



2024 – 2025

Service Project Proposal

Deadline: Friday, August 9, 2024

Contact:

Jean Morrow

Sr. Vice President, Leadership
United

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Leadership Berks is seeking project proposals from Berks County's non-profit organizations for consideration as a Service Project for the 2024-25 Leadership Berks class.

In addition to participating in the nine-month program to build community leadership skills and knowledge about Berks County, all class members are required to participate in a service project. These projects are designed to be a leadership learning experience for the participants and a meaningful benefit to the non-profit.

Project proposals should be designed with the understanding that the Leadership Berks class is comprised of talented and professionally qualified individuals with different skills and experiences who will work together to assist local organizations create solutions to current needs.

2024 – 2025 Service Project Timeline

Deadline for Proposal

- Friday, August 9, 2024: 4:30 PM
- Email completed proposal to: jeanmor@uwberks.org

Service Project Explanation to Class

- Tuesday, October 15, 2024; 1:00 – 2:30 PM
- Location: TBD

Program Year (Project team and agency collaborate on project details)

- November 2024 – May 2025

Project Conclusion (Presentation by Project Team to Agency and Stakeholders)

- Tuesday, May 20, 2025; 8:00 – 11:30 AM (a specific 45 minute timeframe will be assigned to you closer to the date)
- Location: United Way of Berks County
25 N. 2nd Street, Suite 101
Reading, PA 19601



2023 – 2024 Service Project ORGANIZATION INFORMATION

Nonprofit Name:

Address:

City:

Zip:

Phone:

Website:

Liaison Information: The liaison is a representative of the nonprofit who must be knowledgeable about the project and committed to providing organizational support for it including attending meetings to assist the team in moving from general project description/goal to more specific objectives. **Must be available for phone calls, virtual and in-person meetings to provide direction and feedback.**

Name:

Title:

Email:

Phone:

Signature:

Date:



2024-2025 Service Project Summary

1. **Name of Project**

Give the project a title that conveys the essence and summarizes the purpose of the project and the organization.

2. **Agency**

The “agency” is the beneficiary (nonprofit, municipality, or population) that will benefit from the project.

3. **Project Description**

This is an outline of what Leadership Berks service project team will do for the agency during the six-month project period. Group members will use the project description as a guide in forming their project plans. Proposed projects should be unique to the Berks community.

4. **Needs Assessment**

Why is the project needed? How will the project have a positive and long-term impact in the community? Who is the target audience? What will your organization be able to do better because of the project?

5. **Specific Objectives & Goals**

The specific objectives and goals should provide measurable targets for the Leadership Berks team. Team members will be evaluated on whether they have formulated specific objectives and have met their stated goals. These should include required deliverables and additional aspects that would be beneficial should time allow.

6. Resources Available & Sustainability

Please detail anything that the agency and/or the liaisons will make available beyond the liaison's time/support to the Project such as administrative assistance, technical expertise, office supplies, etc. during the project. How will the agency sustain the program/project after the project is completed?

7. Resources Needed

Please explain any resources required that the Project group members will have to assemble in order to fulfill the goals of the project. NOTE - Leadership Berks program participants may NOT engage in fundraising for the project. Any funding that may be needed to complete the project is solely the responsibility of the nonprofit agency or public sector entity. In-kind contributions (non cash) may be considered as an approved resource on a case by case basis.

8. Special Skills Needed

What are the major activities associated with this Project? Please specify any talents and expertise that would be useful for group members to complete the project; these can be available from within the Project group members or recruited from the community.

9. Additional information

Please briefly describe any additional information that might be helpful to better explain the project.