

The Better Together Challenge Project Proposal Checklist

Use this checklist to guide your application for the 2019-2020 Better Together Challenge. We are excited to read your team's ideas! Remember, if you have any questions along the way, reach out to us at info@bettertogetherchallenge.org.

- Send your notification of intent by **Friday, September 6, 2019**.
- Visit the Better Together Challenge [website](#). Make sure to read the Better Together Challenge Guide and learn about previous finalists.
- Complete the [Signature Approval Page](#). Your principal needs to sign this form and email it to the Better Together Team at info@bettertogetherchallenge.org **before you can submit your project proposal**. Your principal is very busy; do not wait until the last minute to complete this step!
- Read through the [project proposal questionnaire](#) with your team and advisor. There are four major sections to this submission: 1) identifying the problem in your school, 2) setting your project goals, 3) creating project plans, and 4) evaluating the project's effectiveness.
- Identify the Problem.** Begin working with your team to create a detailed description of the problem or barrier in your school. Do this by asking yourselves: what needs to change at our school? How can we make our school better?
- Set Your Goals.** Once you have identified the problem, brainstorm your project goals. Project goals should be clearly linked with the problem that you identified and should be likely to make a positive impact on your school's climate. These goals should challenge your team, but should also be attainable. For example, eliminating school pollution may be too much for your team to accomplish in one year; however, reducing your school's use of plastic would be both a purposeful and feasible goal.
- Create a Plan.** The next step is to create a detailed project plan. This plan should connect the dots from the problem to your goals. Going back to our plastic reduction example, holding an assembly about the overall pollution levels in the US may not be the best use of your funds, though it is still related to your goals. It would be better to increase awareness about plastic consumption and waste at your school specifically.
- Develop an Evaluation Plan.** Next, your team needs to decide how you will evaluate the effectiveness of your project. Evaluation is a fancy way of saying "how will you know your project worked?" We could evaluate our plan to reduce plastic use by counting the number of students at our pollution information school assembly. Even better, we could count the number of plastic cups, silverware, and straws used before the implementation of our project and compare it to the number of plastic items used after our project is complete. Think of ways to be specific in evaluating the effectiveness of your project.
- Submit.** The final step is to read through your online submission one last time and submit your project proposal!

Important Dates:

Notification of Intent due: Friday, September 6, 2019

Signature Approval Page due: before your team submits their proposal

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Project Proposal due: Friday, September 27, 2019

Finalists notified: no later than Monday, October 7, 2019

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