**KINDNESS BADGE AWARD**

**GOLD BADGE PROJECT PROPOSAL**

**Details of Project**

**Project Group/Name:**

**School:**

**Uniformed Group(s):**

**Project Title:**

**Kindness Theme:**

**Teacher(s)-in-charge:**

**Email Address(s):**

**Contact Number(s):**

**Nominated Team Members’ Full Names (As in NRIC):**

**Team Leader:**

**2)**

**3)**

**4)**

**5)**

**6)**

**7)**

**8)**

**9)**

**10)**

**11)**

**12)**

**(*Please ensure that team member’s FULL NAMES are spelled correctly.)***

**Project Objectives**

In this section, state what would your team like to achieve as a result of the project.

**Project Idea**

**Target Audience**

Age group:

Nationalities:

Occupation:

Target size:

Any other information:

**Details of Project**

In this section, share with us the intended activity or activities for the project.

Describe each activity and explain how it contributes to the project (i.e. what problems or issues does the activity address)

Share with us in your opinion, what is the expected response from the target audience when they are approached for this project.

**Execution Process**

Planning Process

Share with us more about the roles of team members.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Job Scope** |
| Team Member A | Role A (e.g. Logistics I/C, etc) | * E.g. In charge of packing resources
 |
| … |  |  |

Do include details of volunteer management, if any.

|  |  |  |
| --- | --- | --- |
| **Role** | **No. of Volunteers** | **Job Scope** |
| Role A (e.g. Logistics) | 2 | * E.g. Packing resources
 |
| … |  |  |

State the logistics and budget required for the project. Do indicate ‘SKF Funding’ if you intend to apply for funding for the items stated.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Purpose** | **Amount** | **Source** |
| Item A |  | $-.-- | Buy from xxx (SKF Funding) |
| Item B |  | $-.-- | Taken from home |
| … |  |  |  |

Proposed Execution

Here, tell us what was and will be done.

|  |  |  |
| --- | --- | --- |
| **Preparation Phase 1 - Brainstorming** | **Start Date** | **End Date** |
| Details:* E.g. Sourcing for materials
 | DD/MM/YY | DD/MM/YY |
| **Preparation Phase 2 - Publicity** | **Start Date** | **End Date** |
| Details:* E.g. Facebook Posting
 | DD/MM/YY | DD/MM/YY |
| **Preparation Phase 3 – Trial Run (if any)** | **Start Date** | **End Date** |
| Details:* E.g. Trial run in school
 | DD/MM/YY | DD/MM/YY |
| **Start of Event/Activity/Campaign** | **Start Date** | **End Date** |
| Details: | DD/MM/YY | DD/MM/YY |

Share with us the proposed schedule of the event.

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Venue** |
| 1100-1115 | Briefing for team members |  |
| … |  |  |

Do share any contingency plans that you have for the event, if any.

**Conclusion and Evaluation**

In this section, tell us what is the potential impact or outcomes of your project, and how you intend to measure the level of success.

Share with us some of the potential limitations of the project, and possible ways to overcome them.

**Appendices**

In this section, you may show us any drafts of materials that you intend to create if you have them ready.