

# I-SERVE NEW PROGRAM PROPOSAL

**STUDENT NAME** \_\_\_\_\_

**DATE RECEIVED** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**NAME OF PROGRAM** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

**DATE REVIEWED BY I-SERVE STAFF** \_\_\_\_\_

The I-Serve program considers proposals for new community service programs on an ongoing basis. Programs which meet I-Serve and BYU-Idaho criteria and do not duplicate the work of existing programs may be piloted on a trial basis for two semesters. If you would like to propose a new program, please respond to the following questions by writing a program proposal. Feel free to attach any additional documentation that would help us better understand your proposed program and ideas. Submit the completed form using the button below or email this form and supporting documents to [iserve@byui.edu](mailto:iserve@byui.edu).

1. Please describe the service program.

2. What populations will the program serve and how many people will this serve?

3. Will this program provide direct, indirect, or advocacy service?

4. Is the program meeting a real need? What is the need that is being met?

5. Have you made contacts with people who would be served by the program to find out if they are interested? What have some of their responses been? Who are they?

6. Are people currently asking for this service?

7. What type of liability is involved/what are the risks? Does this program include fundraising?

8. Please itemize an annual budget for the program.

9. Is there a national/local agency the program would be associated with?

10. What is the administrative load needed to support this program (how many hours a week will be required by the program manager? What support will you need from the I-Serve full-time employee?). Who will be the student program directors?

11. Will the program continue once the initial investors are gone?

12. How many volunteers will be needed and in what capacity?