

# Locally Submitted Projects

## Approval Checklist for Local 4-H Associations



Every locally initiated project needs to be approved by the local 4-H Association, and then by 4-H Ontario, before the club begins. The following are guidelines to assist Associations with the approval process. If not approved, the Association must indicate on the reverse of this sheet or in a separate letter what changes must be made to meet approval.

Title of Proposed Project: \_\_\_\_\_

Target age group:       Junior members     Senior Members     All members

Project Purpose:	
	Are the objectives of the project clearly defined?
	Does the project support the goals and values of the 4-H program?
	Does the project encourage members to develop self-confidence, a sense of responsibility and positive self-image?
	Does the project provide the opportunity for members to develop skills in communications, leadership, problem-solving and goal-setting?

Project Requirements:	
	Is there sufficient programming for a minimum of twelve hours of meeting time?
	Does the outlined achievement program:
	<ul style="list-style-type: none"> <li>• Encourage the participation of all members?</li> <li>• Provide an opportunity for members to share the knowledge and skills they have gained?</li> <li>• Create an awareness of 4-H in the community?</li> <li>• Emphasize the 4-H motto, "Learn To Do By Doing"?</li> </ul>

Project Content:	
	Are the meeting topics appropriate for this project?
	Are the activities age-appropriate?
	Are the activities appropriate for this project?
	Are communication & judging activities included?
	Does the project emphasize the 4-H motto, "Learn To Do By Doing"?
	Does the project list sources of information that can be used for this project? <i>(sources may include publications, audio-visual, web sites, resource people)</i>
	Are the sources of information accurate, appropriate and up-to-date?
	Are copyright laws being respected?
	Are safety considerations documented, and a list of required safety equipment provided, if applicable?

Finalizing Approval of the Project:	
	Has a project manual been developed?
	If yes, is the project manual comprehensive enough for other leaders to follow should they choose to lead this project?
	If so, has a copy of the Project Manual and any other resources been provided to the Association Resource Contact?
	If so, has the Project Manual been sent to the 4-H Ontario office for approval and to be added to the Locally Submitted Project Catalogue?

***This project has been approved by:***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position Held in Association

\_\_\_\_\_  
Date