this project?
- Will any pre-work be needed prior to the project weekend?
- Is any city approval or permitting needed for this project?
- What questions or unknowns still exist about this project?

### Volunteer Details:

- What is the total estimated number of volunteers needed to complete this project in four four-hour shifts? (50-100, 100-200, 300-400, 400+)
- Are there components of this project that would be suitable for the following age groups:
  - Birth to Preschool, 0-5 years old (Yes/No)
  - Elementary School, Ages 5-11 (Yes/No)
  - Middle School, Ages 12-14 (Yes/No)
  - High School, Ages 14-18 (Yes/No)
- Are there components of this project that could be light duty/senior friendly? (Yes/No)
- Does this project location have enough parking spots to accommodate the maximum number of volunteers per shift?

### Additional Info:

- What support do you need from the Serve Your City team right now?
- Please mention any additional information you feel would be helpful for our team.