

The Junior / Senior Footprint Project



Project Requirements

- ... The project must be located on the school grounds or in Keokuk County
- ... Must be able to complete the project by May 1 (Senior Year)
- ... Project must be completed by the junior (or) senior class of the current year
- ... Forms must be complete, and post marked on or before October 31
- ... Any unused funds at the end of the project are required to be returned to Keokuk County Endowment Foundation

Timeline

October 31	Return completed packet on or before due date to Keokuk County Endowment
April	Attend the Keokuk County Endowment Grant Ceremony – April
May 1	Project must be completed and final Form E returned (located at kcendow.org) with an accounting of money spent, copies of the article from the paper and a photo of the project with the students. *If project cannot be completed by May 1 deadline, you must submit Form C (located at kcendow.org)

Project Plan

The goal focused around the Senior Footprint Project is to allow the Junior / Senior Class to give back to their community through a betterment project. Through this process, the class will work together to decide on a project, break down each step from start to finish in a detailed timeline, build a budget that includes quotes and current prices and to follow those plans, ending with a successful project they will be proud of for years to come.

Step 1: What is your Project Idea?

In this step, the juniors / seniors need to decide what their project is going to be. Please answer each of the following question to help build a successful idea.

What is an area or place that could use some improvements? *(This can be located at your HS or Elementary or anywhere in Keokuk County. Remember your project needs to be focused around something permanent)*

Step 1 (continued)

What can be done to improve or make this better for our community? *(In this step, give examples on how to make that area better. List everything your class comes up with. You might not be able to do everything on your list, but you will narrow the list down as you continue in this process)*

Explain who will benefit the most and why? *(For example, if the project is focused around a playground or located at your elementary school, younger school age children or grades Pre K to 6th.)*

Provide a detailed project plan. Please list everything you want to do in the timeframe given. As the process moves on you might need to revise this due to cost or time limitations, but this is your starting point.

Step 2: The Budget

In this step, you will be using the detailed plan you just wrote to help guide you. You will need to supply actual prices on any and all cost associated with your project. In this step you might find that your plan needs to be readjusted due to cost.

- ... List the **materials** needed (all-inclusive list - including nails)
- ... List the **equipment** (*If rental space is needed - add a quote, if it will be donated or borrowed, please provide the name of the person providing it.*)
- ... List any **labor** that is going to be needed, not provided by the class. (*List any professionals that will be needed and a quote if they are not donating their time.*) – note any **donations** (materials, equipment and / or labor)

Do your expenses less or equal to \$1,000.00? If you are over the \$1,000.00, review your costs and see what can change. If you are over, think about items that can be used that are cheaper, is there equipment that can be donated to use, or labor, or is the part of the project that can be changed to help fit the budget requirements.

If you are under \$1,000.00, you can add to your project, ask ...what can make it better and still be able to meet all the time frames.

Items	Cost
Materials	\$
Equipment	\$
Labor	\$
Donations	\$
Total (need to be less or equal to \$1,000.00)	\$

Step 3: Timeline

In step 3, the class will be building out an extremely detailed timeline on their project. This timeline will start from the first day the class discussed participating in the project, to the final day when you mail back the final forms with all the documentation on your finished project.

Be realistic in your timeline, most projects cannot be finished in one day, and there is always need to prepare for the project. Include every step from dates you met prior to submitting the plan project to when you will pick up supplies and equipment, to who is taking pictures and when you will be submitting your article to your local paper.

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Step 4: Contact Information

In Step 4, we need to have the junior / senior class representative sign, agreeing to what their plan is and that this project will meet all deadlines. Along with the class representative, we also need to have the class sponsor name and contact number in case there are any questions.

Class Representative Name: _____
(Print – first and last name)

Class Representative Signature: _____

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Junior / Senior Class Sponsor – Contact Information

Printed Name of Class Sponsor: _____

Telephone Number of Class Sponsor: _____

Email of Class Sponsor: _____

Form E - Keokuk County Community Endowment Fund Evaluation

Must be returned upon completion of project, no later than last business day in October. If project not finished, complete Form C instead.

Mail form to: KCCEF, PO Box 11, Sigourney, IA 52591

Organization: _____ Contact: _____
Project: _____ Phone: _____
Completion Date: _____

Please briefly summarize the goals of your project and explain how you were able to attain those goals: (Include any unexpected benefits or successes)

Please relate project results and the tools used to measure your success: (What method was used to evaluate the project?)

Please outline any unexpected obstacles and how you were able to address them:

Please summarize the project's future plans, if any: (Include any changes this past years' experience may have influenced.)

Please compare the actual cost of the project to the estimated budget: (Please attach copies of invoices or bills)

If your project ran under budget, have you returned excess funds to the KCCEF?

Please describe any publicity the project has received, including recognition of the KCCEF: (Please attach copies of articles and photos of project)

Signature of Project Director _____ Date _____

Signature of KCCEF Representative _____ Date _____