

## What is the format for the Proposal?

### **Senior Capstone Project - Proposal Format (DUE by June 1st, 2016)**

*[Written as a formal letter...please submit this to Ms. Christopher as early as possible.*

*You will need to meet & discuss this proposal and complete the synopsis together.*

*At that point, your proposal & synopsis will be submitted to a committee for acceptance.*

*There will be a limited number of Capstone Projects accepted.]*

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Your Name

Your street address

City, State, Zip Code

Date

Ms. Robin Christopher, Capstone Administrator  
Wamogo Regional High School  
98 Wamogo Road  
Litchfield, CT 06759

Dear Capstone Committee:

In this paragraph, describe the general area of interest for your project and why you are interested in this area. Next describe the process you went through for narrowing the subject area into a specific topic that will be the focus of your independent learning experience. Specifically, why does this topic interest you?

Begin this paragraph with a transitional sentence showing the relationship between your subject/topic and the actual proposed project. Then describe your project. Give it a name that we can all use as a reference. What project strand (Service-Oriented, Career-Exploration, Self-Development) did you select and why? Describe what your project will be; what it will entail, who's involved, potential costs, potential time spent, and possible resources you will utilize. If you are proposing a community service or internship, identify what organization or company you will be working with.

In this paragraph, describe what you already know, your experience that may apply, or areas of accomplishment that may be relevant, etc. Explain why this proposed project will be a stretch for you (new learning/experiences). Describe what areas you are not familiar with and what skills and knowledge you expect to acquire and how you expect to acquire them.

In this paragraph, describe how the proposed project connects to your post-high school endeavors. Discuss briefly what impact you anticipate this project may have on you or your community.

Sincerely,

*Your signature goes here*

Type your full name