

## *Culminating Project Proposal Checklist*

Using the brainstorming sheet, complete a Proposal letter using the following guidelines:

### **Format:**

Typewritten

Letterhead

Business Format: Block or Modified Block Style

Typed Name and Signature

Grammatically Correct

(Sentence structure, Spelling, Punctuation, Word Usage, Tense Consistency)

### **Paragraph 1:**

Identify the project

Reasoning for choosing this project

Career relation or interest

Description of the project

### **Paragraph 2:**

Explain the project in detail (*What will be your product?*)

Progression of events

Stating the estimated cost

Explaining examples of activities involved in the project

Duration of the project (Timeline)

Beginning and Ending Dates

### **Paragraph 3 (Summary):**

Summarize the project

Explain what you will gain from doing the project

Thank the reader of the proposal

**Area For Comments**

**Signature Line for the Reader**

Sidney Cole  
PO Box 1307  
Davenport, WA 99122  
509.725.8370

May 7, 2013

Culminating Project  
Davenport High School  
801 7<sup>th</sup> Street  
Davenport, WA 99122

To Whom It May Concern:

I have chosen to focus on the dangers of texting and driving for my culminating project. One of the main reasons why I chose to do this project is because my mom was in a car accident on April 5, 2010 that involved texting and driving. While on her way to work, my mom was hit head-on by a young college student who was texting. My mom was very lucky to make it out alive with a fractured sternum, bruises and a large mental scar. The young driver who was texting was not as lucky and was killed on impact.

I will use a program through State Farm Insurance Company that promotes texting and driving awareness. This program has fifteen project choices and I will need to complete five of these to earn \$500. Also for my project, I will host a texting and driving awareness night at a volleyball game during the upcoming season this fall. The home team, on which I will be participating, will wear shirts, made by the team, that have an anti texting and driving theme on them. I will use one of these shirts and a poster I design for State Farm as my products. I expect my expenses for these products to be around \$100. Both of my projects should be completed by the end of September 2013. Any money raised by these projects will be donated to Davenport Booster Club.

From this project I hope to gain organizational skills, leadership skills and time management skills. I also hope to gain the support of the underclassmen so that this project will be continued after I graduate. Lastly, I will gain the satisfaction of knowing that I raised awareness about the dangers of texting and driving and know that this project could help save lives in the future. Thank you for considering my proposal.

Sincerely,

Sidney Cole

Comments:

\_\_\_\_ Approved \_\_\_\_\_ Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student Project Proposal Brainstorming Sheet

Below are some questions designed to get you thinking about your Culminating Project and what you would like to accomplish and/or learn. Please answer fully so it will be easier for you to type the actual proposal letter.

My proposed project is:

My product will be:

The reason for this selection is:

I hope to learn:

This project relates to my research essay and presentation by:

My Mentor will be: \_\_\_\_\_ because:

I will begin the project on \_\_\_\_\_ and will be completed by \_\_\_\_\_

The anticipated equipment/items I will need to do this project are:

The expected cost is (and may be zero):