**Gold Award Proposal Estimated Timeline**

Creating an estimated timeline will help you think through major elements project including the sequence of events and if you have sufficient hours planned (Gold Award projects must take at least 80 hours of work). It will also help the Gold Award Committee understand what you plan to do.

You may use this timeline or your own document (or other program like Excel or Google Sheets) as long as you include all of the information required below.

**“Working” hours:** time you spend researching, implementing, doing work on your project yourself.

**“Leadership” hours:** time you spend recruiting/training volunteers, delegating tasks, directing the work of your volunteer team, setting priorities.

**Note:** time cannot be double counted in working and leadership. The same hour that you list as a working hour may not also count as a leadership hour. If 30 minutes of that hour were work, and the other 30 minutes were leadership, please divide the time that way.

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| **Date** | **Task (please provide a brief but clear description, and avoid listing large/unrealistic chunks of time in a single line. Break tasks down as best you can).** | **Hours** | |
| **Working** | **Leadership** |
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| **Total Hours (working vs. leadership)** | |  |  |
| **Total Hours (working + leadership)** | |  | |
| **Date** | **Task (please provide a brief but clear description, and avoid listing large/unrealistic chunks of time in a single line. Break tasks down as best you can).** | **Hours** | |
| **Working** | **Leadership** |
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| **Total Hours (working vs. leadership)** | |  |  |
| **Total Hours (working + leadership)** | |  | |

**Reminder**: your total hours at the end must add up to **at least 80 hours of work**. Approximately 20% of your total hours must be leadership hours.