



Nebraska 4-H Diamond Clover Program

PART 2 / SERVICE- LEARNING PROJECT

Level 6 – Diamond



Anticipated for ages 16 & up

“Giving something back to the community feels good.” — 4-H member Spencer Farley

To achieve the Nebraska 4-H Diamond Clover Program’s highest honor, Level 6 – Diamond, a 4-H member must complete a major service-learning project that benefits his/her community. The project must be of lasting value and be large enough in size and/or scope to be worthy of Diamond Clover recognition. 4-H members should plan on investing over 100 hours of service. It may take up to 24-months to complete the project. The process includes an initial proposal and final report to a local Diamond Clover Advisory Committee, which shall include at least five members from the following: extension staff, 4-H leaders, previous Diamond Clover winners and selected community members. The committee can also serve as a resource for the 4-H'er throughout the process.

Service-Learning Project Overview

BEFORE

1. Decide upon a major service-learning project. You may consult with members of the local committee to determine if the project you are considering is appropriate.
2. Research and complete a service-learning project proposal. Follow the instructions for proposal. Be as detailed as possible.
3. Present your proposal to your local Diamond Clover Advisory Committee. Your presentation should be about 5-10 minutes in length. The committee will follow with discussion and suggestions.
4. If your local committee approves your proposal, proceed with your project. If the proposal is not approved, revise the proposal and present proposal to the committee again.

DURING

1. Implement the service-learning project.
2. Document your hours and continually reflect on your progress. This could be done through record keeping, journaling, taking photographs/video.
3. If appropriate, involve and inform your local Diamond Clover Advisory Committee. They are there to help you!
4. Evaluate the success of your project (i.e. create a simple survey for participants and/or community member to complete).

AFTER

1. Review your project documentation.
2. Analyze your evaluation results.
3. Complete a final report. Follow the instructions for final report. Additional documentation may be utilized.
4. Present your final report to your local Diamond Clover Advisory Committee. Your presentation should be about 5-10 minutes in length and may include a PowerPoint presentation or photo album. The committee will follow with discussion.

Instructions for Proposal

Do not begin any work on the service-learning project until your local committee and the State 4-H Program Administrator (or designee) have approved your proposal. Use Times New Roman, 12 point, single-spaced formatting for your proposal.

- 1. Overview** — Provide an explanation of your project. List the title of your project and your contact information. Explain why you chose this project; justify the need and who will benefit. Briefly discuss the resources needed and how you will fund the project. Provide a brief time line of the project.
- 2. Resources** — List the ESTIMATED resources (money and supplies) needed to complete this project and how you will obtain them. Provide a chart of materials indicating each major item, the estimated cost, the source or vendor and if the item will be purchased or donated. (See example below.)

EXAMPLE OF RESOURCES AND ESTIMATED COSTS

ITEM	AMOUNT NEEDED	ESTIMATED COST	TOTAL COST/VALUE	SOURCE/VENDOR	FUNDING	COMMENTS
4'x4'x8' Lumber	20	\$10-\$12/ea	\$200-\$240	Lumber yard	Purchase	Trail edging
Mulch	2 cu/yds	\$20-\$25/yd	\$40-\$50	City park	Donation	Trail surface
Garden benches	5	\$100-\$125/ea	\$500-\$625	Hardware store	Purchase	Resting spots
Totals	—			—		

- 3. Time line** — Create an ESTIMATED time line estimating the approximate date of each major phase of the project. Begin with writing the proposal and end with writing and submitting the final report. (See example below.)

EXAMPLE TIME LINE

ITEM	DATE STARTED	DATE COMPLETED	COMMENTS
Writing proposal	01/05/xx	01/14/xx	I'm planning two days to write
Present proposal to local committee	01/15/xx	01/25/xx	Meeting with the committee should take about an hour
Obtain permission of landowner	02/15/xx	02/15/xx	I will visit Mr. Jones to make my request
Ask for support	02/16/xx	02/28/xx	I will visit each of the businesses and speak to the owner/manager
Recruit workers	03/05/xx	03/10/xx	Club meeting and phone calls
Clear trail	03/25/xx	03/26/xx	Clear branches
Build garden benches	04/09/xx	04/10/xx	Write to hardware store for donation
Mulch trees	04/22/xx	04/22/xx	Use 4 pickup loads of mulch
Prepare & submit final report	05/16/xx	05/20/xx	Take photos, compile final report
Estimated total project hours	—	—	

- 4. Time Log** — Create an ESTIMATED time log of the approximate number of people and the necessary skills (carpenter, electrician, mason, plumber, etc.) who will be recruited, the approximate number of hours each will spend on the project and the approximate value of their labor. Don't forget to include your time and the value of unskilled laborers including other 4-H members and community volunteers.* (See example below.) Will any type of training be needed for you or others to conduct this project?

EXAMPLE TIME LOG

NAME	TYPE OF LABOR	HOURS	COST/VALUE*	COMMENTS
Chris Clover	Project Manager	133	\$1000	This will be my donation
Sparky Smith	Electrician	2	\$100	I think he'll give me a discount
Allen Brown	Tractor & Loader	2	\$150	I may get part of this donated
Chuck Dodd	4-H member	5	\$35	Club members will donate their time
Ellen Frank	4-H member	6	\$42	
George Hall	4-H member	5	\$35	
Volunteer totals	—			
Overall totals	—			

*Use Independent Sector's latest dollar value for volunteers online at http://www.independentsector.org/programs/research/volunteer_time.html

- 5. Approvals and Permits** — List the approvals you will need (if necessary) to get before starting the project including landowners, facility managers, etc. If your project involves construction, will you need a permit and if so how will you acquire it? If a permit is required, don't forget to include the cost in the Resources section above.
- 6. Letters of Support** — Attach to this proposal any letters you have received from individuals or community groups in support of this project.
- 7. Evaluation Plan** — Provide an overview of how you plan to evaluate the success of your project (i.e. create a simple survey for participants and/or community member to complete).
- 8. Documentation Plan** — Provide an overview of how you plan to document your hours and reflect on your progress (this could be done through record keeping, journaling, taking photographs/video, etc.). Include a “before” photo of your project if appropriate.

Instructions for Final Report

Use Times New Roman, 12 point, single-spaced formatting for your final report.

- 1. Overview** — Provide an explanation of your project. List the title of your project and your contact information. Explain why you chose this project; what the need was and who benefited. Summarize your evaluation results and what you learned from this project.
- 2. Resources** — List the ACTUAL resources (money and supplies) needed to complete this project and how you obtained them. Provide a chart of materials indicating each major item, the actual cost, the source or vendor and if the item was purchased or donated. Explain any significant differences between your proposed estimated resources and final actual resources. Did any resource problems arise and how did you solve them? Is there anything you would do differently?
- 3. Time line** — Create an ACTUAL time line indicating the actual date of each major phase of the project. Explain any significant differences between your proposed estimated time line and final actual time line. Did any time line problems arise and how did you solve them? Is there anything you would do differently?
- 4. Time Log** — Create an ACTUAL time log of the number of people and the necessary skills (carpenter, electrician, mason, plumber, etc.) who were recruited, the number of hours each spent on the project and the approximate value of their labor. Include your time and the value of unskilled laborers including other 4-H members and community volunteers.* Was any type of training needed for you or others? Explain any significant differences between your proposed estimated time log and final actual time log. Did any labor problems arise and how did you solve them? Is there anything you would do differently?
*Use Independent Sector's latest dollar value for volunteers online at http://www.independentsector.org/programs/research/volunteer_time.html
- 5. Approvals and Permits** — List the approvals and permits you needed for the project, including landowners, facility managers, construction permits, etc. Explain the process you went through to get the approval/permits. Did any approval/permit problems arise and how did you solve them? Is there anything you would do differently?
- 6. Evaluation Results / Letters of Appreciation** — Provide a summary of your evaluation (i.e. survey results). If you collected comments or testimonials from people, please submit originals, copies or compile them. Analyze your evaluation results. Did your project meet the need and benefit the people you intended? Has the project positively impacted the community? Explain.
- 7. Documentation** — Provide copies of your documentation and reflection (records, journal entries, photographs/video, etc.). Include “before” “during” and “after” photographs of your project if appropriate. Additional documentation may be utilized.
- 8. What You Have Learned** — Explain what you learned from this project — including what you learned about yourself.

PROPOSAL

Name _____ County _____

Address _____

City/State/Zip _____

Phone _____ E-mail address _____

Age (as of January 1 of this year) _____ Years in 4-H (including this year) _____

4-H Membership: Independent
 Club(s) — please list: _____

Title for Project _____

Use Times New Roman, 12 point single spaced formatting for your proposal. Attach additional pages as needed.

- 1. Overview**
- 2. Resources**
- 3. Timeline**
- 4. Time Log**
- 5. Approvals and Permits (if necessary)**
- 6. Letters of Support**
- 7. Evaluation Plan**
- 8. Documentation Plan**

I have reviewed this proposal and find it complete and accurate.

4-H Member Signature _____ Date _____
Parent/Guardian Signature _____ Date _____
4-H Leader Signature _____ Date _____

Please print, sign and mail completed proposal to your local county extension office. Do not e-mail.

DIAMOND CLOVER ADVISORY COMMITTEE
The local committee has reviewed and approved this proposal.

Committee Chair Signature _____ Date _____
4-H Staff Signature _____ Date _____

STATE 4-H PROGRAM ADMINISTRATOR (OR DESIGNEE)
I have reviewed and approved this proposal.

State 4-H Program Administrator (or designee) Signature _____ Date _____

FINAL REPORT

Name _____ County _____

Address _____

City/State/Zip _____

Phone _____ E-mail address _____

Age (as of January 1 of this year) _____ Years in 4-H (including this year) _____

4-H Membership: Independent
 Club(s) — please list: _____

Title for Project _____

Use Times New Roman, 12 point single spaced formatting for your final report. Attach additional pages as needed.

- 1. Overview**
- 2. Resources**
- 3. Timeline**
- 4. Time Log**
- 5. Approvals and Permits (if necessary)**
- 6. Evaluation Results / Letters of Appreciation**
- 7. Documentation**
- 8. What You Have Learned**

I have reviewed this final report and find it complete and accurate.

4-H Member Signature _____ Date _____
Parent/Guardian Signature _____ Date _____
4-H Leader Signature _____ Date _____

Please print, sign and mail completed final report to your local county extension office. Do not e-mail.

DIAMOND CLOVER ADVISORY COMMITTEE
The local committee has reviewed and approved this final report.

Committee Chair Signature _____ Date _____
4-H Staff Signature _____ Date _____

STATE 4-H PROGRAM ADMINISTRATOR (OR DESIGNEE)
I have reviewed and approved this final report.

State 4-H Program Administrator (or designee) Signature _____ Date _____